AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

November 7, 2007
Aldermen Pinard, Thibault, Smith, DeVries, Long

Upon Recess of BMA
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Pinard calls the meeting to order.

2. The Clerk calls the roll.

3. Chairman Pinard advises that Ordinances are to be considered for consistency with the rules of the Board, and required laws, and requests the Clerk to make a presentation relative to the Ordinances:

   "Amending Sections 33.024, 33.025, & 33.026 (Assistant Director-Accounting & Reporting, and Assistant Director-Treasury) of the Code of Ordinances of the City of Manchester."

   "Amending Sections 33.024, 33.025, & 33.026 (Attorney I & II) of the Code of Ordinances of the City of Manchester."

   "Amending Sections 33.024, 33.025, & 33.026 (VISTA Project Manager) of the Code of Ordinances of the City of Manchester."

4. Chairman Pinard advises that a presentation having been made, if all is in order, a motion is in order to advise that the Ordinances presented are properly enrolled.

5. If there is no further business, a motion is in order to adjourn.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance Amendments:

> "Amending Sections 33.024, 33.025, & 33.026 (Assistant Director-Accounting & Reporting, and Assistant Director-Treasury) of the Code of Ordinances of the City of Manchester."
>
> "Amending Sections 33.024, 33.025, & 33.026 (Attorney I & II) of the Code of Ordinances of the City of Manchester."

ought to pass.

(Unanimous vote with the exception of Alderman Garrity who was absent.)

Respectfully submitted,

Clerk of Committee

City of Manchester
New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Assistant Director-Accounting & Reporting, and Assistant Director-Treasury) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Reclassify Deputy Finance Director, Class Code 2110
Reclassify Treasury Manager, Class Code 2100

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify Deputy Finance Director, Class Code 2110, Grade 27 to Assistant Director-Accounting & Reporting, Grade 24

Reclassify Treasury Manager, Class Code 2100, 24 to Assistant Director-Treasury, Class Code 2100, Grade 24

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Reclassify Deputy Finance Director, Class Code 2110, Grade 27 to Assistant Director-Accounting & Reporting, Grade 24 (Class Spec. attached) Exempt

Reclassify Treasury Manager, Class Code 2100, 24 to Assistant Director-Treasury, Class Code 2100, Grade 24 (Class Spec. attached), Exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

Proposed

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	**Assistant Director – Accounting & Reporting**
Class Code Number	**2110-24**

General Statement of Duties

Manages the daily operations of the accounting and financial reporting functions within the City; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee accounting and reporting operations within the City structure. The work is performed under the supervision and direction of the Finance Director but authority as delegated for the exercise of independent judgement and initiative. Direction is exercised over the work of employees in the classes of Financial Analyst I , II, Accountant I, II and others as assigned. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees,, business and community groups, outside auditors, State and Federal officials, and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work
(illustrative only)

- Maintains the City's financial system and accounting records in accordance all applicable principles and standards;
- Writes internal accounting and budget manuals;
- Monitors budget performance and evaluates budget requests;
- Oversees and completes financial reporting, including preparing CAFR and internal monthly and quarterly financial, treasury and CIP reports;
- Directs internal audit functions of expenses, revenues and management functions;

- Coordinates the involvement of external auditors, including the preparation of all applicable reporting requirements;
- Participates in various aspects of personnel administration within the department, including hiring, termination, grievance procedures and coordinating employee training;
- Develops and administers the Departmental Budget;
- Performs special projects for the Finance Director as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Extensive knowledge of current principles and practices of municipal finance operations;
- Extensive knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles;
- Extensive knowledge of all auditing procedures;
- Extensive knowledge of the practices and procedures involved in identifying sources of revenue for a municipality;
- Extensive knowledge of current principles and practices of public administration;
- Extensive knowledge of budgetary principles within a municipality;
- Ability to performs and oversee complex financial auditing and reporting procedures within a municipality;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Finance, Accounting or a closely related field; and
- Considerable experience in financial operations within a municipality; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area

Approved by:_____ Date:_____

Proposed

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Treasury Manager **Assistant Director- Treasury**
Class Code Number	**2100-24**

General Statement of Duties

Manages cash, investment **and** debt management functions within the City; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure beneficial use of City funds in the areas of cash and investment and manage debt. The work is performed under the supervision and direction of the Deputy Finance Director and Finance Director. but considerable leeway is granted **Authority is delegated by the Finance Director** for the exercise of independent judgement and initiative. Supervision **Direction** is exercised over the work of employees in the classes of Financial Analyst I, II, Accountant **I, II** and related personnel **personnel as assigned**. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside auditors, business organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work
(illustrative only)

- Develops and manages **directs** the implementation of fiscal control measures and balancing mechanisms for the Treasurer's Office, including revenue analysis, cash balance determinations and bank reconciliation;
- Researches and implements compliance measures for applicable statutory or regulatory requirements affecting cash flow or related public fiscal is sues;

- Monitors the balancing of daily cash, including assuming responsibility for all money received;
- Researches, analyzes and recommends cash management services to the City;
- Handles all responsibilities for long-term debt;
- Serves as a liaison with bank officials to investigate and resolve problem areas within bank involvement in City services;
- Serves as the Chief Investment Officer and funds manager, investing City funds and developing strategies for both short and long term duration's;
- Receives and evaluates competitive offerings as appropriate and determines beneficial investment opportunities based upon research of the current yield curve;
- Manages and directs the City's primary banking/cash management services and depository relationships;
- Supervises, trains and evaluates employees involved in treasury activities, including direct supervision to ensure compliance with all applicable laws and regulations;
- Processes timely transfers and principal interest payments as required and monitored by the Securities and Exchange Commission;
- Oversees all cash flow within the City structure, including monitoring daily cash position, monitoring departmental receipting, maintaining and investment portfolio by tracking purchases maintaining minimum cash balances to optimize investment of funds;
- Compiles Comprehensive Financial Reports;
- Advises Department Heads, municipal officials and others on complex fiscal matters, budgetary considerations, transfers of funds, payment procedures, investments and expenditures and commitment of funds as requested;
- Serves as an in-house consultant within the City regarding comprehensive financial operations;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor **Finance Officer** and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of cash management processes and procedures;
- Comprehensive knowledge of financial analysis and reporting;

- Comprehensive knowledge of data processing technology as applied to financial, accounting and auditing functions;
- Comprehensive knowledge of Generally Accepted Accounting Principles;
- Comprehensive knowledge of auditing requirements;
- Thorough knowledge of investment principles and investment risk analysis;
- Thorough knowledge of current principles, practices and ethics used in receiving, disbursing, depositing and securing large amounts of public monies;
- Thorough knowledge of Balance Sheet and Income Statement transactions;
- Thorough knowledge of the functions of government in a municipality;
- Thorough knowledge of accounts payable and payroll processes;
- Thorough knowledge of budget preparation within a municipality;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to supervise, train and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Accounting, Finance or related; <u>and</u>
- Considerable experience in Accounting, preferably within a municipality and with an investment background; <u>or</u>
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by:_____ Date:_____

CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov

October 10, 2007

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Finance Department

Dear Alderman Gatsas and Members of the Committee:

Bill Sanders, Finance Director, has been with the City for over six months now. That time has given him the opportunity to evaluate the organization of the Finance Department's structure as well as what staffing options would enhance the services of the Department. In addition to studying the work flow and staffing, three high level positions have become vacant during his tenure and as such, this appears to be a good time to make some changes. Therefore, we are proposing the following:

Deputy Finance Director: Currently the Deputy Finance Director position is at a salary grade 27 and the former incumbent was earning $107,387 per year. Mr. Sanders is proposing that the Deputy Finance Director position be reclassified to a new classification Assistant Director – Accounting and Reporting at a salary grade 24. Salary grade 24 starts at $58,239 and max's out at $83,034. Some of the duties that were in the class specification for the Deputy will be assumed by the Finance Director. The remaining duties, will be assigned to the new classification of Assistant Director.

Treasury Manager: The salary grade for the Treasury Manager is 24. Mr. Sanders is proposing that the title of the position be changed to Assistant Director – Treasury. The former incumbent was earning $90,289 due to her many years of service to the City. As noted above, the salary range is $58,239 to $83,034. Assuming that a current employee is promoted into this position, the salary would be considerably less due to the fact that none of the in-house employees have as many years of service that the former incumbent had.

Information Support Specialist: This position is assigned salary grade 19. Mr. Sanders is recommending that this position be reclassified to an Accountant I, salary grade 16. The former incumbent in this position was earning $62,254. The salary range for a grade 16 is $33,895 to $48,327. This would be an immediate savings of $28,359 if approved. There is no longer a need for an Information Support Specialist position in the Finance Department. There is a need however, for an Accountant I for the Accounting and Reporting work unit.

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CITY CLERK'S OFFICE

The savings to the Finance Department would have been $126,034. However, due to the retirements and resignation of one of the employees, the savings for this fiscal year will be $6,680. However, the savings in future years will be considerable if the reclassifications are approved.

I am attaching copies of the proposed class specifications for Assistant Director – Accounting & Reporting as well as the proposed class specification for Assistant Director – Treasury for your review and approval.

I would be happy to answer any questions that you have. Your favorable approval of these requests would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton

Virginia A. Lamberton
Human Resources Director

Attachments

Cc: Bill Sanders, Finance Director

City of Manchester
New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Attorney I & II) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Delete Attorney I, Class Code 1390
Delete Attorney II, Class Code 1400
Delete Attorney III, Class Code 1405
Establish Attorney I, Class Code 1400
Establish Attorney II, Class Code 1405

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Delete Attorney I, Class Code 1390, Grade 20
Delete Attorney II, Class Code 1400, Grade 21
Delete Attorney III, Class Code 1405, Grade 22
Establish Attorney I, Class Code 1400, Grade 23
Establish Attorney II, Class Code 1405, Grade 25

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Delete Attorney I, Class Code 1390, Grade 20
Delete Attorney II, Class Code 1400, Grade 21
Delete Attorney III, Class Code 1405, Grade 22
Establish Attorney I, Class Code 1400, Grade 23, (Class Spec. attached), exempt
Establish Attorney II, Class Code 1405, Grade 25, (Class Spec. attached), exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

SALARY SURVEY

PUBLIC ATTORNEYS

Manchester	Attorney I	$45,318	to	$64,613
	Attorney II	$48,491	to	$69,136
	Attorney III	$51,885	to	$73,976
Nashua	Criminal Prosecutor	$46,892	to	$68,315
	Just hired a new Prosecutor at $64,393			
Concord	City Prosecutor	$64,563	to	$84,261
	Ass't Prosecutor	$51,598	to	$67,808
Attorney General	Assistant Attorney General	$66,856		

Proposed

City of Manchester, New Hampshire

Class Specification

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Class Title	**Attorney I**
Class Code Number	**1400-23**

General Statement of Duties

Provides professional legal representation for the City of Manchester; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure professional representation in the prosecution of misdemeanor cases of a large level of difficulty. The work is performed under the supervision and direction of the Deputy City Solicitor and City Solicitor but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of legal support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, court officials, law enforcement officials, legal professionals, business and community organizations and the public. The principal duties of this class are performed in a general office environment and within a courtroom setting.

Examples of Essential Work (illustrative only)

- Conducts litigation in State and Federal District court, including appeals through the United States Supreme Court;
- Prosecutes criminal cases as necessary and appropriate
- Prosecutes traffic violations, zoning violations and comparable cases in the courts;
- Prosecutes misdemeanor cases of the highest level of complexity;

- Represents the City in pre-trial conferences, including research and negotiation with all parties involved;
- Prepares cases for trial, examining law and evidence subject to review and assistance by a superior;
- Interviews police officers, inspectors or other parties presenting evidence for the City to ascertain that evidence is complete and adequate for presentation in court;
- Discusses case results with other City Attorneys to evaluate and improve performance for future work;
- Interviews complainants to determine whether or not there are sufficient grounds to bring suit under City ordinances or under State law for misdemeanors committed within the City limits;
- Studies City, State, Federal and general municipal law for information and precedents bearing on City legal problems;
- Researches legal opinions, memoranda and data for the guidance of the City Departments;
- Researches, prepares, and compiles proposed ordinances and resolutions and proposed amendments to existing ordinances;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of the principles, practices, methods, materials and references utilized in legal research;
- Thorough knowledge of legal practices and procedures;
- Thorough knowledge of municipal law, torts, contracts, civil rights, administrative processes and real property;
- Thorough knowledge of appellate practices and procedures;
- Thorough knowledge of local and State violations, misdemeanors and criminal procedures;
- Thorough knowledge of State and Federal statutes and regulations pertaining to municipal governments;

- Ability in negotiations and the persuasion of others, including both individuals and groups;
- Ability in presentations of both routine and complex issues;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Juris Doctorate degree; and
- Some experience in a municipal law operations, including some prosecutorial experience.

Required Special Qualifications

- Admission to the New Hampshire Bar.
- New Hampshire drivers license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe a wide variety of written material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access within both the general office environment and to all applicable areas of the court system.

Proposed

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	**Attorney II**
Class Code Number	**1405-25**

General Statement of Duties

Provides professional legal representation for the City of Manchester; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure professional representation in the handling of civil cases and related legal matters. The work is performed under the supervision and direction of the Deputy City Solicitor and City Solicitor but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of legal support staff. This class is distinguished from the class of Attorney I by the additional responsibility of handling civil cases. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, court officials, law enforcement officials, legal professionals, business and community organizations and the public. The principal duties of this class are performed in a general office environment and within a courtroom setting.

Examples of Essential Work
(illustrative only)

- Conducts litigation in State and Federal District court on complex tort and related cases, including appeals through the United States Supreme Court;
- Provides advise to other Attorneys on trial strategy, evaluation of potential settlements and ideas related to the preparation of cases;
- Prosecutes criminal cases as necessary;

- Prosecutes misdemeanor cases of the highest level of complexity;
- Represents the City in pre-trial conferences, including research and negotiation with all parties involved;
- Prepares cases for trial, examining law and evidence subject to review and assistance by a superior;
- Works extensively with the City Negotiator in complex labor relation cases;
- Represents the City at the Supreme Court;
- Advises City managers on appropriate policies and procedures based on law, regulations and collective bargaining agreements;
- Interviews police officers, inspectors or other parties presenting evidence for the City to ascertain that evidence is complete and adequate for presentation in court;
- Discusses case results with other City Attorneys to evaluate and improve performance for future work;
- Interviews complainants to determine whether or not there are sufficient grounds to bring suit under City ordinances or under State law for misdemeanors committed within the City limits;
- Studies City, State, Federal and general municipal law for information and precedents bearing on City legal problems;
- Researches legal opinions, memoranda and data for the guidance of the City Departments;
- Researches, prepares, and compiles proposed ordinances and resolutions and proposed amendments to existing ordinances;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of civil and criminal law;
- Comprehensive knowledge of the principles, practices, methods, materials and references utilized in legal research;
- Thorough knowledge of legal practices and procedures;
- Thorough knowledge of municipal law, torts, contracts, civil rights, administrative processes and real property;

- Thorough knowledge of appellate practices and procedures;
- Thorough knowledge of local and State violations, misdemeanors and criminal procedures;
- Thorough knowledge of State and Federal statutes and regulations pertaining to municipal governments;
- Ability in negotiations and the persuasion of others, including both individuals and groups;
- Ability in presentations of both routine and complex issues;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Juris Doctorate degree; and
- Considerable experience in a municipal and civil law.

Required Special Qualifications

- Admission to the New Hampshire Bar.
- Possession of a NH drivers license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe a wide variety of written material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access within both the general office environment and to all applicable areas of the court system.

Approved by:_____ Date:_____

CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov

October 5, 2007

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reallocation, Attorneys

Dear Alderman Gatsas and Members of the Committee:

Currently, the City Solicitor's Office has four Attorney positions in addition to the City Solicitor and the Deputy Solicitor. One is an Attorney I, salary grade 20, two are Attorney II's, salary grade 21 and one is an Attorney III, salary grade 22. The Attorney I and II's, are the City Prosecutors. The Attorney III is the Civil Attorney who does civil duties as well as represents the City in the Superior and Supreme Courts.

When I first came to the City, I was quite surprised to see the salary grades that are assigned to the Attorneys. I have discussed this with the City Solicitor on a few occasions and we are in agreement that the positions are not at the proper salary grades. We also agree, that we do not need three levels of Attorneys. In addition to doing a desk audit, I have also gone over the point factor assignments for all three levels of Attorneys. The points that were assigned to the Attorney classifications are not appropriate and do not reflect the complexities of their duties. I have also compared the level of responsibility and the impact of the duties of these positions with other classifications throughout the City. In addition to that, I have done a salary survey to see how our salaries compare to other public jurisdictions in Southern New Hampshire.

As part of the "desk audit", I went to observe our Attorneys in court. The Attorneys are handling multiple cases concurrently for hours. They have to know every detail of every case to ensure that we prevail. As you know, our Police Officers work very hard in their duties to reduce crime and other anti-social behaviors. Each Attorney plays a major role in making sure that the Police Officers' arrests are upheld by the Court. These successes not only are important to the Police Officers, but they are important to our community.

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OCT 09 2007
CITY CLERK'S OFFICE

The current Attorney III, is considered the Civil Attorney for the City. This position is required to give legal advice to City employees, City Officials and Boards on matters within their official duties. This position also represents the City in civil litigations before the various courts and administrative agencies. In addition to those duties, this position provides back up to the Prosecutors. This is a very important position as we depend on this position for day to day direction in legal matters. For example, Human Resources utilizes the incumbent in this position for a variety of employee relations matters year round. The incumbent also gives advice and direction for proposed Ordinances, evaluates potential settlements, prosecutes criminal cases, develops legal opinions, etc. etc.

As you will note from the attached salary comparison, Manchester is paying the lowest salary of any of the other jurisdictions with the same level of responsibilities. Our turn over rate is very high and at the moment, we have two Attorney positions vacant leaving us with two Attorneys to do the work of four.

My recommendation is to eliminate the three levels of Attorneys. Tom Clark, City Solicitor, concurs with this recommendation. I am recommending that an Attorney I and II levels be combined to be an Attorney I, salary grade 23. The Attorney I will be our Prosecutors. The Attorney III, which is currently a salary grade 22, be reclassified to an Attorney II at salary grade 25. Your approval of these recommendations will place the Attorney positions at the proper grade based upon their duties and responsibilities as well as allow the City to be competitive for the purpose of recruitment and retention.

Assuming that my recommendation is approved, the cost for the balance of this fiscal year would be $14,640 for the four positions.

I strongly urge you to approve this recommendation. Our law enforcement personnel deserve to have trained and seasoned Attorneys representing them in Court.

I would be happy to answer any questions that you might have regarding this recommendation.

Respectfully submitted,

Virginia A. Lamberton

Virginia A. Lamberton
Human Resource Director

Cc: Tom Clark, Esq., City Solicitor

Attachments

City of Manchester
New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (VISTA Project Manager) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish VISTA Project Manager, Class Code 1001

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish to VISTA Project Manager, Grade 18 Class Code 1001, Grade 18

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish VISTA Project Manager, Class Code 1001, Grade 18, Exempt (Class Spec. attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

DRAFT

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	**VISTA Project Manager**
Class Code Number	1001-18

General Statement of Duties

Plans, organizes, coordinates and manages the operations and activities of the Manchester VISTA Project; performs related work as required.

Distinguishing Features of the Class

The principle function of an employee in this class is to provides management oversight to all operations and activities of the Manchester VISTA Project. The work is performed under the supervision and direction of a superior, but leeway is granted for the exercise of independent judgement and initiative. Indirect supervision is exercised over the responsibilities of all Manchester VISTA Project program sites and program site supervisors. Direct supervision is provided for the VISTA Leader and all Manchester VISTA Project members. The nature of the work performed requires that an employee in this class establish and maintain effective working relationship with the Mayor, Board of Aldermen, Corporation for National and Community Service, City departments, community non-profit agencies, business and community groups, other State and Federal officials and the media. The principle duties of this class are performed in a general office setting.

Examples of Essential Work
(illustrative only)

- Plans, organizes, coordinates, manages and evaluates the work of the VISTA Leader and all Manchester VISTA Project members in implementing the expressed goals, policies and

directives of the Corporation for National and Community Service, Mayor and Aldermen, Federal and State regulatory agencies;

- Develops policies and procedures designed to increase the efficiency and effectiveness of the Manchester VISTA Project in addressing the poverty-related needs of the Manchester area;
- Maintains and develops relationships with local, State and national Corporation for National and Community Service staff.
- Develops and oversees program media, outreach and public relations strategies;
- Designs monitoring and reporting mechanisms to track implementation of policies and elicit specific recommendations for improvement of the VISTA Project Operations;
- Recommends any major shift in policies or procedures for future developments;
- Participates in various aspects of personnel administration within the VISTA project to include hiring, termination, grievance procedures and coordination of VISTA member training;
- Serves as the chief spokesperson for the VISTA Project;
- Performs special projects for the VISTA as assigned;
- Provides information and demonstrations concerning how to perform certain work tasks to new VISTA members in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of AmeriCorps*VISTA Program management, including development and implementation of policies and procedures involving every aspect of administering the VISTA Project;
- Comprehensive knowledge of all Federal regulations regarding the establishment of the Manchester VISTA Project;
- Comprehensive knowledge of the program needs of Manchester's needy and vulnerable populations;
- Comprehensive knowledge of Federal, State and local government operations and procedures;
- Comprehensive knowledge of marketing the AmeriCorps*VISTA and the Manchester VISTA Project;
- Comprehensive knowledge of current principles and practices of public and business administration;

- Comprehensive knowledge of budgetary principles;
- Comprehensive knowledge of AmeriCorps *VISTA Program regulations;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to coordinate with the diverse and complex activities of a City departmental programming;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in , Public Administration, Business Management, Human Resources or a related field; and
- Two years of experience in the management of a governmental and/or non-profit entity program.

Required Special Qualifications

- Possession of a NH driver's license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by:_____ Date:_____