

February 22, 2001

To: Brian Fahnestock
 From: Leslie Griffin
 Re: Staff for Cashier Office

I have conferred with my supervisors regarding the staffing in the Cashiers Office. We looked at the current and future tasks and responsibilities that Cashier staff need to cover.

We recommend reclassifying the Intermediate Account Clerk position to the Account Tech level.

<u>Current Staff</u>	<u>Budget</u>
Account Tech - Richard Macabio	\$40,014
Int Acct Clerk - Barbara Kindron	<u>\$32,152</u>
	<u>\$72,166</u>
<u>Proposed Staff</u>	
Account Tech - Richard Macabio	\$40,014 (top of range + longevity + shift differential)
Account Tech - Barbara Kindron	<u>\$39,692</u> (top of range + longevity)
	<u>\$79,706</u>
<u>Increase</u>	<u>\$7,540</u>

We feel that the reclassification to Account Tech is justified because we need two people of comparable position to provide continuity of service during the lengthy hours of operations and during absences. Currently Barbara covers the morning hours, Richard covers the evening hours and both overlap in the middle of the day. We need a lead person to be designated the responsible staff member for any hour we are open for business. Secondly, we need cross-training and coverage for absences. Both Account Techs will be trained and capable of executing required tasks.

The additional tasks that Barbara Kindron will undertake are cash receipt processing for Fiduciary Funds, student refund processing, and training and scheduling of hourly staff. In the future both Account Techs will have to learn, implement and operate a number of new computer applications. We are anticipating acquisition of new systems for parking permits/citations, cashiering and student information.