

Memorandum

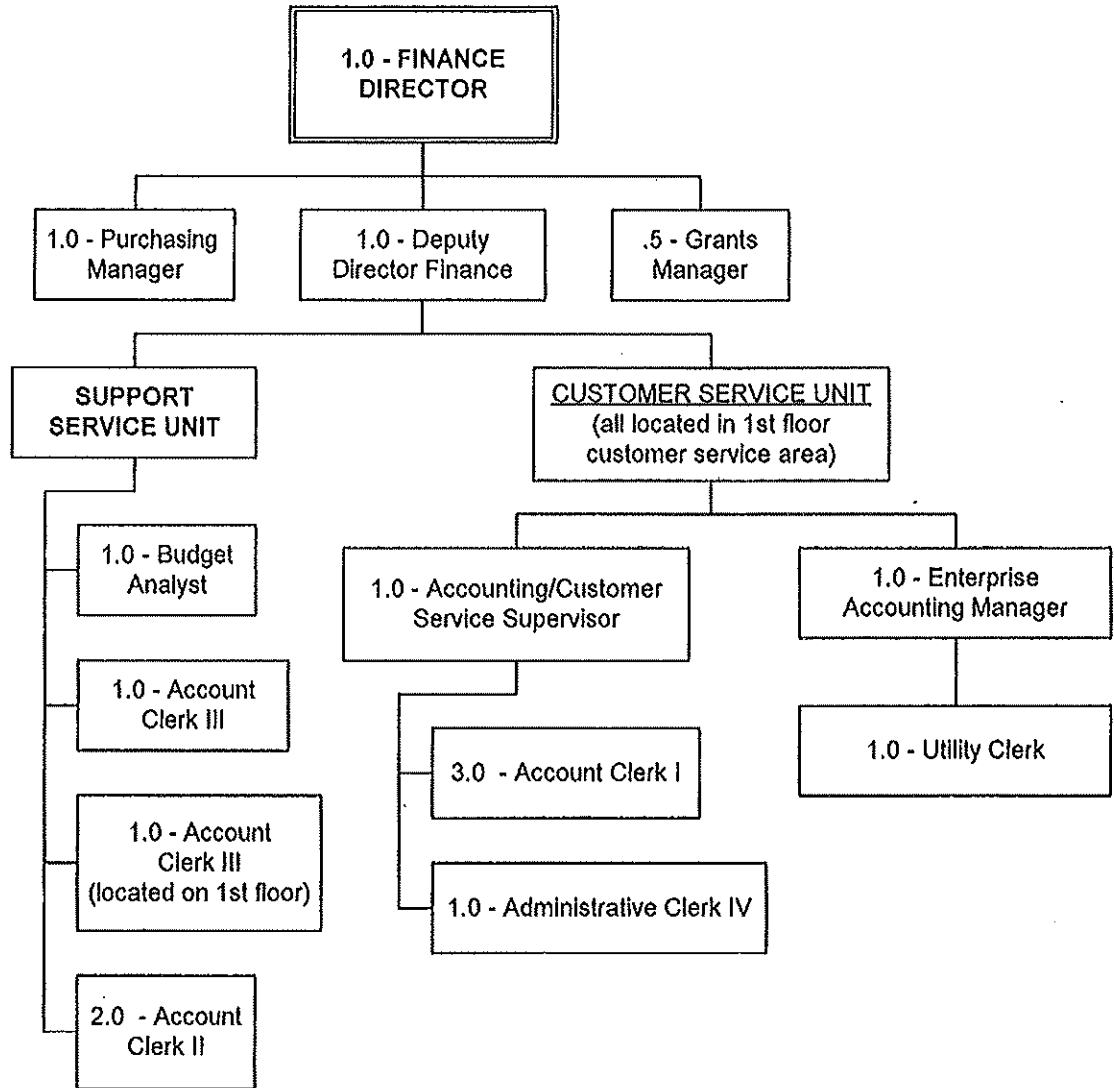
To: Chairperson Jirschele and Members of the Human Resources Committee
From: Tony Saucerman, Deputy Finance Director *TS*
Date: 10/16/2013
Re: Change in Finance Department Table of Organization

The Finance Department is requesting a change in the Department's Table of Organization to allow the Account Clerk II position to report to the Accounting/Customer Service Supervisor rather than the Deputy Finance Director.

The reason for the requested change is that with the expansion of the 1st floor Finance Department area in 2011, this position was moved from the 6th floor to the 1st floor since the position's main duties are working in the utility billing area and providing backup coverage in the customer service area. Both of these functions are performed on the 1st floor. The supervisors of these areas are also located on the 1st floor. With recent turnover in the Account Clerk II position, it was felt that this was an opportune time to change the supervision of this position to the Accounting/Customer Service Supervisor.

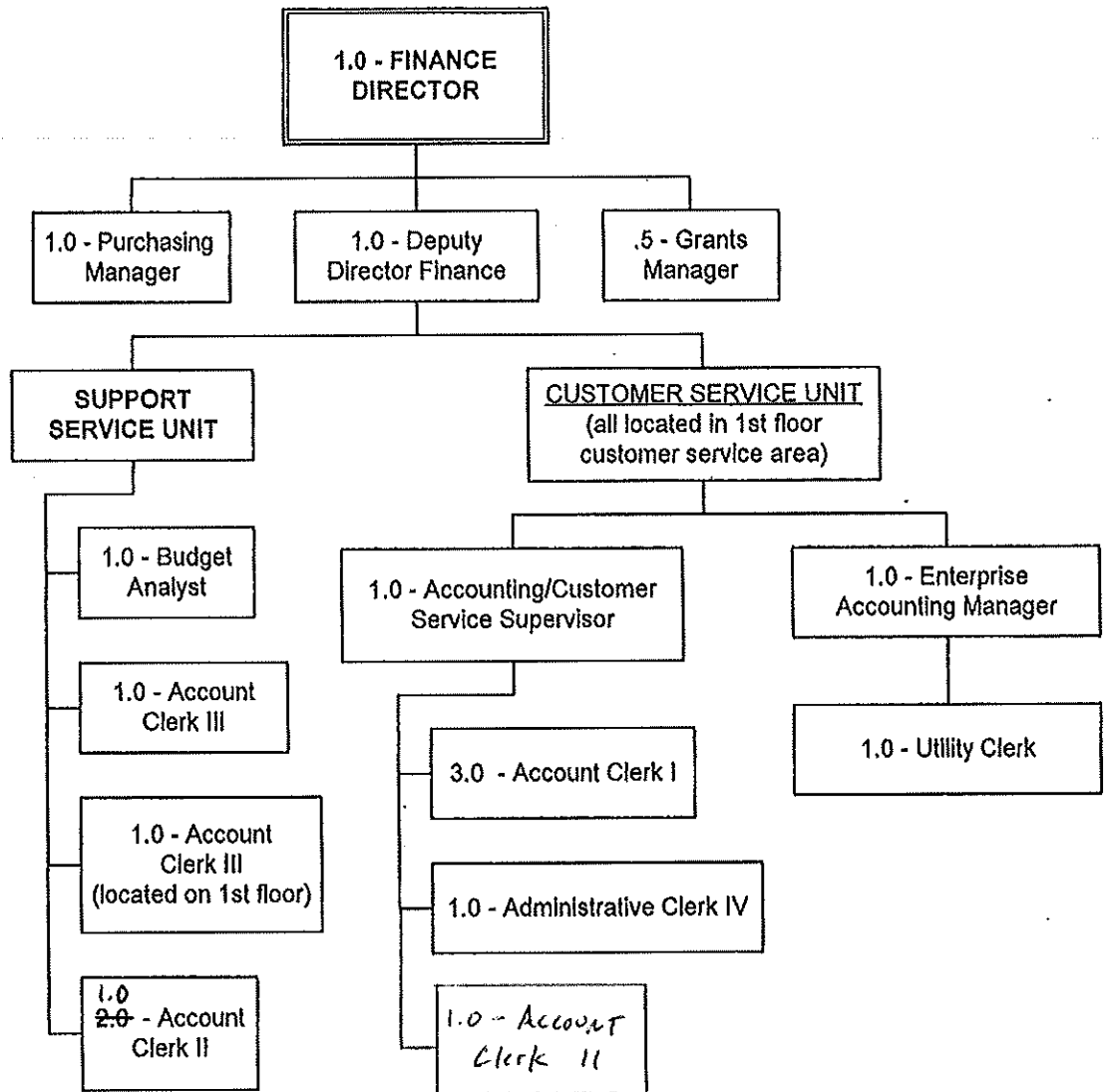
The change would help facilitate the day-to-day oversight of the position as well as help the Accounting/Customer Service Supervisor with staff scheduling and setting priorities during absences or busy times since she would have direct oversight of the Account Clerk II position.

BEFORE



Approved 1/1/13

AFTER



Approved 1/1/13