



AGENDA SUMMARY EUREKA CITY COUNCIL

TITLE: New Classification: Junior Accountant

DEPARTMENT: Human Resources

PREPARED BY: Will Folger, Director of Human Resources

PRESENTED FOR: Action Information only Discussion

RECOMMENDATION

Adopt resolution adding a Junior Accountant classification to the City's Classification and Compensation Plan.

FISCAL IMPACT

No Fiscal Impact Included in Budget Additional Appropriation

COUNCIL GOALS/STRATEGIC VISION

DISCUSSION

The Junior Accountant classification is designed as an entry-level position to support the City's accounting functions. This position is intended to be a bridge between the positions of Accounting Technician and Accountant, and represents the pre-entry level class in the Accountant professional classification series.

This position will work closely with the City's existing accounting teams, fostering collaboration and ensuring that financial operations run smoothly. Moreover, this role can serve as a stepping stone for individuals who wish to pursue a career in accounting and can potentially transition into higher positions as they gain experience and meet necessary qualifications.

The recommendation to place the position of Junior Accountant at GC081 based on the level of qualifications and responsibilities in comparison with comparable professional/technical classifications within the Finance department, namely the Accounting Technician I/II and Accountant I/II classifications.

1	GC081	Annual	46,498	48,824	51,266	53,828	56,520
2	GC081	Monthly	3,875	4,069	4,272	4,486	4,710
3	GC081	Semi-monthly	1,937.43	2,034.33	2,136.07	2,242.85	2,354.99
4	GC081	Hourly	22.355	23.473	24.647	25.879	27.173

By this proposed action only the classification for Junior Accountant is being adopted into the City's approved Classification Plan, however no additional appropriation is being requested. The intention is to underfill an existing vacancy with this Junior Accountant position.

Attached:

Classification Specification – Junior Accountant

REVIEWED AND APPROVED BY:

- City Attorney
- City Clerk/Information Technology
- Community Services
- Development Services
- Finance
- Fire
- Human Resources
- Police
- Public Works