



**MEMORANDUM**

**TO:** Jay Harrington

**FROM:** Stephanie Pearce, Human Resources Generalist

**DATE:** May 5, 2023

**RE:** Request to Reclassify a Finance Technician to an Accountant

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Accounting and Human Resources (HR) are requesting approval to reclassify Kristen Miller from a Finance Technician to an Accountant.

The Accountant performs technical accounting; reconciles and maintains general and subsidiary ledgers in the County Finance Department; is responsible for preparing salary and benefit forecasts; prepares routine financial reports, spreadsheets, and statements; and performs other related duties as assigned.

In the Accountant role, Ms. Miller will report to the Finance Director. She will work alone on routine or regular work assignments and check with the Finance Director or Accounting Managers on non-routine assignments. She will not directly or indirectly supervise the work of anyone but will review the work of other employees.

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 request approval to place this on the Commissioners' agenda for consideration and approval.

County Manager Comments: County Manager, Jay Harrington, approved 05/05/2023

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