



CITY OF APPLETON

MEMORANDUM

Date: May 14, 2025
To: Human Resources / IT Committee (Action item)
Finance Committee (Information item)
From: Jeri Ohman, Finance Director
Subject: Request to approve Finance Department reorganization and position reclassifications

The Finance Department is requesting approval to reorganize and reclassify certain positions. Recently, the frontline Account Clerk I positions have seen significant turnover. This turnover has required more time for supervision than in the past. In an attempt to relieve workload pressures of the supervisor, I am requesting to redistribute tasks between two positions, currently the Customer Service Accounting Supervisor and the Property Tax Specialist.

The Customer Service Accounting Supervisor will become the Customer Service Supervisor. The main changes will include a reduction of staff supervised from four to three and a shift in duties that are more flexible allowing time to focus on daily staffing needs. This position will decrease from pay grade 9 to grade 8.

The Property Tax Specialist will become the Staff Accountant / Property Tax Specialist. This position will include more critically timed accounting functions that are difficult to manage during extended periods of staffing needs. This position will increase from pay grade 6 to grade 7.

The above changes in pay grades will continue to remain within the current salary and fringe budget of the department.

In addition to the above changes in responsibilities, the Table of Organization for the department will include the following changes:

- Supervision of the Account Clerk II from the Customer Service Supervisor to the Deputy Director of Finance.
- Supervision of the Budget & Accounting Manager from the Deputy Director of Finance to the Finance Director.

Thank you for your consideration of this request. Please feel free to contact me if you have any questions.