Stoughton Wisconsin

City of Stoughton
Department of Human Resources & Risk Management
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Amy Jo Gillingham
Director

July 7, 2021

To: Utilities Committee

Several years ago, the City of Stoughton had identified potential efficiency gains by restructuring and having all finance employees reporting to one Finance Director. At the time, Utilities had their own dedicated Finance Manager who reported to the Utility Director. The Utility Finance Manager focused exclusively on the utility finances.

The city proposed and received approval to eliminate the SU Finance Manager position and hire an Assistant Director that would report to the Finance Director that is responsible for both the City and SU Finances.

At the time of restructure, SU Finance Manager, Jamin Friedl, became the Director of Finance for the city and utilities. A newly created position titled Assistant Finance Director was developed and approved. This position was to partially replace the dedicated finance manager at SU and was to support both SU and the city.

The assistant director incumbent has tenured his resignation. It states in our hiring process that we will review the position. Following the notice of resignation, Director Friedl, Mayor Swadley, Director Weiss and I met to discuss the options surrounding the position opening. Options were discussed and it was determined that based on the current and upcoming needs at SU it would make most sense to revert back to the previous structure where SU has their own dedicated finance person that reports directly to the Utilities Director.

Utilities Director Weiss agreed that having a dedicated finance person would better support her and SU needs. The original title of the position was SU Finance Manager, for the last two hires. We discussed the duties and determined that the title should be elevated to appropriately reflect the duties, responsibilities and attract candidates that have the proper skill set. This position is not a manager level position, it is a Director level position because of the duties and responsibilities. We also discussed Chief

Financial Officer and determined that was not an appropriate title based on the duties, knowledge required and structure.

Titles for positions are not randomly selected. They are based on the responsibilities, education requirements and reporting structure. Based on our discussion, the title of SU Finance Director would be most appropriate. The SU Finance Director would be responsible for all SU related finances. This position would have one direct report, the SU Accountant II, who handles SU accounts payable and SU & city payroll.

The SU Finance Director would report directly to Utility Director Weiss. The Finance Director position is not a department head and is not part of Leadership. It would be clearly spelled out to the candidates the reporting structure and responsibilities. In the near future we should discuss the title for Director Weiss to see if a change to General Manager or something else is more appropriate.

In the near future, SU will be selecting a new ERP system and replacing MS Dynamics. This is a large undertaking and will require a dedicated team to ensure proper selection and a smooth transition. Having a dedicated Finance Director for this project will be a major benefit. The Utility also has several other large projects they are currently working on as well as future projects that require a knowledgeable, dedicated person at SU to support their financial operations.

In the near future, the SU will be faced with several employees in key positions that will be eligible for retirement. Therefore, having a dedicated SU Finance Director on staff to assist Director Weiss with the transitions and the day to day operations is key to the overall success.

Salary Range: Grade 21- Exempt

Current Range: $96,075.20 to $126,880.00

Range hourly: 46.19 to 61.00

Current Director of Finance compensated at $116,251.20 ($55.89 hrly)

Based on the information provided above if you support the plan, your action would be to recommend this to the Personnel Committee for review.