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Gary Christenson, Mayor

April 12, 2018

Thomas Brennan, City Clerk
200 Pleasant Street
Malden, MA 02148

Dear Clerk Brennan:

I write this letter on behalf of Deborah Camarata's request that the Summer Youth Payroll Clerk position be exempt from the provisions of M.G.L.c. 268A, section 20. This position is funded through the Metro North Regional Employment Board Grant.

This position is essential to the Mayor's Summer Youth Employment Program (MSYEP) and involves conducting weekly in-house audits of every worker's timesheet and adjusting errors with job site supervisors, processing payroll, tracking funding sources, accounts payable and keeping responsible bookkeeping records that comply with City and State auditing procedures. It involves approximately 5 hours per week at an hourly rate of \$25.

Presently, there is no one in my office that possesses these skills or could perform the duties as part of their regular job. Debbie is proficient with the Harper's Payroll software as well as the Softright financial accounting systems. She has been assisting with the year round program which only involves 12 youth employees. It is anticipated that the summer program will bring over 250 students and therefore, require much more time outside of the regular workday to complete payroll. Since MSYEP is administered by Human Services and Community Outreach Coordinator Karen Hayes, it also makes sense to have the payroll clerk situated at the Senior Center so that youth are paid in a timely manner.

Debbie is presently employed as the Office Manager of the Malden Senior Center so in order to serve as the Payroll Clerk for MSYEP she will need to acquire special status. I believe these circumstances warrant such a finding.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gary Christenson".

GARY CHRISTENSON
Mayor, City of Malden

200 Pleasant Street, Room 625, Malden, MA 02148 | Phone: 781-397-7000 Ext. 2001 | info@cityofmalden.org

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