



HUMAN RESOURCES DEPARTMENT

City of Burlington

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TO: Board of Finance

FROM: Stephanie Reid, Interim Human Resources Generalist
Susan Leonard, Human Resources Director

DATE: January 24, 2014

RE: Step placement for Aster Turnbull, Senior Accountant, Payroll – No Action Needed

We want to inform you of a request from Assistant Chief Administrative Officer, Rich Goodwin, that Aster Turnbull, Senior Accountant, Payroll be considered for step-placement. This request is pursuant to the City of Burlington Comprehensive Personnel Policy, Section 5.4 Compensation Plan, subsection a. Placement, which states: “To the extent that previous relevant experience equals or exceeds the necessary knowledge and skills, job duties and responsibilities of the position being sought, those specific and relevant years of experience (less the minimum number of years of experienced required in the position description) may be converted to additional steps at a 2:1 ration, up to a maximum of step seven (7)”.

The required minimum qualifications for the position are five (5) years of relevant experience in accounting and an Associates Degree in Accounting or Business Administration. As represented in her resume, Ms. Turnbull possesses an Associates Degree in Science - Biology and 15 years’ experience, as well as 14 months of City work as a temporary employee Senior Account –Payroll for the Clerk/Treasurer’s Office.

Based on these qualifications, pursuant to Section 5.4(a) of the City of Burlington’s Comprehensive Personnel Policy Manual, Ms. Turnbull is eligible for placement at a step seven (7). This equates to a salary of \$56,529.73 per year. This annual amount is derived from the FY14 Non-Union Pay scale. This request does not represent a change to the organizational chart for the department. The Mayor and the Human Resource Director have the authority to make this step placement and will do so.

We want to let you know that at the time of the FY14 budget creation, Stephanie Hanker, permanently assigned to the Human Resources Department, held the position of Senior Accountant, Payroll on an Interim basis. Because of this, Stephanie’s grade eighteen (18), step seven (7) salary of \$57,649, which is inclusive of an assumed mid-year step, was the amount used for the position and approved as part of the FY14 payroll budget. However, the position itself had not been approved as a step 7. If the position had been budgeted for the actual approved step the allocation for the position would have been \$52,635, which is the salary for grade eighteen (18), step three (3) associated with the regular, full-time person holding the position prior to Ms. Hanker; Ms. Donna Flies. Given the above, there is currently sufficient budget allocated to the position to cover Ms. Turnbull’s step placement and this request does not require additional general fund resources. However, given that the higher budget allocation was approved, using the erroneous step level during the budget process, we felt it most appropriate to inform you of this situation. And, as there is sufficient revenue in the budget, no Budget Amendment is needed.

If you have any questions on this please let us know, and if you would like to discuss what happened you can request that it be placed on a future Board of Finance agenda.