



City of Waukesha
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Committee: Human Resources Committee	Date: 10/18/2023
Common Council Item Number: ID#23-7873	Date: 11/7/2023
Submitted By: Joseph Ciurro, Finance Director	City Administrator Approval: Gina Kozlik, Interim City Administrator
Finance Department Review: Joseph P. Ciurro	City Attorney's Office Review: Click here to enter text.
Subject: Consider the transfer of 0.1 full-time equivalents (FTE's) within the Finance Department from the Accounting Clerk position to the Financial Projects Manager position.	

Details:

During this year, the Finance Director reviewed and evaluated the department's personnel needs. As such, some reorganizing was completed with the focus on operational efficiency. One of the steps of reorganizing was appropriating enough time for the more difficult tasks that the department regularly encounters (i.e. capital and operating budget planning, TID financial planning and accounting, etc). As such, the Finance Director requests that the Financial Projects Manager position be increased by 208 hours from 1,872 hours (0.9 FTE's) to 2,080 hours (1.0 FTE). The department currently has 260 hours unallocated from the budgeted Accounting Clerk position. Once this adjustment is made, the department will relinquish the remaining 52 hours.

In the end, the Finance Department will have gone from 7.525 FTE's to 7.00 FTE and will have reduced its base payroll and benefits going into 2024 by 6.7%.

Options & Alternatives:

- 1) The HR Committee could approve this request.
- 2) The HR Committee could deny this request and the Finance Department would investigate other options, including contracted services or additional reorganizing, both of which would be more expensive than this request.

Financial Remarks:

The reorganizing completed by the Department, including this adjustment to the Financial Projects Manager position, has a calculated savings in its base personnel budget of \$61,200, or 6.7%.

Executive Recommendation:

Consider the transfer of 0.1 full-time equivalents (FTE's) within the Finance Department from the Accounting Clerk position to the Financial Projects Manager position.