



employee relations

BULLETIN

April 13, 2000

**To: Heads of All Departments
Departmental Personnel Officers**

Subject: PAYGRADE ADVANCEMENT REQUIREMENTS

It has come to the attention of this Office that some departments have hired Accountants and Real Estate Officers at the paygrade II level prior to these employees having met the experience requirement provided for in the respective pay grade descriptions. Please be advised that experience requirements listed in paygrade descriptions are not discretionary. In many cases, such as for the class of Accountant, the experience requirement is negotiated with the union at the time that the salary for the new paygrade is established. Therefore, ignoring the requirement may lead to an Unfair Employee Relations Practice charge.

All departments should have a file with the applicable paygrade descriptions for their individual departments. Paygrade descriptions need to be reviewed prior to sending out paygrade advancement notifications and holding interviews. If your department needs a copy of any paygrade descriptions for classes in your department, please call the Employee Relations Division at (213) 485-5253 to request that copies be sent. Attached are copies of the pay grade descriptions for Accountant and Real Estate Officer.

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Attachments

ERD01402

PAY GRADE DESCRIPTION

Unit: 01
Code: 1513
Class: Accountant

ACCOUNTANT I

Entry level professional Accountant position. Performs routine accounting work in operating departments or the Controller's Office under general supervision. Assists in the analysis, preparation and maintenance of financial records. Identifies and resolves technical accounting problems. Types of work may include budgeting, encumbrance control, expenditure accounting, cash disbursement, revenue accounting, accounts payable, accounts receivable, and journal vouchering, in addition to equipment inventory control, cash control, bank reconciliation, payroll accounting, special funds and grants accounting. May supervise clerical accounting personnel.

ACCOUNTANT II

Intermediate level professional Accountant position. Performs the more difficult accounting work, requiring the use of independent judgement based on the interpretation of Federal and State legal requirements and City and departmental policies, such as cost accounting and the preparation of more complex analyses of accounts, funds, and financial reports including statements of condition of funds, tax returns, cost distribution reports and other financial statements. May direct the accounting responsibilities of special funds, construction projects, contracts and government grants. Performs related duties requiring interdepartmental coordination and/or extensive contact with outside auditors. May function as a lead person in a small accounting unit, consisting of at least one Accountant I or Accounting Aide and clerical accounting employees. One year of experience as an Accountant I is required for advancement to this level.

Established: July 1, 1987

PAY GRADE DESCRIPTION

Unit: 21
Code: 1960

REAL ESTATE OFFICER I

Employees at this level routinely perform moderately difficult work in one of the following areas: negotiation for the acquisition, rental, or sale of real property rights; making evaluation appraisals of real property to be acquired, sold or leased by the City; appraising damages and special benefits to private and public property resulting from proposed public improvements or public utility installations; managing and/or leasing City-owned real property; conducting relocation studies; or providing relocation assistance.

REAL ESTATE OFFICER II

Employees at the level of Real Estate Officer II perform difficult work and must have a minimum of two years of experience as a Real Estate Officer I. An employee at this level is required to demonstrate proficiency in no less than two of the following areas: negotiation, appraisal, property management and/or leasing, and relocation assistance.

Established: July 1, 1989