



Date: July 29, 2015

To: Civil Service Commission

From: Margaret Huebner, Director of Human Resources

Subject: Request for Selective Certification – Accounting Technician

In accordance with Section 28 of the Civil Service Rules and Regulations, the Harbor Department is requesting that the Civil Service Commission selectively certify the names of candidates to fill a vacant Accounting Technician position. Requisition #HD 15-047 has been submitted for the vacancy.

In addition to the minimum requirements, the current vacancy requires an individual who has extensive knowledge and experience with ADPICS/FAMIS accounting systems and public contracting/purchasing and contract compliance. The Harbor Department has embarked on a 10-year, \$4 billion capital program to upgrade its infrastructure and modernize its facilities. Its construction in progress was at \$1.248 billion at September 30, 2014 compared to \$160 million ten years ago, resulting in a much higher volume of professional services and construction contract payment processing. This increase, in turn, requires Accounts Payable staff with extensive knowledge in contract compliance to thoroughly review contracts and verify invoices and purchase orders against contract terms. Other key responsibilities of the position include reviewing invoices for proper accounting coding and reasonableness, recalculating amounts, investigating discrepancies including dollar amounts, late fees, sales and use taxes and other government or City exemption taxes; processing accounts payable vouchers in compliance with the Harbor Department's procurement policies and procedures; applying cash discounts and credits; reconciling accounts and balances; assisting other divisions with all ADPIC activities and responding to all ADPICS, FAMIS, and EZFAMIS inquiries. The incumbent will also assist with preparing journal vouchers, interdepartmental fund transfers, and various tax returns. The incumbent's ability to demonstrate formalized training in the area of Accounts Payable for large construction projects and Contract Compliance is highly desirable.

IT IS REQUESTED THAT THE CIVIL SERVICE COMMISSION:

Authorize the selective certification of those Accounting Technician candidates with ADPICS/FAMIS and public contracting/purchasing and contract compliance experience pursuant to Article IV, Section 28 of the Civil Service Rules and Regulations.

CIVIL SERV. DEPT. -RCV0.
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CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR SELECTIVE CERTIFICATION

Civil Service Rules and Regulations Section 28
Civil Service Commission Policy Not Applicable

Form completed by: Stacey Lewis
Name/Title/Department

Date: 7 - 29 - 15

Section 1: To be completed by requesting department.

To be completed by department Civil Service Dept. Verification

A requisition is required. The requisition number is: #HD 15-047.
Has the requisition been received in the Civil Service Department?

Yes No

Title of classification. **Accounting Technician**

DM

Number of vacancies to be filled by this selective certification request. **One**

DM

The specific skills that are being requested. **ADPICS/FAMIS and public contracting/purchasing and contract compliance experience.**

see notes

DM

The reason for the need for specific skill. Please refer to attached memo.

DM

If the specific skill has been assessed.

When the need for the specific skill was identified. **2014**

see notes

1

Was the specific skill identified on the job opportunity bulletin as a desirable qualification?

see notes

Yes No

DM

If the request will require generation of a new eligible list.

No

DM

Quantification of the need for the request.
(Do other employees in the work area have the requested skill? How much time will the employee be required to use the skill? Will this replace an employee with the same skill?) **No employees will be replaced.**

Attendance at the Civil Service Commission
• Requesting department.

DM

Notes: *Candidates with experience in ADPICS, FAMIS, E2FAMIS, JOURNAL VOUCHERS, ACCOUNTS PAYABLE VOUCHERS, PURCHASE DIRECT PURCHASE ORDERS, DEPOSIT RECEIPTS AND ACCOUNT RECONCILIATIONS will be CERTIFIED to the REQUESTING department; HOWEVER CONTRACTING AND CONTRACT COMPLIANCE WAS NOT LISTED AS A DESIRABLE qualification*

DM