

## REQUEST TO CLASSIFY

**Instructions:** Please submit the attached request to classify form for each new position or reallocation of an existing position. You must include a current and proposed organizational chart with each form.

Department/Division: Auditor-Controller

Budget Unit Number: 1110-8011

Request for:  New Allocation

Reallocation of Existing Position – Classification Title

Position is vacant

Department Contact for Information: Name: Maria Papurello

Phone: 755-5084

Estimated % of total time spent on task/duty	DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED
	<b>Use a separate paragraph for each task or duty. Attach additional sheets as necessary. <u>Do not</u> include verbiage directly from the job description.</b>
25%	<b>Administration - answering phones – calls relate to all divisions of the A-C office.</b>
	<b>Employee must discern which division, and which party within the division a call should be forwarded to. All contracts received for review are logged</b>
	<b>and forwarded for signature; once signed, employee then logs and forwards to appropriate party. Assist walk-in customers. Sort mail.</b>
35%	<b>Accts. Payable – employee is responsible for sorting and distributing A/P checks on</b>
	<b>A daily basis. Checks marked with special handling must be looked up in the system and directions followed through. All checks are logged and signed for.</b>
	<b>Employee will enter NMC refund payments, and Trust Account payables into AdvantageFinancial system. During times of heavy volume, employee will enter</b>
	<b>approvals for departments. Employee will verify W-9s for DSES vendors.</b>
5%	<b>General Accounting – Receive and track Department Chart of Account requests.</b>
	<b>Track and log receipts of Annual County Inventory forms.</b>
15%	<b>Payroll – Verification of employment. Copies of check/W-2 requests. Research and respond to requests for information from Liberty Mutual and EDD (benefit audits).</b>

20%	ERP – Back-up for ERP Help Desk (phone and email). Will respond and assist with less complicated help desk questions. Employee will assist with new employee entries into ESS and HRMFIN Security Access. Provides LDN Support & data entry. Post financial and HR document to LDN as needed. Supports training analyst and business analyst staff.
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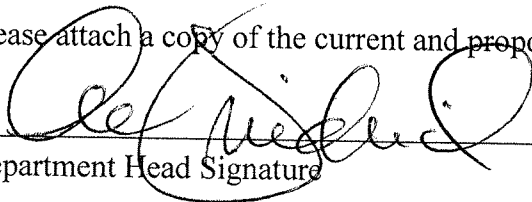
**JUSTIFICATION FOR REQUEST:**

Since the implementation of ERP, workload has grown for payroll, accounts payable, and systems staff at the ERP help desk. Staffing at the level of account clerk will allow the incumbent to provide much needed assistance, while still providing customer service to walk in and telephone clients.

Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position?

No       Yes (If yes, what is/are the job title(s) of the other position(s)?)

Please attach a copy of the current and proposed organizational chart depicting the proposed position.

  
 Department Head Signature

6/7/12  
 Date

Departmental HR Analyst: Maria Davis  
 Class Recommendation: Account Clerk

Date: 6/7/12  
 Class Code: 80J21

<b>FOR CENTRAL HUMAN RESOURCES USE ONLY:</b>	
Approved Class Title: <u>Account Clerk</u>	Class Code: <u>80521</u>
CAO Classification Analyst: <u>[Signature]</u>	Date: <u>6/8/12</u>
Distribution of Central HR Job Class Determination:	
<input type="checkbox"/> Requesting Department Head	<input type="checkbox"/> Kari Picoli, Secretary-Confidential
<input type="checkbox"/> Departmental HR Analyst	<input type="checkbox"/> County Administrative Office