

Health Services Request to Refill Senior Accounting Technician Position **with a Staff Accountant Position**

Request to Board of County Commissioners on September 19, 2016

Request: Tami Ewing, a Senior Accounting Technician in the Health Services Department submitted a resignation notice effective September 16, 2016. In an effort to better address the fiscal needs of the department, this is a request to post for a Staff Accountant instead of refilling the Senior Account Technician position.

Background

1. In 2013, the Business Operations Manager position in Health Services was split into two positions, a Business Manager and an Operations Manager. It was acknowledged that the duties assigned to the Business Operations Manager were too extensive for one employee.
2. During budget preparation by the Health Services Department for both FY 2016 and FY 2017, Business Manager Sherri Pinner indicated that due to the growing scope and complexity of Health Services fiscal management a need existed to add a Staff Accountant-level employee to the Fiscal Team. An absence of identified funding for this position resulted in it not being included in either budgetary request. As a result, Pinner assumed many of the duties that a Staff Accountant would assume.
3. In May 2016, the Health Services Department implemented an organizational change that established three Deputy Directors. Although the Deputy Director position already existed for the Behavioral Health Division, it was necessary to create this position in the Public Health and Administrative Services Divisions. These positions were created by converting two manager-level positions into Deputy Directors. For the Administrative Services Division, Dave Inbody, the Operations Manager, was named the Deputy Director.
4. In June 2016, Sherri Pinner, the Business Manager in the Health Services Department accepted a position in the Community Development Department. This position was refilled in August 2016 by Chris Weiler, Operations Manager, who assumed responsibility for fiscal functions previously the responsibility of the Business Manager, as well as many of the Operations Manager duties previously held by Inbody.
5. The Fiscal Team currently consists of three members, one Senior Accounting Technician and two Accounting Technicians. Since Pinner's departure, efforts were made to transfer some of the Staff Accountant-level duties she was doing to the members of the Fiscal Team. Many of these duties were beyond the scope of work for an Accounting Technician or Senior Accounting Technician. This was expressed by the Fiscal Team, most notably Tami Ewing, the Senior Accounting Technician. Inquiries made in terms of a reclassification for Ewing were denied due to the class and compensation study currently being conducted countywide.

6. September 2016, Tami Ewing resigned from her position noting one of the primary reasons her working outside of the scope of her position.

Justification for hiring a Staff Accountant instead of a Senior Accountant

1. **Financial Expertise Required** – The Health Services Department is the most complex department organizationally and financially. Fiscal responsibility for this department requires a professional understanding of accounting practices, instead of a technical knowledge of recordkeeping. A Staff Accountant requires a Bachelor’s Degree in Business with an emphasis in Accounting with three to five years of professional experience in accounting. A Senior Accounting Technician requires a High School diploma with five years of recordkeeping experience or two years of business or accounting course work.
2. **Broader Position Responsibility** – In addition to the growing need for fiscal support, the department also requires someone in the position with a strong understanding of grants and contracts that have fiscal implications. This employee will need to not only understand revenue and expenses, but also how departmental operations may be altered by the changing healthcare funding environment.
3. **New Financial System Requires Different Skills** – Historically, this position was responsible for processing financial transactions and maintaining spreadsheets. With the implementation of the Tyler Munis financial system, the needs for this position will have greater emphasis on systems designs, process improvement and analysis.
4. **Greater Emphasis on Compliance and Reporting** – The introduction of Public Health Modernization and Certified Community Behavioral Health Clinics (CCBHC) will require greater ability for the Health Services Department to provide financial data for compliance and reporting purposes. This position will be assuming a greater role in meeting these growing requirements.