

Human Resources Department

600 West Fourth Street
Davenport, Iowa 52801-1030

Office: (563) 326-8767
Fax: (563) 328-3285
www.scottcountyiowa.com



Date: August 18, 2014

To: Dee F. Bruemmer, County Administrator

From: Mary J. Thee, Human Resources Director/Asst. County Administrator

Subject: Organizational Change Recommendations - Administration & FSS

Administration has requested organizational changes outside of the budget process and will be considered per the County Classification and Compensation Policy D. The justification to doing these organizational changes outside of the budget process is that there is a change in personnel in FSS and the implementation of the ERP project is ending the current phase. The new job description for the ERP/ECM Budget Analyst has been developed and is attached hereto. The position was reviewed by the Hay Committee on August 8th.

ERP/ECM Budget Analyst

The ERP/ECM Budget Analyst is created out of the temporary job assignments as Technology System Coordinators for the ERP implementation. Staff were temporarily assigned to accomplish the daily work of implementing the ERP project. One staff member has returned to IT and will remain responsible for the security and upgrades to the system. The other staff member will take on the new responsibilities as outlined in the job description of assisting departments with the full utilization of the technology, ERP, ECM, and conducting training of the systems. The large focus of the position is on assisting departments and the Budget Manager with analyzing budgets, outcomes and efficiencies. The recommendation was a Hay point value of 332 which results in a pay range of \$46,779 (minimum), \$55,036 (midpoint), to \$63,294 (maximum). The actual costs are addressed below.

Clerk II - FSS

FSS has a pending retirement of a Clerk II who's main duties relate to scanning. The department has studied the work load of the various Clerk IIs in the department as it relates to scanning duties, mailroom and copy center. They believe that it is not necessary to fill the vacant position.

Recommendation

Position	FTE Change	Current Salary	New Salary	Additional Salary	Benefits¹	Total
ERP/ECM Budget Analyst	1	\$0	\$62,400	\$62,400	\$24,697	\$87,097
Clerk II - FSS	-1	\$38,396	\$0	-\$38,396	-\$12,371	-\$50,767
Total				\$24,004	\$12,326	\$36,330

The cost differential in the benefits is largely related to the \$8,346 difference of family and single insurance coverage. It is further anticipated that additional cost savings will develop in the future through the reduction of documents requiring scanning. This would likely result in the elimination of a Clerk II at a salary of \$29,307 (\$48,517 with benefits). The new job description is attached for the Board's review and information. It is recommended that these changes take effect immediately.

Cc: Dave Donovan, FSS Director
Tammy Speidel, Operations Manager
David Farmer, Budget Manager



Created 07/31/14

SCOTT COUNTY JOB DESCRIPTION

Class Title: ERP/ECM Budget Analyst

Working Title: same

Department: Administration

Hay Point Value: 332

Job Summary

Under general supervision, serves as the County's lead budget analyst and trainer for the County's Enterprise Resource Planning (ERP) and Electronic Content Management (ECM) system and other administrative systems used in conjunction with the ERP and ECM and to promote and communicate the best uses of the system to County departments. Reviews and assesses accounts, trends and outcomes of the County's service activities. The ERP system includes Payroll, Human Resources, Financial, and Budget Preparation components.

Relationships

Reports to: Budget Manager

Supervises: N/A

Works with: Department heads and designees, Budget Analysts, end users of ERP/ECM systems, vendors, and consultants.

Physical/Environmental Conditions

Primarily indoor work.

Major Duties/Performance Measures

1. Works closely with operating departments and outside agencies in all facets of the budgetary process. Analyzes accounts for further analysis for Budget Manager Review.
2. Evaluates relationships between departmental changes and the financial status of the organization.
3. Reviews revenue projections from appropriations, fees, taxes, tolls and other sources; matches projected revenue to projected expenditures; makes recommendations concerning changes in program goals, workloads, staffing patterns, funds distribution and other areas; identifies needs for changes in various sources of revenue.
4. Promotes and communicates the best uses of the ERP/ECM system.
5. Participates in surveys, studies and meetings concerning financial requirements; provides assistance to department managers and supervisors in preparing budget estimates and proposals; conducts research and analysis on proposed programs or other factors affecting budget requirements.
6. Supports grant coordinators in reporting requirements.
7. Analyzes and recommends cross departmental revenue and expenditure changes.
8. Ensures timely collection, compilation, and analysis of Budgeting for Outcomes indicators information from County departments and authorized agencies, on a quarterly basis.
9. Serves as budget analyst for assigned departments and/or authorized agencies. Identifies issues, options, and projected outcomes and make recommendations for all departments and authorized agencies. With oversight from Budget Manager, assists in the preparation of annual budgets for Administration and the Board of Supervisors.
10. Coordinate and monitor the development and performance of budget analysts.
11. Works with the Departments and Agencies to analyze requests and feedback and provides training and/or change management solutions. Develops training materials and user guides for ERP and ECM users; and conduct training needs surveys.
12. Identifies areas where change, use or increased use of the ERP and ECM system would provide increased speed, accuracy or efficiency in ERP and ECM systems. Serves as the facilitator for focus groups e.g. ERP/ECM planning meetings and user groups.

13. Identifies system software bugs or modification needs and formulates the proper resolution with IT Support.

14. Performs other duties as needed or assigned.

Background Requisites

Education and
Work Experience:

Bachelor's degree in business administration, public administration, social services, political science, education or a related field.

AND

Three (3) – Five (5) years of experience performing administrative analytical duties which have provided some knowledge of the designated program or function.

Essential Skills:

- Ability to communicate effectively both orally and in writing.
- Ability to prepare and present written and oral reports.
- Ability to work independently with limited supervision.
- Ability to organize and prioritize work to meet established deadlines.
- Ability to interact with all levels of government, outside agencies, County employees and the public with tact, diplomacy and professionalism.
- Ability to utilize word processing, spreadsheet and presentation software with a high level of proficiency.
- Ability to maintain confidentiality.
- Ability to exemplify, by his/her actions, the County's PRIDE philosophy.

Physical/Mental Ability Requirements:

ERP/ECM Budget Analyst

Incumbent frequently utilizes personal computer to input data. Incumbent frequently sitting for extended periods of time. Ability to concentrate on detailed information.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

August 28, 2014

APPROVING ORGANIZATIONAL CHANGES IN THE ADMINISTRATION
DEPARTMENT BY ADDING AN ERP/ECM BUDGET ANALYST AND IN THE FSS
DEPARTMENT BY ELIMINATING A CLERK II - FSS

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That in the Administration Department the position of ERP/ECM Budget Analyst is hereby created at 332 Hay points.

Section 2. That the table of organization for the Administration Department shall be increased by 1.0 FTE to reflect the addition of a ERP/ECM Budget Analyst.

Section 3. That the table of organization for the FSS Department be decreased by 1.0 FTE to reflect the elimination of Clerk II - FSS, with a remaining 4.0 Clerk II - FSS.

Section 4. This resolution shall take effect immediately.