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Title: Title Change and Reclassification of Senior Account Clerk in Fleet Services Department (B)

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6/10/2002	1	City Commission	Approved as Recommended	Pass
5/14/2002	0	Personnel and Organizational Structure Committee	Referred	

Title Change and Reclassification of Senior Account Clerk in Fleet Services Department (B)

Over the past 3 years, the Fleet Management Department has reduced staff size from 38 to 30. This was made possible as a result of improved mechanic's productivity, by following the replacement schedule, and changes that were made in procedures and processes. The Fleet Support Services Manager position, at pay grade 70, was included in the reductions. Those responsibilities were distributed to the remaining staff. The Senior Account Clerk position was the recipient of the majority of those responsibilities, which included the supervision of 2 Parts Specialists. Recent reorganization has increased the number of employees supervised by the Sr. Account Clerk position to 4 and has also added the Service Writer's functions to the list of responsibilities. Hence, the request for a job audit and this recommendation.

An on site job audit determined that job duties and responsibilities have grown beyond those that characterize Account Clerks. In addition to maintenance of complex computerized financial records and reports, the position has full supervisory responsibilities over four Fleet Support Specialists whose dual role is customer service and parts/inventory coordination and maintenance.

Reclassification will result in a 5% adjustment to the incumbent's base salary with an annualized fiscal impact of approximately \$2,000; this includes benefits. The Office of Management and Budget concurs with the estimate.

The Personnel and Organizational Committee recommends the City Commission approve adding the title of Support Services Supervisor at CWA pay grade 18 (\$32,477 to \$42,613) to the Occupational Index and reclassifying the Account Clerk Senior, CWA pay grade 14 (\$26,656 to \$34,974) to same.