



Rebecca Grill
City Administrator
rgrill@westalliswi.gov
414.302.8294

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator
DATE: December 14, 2018
SUBJECT: Department Request to Fill Position

Attached is Peggy Steeno's request to fill the vacant position of Accounting Specialist in the Finance Department.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RG:jfw
cc: Mayor
HR Dept.
Peggy Steeno

ADM\Vacpos\VACPOSREQ AcctgSpec FinDept.121818



Peggy Steeno, CPA, MBA
Finance Director/Comptroller/Treasurer
Finance Department
psteeno@westalliswi.gov
414.302.8252

MEMORANDUM

TO: Rebecca Grill, City Administrator
FROM: Peggy Steeno
DATE: December 13, 2018
SUBJECT: Finance Request to Fill a Vacant Position - Accounting Specialist

The Finance Department respectfully requests permission to fill the Accounting Specialist Position vacancy due to the recent retirement of a long term employee. The position became vacant on November 29, 2018.

By way of details, there are one Accounting Specialist, the current request to hire, and one Accountant Position, for which I already have the authorization to hire, open in the Finance Department. If this request is approved, I am planning to recruit for both of these positions in one posting to provide some flexibility. Due to this, I am requesting the leeway to hire one Accounting Specialist and one Accountant, or under fill the position of Accountant as an Accounting Specialist if the situation presents itself in the recruitment process. If that occurs, it would allow me to evaluate the skills and abilities of both new hires, over the next several months, to determine the best position make-up for the department based on performance and the evolving needs of the department. Also, the specialty of each of the positions may change, i.e. general accounting versus grant accounting, depending on the skill sets and abilities of the selected candidates.

Please let me know if you have questions on this strategy/hiring. And, thank you for your consideration!



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Finance Position Title: Accounting Specialist

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 11 / 29 /2018

Person Replaced: Chris Phinney

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: 1 / 31 /2019

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____
This position is responsible for required grant accounting.

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____
Federal and State mandates with regard to grants as well as other related accounting and reporting.

What will be the impacts on service functions to the public if the position is not filled? _____
While other staff can step in and assist with the duties on a short term basis, granting record keeping and monitoring cannot be completed timely and accurately without a dedicated staff member managing and monitoring on a regular basis.

What will be the impacts on service to city staff if the position is not filled? _____
There will be an additional burden placed on other staff members as well as the risk that required recording and reporting will not occur accurately and timely. There is currently another dept vacancy as well as other new and ongoing initiatives that need to be managed.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____
This position is being reviewed in conjunction with the other currently vacant position, and based on the talent pool, we will evaluate the hiring level as well as the specialty between positions,

How has this vacancy/need been covered so far? _____
Staff is doing its best trying to keep up with the duties, but with so much going on, it becomes more difficult by the day. And, items that can wait are being held so the critical tasks and time sensitive deadlines can be met.

How many other similar positions exist in this department? There are other Acctg. Specialists, but no Grant Specialists.

Requestor Information

Please Print: Peggy Steeno Name Director of Finance/Comp Title Finance Department

Signature/Date: Peggy Steeno 12/13/18

Attached: Memorandum Current Position Description

Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	Chris Phinney	Employer Name	City of West Allis
Job Title	Grant Accounting Specialist	Work Location	City Hall
Department	Finance	Division	
Full-Time / Part-Time	Full Time	Part-Time (Hrs per Wk)	
Supervisor Name	Kris Moen	Supervisor Title	Finance Dir/Comptr/City Treas

SECTION 2

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Manage all records related to the City's various grant programs finances thru use of special revenue general ledger numbers and project numbers when needed. (CDBG, Voucher Rent Assistance Program, HOME, Police, Health & Fire Dept., EPA Revolving Loans, NSP) including expenses, revenues and on line draw downs and reimbursement requests using the various program required formats.	D	55
Monitor CDBG program thru reports distributed showing budget, expenses and balance by project number and summarizing this program's required percentages including required timeliness and public service caps. These amounts are also reconciled to HUD's IDIS system and HUDs J.L.OCS treasury account. At year end these figures are used in preparation for HUDs CAPER.	M	10
Account and track data required in HUDs Voucher Program VMS reports, including revising data up to a year prior on a monthly basis.	M	10
Complete required Federal Quarterly Report, SF425 for CDBG and G-2 for Police & any other grants that require submission.	Q	1
Manage all records related to program income earned on the various grant programs. Report these figures in Development's budget documents for their planning use.	M	5
Loans receivable. Bill any CDBG Economic Development loans and any EPA Revolving Loans Funds Loans. Open new loans as CC or CDA approves them.	M	5
Year end account closing and reconciling. Close completed projects out and transfer any balances as needed to the new year. Prepare all CDBG CAPER required financial forms (in IDIS) and all Voucher Program reports filed in REAC system. Run year-end due to- and to from journal entries.	A	10
Review and enter for payments CDBG Subgrantee reimbursement requests for Family Resource Center, West Central Interfaith & WWBIC.	M	2
Review and authorize DOT Joint Speed Task Force co-applicants (Tosa, West Milwaukee & Greenfield) expense documentation can be included in the monthly reimbursement request. Reimb coapplicant after we get reimb.	M	2

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SECTION 3	TOOLS AND TECHNOLOGY
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Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:
 Sungard Accounting Software, Excel, CDM loan software, HUDs IDIS, HUD VMS, HUD REAC, Word, Outlook

SECTION 4	JUDGMENTS / DECISION-MAKING
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Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
When I run project report for the grant and the balance is a negative	Review the documents to see if an expense hit the wrong project, if it is so move it by aj, if not email staff responsible for the grant asking where to move it.	Sungard software, and Fortis scan station to view documents if needed	All AJs are reviewed by Comptroller
Monitoring visits from the grant agencies	Analyze what grant documents the Grant agencies need and supply to them	Run reports from Sungard software and/or request from Nicole if bank statement related	Finance supervisor and/or Development department
Keeping CDBG within its various monitoring percentages	Review CDBG Project subtype for Admin, Low- Mod, Slum-Blight and timeliness to make sure we stay within required percentage caps. Supply this info in report distributed to Development and sub-grantees.	Sungard software and excel worksheets, balances from CDBG from IDIS system	Development Community Development Manager
Meeting the various granting agencies required reporting deadlines	Prioritize workflow as needed and draw down funds timely	calendar	Finance Director/Development Manager
Program Income projection for the various programs	Project what program income each program will earn based on 18 month history	Sungard software & bank documents	Development Manager

SECTION 5

WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Senior Accountant	Ask for figures for the monthly voucher program	So the required VMS reporting can be completed monthly
Community Development Supv	Ask for support documentation for NSP program	So the check received last week for the sale of an NSP property can be handled correctly
Community Development Mgr	Discuss 2017 budget revenue pages I entered the data in Development's budget files	So Development will know what incoming revenue can be expected
Dawn Rehberger at TriCity bank	Send emails asking her to remove old delinquent loans that the attorneys office authorized to be written off and discuss bank statement deposit error.	So the City's records match the banks balances
Joan Luedke of Family Resource Center	Review the FRC's monthly invoice and update worksheet for them to sign and return	To process CDBG subgrantee's reimbursement claim

SECTION 6

SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants		X	
Hire / Promote Employees		X	
Provide Written/Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others		X	
Project Management			x
Provide Work Direction For Others		X	
Evaluate Performance Of Others		X	

Counsel Employees		X	
Train Employees (As Part Of The Normal Duties Of The Job)		X	
Approve Overtime		X	
Approve Time Off Request For Others		X	
Develop / Implement Policies		X	
Do you directly supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>		X	n/a
Job Title	# of FTEs		

SECTION 7		WORK ENVIRONMENT / PHYSICAL REQUIREMENTS			
Please indicate the amount of time typically spent in the following categories.					
Physical Requirements	[Place an "X" in the appropriate cells]				
	N/A	Rarely	Occasionally	Frequently	
Carrying/Lifting 10 - 40 Pounds			x		
Carrying/Lifting > 40 Pounds	x				
Sitting				x	
Standing / Walking / Climbing			x		
Squatting/Crouching/Kneeling/Bending			x		
Pushing / Pulling / Reaching Above Shoulder			x		
Work Environment	N/A	Rarely	Occasionally	Frequently	
Indoor/Office Work Environment				x	
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)	x				
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)	x				

Outdoor Weather Conditions	x			
Hazardous Fumes or Odors / Toxic Chemicals	x			
Confined Spaces (as identified by OSHA)	x			
Close Proximity to Moving Machinery / Equipment	x			
Bodily Fluids / Communicable Diseases	x			
Working Alongside Moving Traffic on Roads	x			
Electrical Hazards	x			

SECTION 8	ADDITIONAL EMPLOYEE COMMENTS
Please identify any other information that would help someone else understand your job more clearly:	

To Be Completed By The Employee's Supervisor

SECTION 9		SUPERVISOR INFORMATION	
Supervisor Name	Kris Moen	Supervisor Title	Deputy Finance Director

SECTION 10		EDUCATION <u>REQUIRED</u> FOR HIRE
Level of Education (Select one with an "X")	Field(s) of Study	
Less than High School Education	n/a	
High School Education (or Equivalent)		
One Year Certificate (or Equivalent)		
X Associate's Degree (or Equivalent)	Accounting	
Bachelor's Degree		
Master's Degree		
Professional Degree (Law, Medicine, etc.)		
PhD w/ Dissertation		
Other:		
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		
Minimum Associate's Degree in Accounting required		

SECTION 11		TOTAL EXPERIENCE REQUIRED UPON HIRE					
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
	x						
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):							
1-2 years accounting experience required, preferably in a governmental setting. Grant experience preferred.							

SECTION 12		CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB	
List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

SECTION 13		SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.		
JDQ Section	Comment / Clarification / Addition	
2	Requires preparing financial summaries of grant-eligible expenses, filing appropriate reimbursement requests from multiple granting agencies (federal, state, county, other entities), tracking and accounting for all reimbursements from grant programs. Complexity comes in the range of grant programs and learning, knowing each granting agency's requirements (Housing & Urban Development (HUD), Community Development Block Grant (CDBG), Section 8 Housing, Home Program, DNR, Dept of Justice, FEMA, etc...)	

To Be Completed By Administrative Designee

SECTION 14		SUPERVISOR INFORMATION	
Administrative Designee Name	Administrative Designee Title		

SECTION 15		ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS	
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.			
JDQ Section	Comment / Clarification / Addition		