

**CITY OF MARYSVILLE AGENDA BILL**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: 2/26/2018**

<b>AGENDA ITEM:</b>	
Authorizing the Change in Position from Deputy Clerk to Financial Analyst	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
Sandy Langdon, Finance Director	
<b>DEPARTMENT:</b>	
Finance	
<b>ATTACHMENTS:</b>	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>
00101023.511000-525000	\$6,250.80
<b>SUMMARY:</b>	

Finance currently has two Deputy Clerk positions, one of the positions will be vacated as of March 1, 2018 and Finance is requesting this position be changed to a Financial Analyst. The financial activity, especially analysis has out-paced the records and agenda activity of the Deputy Clerk position. A Financial Analyst will assist with activities such as inventory; revenue and expense analysis; budget preparation, review, and monitoring; purchasing policy; records and PRA compliance and many similar activity that require more attention.

The Deputy Clerk is an N112 on the Pay Grid and the Financial Analyst is an N113. With the currently pay and benefits of the Deputy Clerk it is estimated that the Financial Analyst will only require an increase of \$6,250.80 to the Finance budget.

A Financial Analyst will greatly enhance the service level of Finance.

**RECOMMENDED ACTION:**

City staff recommends that the City Council authorize one of the positions of Deputy Clerk be changed to a Financial Analyst.