



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Special Meeting

MEETING DATE: October 20, 2020

ITEM: Amending the Pay Plan to include the position of Financial Systems Analyst

DEPARTMENT: Finance

PROPOSED ACTION: To reclassify one Financial Specialist II to Financial Systems Analyst

BACKGROUND: The Finance Department requires a position to support the existing and newly implemented financial system, to include maintaining system security, creating reports, providing process support, assigning roles and permissions, backing up and restoring data, and providing testing and training, among other duties. Currently, a Financial Specialist II is performing most of these duties, but these responsibilities are not reflected in her job description.

This item requests a new job description separate from the existing Financial Specialist II to reflect these highly technical responsibilities and seeks to reclassify one of the two Financial Specialist II positions to a Financial Systems Analyst.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

While not specifically funded in the FY21 budget, existing budgeted funds will be utilized for implementing the reclassification.

RECOMMENDATION: The Director of Finance strongly recommends approval.

ATTACHMENTS:

Request for Financial Systems Analyst, Financial Specialist II Job Description, Financial Systems Analyst Proposed Job Description

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.