



Resolution 20-02
Modification to Personnel Position – Accounting Clerk (Grade 112)

Effective: August 21, 2019

**A RESOLUTION OF THE CITY COUNCIL OF NEW CARROLLTON AMENDING
CITY PERSONNEL POLICIES TO MODIFY THE PERSONNEL POSITION –
ACCOUNTING CLERK (GRADE 112) TO AN ACCOUNTING SPECIALIST
(GRADE 114)**

WHEREAS, New Carrollton City Code, §23-6 “Personnel Policies” requires that the City Council adopt, by resolution, and approve, establish, abolish and/or modify positions or classes of positions and approve, establish, and/or modify all salary schedules for classes of positions; and

WHEREAS, the Administration reviewed the job functions and structure of the City of New Carrollton’s Finance staff, and since the elimination of the Payroll Specialist position, the Administration proposes modifying and reclassifying the Accounting Clerk position; and

WHEREAS, the job responsibilities of the Accounting Clerk have increased, and in an effort to remain consistent with our compensation study, the Administration recommends that the Accounting clerk position which is currently classified as Grade 112 be modified to an Accounting Specialist and reclassified to Grade 114; and

WHEREAS, the City Council agrees with the Administration’s recommendation and desires to implement the recommended changes.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the City Council of New Carrollton, that the City of New Carrollton’s Accounting Clerk position currently classified as Grade 112 is hereby modified to be an Accounting Specialist classified as Grade 114 set forth in Exhibit A and the City Administration is hereby directed to take any and all actions necessary to implement this change.

ADOPTED AND ENACTED BY THE CITY COUNCIL OF NEW CARROLLTON THIS 21ST
DAY OF AUGUST 2019.

Phelecia E. Nembhard, Chair

[SEAL]

ATTEST:

Douglas A. Barber, MMC, City Clerk

APPROVED:

Duane H. Rosenberg, Mayor

Date: August 21, 2019



MEMORANDUM

To: City Councilmembers

From: Timothy George, City Administrative Officer
Maisha Williams, Director of Finance & Accounting/Treasurer

Cc: Mayor Duane Rosenberg

Re: Modification of a Personnel Position

Date: 08.21.2019

As you all are aware, we recently transitioned the Payroll Specialist position to an HR/Special Projects Assistant to become more efficient and “right-size” the City Administration Department. With the elimination of the Payroll Specialist position and the reduction of staff in the Department of Finance and Accounting, additional responsibilities have been added to the Accounting Clerk position.

For the past four months, Accounting Clerk Karen Reid, has done an outstanding job serving a role comparable to an Accounting Specialist. She has taken on new duties such as handling accounts receivables and creating property tax invoices. Due to the change of scope in the Accounting Clerk role, we propose the position be modified and reclassified to an Accounting Specialist.

Establishing an Accounting Specialist position ensures job responsibilities and experience requirements are properly aligned with the position title. Promoting Accounting Clerk Karen Reid into the new role will align her years of experience and current job functions with the appropriate job title.

To stay consistent with our compensation study, we recommend the Accounting Clerk position be modified to an Accounting Specialist and reclassified to Grade 114. Currently, the Accounting clerk is classified as Grade 112.

Per Chapter 23-6 of the City Code, the Council has to approve the modification of the Accounting Clerk position by a resolution.

Attached is Chapter 23-6 of the City Code.