

Meeting Date: 06/14/2022

By: Colleen Lasher, Administrative Services

**Information**

**Title**

Authorization Approving a Reorganization of the Finance Department

**Purpose/Background:**

The purpose of this case is to seek City Council approval to reorganize the Finance Department.

The City's current Assistant Finance Director, Angie McIntire, submitted a letter of resignation stating her last day with the City will be Friday, June 17, 2022. As a result of Ms. McIntire's resignation, staff recommends reorganizing the Department to eliminate the Accountant III position and add an Accountant I position, with the details as follows:

- 1) Promote Ms. Cindy Nelson, Accountant III to Assistant Finance Director, effective June 20, 2022, and
- 2) Promote Ms. Tammy Oakes, Accounting Clerk to Accountant I, effective June 20, 2022, and
- 3) Recruit for a new Accounting Clerk to replace Ms. Oakes' former position.

The above actions are recommended by the Finance Director and the Administrator Services Director as positive opportunities to grow and retain well trained and dedicated staff. It should be noted that rather than Ms. Oakes being promoted to an Accountant III position (Cindy Nelson's current title) she is recommended for promotion to an Accountant I position, which will backfill much of Ms. Nelson's role, but allow Ms. Oakes time to grow into her new role.

The pay scales for both promotions are attached.

**Funding Source:**

There is no additional funding required for this action; the above listed promotions represent a savings of \$35,535 in the Finance Department.

**Recommendation:**

Staff recommends the following actions:

- 1) Promote Ms. Cindy Nelson, Accountant III to Assistant Finance Director, effective June 20, 2022, and
- 2) Promote Ms. Tammy Oakes, Accounting Clerk to Accountant I, effective June 20, 2022, and
- 3) Recruit for a new Accounting Clerk to replace Ms. Oakes' former position.

**Action:**

Motion to approve the following actions:

- 1) Promote Ms. Cindy Nelson, Accountant III to Assistant Finance Director, effective June 20, 2022, and
- 2) Promote Ms. Tammy Oakes, Accounting Clerk to Accountant I, effective June 20, 2022, and
- 3) Recruit for a new Accounting Clerk to replace Ms. Oakes' former position.

**Attachments**

Pay Scales