

RESOLUTION NO. 06-2013

Amending the Position Description for Finance /
Personnel Analyst.

WHEREAS, City Council wishes to amend the position description for the position of Finance/Personnel Analyst; and,

WHEREAS, it is necessary to amend the position description for the position of Finance/Personnel Analyst to properly reflect the duties of this position;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the position of Finance/Personnel Analyst (Class Specification No. 69) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted February 19, 2013

[Signature on File]
President of Council

Attest:

[Signature on File]
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: FINANCE/PERSONNEL ANALYST	CLASS: 69
Department: Finance	Title Originated: 1994
Date: February 19, 2013	Title Revised: 1999
Reports To: Finance Director/Personnel Director	Updated: 2013

General Statement of Duties

Under the supervision of the Director of Finance and the Director of Personnel, the Finance/Personnel Analyst performs a variety of tasks related to the maintenance of payroll, personnel and financial records, leave reports, medical information and other financial and personnel reports. The Finance/Personnel Analyst performs these duties independently or with general guidance, as well as other duties and/or tasks at the request of the Director of Finance and Director of Personnel. The individual in this position will be expected to maintain a high degree of confidentiality.

Essential Functions of the Position:

Maintains employee leave records;

Prepares City payroll records and reports;

Assists with employee insurance enrollments and updates;

Assists in the preparation of advertisements, applications, and interview correspondence for City employment processes;

Prepares and distributes Personnel Status Reports, Performance Evaluation forms and other reports as necessary;

Assists with maintenance of Personnel files;

Researches employee compensation and benefit information;

Provides personnel information to other departments and the public;

Maintains contact with city departments to keep employee rates and records current;

Provides backup support for accounts payable and receivable functions;

Performs routine office functions and operates a computer.

Knowledge, Skills and Abilities:

Knowledge of personnel management and labor relation policies, applicable laws and practices;

Experience with payroll, clerical and accounting functions and general knowledge of accounting practices;

Ability to perform accurate mathematical calculations;

Ability to comprehend and follow complex policies, regulations, codes and procedures;

Experience with computers and software applications as used in office settings;

Ability to type and use standard office equipment;

Ability to communicate effectively both verbally and in writing;

Ability to establish and maintain effective working relationships with other employees, Department/Division Heads, vendors and the public;

Ability to maintain confidentiality regarding City information.

Minimum Requirements of the Position:

Bachelor's Degree from an accredited college or university with a major in finance, business, human resources, public administration or closely related field, preferred; or equivalent combination of experience and training which provides the required knowledge, skills and abilities of the position. Must be eligible to be bonded.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. __ -2013; Effective