



CITY OF CONCORD

New Hampshire's Main Street™
Human Resources Department

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Jennifer Johnston, Director of Human Resources and Labor Relations

DATE: July 27, 2021

SUBJECT: Adding a Fiscal Supervisor to the Police Department replacing the Vacant Fiscal Technician III Position

Recommendation

It is requested and recommended that the City Council accept this report and permit the Police Department to add a full time Fiscal Supervisor position to replace the existing Fiscal Technician III.

Background

Recently, the Fiscal Technician III left the Concord Police Department to seek employment that offered a fully remote option. In looking at the needs for the department, it was determined that a Fiscal Supervisor would be more appropriate in this capacity to better manage the essential duties required.

Discussion

The Concord Police Department is seeking to replace the vacant Fiscal Technician III position with the position of a Fiscal Supervisor which is in line with how the Fire Department also has aligned the fiscal duties in their administrative division. The Fiscal Technician III section would remain vacant and inactive. The Fiscal Supervisor is currently assigned as a labor grade 14 on schedule D in the City's Compensation Plan. This does not result in any additional headcount for the department. The duties allocated to the Fiscal Supervisor include managing accounts payable and accounts receivable, inputting a very robust and complex payroll for police, and taking on grant management. The departing employee was at LG 12, Step K, \$24.60. The starting salary for a Fiscal Supervisor at LG 14 would be \$21.22 to \$26.50, depending on qualifications and experience. If the new hire were placed at \$26.50, the department would incur an increase in wages to include fringe of \$3709. The department can manage this added expense with the attrition generated by leaving the position vacant for two months. The max rate on this position would increase from \$27.82 to \$30.73. Given the current employment climate, it is imperative to remain competitive with respect to total compensation. Further, the duties highlighted above that are associated with this position justify the increased salary.

Respectfully Submitted,
Jennifer Johnston

cc: Thomas J. Aspell Jr., City Manager