

CITY OF EL PASO, TEXAS

DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Human Resources

AGENDA DATE: 03/23/2010

CONTACT PERSON/PHONE: Human Resources Department, Linda Ball Thomas, (915) 541-4509

DISTRICT(S) AFFECTED: City Wide

SUBJECT:

APPROVE: Resolution that the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The Class of Rate Analyst is hereby created as specified in the duties and responsibilities. The Code is 20430. The Grade is PM 128. This position will be in the El Paso Water Utilities and funding was budgeted. Salary range: \$45,788.24 - \$67,788.24. (All Districts)

BACKGROUND / DISCUSSION:

The creation of the proposed job class was requested by the President/CEO for the El Paso Water Utilities to further implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope, level of the assignments and requirements for this position. The development of this new position is based on the needs demonstrated by the Water Utilities President/CEO.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY2010/2011

BOARD / COMMISSION ACTION:

Per Civil Service Commission approval on 03/11/2010

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) JRB

FINANCE: (if required) _____

OTHER:

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **RATE ANALYST** is hereby created as specified in the duties and responsibilities. The Code is 20430. The Grade is PM 128.

PASSED AND APPROVED this _____ day of March, 2010.

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

John R. Batoon
Assistant City Attorney

Linda Ball Thomas
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: March 11, 2010

By: _____
Secretary

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HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director
DATE: February 25, 2010
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE GRADE</u>
PROPOSED Rate Analyst	20430 PM 128

The creation of the proposed job class was requested by the El Paso Water Utility General President/CEO to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval. (Amended 7/31/07)

b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a review of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a. (Amended 7/31/07, 8/25/09)

Attachment (Proposed Job Specification)

Mayor
John F. Cook

City Council

District 1
Ann Morgan

District 2
Susannah M.

District 3
Emma Acosta

District 4
Melina Castro

District 5
Rachel Quintana

District 6
Eddie Holguin

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wils



CITY OF EL PASO
Established Date:

Rate Analyst

Class Code:
20430 PM 128

SALARY RANGE

\$22.01 - \$32.56 Hourly
\$1,761.09 - \$2,604.65 Biweekly
\$3,815.69 - \$5,643.40 Monthly
\$45,788.24 - \$67,720.81 Annually

MINIMUM QUALIFICATIONS:

Education and Experience: A bachelors Degree in Accounting, Finance, Economics, Business Administration or a related field and four (4) years of professional level accounting or financial management experience.

Licenses and Certificates: Valid Class "C" Driver License or equivalent from another state.

GENERAL PURPOSE:

Under direction, perform strategic business planning in the analysis, development and implementation of rate structures.

TYPICAL DUTIES:

Analyze financial reports and prepare complex rate studies to develop and recommend reasonable service costs and rates. Involves: Prepare cost of service studies to include changes in demand for services. Develop rate filing requirements and recommendations for rate setting standards. Project long range revenue requirements and revenue forecasts, including review of capital plans and debt service requirements. Review and analyze operating and construction budgets. Prepare rate comparisons and review billing data. Assure compliance with regulatory agencies. Analyze and apprise management of the effects of regulatory changes on rate structures and recommend viable solutions. Formulate staff positions of rate making and policy issues.

Perform administrative, professional and incidental duties as assigned. Involves: Attend meetings and conferences, and represent the department as necessary. Prepare and present special and complex reports and recommendations to management. Assist in the preparation of division budget. Compile data, generate reports, and maintain database, records and files. Respond to requests for information on policies and procedures. Conduct special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of cost analysis, accounting principles and their application to utility rate development.

- Application of considerable knowledge of the principles, concepts and current practices used in rate design and cost of service.
- Application of considerable knowledge of fundamental accounting principles, budgeting methods, forecast modeling and financial planning analytical tools.
- Application of considerable knowledge of financial and business management theories and principles.
- Application of considerable knowledge of computer hardware, software and peripherals related to a wide range of accounting and financial management operations including computerized Financial applications.
- Analyze and interpret oral, written and quantitative and electronic information dealing with complex abstract and concrete variables to identify, analyze and solve practical management problems of considerable difficulty.
- Establish and maintain effective working relationships with department directors, state and local elected officials, board members, other governmental agencies, professional and community organizations and committees and the media and general public.
- Clear, concise oral and written communication to explain and make recommendations on complex, financial issues when preparing and presenting analyses, reports, correspondence and records.

OTHER JOB CHARACTERISTICS:

- Occasional driving through city traffic.

CLASSIFICATION STATUS:

As provided under Classification and Compensation Ordinance 8064 Section 2.2C, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.