

AGENDA
City of Duluth - Civil Service Board
September 10, 2020 - 4:00 p.m.
Webex

NOTICE: FOR THE HEARING IMPAIRED - A 48-hour advance notice must be given to assure sign language interpreters. Requests may be placed by calling 1-877-456-7589.

Members: Joaquim Harris (Chair), Laura Perttula, John Strongitharm

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. August 6, 2020
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Accountant I (new)
 - (2) Accountant II (new)
5. APPEALS

None
6. INFORMATIONAL
 - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS
None
 - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS

NEXT REGULAR MEETING SCHEDULED

October 6, 2020 (4:00 p.m. via Webex)

November 3, 2020 (Election Day – possible reschedule)



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Thursday, August 6, 2020

4:00 PM

Webex

Members Present: Joaquim Harris (Chair), Laura Perttula, John Strongitharm

HR Staff Present: Theresa Severance (Board Secretary), Laura Dahl, Aimee Ott

Legal Present: Steve Hanke, Rebecca St. George

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. July 7, 2020

This Item was approved unanimously

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Street Maintenance Operations Coordinator (new)

This Item was approved unanimously

5. APPEALS

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS

6B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS

This Item was approved received

ADJOURNMENT



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

DATE: September 10, 2020
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: New Job Classification of Accountant I

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF ACCOUNTANT I.**

Background Information

The Finance Department would like to create this new classification to provide more opportunity for entry-level accounting jobs in the City. The job description has a strong focus on entry level accounting tasks that will be beneficial to departments.

The union has reviewed the proposed job description and they are agreeable.

Outline of Duties

Maintain, examine, and report accounting and financial management records in an assigned functional area to ensure that revenues are received and expenditures are made in accordance with applicable laws and regulations.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Accountant I.

ACCOUNTANT I

SUMMARY/PURPOSE

Maintain, examine, and report accounting and financial management records in an assigned functional area to ensure that revenues are receipted and expenditures are made in accordance with applicable laws and regulations.

DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are distinguished from the Accountant II level by the amount of guidance and instruction needed to perform duties as assigned and are not expected to function with the same amount of program knowledge, proficiency, or skill level as positions allocated to the Accountant II. Positions at this level exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in details as they arise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
2. Perform basic financial activities in the area of accounting.
3. Prepare journal entries to record financial activity.
4. Prepare financial reports (monthly and annually) as needed for assigned funds.
5. Reconcile accounts to ensure accounts are in balance and properly reported.
6. Assist with preparation of Comprehensive Annual Financial Report under direction of the City Auditor.
7. Assist in preparation of annual budget for assigned funds.
8. Perform basic financial activities in the areas of cash management.
9. Monitor and record daily banking and investment activity.
10. Calculate daily liquidity needs for City.
11. Analyze and make investments in accordance with state guidelines and city policies under the direction of the City Auditor.
12. Handle daily banking and cash management activities.
13. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A two-year degree in accounting with two years of accounting experience or a four-year bachelor's degree in accounting.
 - B. Prior experience not required (with four-year accounting degree).
2. Knowledge Requirements
 - A. Knowledge of accepted office practices and procedures.
 - B. Knowledge of basic computer operations and spreadsheet applications.
 - C. Knowledge of modern accounting methods and procedures.
3. Skill Requirements
 - A. Skill in operating standard office equipment.
 - B. Skill in communicating effectively, both orally and in writing.

4. Ability Requirements

- A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- B. Ability to perform mathematical calculations with speed and accuracy.
- C. Ability to systematically perform detailed work.
- D. Ability to organize and prioritize work.
- E. Ability to read and interpret statistical data and computer records.
- F. Ability to establish and maintain effective working relationships with City employees and officials, public agencies, private businesses, and the general public.
- G. Ability to utilize computer software and learn the City's financial computer systems.

5. Physical Ability Requirements

- A. Ability to transport oneself to, from, and around sites of projects, and other assignments.
- B. Ability to reach for files in high or low file drawers.
- C. Ability to perform sedentary work (defined as lifting 10 pounds maximum and occasionally lifting and/or carrying articles such as docket, computer reports, and ledgers).
- D. Ability to attend work on a regular basis.

HR: LD	Union: Basic	EEOC: Technician	CSB:	Class No:
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:



Human Resources

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Duluth, Minnesota 55802

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hrinformation
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DATE: September 10, 2020
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: New Job Classification of Accountant II

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF ACCOUNTANT II.**

Background Information

The Finance Department would like to create this new classification to provide advancement opportunity within the department. This job description would function more independently and perform higher level accounting duties. The natural progression would be for a new hire to enter the City as an Accountant I and progress to Accountant II when the skillset has been reached.

The union has reviewed the proposed job description and they are agreeable.

Outline of Duties

Maintain, examine, and report accounting and financial management records in an assigned functional area to ensure that revenues are received and expenditures are made in accordance with applicable laws and regulations.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Accountant II.

ACCOUNTANT II

SUMMARY/PURPOSE

Maintain, examine, and report accounting and financial management records in an assigned functional area to ensure that revenues are receipted and expenditures are made in accordance with applicable laws and regulations.

DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are distinguished from the Accountant I level by the proficient performance of the full range of duties as assigned, including performing advanced activities in accounting and cash management, working independently, applying well developed governmental accounting practices, and exercising judgment and initiative. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions at the Accountant II level are normally filled by advancement from the Accountant I level.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
2. Perform advanced financial activities in the area of accounting.
3. Prepare financial reports (monthly and annually) for assigned funds.
4. Reconcile accounts to ensure accounts are in balance and properly reported.
5. Prepare trial balance and financial statement disclosures for the Comprehensive Annual Financial Report.
6. Analyze and implement new accounting standards.
7. Prepare annual budget for assigned funds.
8. Collaborate with federal and state agencies to ensure compliance with laws and regulations for grants accounted for within assigned funds.
9. Establish accounting systems and procedures to maintain proper and efficient accounting records.
10. Perform advanced financial activities in the area of cash management.
11. Monitor and record daily banking and investment activity.
12. Calculate daily liquidity needs for City.
13. Analyze and independently make investment decisions in accordance with state guidelines and City policies.
14. Handle daily banking and cash management activities.
15. Implement new banking productions and solutions.
16. Perform accounting and reporting activities required for enforcement of the Sales Tax Ordinance, special assessments, and lawful gambling.
17. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A four-year bachelor's degree in accounting with two years of accounting experience; or a two-year degree in accounting with four years of accounting experience.
 - B. Prior experience in governmental accounting preferred.
2. Knowledge Requirements

- A. Thorough knowledge of modern accounting principles, methods, practices, and terminology.
 - B. Considerable knowledge of governmental accounting, generally accepted accounting principles, and federal, state, and local laws.
 - C. Knowledge of accepted office practices and procedures.
 - D. Knowledge of pertinent local, state, and federal laws and City policies, rules, and regulations.
 - E. Thorough knowledge of computer operations and spreadsheet applications.
3. Skill Requirements
- A. Skill in operating standard office equipment.
 - B. Skill in communicating effectively, both orally and in writing.
4. Ability Requirements
- A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - B. Ability to perform mathematical calculations with speed and accuracy and systematically perform detail work.
 - C. Ability to read and interpret statistical data and computer records.
 - D. Ability to analyze financial data to solve problems, make decisions, and formulate projections.
 - E. Ability to establish and maintain effective working relationships with City employees and officials, public agencies, private businesses, and the general public.
 - F. Ability to use standard spreadsheet, database, and mainframe computer software to analyze and forecast financial performance of funds and projects as well as to improve the use of financial resources.
 - G. Ability to work independently, meet deadlines, work under pressure, and handle changing priorities.
5. Physical Ability Requirements
- A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - B. Ability to reach for files in high or low file drawers.
 - C. Ability to perform sedentary work (defined as lifting 10 pounds maximum and occasionally lifting and/or carrying articles such as docket, computer reports, and ledgers).
 - D. Ability to attend work on a regular basis.

HR: LD	Union: Basic	EEOC: Professional	CSB:	Class No:
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

Notice:

Item 6B

Non-Public Review of New Eligible Lists

will be distributed to
members at the Civil Service
Board meeting.