



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE: 5/18/10

SUBJECT: Administrative Code Change

DEPARTMENT: Finance 1600 AND Human Resources 1700

RECOMMENDED MOTION:

To approve an administrative code change reorganizing payroll processing operations and corresponding Accounting Technician III position that is currently responsible for payroll activities in the Finance Department to the Human Resource Department.

SUMMARY:

City Charter Article IV. Administrative, Section 4.05 describes the Administrative Code. The Administrative Code, adopted by the City Council, sets forth the department organization including charts depicting the chain of command and the allocation of responsibilities and duties for each department.

It is a common industry standard that the Human Resource department is responsible for handling payroll processing functions of an organization. Executime, automated time and attendance system has lessened (and is expected to continue to lessen) the need for manual data input for payroll, reducing the workload for the Accounting Tech III position. Combining payroll responsibilities and those of the HR department, by moving the Accounting Tech III into the Human Resources department, will provide for a better flow of communication, support and efficiency. These changes do not require additional staffing or compensation.

Current and proposed organizational charts for the HR Department and Finance are attached for the City Council's consideration.

The City

ATTACHMENTS: Ordinance Resolution Budget Resolution

Other Support Documents/Contracts Available for Review in Manager's Office

DEPARTMENT HEAD *[Signature]* Robert Zicker, Human Resources Director Date 5.6.10

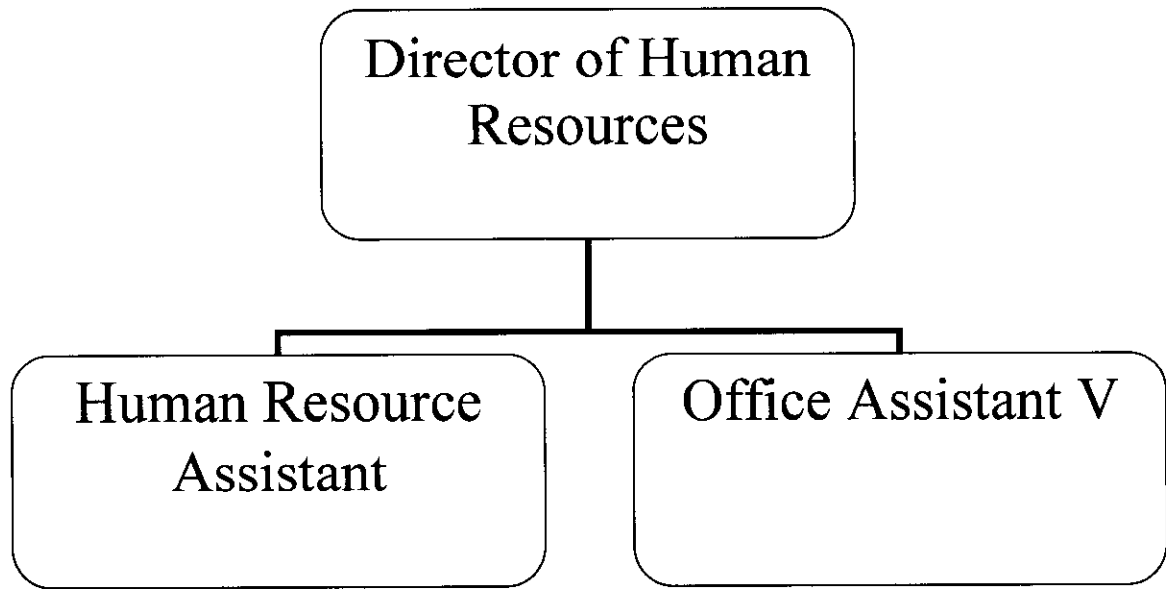
FINANCE DEPARTMENT Approved as to Budget Requirements *[Signature]* Date 5/6/10

CITY ATTORNEY *[Signature]* Approved as to Form and Legality Date 5.10.10

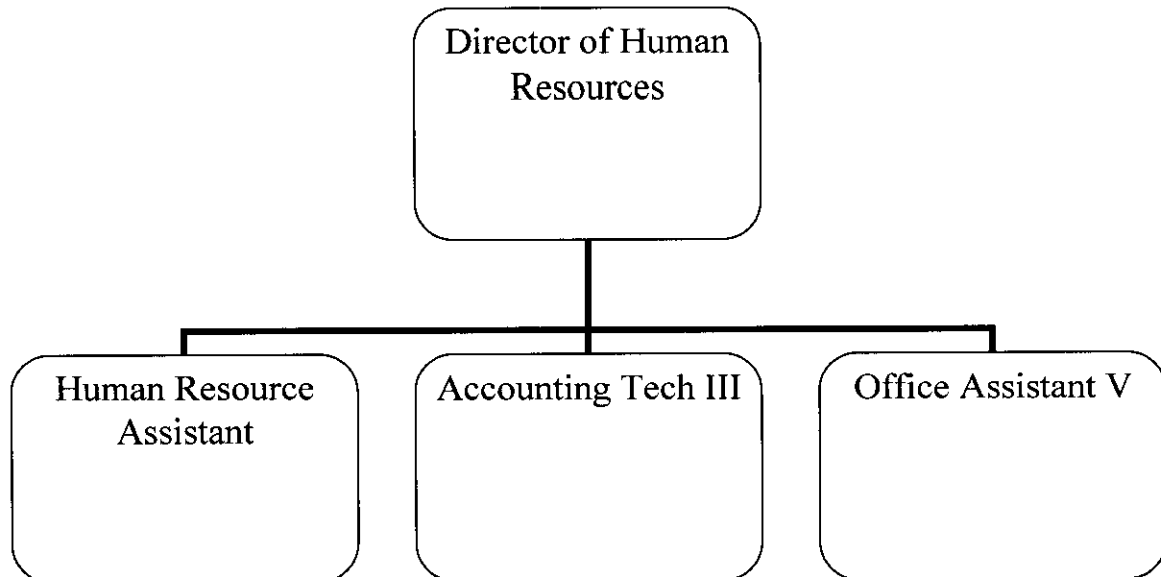
CITY MANAGER *[Signature]* Approved Agenda Item For: 5/18/10

COUNCIL ACTION: Approved as Recommended Disapproved Tabled Indefinitely
 Continued to Date Certain Approved with Modification:

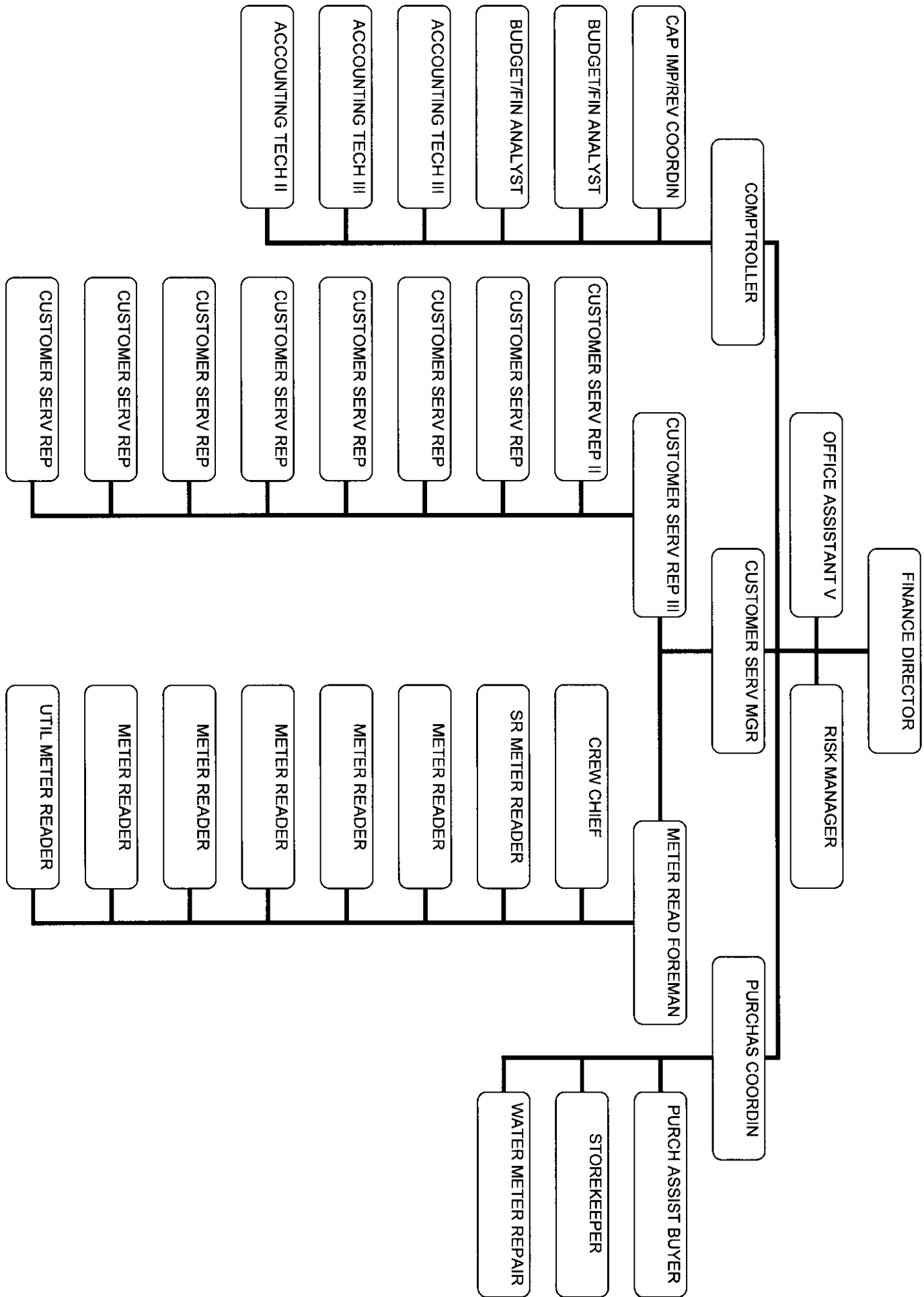
Current- HR



Proposed- HR



CURRENT-FINANCE



PROPOSED-FINANCE

