



CITY OF PARK RIDGE

MEMORANDUM

DATE: July 25, 2014
TO: Kent Oliven, Finance Director
FROM: Andrea Lamberg, Accounting Manager
RE: Finance Staffing

A newly hired part-time Fiscal Tech II – Cashier staff resigned recently after less than two weeks of employment. She stated the workload for the position is too significant. This is consistent with feedback from all other Fiscal Tech IIs. Management has been aware of this issue for some time and made every effort to manage the workload under current staffing levels. It is my opinion that Finance staff can no longer adequately and efficiently manage the workload. I am requesting the authority to add an additional part-time Fiscal Technician position.

There was a late FY13 small staffing change in which a full-time Fiscal Tech II with full benefits was split into two part-time positions of 25 hours per week (except during vehicle sticker sales when they work full-time). Because the part-time positions are not eligible for health insurances, the net result was a budgetary savings while increasing staffing by .25 FTE. With this exception, Finance has been operating with the same staffing level for many years, despite a consistently increasing workload.

Under Shawn's leadership, Finance has taken on additional duties and tasks such as adjudication, more thorough and timely collection procedures, the re-implementation of booting, and the reconciliation of accounts that had not been completed for some time are now being worked on. There are many others that need to occur. For example, the failure to reconcile escrow accounts and failure to reconcile vehicle sticker sales in the third party vehicle sticker database to our Financial system have been noticed on the last several audits as deficiencies. Additionally, we continually identify many opportunities for efficiency improvements through improved use of technology and process changes. The new duties added to Finance staff, combined with the need for additional staff hours for seasonal work such as vehicle stickers, combined with the many necessary process and system changes that need to occur to gain efficiency, make it impossible to accomplish all tasks timely. While these changes will provide efficiencies in both time and dollars once implemented, the planning and implementation stages require many hours, which are hours in addition to the standard workload which is already difficult to manage.

Historically, Finance has made significant use of temporary employees (\$13,000 in the FY15 budget, for example) to handle seasonal work and special projects. The benefit of continuity and capitalizing on training time and learning curves is lost from year to year with temporary staffing. Even with seasonal staffing, our Fiscal Techs put in many additional hours during vehicle sticker sales. The many extra hours work results in comp time earned at time and one half. It is common for Fiscal Techs to reach their comp time cap. The later use of this comp time earned, results in a continued burden on the staff covering for the time off taken by co-workers, which is above and beyond the standard vacation and sick time earned by union employees.

Adding an additional part-time position would not only compensate for the additional duties that have been assumed by Finance, but would reduce the existing process of having existing staff work extra hours, earn comp time, and take additional time off at a later date. It would also reduce the reliance on temporary staff for seasonal work and special projects.

Due to vacancy savings that are occurring due to recent turnovers in staff, there would be no fiscal impact for this added position in FY15. A fiscal impact would show on the FY16 budget request for the new position, but this increase could be partially offset by a decrease in the need for Finance seasonal help and in paying time and a half for overtime or comp time. The fiscal impact for a part-time cashier is below. A proposed table of organization reflecting the staffing change is attached.

\$39,794	Full-time Fiscal Tech salary
x .67	Reflecting 25 hours per week
\$26,662	Part-time Salary
x 1.25	+ 25% Estimated fringe benefits rate (non-health insurance)
\$33,328	Total cost including fringe benefits – non health
- ?	Savings in reduction of temporary help

The impact of not filling this position will be the continued reliance on additional staff hours, earned at time and one half, as well as the continued reliance on temporary staffing to accomplish special projects such as system enhancements and implementations. Most importantly, the additional staff will allow Finance to implement additional process efficiencies.

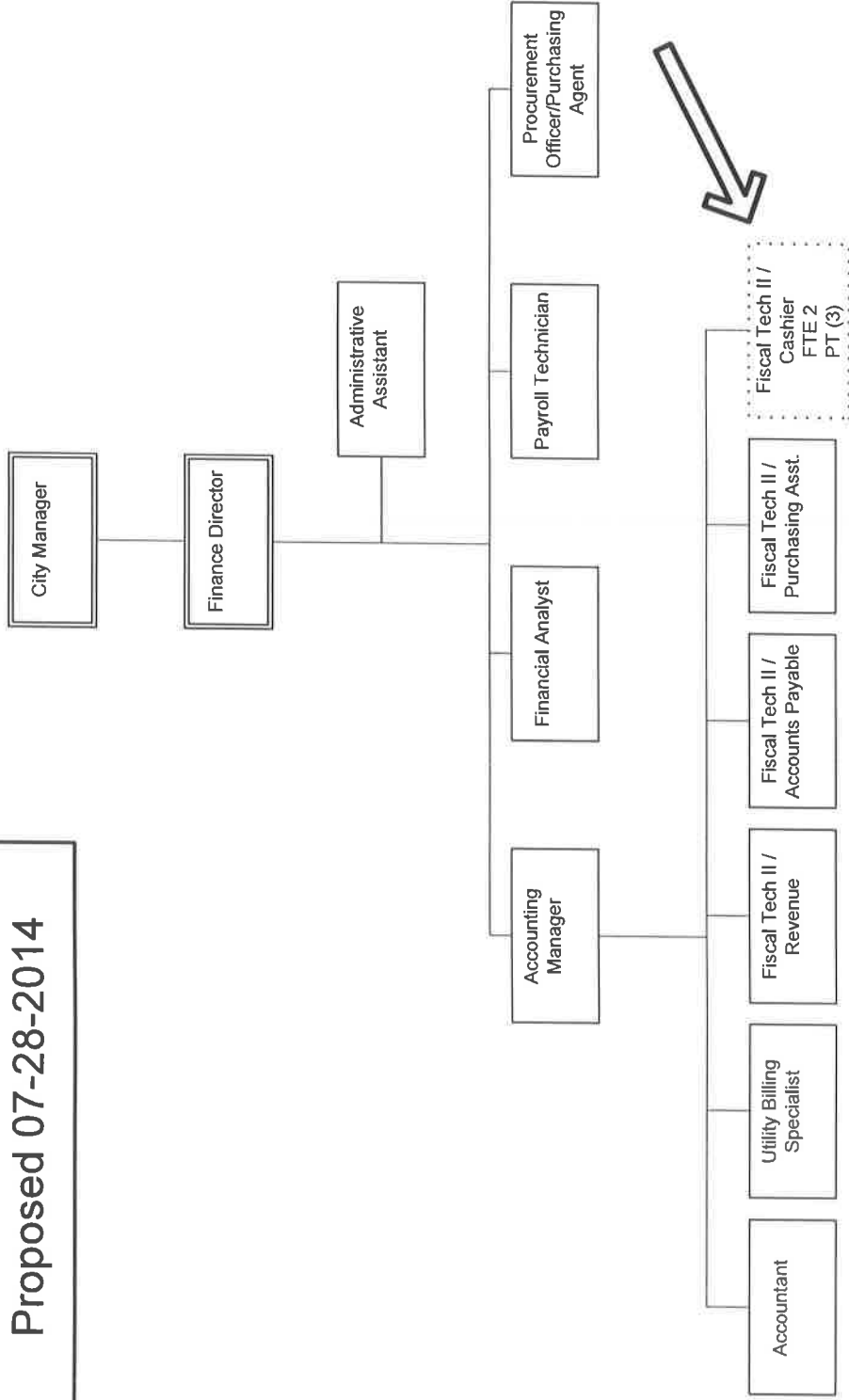
Our Mission:

THE CITY OF PARK RIDGE IS COMMITTED TO PROVIDING EXCELLENCE IN CITY SERVICES IN ORDER TO UPHOLD A HIGH QUALITY OF LIFE, SO OUR COMMUNITY REMAINS A WONDERFUL PLACE TO LIVE AND WORK.



Finance Department

Proposed 07-28-2014



(Previous FTE 1.25, 2 part-time; Proposed FTE 2, 3 part-time)