ORDINANCE 85-5

TO AMEND THE 1985 SALARY ORDINANCE TO CREATE THE POSITION OF MANAGEMENT ANALYST IN THE CONTROLLERS DEPARTMENT.

BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION I. From and after the _____ day of January 1985 the following classified positions, salaries, and pay schedule for the Controllers Department shall be incorporated into Sections I and II of ORDINANCE 84-40, salary ordinance of appointed officers and employees of the City of Bloomington, Monroe County, Indiana, for the year 1985:

SECTION I.	Controllers Department	Salary
	Management Analyst	$21,215

SECTION II.	Pay Grade	Classification	Salary
	21	Management Analyst	$21,215

SECTION II. The rate shown as salary and wages for the position listed above is the maximum rate.

SECTION III. This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

PASSED and ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this 6th day of February 1985.

Patricia A. Gross
Patricia A. Gross, President
Bloomington Common Council

ATTEST:

Patricia Williams
Patricia Williams, City Clerk

PRESENTED by me to the Mayor upon this 8th day of February 1985.

Patricia Williams
Patricia Williams, City Clerk

SIGNED and APPROVED by me upon this 8th day of February 1985.

Tomilea Allison
Tomilea Allison, Mayor
City of Bloomington

SYNOPSIS

This ordinance creates the position of Management Analyst within the Controllers Department. This position will allow for studies of unit costs of City Services, and preparation of a fiscal plan that will develop usable and useful management information that can enhance productivity and efficiency in the delivery of service.

signed
cc: personnel
controller

Copies to
Personnel
Controller

MANAGEMENT ANALYST

GENERAL STATEMENT OF DUTIES: Performs technical management and financial analyses of a varied nature: does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The initial procedures to be followed in this class are well-defined and technical supervision is immediately available. However, a Management Analyst is expected to make independent decisions consistent with City policies and procedures. This is a task specific function in which increasingly more difficult and responsible assignments involving the use of judgment in analyzing data and making recommendations on specific projects as experience is gained on the job. Reports to Controller.

EXAMPLES OF WORK: (Illustrative only)
Performs analysis of current department operating costs to establish costs of services.
Gathers data regarding productivity, assesses resource requirements for performance of functions and completion of projects.
Researches alternative methodologies for completion of functions or projects including, for example, automation, rescheduling, changes in staffing, increase or decrease of overtime, equipment or contracting for services.
Conducts cost benefit assessments, feasibility studies, etc.
Based upon sound reviews and analysis provides management recommendations with thorough supportive justification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles and practices of management, accounting and budgeting as applied to municipal government; ability to prepare informative, detailed, and comprehensive reports; some knowledge of basic statistical principles; some knowledge of principles of government organization and administration; ability to establish and maintain effective working relationships with other City personnel; willingness to learn and perform a variety of assigned tasks; tact and courtesy; good judgement; thoroughness and dependability.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a college or university of recognized standing with courses in public finance, public administration, and business; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.