

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 34 - 2021

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INTRODUCED BY

APRIL 7, 2021

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AN ORDINANCE

Amending the 2021 General Fund and Risk Management Fund budget to accommodate the reorganization of positions to allow the Department of Finance to operate more efficiently.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That page 55 of the General Fund budget be amended by deleting the position of Sr. Financial Analyst (14N) with Ninety (90%) percent of the salary budgeted in the amount of Sixty Thousand Nine Hundred Fifty-Seven (\$60,957) Dollars; reclassifying the existing Financial Analyst (10N) with Fifty (50%) percent of the salary budgeted in the amount of Twenty-Five Thousand Seven Hundred One (\$25,701) Dollar; and adding two Financial Analyst (12N) positions at a combined annual salary of One Hundred Eighteen Thousand Two Hundred Thirty (\$118,230) Dollars.

SECTION TWO: That page 59 of the General Fund budget be amended by reclassifying the position of Payroll Coordinator (6N) budgeted in the amount of Forty-Nine Thousand One Hundred Sixty-Six (\$49,166) Dollars to Payroll Administrator (11N) budgeted at an annual salary of Fifty-Four Thousand (\$54,000) Dollars.

SECTION THREE: That page 149 of the General Fund budget be amended by deleting the position of Sr. Financial Analyst (14N) with Ten (10%) percent of the salary budgeted in the amount of Six Thousand Seven Hundred Seventy-Three (\$6,773) Dollars.

SECTION FOUR: That page 325 of the Risk Management Fund budget be amended by deleting the position of Financial Analyst (10N) with Fifty (50%) percent of the

salary budgeted in the amount of Twenty-Five Thousand Seven Hundred One (\$25,701) Dollar.

SECTION FIVE: That City Council approves the transfer of Seven Thousand Four Hundred Forty-Four (\$7,444) Dollars within the Finance Department as shown below:

**FROM**

**Finance Department  
Accounting and Financial Management**

<b>000-02-0602-0004-02</b>	<b>Permanent Wages</b>	<b>\$7,444</b>
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**TO**

**Finance Department  
Finance & Budget Administration**

<b>000-02-0602-0003-02</b>	<b>Permanent Wages</b>	<b>\$7,444</b>
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SECTION SIX: That this Ordinance will take effect ten (10) days after final passage.

SECTION SEVEN: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Finance Department

- **Summary and Facts of the Bill**

We are recommending that we downgrade the Senior Financial Analyst position and have two (2) Financial Analysts, both at a paygrade 12N, as opposed to having a Senior Financial Analyst at a 14N and a Financial Analyst at a 10N. We are also proposing that both Analyst positions salary are 100% charged to the Finance Department. Additionally, we are recommending upgrading the position from a Payroll Coordinator (06N) to a Payroll Administrator (11N) to better align the position to an appropriate grade and create equity within the salary.

- **Purpose – Please include the following in your explanation:**
  - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
  - **What are the Benefits of doing this/Down-side of doing this**
  - **How does this Bill related to the City’s Vision/Mission/Priorities**

The Finance Department is proposing a modest re-organization. Based on the savings realized from new personnel coming in less than the budgeted amount, there remains a small overall savings to the personnel costs of the department.

Financial Analyst

We currently have two (2) Analyst positions within the department, a Financial Analyst (10N) and a Senior Financial Analyst (14N) position. After a thorough review of responsibilities, it has been determined that the responsibilities of each analyst do not vary significantly, and therefore we are recommending that the Senior Financial Analyst (14N) position be downgraded to a Financial Analyst position. However, we do believe that the roles and responsibilities of the Financial Analyst position need to be increased to a 12N to properly reflect the crucial role and responsibilities for this position.

Additionally, the current Financial Analyst position, is split 50/50 between Finance and Risk. This has proven to be an unfair split, as the work has been unequally split, with most of Audrey’s time being spent in Finance, offering a disservice to Risk as they are paying for a part time salary, but not receiving part time work. We are also recommending that the Financial Analyst position that is split with Risk become fully

funded by Finance. This will allow for two (2) full time Analyst positions in Finance, which is desperately needed, and allow for a dedicated part time employee for Risk.

Furthermore, 10% of the Senior Financial Analyst position is currently charged to the HR budget since they spend a significant portion of time on position budgeting. We are recommending that this position also be fully funded by the Finance Department going forward as budgeting (regardless of it being position budgeting) is a function of the Finance Department.

To summarize, we are recommending that we downgrade the Senior Financial Analyst position and have two (2) Financial Analysts, both at a paygrade 12N, as opposed to having a Senior Financial Analyst at a 14N and a Financial Analyst at a 10N. After completing the salary calculator for Audrey Danek, current Financial Analyst, we are recommending that her salary be increased by 5% to \$54,115.00 to accommodate the change in salary grade. The other Financial Analyst position is vacant and if approved, will be advertised at a grade 12N and the salary will fall within that grade. We are also proposing that both Analyst positions salary are 100% charged to the Finance Department.

#### Payroll Coordinator

Due to the crucial nature of the payroll position within the City, we are recommending upgrading the position from a Payroll Coordinator (06N) to a Payroll Administrator (11N) to better align the position to an appropriate grade and create equity within the salary. The current budgeted salary for this position is \$49,166.00. After completing the salary calculator, we are recommending a proposed increase to \$54,000.00.

- **Financial Impact – Please include the following in your explanation:**
  - **Cost (Initial and ongoing)**
  - **Benefits (initial and ongoing)**

This modest reorganization will result in a savings to the General Fund of \$6,094 between the Finance Department and Human Resources. There will also be a savings of \$16,805 in the Risk Management Fund.

- **Funding Sources – Please include the following in your explanation:**
  - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

N/A

- **Priority status/Deadlines, if any**

We would like to make all changes as soon as possible so that we can advertise the vacant position in the Finance Department at the appropriate grade and ensure equity in other positions.

- **Why should Council unanimously support this bill?**

To better align the positions to the appropriate grades and create equity within the salaries.