

9/10/18 Item #37

Webb County Treasury Dept.

# of Positions	Position	Slot #	Name	Annual Salaries	Duties
1)	Treasurer	0071	XXXXXXXXXX	\$108,839	
2)	Principal Accountant	0087	XXXXXXXXXX	\$68,770	Performs multiple bank reconciliations Prepares Cross Fund Report Prepares journal entries as needed Prepares Quarterly State Reports Performs other related duties as assigned Payroll Duties: Will initiate all bank transfers/wires for the direct deposit, LFCU, payroll checks, and voids and re-issues. Submits Retirement report
3)	A/P Supervisor	0077	XXXXXXXXXX	\$41,891	Verifies checks being printed/prepares listing for Commissioner Court Manages voids/ Re-issues Assists vendors with payment questions/status Performs other related duties as assigned Payroll Duties: Will receive and cut checks for payroll liabilities.
4)	Accounting Manager	0078	XXXXXXXXXX	\$51,087	Assist in preparation/reviewing of bank reconciliation Assist in preparation/reviewing of the Cross Fund Report Assist in the preparation/ reviewing of Quarterly State Reports Coordinates Monthly Report Manages Treasury Dept.'s payroll hours Performs other related duties as assigned Payroll Duties: Upload direct deposit and child support file, pay taxes through EFTPS, and pay NACO through their site.
5)	Administrative Assistant	0027	XXXXXXXXXX	\$45,753	Prepares the Treasury Daily Cash Reports and handles deposits Assist in the preparation of the monthly report Orders and stocks supplies as necessary Monitors all rent/lease payments (received and paid) Performs other related duties as assigned
6)	Accounting Technician- Clerk	2678	XXXXXXXXXX	\$33,124	Assist visitors who come to the Treasury Department Prints/ releases daily checks Performs other related duties as assigned.
			Total Budget	<u>\$349,464</u>	

Transfer to HR (Payroll) Note: In charge of the FULL payroll process, including Time Clock Plus Hours

7	✓	Payroll Supervisor	2231	XXXXXXXXXX	\$48,626
8	✓	Payroll Technician/ TCP Compliance Officer	2809	XXXXXXXXXX	\$41,891
		Total Transferred to HR			<u>\$90,517</u>

Transfer to other departments:

9	✓	Senior Payroll Technician	0074	XXXXXXXXXX	\$47,476
10	✓	Payroll Technician	0079	XXXXXXXXXX	\$33,958

Positions to be deleted:

11	✓	CHIEF DEPUTY COUNTY TREASURER	0072	XXXXXXXXXX	\$ (70,370.00)
2)		2- PART TIME EMPLOYEES			\$ (30,000.00)
					<u>\$ (100,370.00)</u>

County Treasurer
 Department 1250
 Delia Perales

Slot #	Title	Bi-Weekly Pay	Hourly Rate	Annual Base Pay	Discretion/Longevity	Annual	Grade/Step
0071	County Treasurer	4,186.12				108,839	EL/ - /A
0027	Administrative Assistant		22.27	31,518.75	14,806.20	46,325	12/AF
0072	Chief Deputy County Treasurer	2,450.52		62,927.03	786.59	63,714	23/B
? 0074	Senior Payroll Technician		23.11	33,114.39	14,954.90	48,069	13/AE
0077	Accounts Payable Supervisor		20.39	38,402.54	4,012.53	42,415	16/I
0078	Accounting Manager	1,989.46		40,346.66	11,379.27	51,726	17/U
? 0079	Payroll Technician		16.53	31,518.75	2,863.49	34,382	12/H
0087	Principal Accountant	2,678.05		46,789.76	22,839.51	69,629	20/AG
2678	Accounting Technician		16.12	31,518.75	2,019.79	33,539	12/F

Approved Employee Slots = ~~9~~ 8 Payroll = 498,638

Note: 5005 Part Time 30,000
 Personnel General Order confirms to the Condrey Classification and Compensation Plan.

*The D/L line item is exclusive and unique to each employee. Upon separation from the department the D/L in that department reverts back to \$0.00. When lateral transfers or promotions in or to non Condrey departments occur, the employees D/L lines follows the employee and is paid in addition to the base salary. If a lateral transfer or promotion occurs in or to a Condrey department, Condrey rules apply.

Delia Perales - Treasurer

PROPOSED: REMOVED 2 SLOTS

Not needed - remaining 2 slots NO JOB DUTIES - NO TITLES

IF WE KEEP AS IS WITH TIME CLOCK ONLY - WE ONLY NEED 2 SLOTS

If the whole payroll is back to Treasurer: Including all functions: Keep 4

Key in new hires
Changes in salary
Transfers
Terminations

Retro Pays

Plus reports: 941s , 941x's

W-2

Unemployment

Retirement

Disbursements