

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING THE ) RESOLUTION NO. 87-766  
PAY PLAN AND THE CLASSIFICATION )  
PLAN ) Introduced by the  
 ) Executive Officer

WHEREAS, A new classification of employee is needed to  
meet staffing needs; now, therefore,

BE IT RESOLVED,

1. That the Classification Plan is hereby amended to  
include the classification of Lead Accounting Clerk as specified in  
Exhibit A to this Resolution.

2. That the Pay Plan is amended to include the  
classification of Lead Accounting Clerk at level 7.5 (\$19,926 to  
\$24,814).

ADOPTED by the Council of the Metropolitan Service District  
this 11th day of June, 1987.

  
Richard Waker, Presiding Officer

RB/gl  
7571C/506  
06/01/87

## EXHIBIT A

Metro  
Classification No.: 036

Established: 06/15/87  
Revised:  
EEO:  
AA: Admin. Support

### LEAD ACCOUNTING CLERK

#### MISSION STATEMENT

Under the general direction of the Manager of Accounting, to direct the activities and work of the Accounting Clerk personnel (payroll, accounts receivable, accounts payable), assist in interviewing and hiring clerk personnel and participating in performance evaluations, ensure accurate financial information through monitoring internal accounting controls, account reconciliations, and review of accounting documentation and other work as required.

#### DISTINGUISHING CHARACTERISTICS

The Lead Accounting Clerk class is primarily oriented to performing work tasks which direct and assist the efforts of accounting clerk personnel in processing accounting documentation in accordance with Metro policies, proper accounting principles and according to established internal controls. The Lead Clerk serves as the resource available to fill any of the three clerk positions during times of vacancy and, as such, requires the knowledge of the duties and responsibilities of all three clerk positions. The Lead Clerk serves as an initial contact for problem resolution and in priority setting, system changes and research within the Division. Employees in this class have latitude in interpreting and applying policies within prescribed accounting procedures and controls and are expected to independently perform tasks in the functional areas with guidance available from higher level professional accounting staff in complex or unusual situations. This is the highest level in the Accounting Clerk series.

#### PRINCIPAL FUNCTIONS

Duties include but are not limited to:

##### 1. ADMINISTRATIVE/CLERICAL

###### Typical Activities:

- Direct and monitor work assignments, projects, etc., of clerk personnel in order to meet established timelines and quality output.
- Prepares and reviews computer input/output.

- Review of documentation/reports prepared by clerk staff for accuracy and completeness.
- Directs accounting clerk staff to ensure tasks completed in a timely manner.
- Assists Manager in priority and goal-setting.
- May type miscellaneous correspondence and reports.

## 2. FISCAL RECORDKEEPING/SYSTEM CONTROL

### Typical Activities:

- Assisting higher level professional accounting staff in development and implementation of new accounting systems and controls.
- Assistance in review of current systems for control weaknesses.
- Preparation and/or review of grant billings and quarterly reports.
- Assistance in audit work paper preparation.
- Training of new accounting clerk staff in timely and thorough manner.
- Responding to requests for information from the departments, in written or oral report form.

## 3. COMMUNICATIONS

### Typical Activities:

- Communicates problems encountered in work areas to Manager of Accounting or Senior Accountants in order to correct those problems and assists in developing solutions for same.
- Communicates accounting policies/procedures to other agency staff and assists them in compliance with same.
- Communicate in writing and orally to Metro staff in a variety of areas.

## REQUIRED KNOWLEDGE AND SKILLS

### Knowledge Of:

Financial accounting principles and practices preferably in a municipal environment; office methods and procedures; basic data processing skills and familiarity with the use of standard office equipment; 10-key and other electronic printing

calculators; various mathematical calculations; internal control concepts (accounting and administrative); basic supervision; payroll procedures (including preparation of various payroll reports); accounts payable and receivable procedures.

Skill To:

Communicate effectively in writing and orally to various audiences (staff, customers and vendors). Organize work and follow both written and oral directions; instruct new clerk staff in procedures and practices of the Accounting Division; maintain organized records; provide counsel and advice, in confidence if necessary, to clerk staff and Manager; establish and maintain effective working relationships with subordinate staff, other staff and general public.

WORKING CONDITIONS

The majority of duties are performed indoors and are of a sedentary nature.

OTHER REQUIREMENTS

None.

RECRUITING INFORMATION

1. Sources:
2. Minimum Recruiting Standards:

Any satisfactory combination of experience and training that would demonstrate possession of the required knowledge and skills.

RB/gl  
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06/01/87

CONSIDERATION OF RESOLUTION NO. 87-766 FOR THE  
PURPOSE OF AMENDING THE PAY PLAN AND THE  
CLASSIFICATION PLAN (LEAD ACCOUNTING CLERK POSITION)

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Date: May 28, 1987

Presented by: Randy Boose

FACTUAL BACKGROUND AND ANALYSIS

The FY 1987-88 Approved Budget includes a new position for the Accounting Division called Lead Accounting Clerk. A new classification is needed for this position and designation of the pay level. Resolution No. 87-766 provides all the necessary actions to create this new classification and to assign it an appropriate pay range.

Because this is a new classification I did a classification review. I reviewed the classification questionnaire submitted by Donald Cox, Manager of Accounting. Based on this review, I factored the position at the 7.5 pay range and developed a class specification for Lead Accounting Clerk.

Under current staffing, the Accounting Division experiences a significant disruption to its workflow and processing during times of illness, vacation or vacancy in any of the Accounting Clerk positions (accounts payable, accounts receivable and payroll). The new position will address this need by serving as a fill-in on the affected desk during these periods. This position would also be responsible for directing the workflow of the clerks; training new clerks, and for planning and problem-solving.

In addition, certain daily routine tasks performed at the Senior Accountant level would be more appropriately assigned to the proposed new position. The shifting of these functions is more critical as accounting systems expand to meet an increased workload.

The following actions are included in Resolution No. 87-766:

1. Amend the Classification Plan to add a class specification (Exhibit A) for Lead Accounting Clerk.
2. Amend the Pay Plan to add the Lead Accounting Clerk at level 7.5 (salary range \$19,926 to \$24,814).

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 87-766.

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Metro Council  
June 11, 1987  
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Councilor Ragsdale reported that many people had been involved in convention center financing but Kim Duncan, Metro's legislative representative, deserved special credit for her significant efforts.

Presiding Officer Waker announced that pending approval of the resolution, the Council would conduct a special meeting at 11:30 a.m., July 9, 1987, for the purpose of approving bond sales. A lunch would follow the meeting.

Vote: A vote on the motion to adopt the resolution resulted in all eleven Councilor present voting aye. Councilor Kirkpatrick was absent.

The motion carried unanimously and Resolution No. 87-767 was adopted.

8.2 Consideration of Resolution No. 87-766, Amending the Pay and Classification Plans (Lead Accounting Clerk)

Randy Boose, Personnel Officer, reviewed information contained in staff's written report. Don Cox, Accounting Manager, was also available to answer questions of the Council.

Councilor Van Bergen asked if Accounting Division staffing was adequate to handle the increased demands of the Convention Center project. Mr. Cox said additional staff was planned and authorizing a new Lead Clerk position would free up time for the new project the existing Senior Accountants had been devoting to supervising other clerks. Mr. Cox also noted that staff would be working with outside consulting firms would serve as trustees for Metro's investments related to bond sale revenue.

Councilor Van Bergen noted that according to current policy, the proposed trustee arrangement should be reviewed by the Council Management Committee. Mr. Cox explained that consultant Rebecca Marshall was assisting staff in preparing an amendment to the current policy for Management Committee review in August. The Management Committee could then forward their recommendation to the Council.

Motion: Councilor Van Bergen moved, seconded by Councilor Gardner, to adopt Resolution No. 87-766.

Vote: A vote on the motion resulted in all eleven Councilors present voting aye. Councilor Kirkpatrick was absent.

The motion carried unanimously and Resolution No. 87-766 was adopted.

In response to Councilor DeJardin's request, Mr. Cox said he would report changes in the Accounting Division to the Council as they related to the Convention Center project.

8.3 Consideration of Resolution No. 87-768, for the Purpose of Revising the FY 1986-87 Budget and Appropriations Schedule

Jennifer Sims, Manager Services Director, highlighted key changes in the FY 1986-87 Budget including increased election costs, and increased personnel costs at the Zoo due to high attendance. She requested that \$15,000 be deleted from the Data Processing budget for computer equipment, explaining the purchase could not be made until FY 1987-88.

In response to Councilor Van Bergen's question, Ms. Sims said that page 2 of the Appropriations Schedule would explain the status of the Solid Waste Operating Contingency Fund.

Motion: Councilor DeJardin moved, seconded by Councilor Knowles, to adopt Resolution No. 87-768 as revised (\$15,000 deleted from the Data Processing budget for computer equipment).

Vote: A vote on the motion resulted in all eleven Councilors present voting aye. Councilor Kirkpatrick was absent.

The motion carried and Resolution No. 87-768 was unanimously adopted.

Presiding Officer Waker called a recess at 7:05 p.m. The Council reconvened at 7:25 p.m.

9. OTHER BUSINESS

9.1 Consideration of an Amendment to the Contract with Gershman, Brickner and Bratton, Inc. (GBB), Solid Waste Recovery Project Consulting Engineers

Debbie Allmeyer, staff coordinator for the Resource Recovery Project, introduced Bob Zier of GBB. She explained it was necessary to extend the contract one year, increase the sum by \$140,000, and amend the Scope of Work due to changing project priorities and increase workloads. Staff's written report detailed the need for amendments.

Ray Barker, Council Assistant, referred to his memo to the Council from himself, dated June 11, 1987, which questioned staff's documentation for the contract increase. He suggested the Council request staff provide more information to justify the contract increase and