



MEMORANDUM

TO: CITY MANAGER

FROM: SYLVIA EDWARDS, FINANCE DIRECTOR
JIM ISOM, ADMINISTRATIVE SERVICES DIRECTOR

DATE: MARCH 4, 2013

SUBJECT: POSITION CONTROL AUDIT

An audit was conducted of the Tyler MUNIS system position control module, which will be used for manpower authorizations for the fiscal year 2013-2014 budget preparation.

One position was identified as being misclassified. The position of Police Aide Supervisor is no longer an authorized job classification for the Police Department. This position should have been updated at the time the City began processing our daily parking cash last July. Mr. Edward Kilcomons occupies the position and is responsible for the weekly reconciliation of the parking revenue for banking purposes.

It is recommended that he be reclassified to the position of Fiscal Assistant, which is currently an authorized job classification and is the same grade level as the Police Aide Supervisor. There is no impact on the fiscal year 2012-2013 budget as a result of this action.