



Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: May 16, 2022

Re: Authorizing Finance to add a position classification for a Payroll Manager

Executive Summary

Staff is requesting Council to authorize the City Manager to add a Payroll Manager position, amending the FY22 classification and pay plan in order to fill a position that will be vacated in June 2022.

Discussion

Finance staff identified the need to separate the payroll duties from the Assistant Controller position for fiscal year 2023. The City's current Assistant Controller has accepted a position outside of the organization, which leaves the Payroll obligations of this roll unfulfilled. Staff is asking to move up the timeline for the addition of Payroll Manager to fill the current void.

This will not result in addition personnel or budget authority in FY22, and Finance will not fill the Assistant Controller position until FY23 if approved by the Council.

Classifications/Positions Added:

6212 Payroll Manager      Grade E5      Exempt

Fiscal Impact

Short-Term Impact: N/A

Long-Term Impact: Approximately \$90k a year

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Organizational Excellence, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
09/07/2021	B241-21 Adopting the FY 2022 Annual Budget for the City of Columbia.

Suggested Council Action

Approve the legislation.