

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 08/14/06		Item Number: <u>C-6</u>	
AGENDA ITEM: Approval of the Revised Classification Specification for Accounting Technician			
Contact Person/Dept.: Linda Coll		Phone Number: 310-253-5645	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐	Attachments: ☒
Public Notification: Master Notification List (08/09/06) and Culver City Employees Association (08/09/06)			
Department Approval: Serena Wright (08/03/06)		City Manager Approval: Jerry B. Fulwood (08/09/2006)	
City Controller Approval:			

RECOMMENDATION

Staff recommends the City Council approve the revised classification specification for Accounting Technician.

BACKGROUND

The classified classification specification for Accounting Technician was last revised in November 1998.

The Accounting Division Manager, with concurrence of the City Treasurer, submitted a written request to the Personnel Department to conduct desk audits of the Accounting Technician positions in Accounts Payable (A/P) and Revenue Administration to determine whether the duties performed are significantly beyond the scope of the duties on the classification specification.

The incumbent in the A/P position disputed the conclusion and recommendation of the initial audit and requested, through their union representative, that further analysis be conducted. Personnel Department staff subsequently conducted further meetings between staff and the union, additional research, and follow-up calls to agencies that utilize JD Edwards (JDE) Financials. The final analysis and recommendation(s) remain unchanged from the initial findings and report.

The Civil Service Commission approved the revised classification specification at their August 2, 2006 meeting.

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DISCUSSION

The positions under the Accounting Technician classification specification focus on different functions, accounts payable, accounts receivable and revenue administration. However, the primary duties and responsibilities are similar - proper maintenance of various ledgers, journals, accounts, and other similar accounting records pertinent to the specific assignment.

Accounts Payable: The essential job duties have not changed significantly; however, the technology used to perform the duties has changed significantly due to implementation of the complex JDE Enterprise Resource Planning System in 2000.

Changes in technology will continue to impact our business processes. As new technology is implemented there will be a learning curve for incumbent employees similar to transitioning from a typewriter to a word processor to a personal computer (Word Perfect to Word to Excel to Outlook, etc.). As such, the City will continue to update classification specifications to include the desired knowledge and proficiencies. However, the use of these new technologies to perform the same essential functions of the position may not result in an increase in compensation. This is the case with the A/P Accounting Technician position.

Revenue Administration: The essential job duties and how they are performed have not changed significantly, except for providing support to the Committee on Permits and Licenses (Committee). The duties related to Committee support include administrative functions which overlap and are directly associated with the essential duties of the position.

A salary and classification survey was conducted of comparable positions within our 13-labor market cities, some of which use JDE. The survey revealed that Culver City is competitive in the market place for the Accounting Technician position; therefore, no change in compensation is recommended.

It is recommended that the classification specification, which was last revised in 1998 prior to implementation of JDE, be updated to reflect current technology and additional duties as follows:

- Addition of an Essential Job Duty (Revenue Administration position): *May provide support to the Committee on Permits and License, and*
- Addition to Knowledge of (A/P position): *Complex Enterprise Resource Planning (ERP) Systems; JD Edwards desirable.*

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In addition to the above changes, minor revisions have been made to update and provide clarity in the classification specification.

FISCAL ANALYSIS

No fiscal impact.

ATTACHMENTS

1. Revised Classification Specification for Accounting Technician

MOTION

That the City Council:

Approve the revised classification specification for Accounting Technician.