

July 28, 2022

PERSONNEL COMMITTEE

August 1, 2022

Council Chambers

Following Service Committee

Committee and Council Meetings can be viewed by accessing YouTube

*** Due to COVID the meeting location is subject to change based on the current situation*

AGENDA

1. **Consider Ordinance No. 22-20** AN ORDINANCE AMENDING THE DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF SERVICE AND THE AUDITOR'S OFFICE, BY ABOLISHING THE POSITION OF FINANCIAL ANALYST IN THE SERVICE DEPARTMENT AND CREATING THE POSITION OF FINANCIAL ANALYST IN THE OFFICE OF THE AUDITOR
2. Other items at the discretion of the chair.

ORDINANCE NO. 22-20

BY _____

AN ORDINANCE AMENDING THE DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF SERVICE AND THE AUDITOR'S OFFICE, BY ABOLISHING THE POSITION OF FINANCIAL ANALYST IN THE SERVICE DEPARTMENT AND CREATING THE POSITION OF FINANCIAL ANALYST IN THE OFFICE OF THE AUDITOR

WHEREAS, the Service Director and the Auditor have reviewed their staffing needs and have determined that modifications are needed in the existing staff; and

WHEREAS, the position of Financial Analyst in the Service Department is currently unfilled; and

WHEREAS, the Service Director and the Auditor jointly have determined that the position and duties of the Financial Analyst within the Department of Service is more appropriately placed under the umbrella of the Auditor's Office; and

WHEREAS, the position will remain under the same classification and pay range under the Auditor's Office as it was previously designated under the Department of Service; and

WHEREAS, the Personnel Committee considered this matter on August 1, 2022, and recommended that it be considered by the full Council.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEWARK, COUNTY OF LICKING AND STATE OF OHIO, THAT:

Section 1. The full time position of Financial Analyst within the Department of Service is hereby abolished.

Section 2. The full-time position of Financial Analyst within the Auditor's Office is hereby established. This position shall be in the classified service of the City. The occupant of this position shall receive the compensation and benefits set forth in the current employment policy for the Hourly Non-Bargaining Unit Personnel.

Section 4. The position classification/pay range table for the Service Department is hereby amended as follows:

Position Number	Description	Benefit Group	Current	Proposed	Pay Range
1.121.121.01	Service Director	Appointed	1	1	Salary
4.121.663.01	Secretary 2	NON-BARG FT	1	1	
4.121.695.01	Support Analyst	NON-BARG FT	1	1	

Section 5. The position classification/pay range table for the Auditor's Office is hereby amended as follows:

Position Number	Description	Benefit Group	Current	Proposed	Pay Range
1.104.104.01	Auditor	Elected	1	1	
1.104.124.01	Deputy Auditor	Appointed	1	1	
2.104.230.01	Accounting Manager	MGMT EXEMPT	1	1	
3.104.602.01	Account Clerk 2	AFSCME FT	1	1	
3.104.603.01	Auditor's Clerk	AFSCME FT	1	1	
3.104.611.01	Payroll Specialist	AFSCME FT	1	1	
NEW	FINANCIAL ANALYST	NON-BARG FT	0	1	37

Section 6. This legislation shall become effective at the earliest time permitted by Article 4.07 of the Charter of the City of Newark, Ohio.

Passed this _____ day _____, 2022

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

DATE FILED WITH MAYOR: _____

DATE APPROVED BY MAYOR: _____

MAYOR

FORM APPROVED: _____
TRICIA M. MOORE, DIRECTOR OF LAW

City of Newark Position Description

An equal opportunity employer

POSITION TITLE

Financial Analyst

DEPARTMENT/DIVISION

Auditor

APPOINTING AUTHORITY

Auditor

REPORTS TO

Accounting Mgr., Dep. Auditor, Auditor

FLSA STATUS

Non-Exempt

PART-TIME/FULL-TIME

Full-Time

AFFILIATION

Hourly Non-Bargaining Unit Personnel

PAY RANGE/SALARY RANGE

PR 37

SUPERVISORY RESPONSIBILITIES

No

POSITION DESCRIPTION APPROVAL

Christina Barth, Human Resources Asst.
Dir., July 25, 2022

PURPOSE

This is a highly responsible financial support position, involving the performance of complex financial activities relative to department and project accounting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as the functional point of contact for day-to-day budget and financial issues in the Service Dept. and Engineering / Zoning Division.
2. Informs management of any situation, current or anticipated, that may impact budget, operations, or service deliveries.
3. Conducts financial studies to determine the availability of resources for funding current or new programs, projects, or services.
4. Prepares reports of projected revenues and expenditures, identifies problems and recommends corrective action.
5. Initiates legislation, appropriations, fund transfers, requisitions and tracks purchase order and account balances.
6. Performs budgetary and expense trend analysis, and creates managerial reports including PowerPoint presentations using Excel charts and graphs.
7. Initiates and tracks the status of multi-year, multi-vendor, project-related purchase orders.
8. Provides project accounting for all Service-related and Engineering projects, including all state and federal funding sources.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to the position. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given. Maintains an awareness of worker safety guidelines and procedures and applies these in performing daily activities and tasks.

9. Assists with the preparation and management of Service Department, Custodial Maintenance, Babe Ruth Ballpark, Hollander Pool and Engineering / Zoning general fund budgets, accounts payable and accounts receivable.
10. Code invoices, populate credit card payments, track expenditures, and perform reconciliations between department books and the City's enterprise system.
11. Manages capital improvement budget for the Service Department.
12. Coordinates City equipment leasing process including legislation, escrow disbursements, lease payments, insurance verification, and lease payment schedules.
13. Coordinates asset management of Fleet and Equipment and other personal property – oversees database entry of acquisitions, insurance, transfers, disposition, and tax exemption status.
14. Coordinates asset management of City Real Estate – oversees database entry of acquisitions, insurance, transfers, disposition and tax payments and exemption status.
15. Coordinates City non-health insurance programs.
16. Coordinates City purchasing and construction contract bid proposals - funding, bidding, contract administration, annual GASB asset valuation reporting.
17. Coordinates financial reporting as required by ODOT for state and federally funded construction projects.
18. Provides assistance in Special Financial Projects such as those involving FEMA funding, TIF funding, etc.
19. Assists in financial software implementation including asset management database, contract, and project accounting modules.
20. Provides expense calculations to Auditor for CAFR.
21. Performs other duties as required.

POSITION REQUIREMENTS

Minimum Qualifications:

- Associate's Degree or equivalent in Accounting or Business with project or fund accounting experience.
- Two years minimum experience in a financial support capacity.
- Knowledge of governmental accounting and funding types.
- General office practices and procedures, including operation of standard office equipment. Proficiency in Microsoft Outlook, Word, PowerPoint, and Excel.
- Ability to use technology sufficient to perform accounting tasks.

Preferred Qualifications:

- Bachelor's Degree in Accounting or Business with project or fund accounting experience.
- Five years minimum experience in a financial support capacity.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to the position. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given. Maintains an awareness of worker safety guidelines and procedures and applies these in performing daily activities and tasks.