

70-21-4

A 959

An Ordinance Amending the Wage and Salary Classification Plan

BE IT ORDAINED: That the Wage and Salary schedule of Chapter 6, Sections 6-4 and 6-5 of the Methuen Municipal Code, unaffiliated, respectively, is amended by inserting the new position of "Budget Analyst" and new salary schedule, to wit:

Department: Administration and Finance
Position: Budget Analyst (Unaffiliated)

| Minimum | Step 1 | Step 2 | Step 3 | Maximum |
|-------------|------------|------------|------------|-----------|
| \$ 1,440.55 | \$1,480.57 | \$1,520.58 | \$1,560.60 | \$1600.62 |

Annual:

| | | | | |
|--------------|-------------|-------------|-------------|-------------|
| \$ 75,197.00 | \$77,286.00 | \$79,375.00 | \$81,463.00 | \$83,552.00 |
|--------------|-------------|-------------|-------------|-------------|


This Ordinance shall be effective upon passage

Be it Ordered that a certified copy of this ordinance be submitted to the Office of the Chief Administrative Financial Officer upon City Council approval.

RECEIVED
CITY CLERK'S OFFICE
METHUEN, MA
2021 AUG 23 AM 10:58

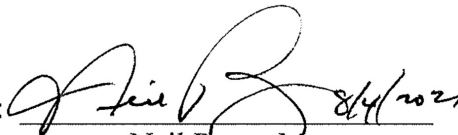
First Read: February 1, 2021
Adopted: February 16, 2021
Effective: March 18, 2021

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by a unanimous vote on February 16, 2021.


Council Clerk


Steve Saba, City Council Chairman

Approved under MHRC Sec. 3-6
Date: _____

Approved:  2/16/2021
Neil Perry, Mayor



City of Methuen – Job Description –

| | | | |
|--------------------------------------|---|-------------------------------------|--------------|
| Job Title: | Budget Analyst | FLSA Category (Exempt? Y/N): | Y |
| Department: | Administration & Finance | Affiliation: | Unaffiliated |
| Classification/ Salary Range: | As per current Wage & Salary Classification | Reports To: | CAFO |
| HR Contact: | | | |

Job Description

BUDGET ANALYST DEFINITION:

The Budget Analyst provides administrative, analytical, technical, advisory, and clerical support for the Chief Administrative & Financial Officer in the discharge of their duties, including research, data collection, budget projections and statistical and quantitative analysis. The Budget Analyst performs responsible duties requiring a thorough knowledge and understanding of each department's role, operations and responsibilities and requiring the exercise of judgment and initiative within prescribed limits. This position has frequent interaction with the City's various departments and has contact with personnel from state agencies and other municipalities.

This position is considered "unaffiliated" as it shall have access to a wide variety of confidential information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in regular analysis of the financial operations of the City and the financial status of special projects.
- Monitors departmental budget activity for compliance, trends and as a basis for budget projections.
- Creates charts, graphs and tables as needed for effective presentation of information.
- Assists in development of the budget and capital improvement plan
- Undertakes the collection of data and supporting material, performs other specialized analysis, and creates specialized reports as needed.
- Researches, evaluates and analyzes information as needed on a broad variety of matters.
- Prepares, conducts and analyzes salary and benefits data and comparability surveys to assist in collective bargaining.
- Works with the Finance Departments to update and/or develop employee compensation plans and grids on an annual basis.
- Assists in compiling data and documentation required as part of the City's annual audit.
- Performs special assignments as assigned by the CAFO and other special projects and related duties/responsibilities as initiated and requested
- Other duties as assigned by the CAFO

The duties and responsibilities listed above are intended only as illustrations of the types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment for this position.

MINIMUM QUALIFICATIONS:

Bachelor's degree in finance or a related field with 3-5 years of progressively responsible experience in municipal financial reporting, or administrative support work in a municipal finance office; or equivalent combination of education and experience.

ADDITIONAL KNOWLEDGE, ABILITIES AND SKILLS:

- Working knowledge of municipal government, municipal finance, and governmental fund accounting. Knowledge of the standard principles, procedures, records, and forms related to computerized financial systems.
- Ability to perform research, collect, analyze and accurately interpret statistical information and financial data and to then develop logical and credible projections and recommendations for appropriate course(s) of action.
- Demonstrated proficiency with Microsoft Office products, particularly Excel.
- Strong communication and interpersonal skills.
- Ability to focus on accuracy and attention to detail in all work products, and commitment to confidentiality and discretion.
- Excellent organizational skills and attention to detail.
- Ability to multitask and work effectively and productively under time constraints.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly sedentary in nature. The employee must possess mobility to work in a standard office setting. The employee is frequently required to talk, listen and sit for extended periods of time. The employee must occasionally lift and/or move up to ten pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

| | | | |
|------------------|---------------|-------|---------|
| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | Maggie Duprey | Date: | 1/27/21 |

To be added to Wage & Salary Classification, unaffiliated:

| | <u>MINIMUM</u> | <u>STEP I</u> | <u>STEP II</u> | <u>STEP III</u> | <u>MAXIMUM</u> |
|----------|----------------|---------------|----------------|-----------------|----------------|
| 7/1/2019 | | | | | |
| Weekly | \$ 1,440.55 | \$ 1,480.57 | \$ 1,520.58 | \$ 1,560.60 | \$ 1,600.62 |
| Annually | \$ 75,197 | \$ 77,286 | \$ 79,375 | \$ 81,463 | \$ 83,552 |