

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: May 16, 2023	ITEM TIME: 1:35 p.m.
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FROM:	Stephanie Pearce, Human Resources Generalist
TODAY'S DATE:	May 16, 2023
AGENDA TITLE:	Consideration to Approve a Job Reclassification

CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

I. DESCRIBE THE REQUEST OR ISSUE:

Consideration to Approve reclassifying a Finance Technician to an Accountant

II. RECOMMENDED ACTION:

Recommend Approval to reclassify a Finance Technician to an Accountant

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE: None

PROPOSED EXPENDITURE: Annual Salary at Step 4 is \$62,753.60

FUNDING SOURCE: Accounting

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

None known.

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V. BACKGROUND INFORMATION:

Finance Director, Dan Strnad, is requesting approval of reclassifying Kristen Miller from a Finance Technician to an Accountant. This reclassification would replace the current Finance Technician position Ms. Miller is currently in because of the detailed work she does pertaining to the General Ledger. This would be in addition to the Accountant position that was approved during the 2023 budget process. The justification behind this reclassification is based on the need to pay and classify Ms. Miller for the work she is currently performing. Finance is requesting two Accountants to better support the Accounting Team through the General Ledger and Budget Process.

Ms. Miller currently carries out the duties described in the job description. We anticipate that she will continue to carry out her current work duties. Ms. Miller also has the necessary qualifications and education for the position. We would like her pay to reflect the work she is completing and the Accountant's job description and pay scale reflect that.

Ms. Miller is currently earning \$36.02/hr. at Step 8 of the Finance Technician pay scale. We consider this reclassification a promotion for her. Under those circumstances, 5% is added to her existing hourly wage, equaling \$37.82/hr. Next, she would be slotted into the closest step above the \$37.82/hr. in the new pay scale. That would place her at \$37.99/hr., Step 4 of the Accountant pay scale.

I recommend approval to reclassify Kristen Miller as an Accountant at Step 4 of the Pay Scale and the County Manager has reviewed this request and approved placing this on the agenda for BCC consideration and approval.

VI. LEGAL ISSUES:

None known.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

VIII. SUMMARY AND OTHER OPTIONS:

The Board can approve this recommendation, deny it, or provide further direction.