

To: Members  
Dunwoody City Council

From: Nicole Stojka  
Human Resources Director

Re: Conversion of Contracted Positions to City Positions

Date: May 23, 2022

### **Action**

Authorize the mayor, city manager, or designee to execute all documents necessary and proper to create four new City positions of Deputy City Clerk, Records Clerk, Accounting Manager, and Technology Manager. Approve an amendment to the City's position allocation and compensation chart.

### **Summary**

Staff with the City are either contracted or employed by the City. On an ongoing basis, staff conducts reviews of all positions currently under contract. After a recent review of the Finance & Administration contract, as well as the Technology contract, it is staff's recommendation to convert four contracted positions to City positions and to upgrade three of the positions in the conversion process. The financial impact to the City will be an estimated annual increase in cost of \$75,300. This will help the City with overall operations and business continuity. These are critical positions and bringing them in as City employees will strengthen City operations.

### **Details**

The City contracts with Jacobs for various positions in the Finance & Administration Department and with Interdev for the Technology Department. The positions of Assistant to the City Clerk, Records Clerk, Senior Accountant/On-Site Team Lead, and Systems Engineer II/Site Manager were reviewed and now are recommended for conversion to City positions.

The position of Assistant to the City Clerk is currently vacant. Staff recommends converting and upgrading it to a City position of Deputy City Clerk for purposes of recruitment and succession planning. The City would like to directly employ a more experienced candidate for this more senior role, which will benefit the City in succession planning. The position of Records Clerk is the only remaining contracted position in the City Clerk's office, and it acts as a backup for the main clerk functions. Therefore, conversion of that position to a City position also is recommended for administrative consistency across the City Clerk's office.

In staff's review, some positions are considered highly competitive in today's marketplace, and accounting and information technology are two of those disciplines. The Senior Accountant/On-Site Team Lead is the most senior of the contracted accounting positions and the Systems Engineer II/Site Manager is the most senior of the contracted information technology positions.

Both are key positions for the City, and both incumbents are ready for promotional opportunities. For operational and retention purposes, staff recommends converting and upgrading the Senior Accountant/On-Site Team Lead position to a City position of Accounting Manager and converting and upgrading the Systems Engineer II/Site Manager position to a City position of Technology Manager.

With estimated City salaries and benefits, the additional cost to the City would be \$75,300 for a full year, with an increase in costs from \$460,700 to \$536,000. Staff recommends the conversion of these positions for operational and business continuity reasons. If approved by Council, a budget amendment from the Finance Director will be forthcoming. The increase in cost for this year will be covered by salary savings throughout the City at mid-year reconciliation.

Staff will work with the vendors, after City Council authorization, to amend and remove positions from the contract at the earliest agreed upon date. Staff also asks for indulgence in approving authorization at the May 23, 2022 meeting on its first appearance before City Council since the Assistant to the City Clerk is currently an open position. Approval of this item will allow the City to begin recruitment efforts to fill the Deputy City Clerk position immediately.

### **Recommendation**

Authorize the mayor, city manager, or designee to execute all documents necessary and proper to create four new City positions of Deputy City Clerk, Records Clerk, Accounting Manager, and Technology Manager. Approve an amendment to the City's position allocation and compensation chart.



## PROPOSED POSITION ALLOCATION AND COMPENSATION CHART

Grade	Department	Title	Full Time	Elected Officials	Salary Range	
					Minimum	Maximum
101	Police	Prisoner Transport Officer	2		\$29,208	\$46,733
104	Police	Police Service Representative	6		\$36,794	\$58,870
104	City Clerk	Records Clerk	1		\$36,794	\$58,870
105	Municipal Court	Deputy Municipal Court Clerk	3		\$39,737	\$63,580
105	Police	Property and Evidence Technician	2		\$39,737	\$63,580
106	Police	Crime and Intelligence Analyst	1		\$42,917	\$68,667
106	Police	Crime Scene Technician	1		\$42,917	\$68,667
106	Police	Executive Assistant	1		\$42,917	\$68,667
107	Police	Detective	9		\$46,350	\$74,160
107	Human Resources	Human Resources Generalist	1		\$46,350	\$74,160
107	Police	Police Officer	36		\$46,350	\$74,160
107	Police	Records Supervisor	1		\$46,350	\$74,160
108	City Clerk	Deputy City Clerk	1		\$50,058	\$80,092
110	Economic Development	Business Retention and Cultural Development Manager	1		\$58,388	\$93,420
110	Police	Sergeant	11		\$58,388	\$93,420
111	Finance and Administration	Accounting Manager	1		\$63,058	\$104,047
111	Communications	Communications Manager	1		\$63,058	\$104,047
111	Human Resources	Human Resources Manager	1		\$63,058	\$104,047
111	Police	Lieutenant	4		\$63,058	\$104,047
111	Technology	Technology Manager	1		\$63,058	\$104,047
112	Municipal Court	Municipal Court Clerk	1		\$68,103	\$112,371
113	Finance and Administration	Assistant Finance Director	1		\$73,552	\$121,361
114	City Clerk	City Clerk	1		\$79,436	\$131,069
114	Police	Major	2		\$79,436	\$131,069
116	Communications	Communications Director	1		\$92,654	\$152,879
116	Community Development	Community Development Director	1		\$92,654	\$152,879
116	Police	Deputy Chief	1		\$92,654	\$152,879
116	Economic Development	Economic Development Director	1		\$92,654	\$152,879
116	Human Resources	Human Resources Director	1		\$92,654	\$152,879
116	Parks and Recreation	Parks and Recreation Director	1		\$92,654	\$152,879
116	Technology	Technology Director	1		\$92,654	\$152,879
117	Public Works	Public Works Director	1		\$100,067	\$165,109
118	City Manager	Assistant City Manager	1		\$108,072	\$178,318
118	Finance and Administration	Finance Director	1		\$108,072	\$178,318
118	Police	Police Chief	1		\$108,072	\$178,318



Grade	Department	Title	Full Time	Elected Officials	Salary Range	
					Minimum	Maximum
	City Manager	City Manager		1	Set by Council	Set by Council
	General Government	City Council		6	Set by Charter	Set by Charter
	General Government	Mayor		1	Set by Charter	Set by Charter



TITLE: Deputy City Clerk  
 DEPARTMENT: Administrative Services  
 FLSA STATUS: Non-Exempt

#### JOB SUMMARY:

Under general direction of the City Clerk, the Deputy City Clerk assists the City Clerk in carrying out responsibilities of the City Clerk's office, including, but not limited to: assisting with preparation for Council meetings; preparing agendas and meeting minutes; recording actions in public meetings in accordance with State law and parliamentary procedures; responding to open records requests; assisting with elections; maintaining official City records and public documents; and, providing administrative support. Duties are performed independently under the general supervision of the City Clerk. In the absence of the City Clerk, the Deputy City Clerk exercises signatory authority normally granted to the City Clerk.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides support for meetings of Mayor and City Council and other meetings.
- Coordinates and participates in the preparation of agendas and agenda packets for all Council meetings.
- Attends regular and special meetings of Mayor and Council.
- Attends regular and special called meetings of City agencies, authorities and committees.
- Prepares meeting summaries and minutes in accordance with State law.
- In the City Clerk's absence, ensures adherence to established meeting procedures and rules.
- Assists the City Clerk in preparing and posting notices of public meetings and hearings and notifying the news media of scheduled meetings.
- Serves as Acting City Clerk as required.
- Serves as backup chief elections officer for the City in the absence of the City Clerk; duties involve maintaining the City's election records as required by State law; approving the City's final voter's list; and accepting candidates' qualifying forms for Mayor and Council offices.
- Assists the City Clerk in maintaining candidates' and officials' Campaign Contribution Disclosure Reports (CCDR) and Financial Disclosure Reports (FDR). Assists the City Clerk in reporting to the State regarding adherence to the CCDR and FDR reporting schedules.
- Receives and responds to requests for information from the Mayor and Council, Dunwoody citizens and the general public.
- Assists the City Clerk in controlling, inventorying, and monitoring all public records and archives of the City.
- Maintains the City's records management system.
- Assists with the preparation of contracts and agreements for signatures and ensures the City has a full executed copy on file.
- Assists with the development and administration of the department budget; processes documentation pertaining to purchasing and accounts payable; reviews invoices, purchase orders, or other documents for accuracy; researches discrepancies, assigns proper accounting/budgetary codes, obtains proper signatures, and forwards for payment; and maintains files and records.



- Provides administrative and clerical support to the Mayor, City Council, City Manager and City Clerk including scheduling of meetings and appointments under general direction of the City Clerk.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

#### ASSOCIATED DUTIES:

Attend seminars and workshops related to the Deputy City Clerk's duties and responsibilities.

#### MINIMUM QUALIFICATIONS:

##### Education and/or Experience

- Associate degree or bachelor's degree in business, public administration, or related field from an accredited college or university.
- Three years of progressively responsible experience in municipal government administration.
- An equivalent combination of education and experience may be acceptable.

##### Necessary Knowledge, Skills, and Abilities

- Knowledge of standard policies, procedures, programs and services in municipal government.
- Knowledge of state laws, practices and procedures relating to public records and public meetings in local government.
- Knowledge of business English and math.
- Knowledge of modern office practices, equipment, methods and procedures.
- Knowledge of parliamentary procedures in Robert's Rules of Order.
- Knowledge of State election codes.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- Skill in managing competing priorities on multiple projects.
- Knowledge of personal computers and computer software applications.
- Skill in recording and transcribing minutes of public meetings.
- Ability to comprehend, interpret and explain adopted codes, ordinances and policies that relate to City operations and programs.
- Ability to research and analyze detailed information, records and statistical data.
- Ability to prepare clear, concise and accurate documents.
- Ability to manage stressful situations.

#### SPECIAL REQUIREMENTS:

- State of Georgia certification as a municipal clerk must be obtained within thirty-six (36) months of employment upon assuming the duties of this classification.



- Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and period time constraints; must be able to maintain confidentiality.
- Must be bondable by a surety company.
- Certification as a notary public must be obtained within sixty (60) days of employment with the City.
- Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office or computer room.



TITLE: Records Clerk  
 DEPARTMENT: Administrative Services  
 FLSA STATUS: Non-Exempt

#### JOB SUMMARY:

This position assists the City Clerk in managing and responding to open records requests from within and outside the agency; documents and tracks all dates relevant to open records requests; corresponds with parties requesting open records; prepares written cost estimates in connection with open records requests; collaborates with agency personnel to ascertain the volume and nature of responsive records; identifies exempt information in responsive records; performs redaction of exempt information; utilizes agency software to identify, organize and redact open records; reviews policies, procedures and manuals to ensure compliance with open records law; and, remains current on laws, rules and policy potentially impacting open records. Duties are performed under the general supervision of the City Clerk.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Adheres to all applicable city, state and federal laws, ordinances, policies, procedures, rules and regulations including Georgia Records Act (O.C.G.A. §50-18-90 et. seq.) and Georgia Open Records Act (O.C.G.A. §50-18-70 et. seq).
- Receives and responds to requests for records and file reviews from City Council, other agencies, insurance companies, attorneys, and the general public.
- Works on special assignments from the City Clerk and other department personnel as approved by the City Clerk.
- Attends all regular and special called Council meetings with the City Clerk.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

#### ASSOCIATED DUTIES:

Attend seminars and workshops related to the Record Clerk's duties and responsibilities.

#### MINIMUM QUALIFICATIONS:

##### Education and/or Experience

- a) High school diploma or G.E.D. is required.
- b) Two years' experience in open records processing preferred. Sufficient experience to understand the basic principles relevant to the major duties of the position is required.
- c) An equivalent combination of education and experience may be acceptable.

##### Necessary Knowledge, Skills, and Abilities

- a) Knowledge of personal computers and computer software applications.
- b) Ability to properly handle confidential information.



- c) Ability to maintain effective working relationships with employees, other agencies, and the public.
- d) Ability to work with and meet required deadlines utilizing time management.
- e) Ability to deal tactfully and courteously with employees and the general public.
- f) Ability to communicate clearly and effectively, verbally and in writing.
- g) Ability to establish and maintain effective working relationships with public officials, employees and the general public.
- h) Ability to demonstrate work initiative and make positive suggestions for process improvements.
- i) Ability to demonstrate good interpersonal communications skills with citizens, co-workers and supervisor.
- j) Ability to work independently under general supervision.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office or computer room.



TITLE: Accounting Manager  
 DEPARTMENT: Finance & Administration  
 FLSA STATUS: Exempt

**JOB SUMMARY:**

Under the direction of the Assistant Finance Director, the Accounting Manager performs accounting and administrative duties including, but not limited to: supervising staff; directing activities; keeping the Finance Director informed about revenue anticipation and expenditure control; making professional and fiscally responsible recommendations regarding budget status and adjustment; reviewing revenue requirements; and, presenting and explaining City finances, budgets, forecasts, and debt issues to finance associates and other departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, and directs financial, accounting, budgeting, purchasing, occupational tax, capital assets, internal and external audit as well as cost of service measurement functions.
- Develops business systems for daily operations; amends and updates systems as appropriate; monitors and evaluates performance of operating systems.
- Supervises operations, implements established goals and objectives for the department and evaluates team members.
- Administers the daily operations of the Finance function, including accounts payable, receipts and disbursements, general journals, inventories, capital assets, preparation of financial statements, payroll, and analysis activities.
- Directs and assists in preparation of comprehensive financial reports and monthly financial statements and administers comprehensive reporting systems that include comprehensive and periodic reports and projects and special reports; submits financial reports monthly to the Finance Director.
- Focuses on internal controls to prevent loss and ensures that they are followed.
- Monitors expenditures and performance compared to the goals.
- Works with purchasing, property tracking and capital assets operations for the City.
- Guides other departments by researching and interpreting accounting policy and applying observations and recommendations to operational issues.
- Coordinates, administers and assists in the City's annual operating budget and annual capital budget preparation; assists department heads in budget preparation; provides historical data, estimates revenues for budget year and compiles and produces budget.
- Consults with and assists external auditors and understands authoritative pronouncements; provides data and documents, and resolves questions and makes recommendations.
- Provides information, financial analysis and advice to the Finance Director and department heads, including various costs of services analysis and other matters relating to finance, accounting and purchasing.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

**MINIMUM QUALIFICATIONS:**

Education and/or Experience

- a) Bachelor's degree in Finance, Accounting or related field from an accredited college or university is required.



- b) Must have a minimum of seven (7) years professional experience in governmental accounting and financial management.
- c) Certified Public Accountant (CPA) preferred.
- d) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of accounting and budgeting practices and knowledge of applicable laws and regulations.
- b) Knowledge of computer based financial systems, administrative and managerial processes and purchasing.
- c) Knowledge of techniques of computerized information management, economic forecasting, trending and investing.
- d) Knowledge that the City's financial regulations and procedures are in compliance with Generally Accepted Accounting Principles (GAAP).
- e) Knowledge of interpreting federal tax laws regarding corporations, relevant federal and state laws, local ordinances and departmental policies and procedures.
- f) Knowledge of personal computers and computer software applications.
- g) Skills in the evaluation of personnel.
- h) Skill in implementing grant revenues and expenditures and legal reporting requirements.
- i) Ability to understand and carry out complex verbal and written instructions.
- j) Ability to deal tactfully and courteously with employees and the general public.
- k) Ability to communicate clearly and effectively, verbally and in writing.
- l) Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- m) Ability to analyze and make management decisions and to supervise.
- n) Ability to maintain complex financial records and to prepare reports utilizing these records;
- o) Ability to plan, establish, assign, and coordinate priorities.
- p) Ability to exercise good judgment in evaluating situations and in making decisions and to work effectively with City constituents and department heads.
- q) Ability to function effectively in a work environment in which the employee is exposed to a large amount of emotional stress in order to manage controversial financial issues and problems.
- r) Ability to be bonded.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds.



- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office or computer room.



TITLE: Technology Manager  
 DEPARTMENT: Technology  
 FLSA STATUS: Exempt

#### JOB SUMMARY:

This position is responsible for day-to-day supervision, management, administration, and support of all technical systems utilized by the City, in addition to, assisting the Technology Director in formulating plans and implementing solutions for all City technology requirements. This position also is responsible for assisting the Technology Director in day-to-day management of the staff and resources of the Technology Department, which includes user-assigned computers and mainframe computer systems, internet activities, computer networks (Local Area and Wide Area Networks), cloud-hosted services, and telecommunication services. Work is performed under the general supervision of the Technology Director.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the day-to-day tactical and strategic approaches needed to achieve goals and business objectives as it relates to the City's technology.
- Assists in day-to-day activities, supervision, and assignment of tasks to Technology staff for the database, storage, hardware, software, and virtual environments, to include Systems Engineers, Administrators, and support teams.
- Assists with the installation and testing of new products and improvements to computer systems: installation of new servers, databases, and network solutions.
- Monitors all City software applications for necessary maintenance, migrations, and/or upgrades.
- Manages the design of all City data backup, retention, redundancy, and storage systems.
- Provides input and recommendations relating to the City's technology needs; analyzes the City's networking and server needs; recommends acquisitions of equipment changes or upgrades; prepares and recommends equipment specifications; provides information relating to specifications.
- Assists the Technology Director with design and implementation of projects requiring technology solutions, as needed.
- Assists in evaluating and recommending software, hardware and processes to the Technology Director; assists in preparation of Request For Proposal ("RFP"), as required, for technology software and hardware solutions; assists in evaluation of vendor proposal responses to RFPs.
- Performs occasional quality assurance checks to ensure proper technical support is provided by assigned staff in the resolution of end-user support requests.
- Acts as the escalation point for technical support requests and incidents.
- Assists the Technology Director to ensure departmental compliance with all applicable rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Assists with vendor and contractor coordination including: communicating with hardware/software vendors and technical support representatives; providing information concerning operational and/or mechanical problems as appropriate; coordinating technical training by outside vendors; testing programs or databases, correcting errors, and submitting necessary modifications.
- Communicates with the Technology Director, City Manager, City staff, the public, and



other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems; responds to requests for service or assistance.

- Reviews and analyzes the effectiveness and efficiency of existing systems and assists in developing strategies for improving or further leveraging these systems.
- Assists in the planning and coordination of training of existing staff for implementation of new software and/or upgrades to existing software.
- Assists in development of annual goals and budget for departmental programs and activities.
- Briefs management as needed on issues of concern to assure proper action.
- Assists in developing the department's strategic plan and outlining how the department will achieve its goals.
- Attends City Council meetings and official City functions, as needed in an official capacity.
- Researches and reviews information related to emerging technology including state-of-the-art voice, data, radio, and computerized systems; keeps up to date with the advancing new products and trends in information technology.
- Performs other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

#### ASSOCIATED DUTIES:

- May be required to attend meetings outside normal business hours
- May be required to drive to alternate City sites and meeting locations
- Manages confidential information as required
- Participates in a rotational on-call schedule
- Attends seminars and workshops related to the Technology Manager's duties and responsibilities

#### MINIMUM QUALIFICATIONS:

##### Education and/or Experience

- a) Bachelor's degree in Information Technology, Computer Science or a related field from an accredited college or university.
- b) Four (4) years of progressively responsible experience in technology, preferably in a public sector environment.
- c) An equivalent combination of education and experience may be acceptable.

##### Necessary Knowledge, Skills, and Abilities

- a) Knowledge of Windows environments, SQL database management, personal computer and mainframe computer systems, internet activities, computer networks (Local Area and Wide Area Networks), VMWare environment, Veeam and telecommunication services
- b) Knowledge of modern office practices, equipment, methods and procedures



- c) Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, and business and community leaders
- d) Skill in managing competing priorities on multiple projects and meeting deadlines
- e) Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines and telephones
- f) Ability to plan, organize and direct the work of staff and contractors
- g) Ability to pay attention to details in personal work output and that of other assigned staff and contractors
- h) Ability to communicate clearly and effectively, verbally and in writing, including engaging in complex communications
- i) Ability to identify and respond to community and City Council issues, concerns and needs
- j) Ability to deal tactfully, diplomatically and courteously with employees and the general public
- k) Ability to effectively work in an environment and conditions that involve high levels of public contact, irregular work hours, and working closely with others
- l) Ability to manage stressful situations
- m) Ability to make sound decisions, use good judgment, reason and analyze
- n) Ability to maintain strict confidentiality
- o) Ability to use a personal computer and computer software applications in a Microsoft Windows environment

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time sitting at a keyboard or workstation.
- The employee must occasionally lift, carry, and/or move up to 50 pounds.
- The employee must occasionally bend, kneel, and crawl to reach computer electrical or wiring connections.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office.

#### PUBLIC CONTACT:

Extensive contact with other employees and governmental officials often involving problem-solving circumstances. Occasional contact with public citizens during meetings and events.