

To: Members  
Dunwoody City Council

From: Heather Vseer  
Human Resources Manager

Re: Approval of Conversion of Contracted Positions to City Positions

Date: July 24, 2023

### **Action**

Authorize the Mayor, City Manager, or designee to execute all documents necessary and proper to create three new City positions of Financial Analyst, Revenue Accountant, and Business License Specialist. 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 and Community Development contracts, it is staff's recommendation to convert four contracted positions to City positions. The financial impact to the City is anticipated to be cost neutral. This conversion 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 The Collaborative for various positions in the Community Development Department. The positions of Accountant, Accountant II, and Business License Specialist were reviewed and now are recommended for conversion to three City positions. The following Position Allocation and Compensation Chart shows the recommended grade for the three City positions.

There are currently four staff members in three contracted Accounting positions between the Jacobs and The Collaborative contracts: one Accountant, two Accountant IIs, and one Temporary Business License Staff. Staff recommends converting an Accountant and an Accountant II to a City position of Financial Analyst, reporting to the Accounting Manager. With guidance from the Finance Director and Assistant Finance Director, the Financial Analysts would be able to manage all accounting functions of the City (payroll processing, accounts payable, journal entries, reconciliations, and reporting), as well administer the City's annual operating and capital budget.

Staff recommends converting the other Accountant II position and the Temporary Business License Staff position to City positions of Revenue Accountant and Business License Specialist, respectively. The Business License Specialist would report directly to the Revenue

Accountant, and the Revenue Accountant would report directly to the Assistant Finance Director. This group of City staff would manage the majority of revenue the City receives, including all alcohol license and business license payments as well as reviewing and approving all cash and checks received by other departments.

With estimated City salaries and benefits, it is anticipated that the City would break even by bringing these positions in-house, with the added value of the City having more control over hiring and retention in a vital department. 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.

Staff will work with the vendors, after City Council authorization, to amend and remove the positions from the contracts at the earliest agreed upon date.

### **Recommendation**

Authorize the Mayor, City Manager, or designee to execute all documents necessary and proper to create three new City positions of Financial Analyst, Revenue Accountant, and Business License Specialist. Approve an amendment to the City's Position Allocation and Compensation Chart.



## POSITION ALLOCATION AND COMPENSATION CHART

Grade	Department	Title	Full Time	Elected Officials	Salary Range	
					Minimum	Maximum
101	Police	Prisoner Transport Officer	2		\$32,198	\$51,518
104	Police	Police Service Representative	6		\$40,562	\$64,898
104	City Clerk	Records Clerk	1		\$40,562	\$64,898
105	Municipal Court	Deputy Municipal Court Clerk	3		\$43,806	\$70,091
105	Police	Property and Evidence Technician	2		\$43,806	\$70,091
106	Police	Crime and Intelligence Analyst	1		\$47,312	\$75,698
106	Police	Crime Scene Technician	1		\$47,312	\$75,698
106	Police	Executive Assistant	1		\$47,312	\$75,698
107	Police	Detective	8		\$51,096	\$81,754
107	Human Resources	Human Resources Generalist	1		\$51,096	\$81,754
107	Police	Police Officer	37		\$51,096	\$81,754
107	Police	Records Supervisor	1		\$51,096	\$81,754
108	City Clerk	Deputy City Clerk	1		\$55,183	\$88,294
110	Economic Development	Business Retention and Cultural Development Manager	1		\$64,367	\$102,986
110	Police	Sergeant	11		\$64,367	\$102,986
111	Finance and Administration	Accounting Manager	1		\$69,515	\$114,702
111	Communications	Communications Manager	1		\$69,515	\$114,702
111	Human Resources	Human Resources Manager	1		\$69,515	\$114,702
111	Police	Lieutenant	4		\$69,515	\$114,702
111	Technology	Technology Manager	1		\$69,515	\$114,702
112	Municipal Court	Municipal Court Clerk	1		\$75,077	\$123,878
113	Finance and Administration	Assistant Finance Director	1		\$81,084	\$133,789
113	Community Development	Deputy Community Development Director	1		\$81,084	\$133,789
113	Public Works	Deputy Public Works Director	1		\$81,084	\$133,789
114	City Clerk	City Clerk	1		\$87,570	\$144,490
114	Police	Major	2		\$87,570	\$144,490
116	Communications	Communications Director	1		\$102,142	\$168,534
116	Community Development	Community Development Director	1		\$102,142	\$168,534
116	Police	Deputy Chief	1		\$102,142	\$168,534
116	Economic Development	Economic Development Director	1		\$102,142	\$168,534
116	Human Resources	Human Resources Director	1		\$102,142	\$168,534
116	Parks and Recreation	Parks and Recreation Director	1		\$102,142	\$168,534
116	Technology	Technology Director	1		\$102,142	\$168,534
117	Public Works	Public Works Director	1		\$110,314	\$182,017
118	City Manager	Assistant City Manager	1		\$119,138	\$196,578
118	Finance and Administration	Finance Director	1		\$119,138	\$196,578

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					Minimum	Maximum
118	Police	Police Chief	1		\$119,138	\$196,578
	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



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