

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO.54 – 2023

INTRODUCED BY

JUNE 13, 2023

AN ORDINANCE

Amending the 2023 General Fund budget to accommodate the reorganization of positions to allow the Department of Finance to operate at a level more in line with the job responsibilities currently assigned to the staff and be in compliance with the home rule charter.

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

SECTION ONE: That page 51 of the General Fund budget be amended by deleting the positions (8) Clerk III's (08M) with the total salary budgeted in the amount of Three Hundred Forty-Six Thousand Eight Hundred Sixty-Four (\$346,864) Dollars; and adding (8) positions as Revenue Specialists (09M) for a total salary budget of Three Hundred Fifty-Two Thousand Three Hundred Seventy-Three (\$352,373) Dollars.

SECTION TWO: That page 59 of the General Fund budget be amended by deleting the positions of (2) Clerk III's (08M) with the total salary budgeted in the amount of Ninety-Eight Thousand Nine Hundred Seventy (\$98,970) Dollars; and adding (2) positions as Accounts Payable Specialists (09M) for a total salary budget of One Hundred Thousand Three Hundred Six (\$100,306) Dollars.

SECTION THREE: That page 67 of the General Fund budget be amended by deleting the positions of (1) Print Shop Coordinator (11M) with the total salary budgeted in the amount of Fifty-Nine Thousand Eight Hundred (\$59,800) Dollars and (1) Inventory Control Clerk (08M) with the total salary budgeted in the amount of Forty-Four Thousand Six Hundred Two (\$44,642) Dollars; and adding the positions of Print Shop Specialist (09M) for a total salary budget of Forty-Five Thousand Three Hundred Forty-Eight (\$45,348) Dollars and a position of Mailroom Specialist (09M) for a total salary budget of Forty-Five Thousand Three Hundred Forty-Eight (\$45,348) Dollars.

SECTION FOUR: That this Ordinance will take effect ten (10) days after final passage.

SECTION FVIE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

Legislative Template

- What department or bureau is this bill originating from? Where did the initiative for the bill originate?
 - Finance Department
- Summary and facts of the bill.
 - The Finance Department would like to upgrade 10 clerk 3 positions (currently M08) to a proposed M09, 1 Inventory Control Clerk (currently M08) to a proposed M09 and downgrade 1 Print Shop Coordinator position (currently a M11) to a proposed M09.
- Purpose – Please include the following in your explanation:
 - a. The purpose of this plan is to upgrade the clerk positions in the Finance Department because they are performing responsibilities which are above the grade they are currently assigned to. This results in employee morale issues and recruitment issues.
 - b. This plan will ensure employees are graded appropriately, increase employee morale, and reduce vacancy in the finance department, thus ensuring that there is no negative impact to revenue.
 - c. Ensure employee responsibilities are properly aligned within the correct grade.
- Financial Impact – Please include the following in your explanation:
 - a. Cost (initial and ongoing)
The initial cost of the plan for 2023 is \$6,138.00. The anticipated cost for 2024 would be \$9,524.00.
 - b. Benefits (initial and ongoing)
The financial benefit of this plan is that upgrading the clerks in the Finance Department will result in more internal applicants bidding on jobs within the Finance Department. This will result in a decreased amount of time that positions are vacant and thus there will be minimum impact on revenue.
- Funding Sources – Please include the following in your explanation:
 - a. If transferring funds, please make sure to give specific account names and numbers.
If appropriating funds from a grant, please list the agency awarding the grant.
000-02-0602-0004-34 - \$2,000.00
000-02-0602-0003-34 - \$1,138.00
000-02-0602-0001-34 - \$3,000.00
- Priority status – Are there any deadlines to be aware of?
 - We would like to implement this as soon as possible. The Revenue and Audit Bureau has been significantly understaffed for some time and it will soon begin to effect revenue collection. Implementing this plan will help us to reduce vacancies for the rest of the year.

- Why should Council unanimously support this bill?
 - o Due to the fact that employees are not currently classified in the correct grade which is resulting in significantly longer than normal vacancies which will end up effecting revenue, Council should unanimously support this bill.

Narrative

The Finance Department would like to upgrade 11 clerk positions in the department and downgrade 1 position. The positions are as follows:

- 8 Clerk 3's Revenue & Audit (currently M08) – Upgrade to a Revenue Specialist (proposed M09)
- 2 Clerk 3's Accounts Payable (currently M08) – Upgrade to an Accounts Payable Specialist (proposed M09)
- 1 Inventory Control Clerk (currently M08) – Upgrade to Mailroom Coordinator (proposed M09)
- 1 Print Shop Coordinator (currently M11) – Downgrade (proposed M09)

These positions are currently performing responsibilities which are above the grade they are currently assigned to. This results in several problems. The first is employee morale. Employees are frustrated because they feel they are unappreciated and undervalued. Additionally, we find that staff do not want to bid on positions within the Finance Department. City staff understand that the work in the Finance Department is harder than other clerk positions, and therefore they do not want to bid on a position that is harder and receives the same pay as a clerk position in another department. This poses operational problems for the Finance Department because we are required to post positions internally (which no one bids on) before we can post to the outside. This results in clerk positions in the Finance Department being vacant for long periods of time, which again affects employee morale and affects revenue collection. If these positions were upgraded, there is a greater chance that we would receive internal bids on the positions and be able to fill vacant positions quicker.

Justification for these changes are as follows:

Clerk 3's Revenue & Audit

The clerks in Revenue & Audit do not perform typical clerk duties. They are responsible for the collection and accurate processing of almost \$70 million in revenue. They deal with a significant amount of confidential information including but not limited to social security numbers, EIN numbers, personal and corporate tax returns, bank statements, HUD statements, bankruptcies, and tax delinquencies. They are required to understand and perform moderate to complex financial transactions and provide technical assistance to taxpayers which includes assisting with completing forms, providing information on tax and business licensing fees and regulations, which requires them to have a thorough understanding of these complex regulations. They are also responsible to respond to and resolve highly sensitive, confidential, and complex customer inquiries and complaints. Since this office does perform a variety of functions for other bureaus, they not only have to have a solid understanding of pertinent federal, state, and local laws, codes, and regulations pertaining to business licensing, tax collection, and accounting, they must also understand other bureaus operations to provide the customer assistance the taxpayers deserve.

For these reasons, the work performed by a Clerk 3 in Revenue & Audit is not adequately represented by a grade M08 and it is proposed that they be upgraded to a M09.

Total cost for this upgrade - \$5,509.44

Clerk 3's Accounts Payable

The clerks in Accounts Payable are responsible for a variety of financial transactions for the entire City including accounts payable, p-card reconciliation, wire payments, and daily deposits of cash collection from all City bureaus. They process approximately \$102 million in accounts payable spend. It is a critical function of the Finance Department, and if not implemented properly, it can be one of the greatest sources of risk, waste, and cost to the city. The accounts' payable function requires close internal controls to avoid overpayments or inaccurate payments. It is usually the largest area for fraud and has a huge potential for cybercrime. These clerks are responsible for executing essential functions, protecting the City's interests, and performing some very difficult work that is often overlooked. They are also responsible for dealing with tight deadlines, all city bureaus, and must ensure that the city maintains positive working relationships with our vendors.

For these reasons, the work performed by a Clerk in Accounts Payable is not adequately represented by a grade M08 and it is proposed that they be upgraded to a M09.

Total cost for this upgrade - \$1,336.86

Inventory Control Clerk

This position is responsible for far more than just inventory control. The position is responsible for the entire coordination of the mailroom and inventory of various supplies. The position is responsible for making key decisions regarding equipment and technology utilized within the mailroom. They are required to be very knowledgeable about US postal regulations, including size and weight standards, proper packaging methods, content restrictions, and related information, as well as knowledge of bulk mailing procedures and private mail and package carries standards. Their knowledge and expertise are required for strategic planning purposes. They are also responsible for assisting with the annual budget for general support services.

For these reasons, the work performed by the Inventory Control Clerk is not adequately represented by a grade M08 and it is proposed they be upgraded to a M09.

Total cost for this upgrade - \$706.14

Print Shop Coordinator

This position was previously titled Graphic Design Specialist, with a grade of M011, however in 2023 the position of Graphic Designer was created in the Mayor's Office, and most of the graphic design responsibilities were moved to that position. At that time, the title for this position was changed to Print Shop Coordinator, however the grade was not changed because there was a tenured employee in the position and downgrading the position would be unfair. It was discussed with the SEIU union that the position would remain at the grade of M11, however if the employee ever left the position, we would downgrade the position back to the appropriate grade.

This position is responsible for the entire coordination of the print shop. It is responsible for making key decisions regarding equipment and technology used within the print shop. They are required to have in depth knowledge of desktop publishing operations, automated printing systems and concepts and be able to recommend cost effective, efficient processes. They are also responsible for assisting the annual budget for general support services.

For these reasons, the work performed by the Print Shop Coordinator is not adequately represented by a grade M11 and it is proposed they be downgraded to a M09.

Total savings for this downgrade - \$1,414.44.

Total cost - \$6,138.00