



CITY OF LIMA
Sharetta Smith, Mayor

50 Town Square
Lima, Ohio 45801-4900
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July 19, 2024

Civil Service Board
C/o Deb Vobbe, Secretary
202 E. High Street, 2nd Floor
Lima, OH 45801

Subject: Request for reclassification of the position of Budget &
Investment Analyst

Dear Board Members:

I am writing to request a reclassification of the position of Budget & Investment Analyst in the Finance Department. Due to an increase in duties and tasks, there is a need for this position to be reclassified. Please see attached request from the Finance Director, Meredith Foster.

I have attached the amended job description to be updated as well.

Please feel free to contact the Human Resources Department with any questions.

Sincerely,

Della Bradford, Director
Human Resources Department

Attachments

cc: Meredith Foster, HR

Debra S. Vobbe

From: Meredith A. Foster
Sent: Wednesday, July 31, 2024 8:56 AM
To: Jackie R Owens
Cc: Debra S. Vobbe; Della M Bradford
Subject: RE: Reclassification of the Budget & Investment Analyst

Sure, after reviewing and updating the job description for the Budget & Investment Analyst, I noted two areas of current responsibilities which were not included: Banking Administration and the Distinguished Budget Award project. Both of these responsibilities require an increased level of analytical judgement and expertise.

Thank you,
Meri

Meri Foster

Director of Finance

 50 Town Square, Lima, OH 45801
 419-998-5568
 meredith.foster@cityhall.lima.oh.us
 www.cityhall.lima.oh.us



From: Jackie R Owens
Sent: Tuesday, July 30, 2024 9:00 AM
To: Meredith A. Foster <meredith.foster@cityhall.lima.oh.us>
Cc: Debra S. Vobbe <debra.vobbe@cityhall.lima.oh.us>; Della M Bradford <della.bradford@cityhall.lima.oh.us>
Subject: RE: Reclassification of the Budget & Investment Analyst

Hello Meri,

Can you submit an email requesting the upgrade and why. For Deb to attach to the information I submitted? Thanks!

From: Debra S. Vobbe
Sent: Monday, July 29, 2024 9:59 AM
To: Jackie R Owens <jacalyn.owens@cityhall.lima.oh.us>
Cc: Meredith A. Foster <meredith.foster@cityhall.lima.oh.us>; Della M Bradford <della.bradford@cityhall.lima.oh.us>
Subject: RE: Reclassification of the Budget & Investment Analyst

Good Morning All,

The reclassification request for Budget & Investment Analyst references a request from the Finance Director that the Board should consider along with other attached documentation.

I do not see any specific request from Finance Director Meredith Foster. Is there a document missing or did I misunderstand?

CLASSIFICATION SPECIFICATION

CITY OF LIMA

An Equal Opportunity Employer

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CLASS TITLE: Budget and Investment Analyst Non-Exempt CODE: 1017

JOB RESPONSIBILITIES: ~~In addition to the following, performs other related duties as required.~~

Under direction of the Finance Director ~~and treasurer~~, prepares and maintains financial, accounting, budget and treasurer investment records and reports, and performs analyst functions in those areas. ~~Performs related duties as required.~~

QUALIFICATIONS: The training, education and work experience which indicates possession of the knowledge, skills and abilities listed below. The minimum acceptable qualifications for this position are:

Bachelor of Science Degree in Accounting or Business Administration with an Accounting emphasis. Possession of a valid Ohio Driver's License; and a minimum of three years related experience to job responsibilities outlined above.

ILLUSTRATIVE DUTIES OF THE CLASSIFICATION: The following duties are intended to depict tasks performed by this classification.

1. Prepares and maintains treasurer investment , budget, financial and accounting records and reports; performs financial analyst functions in all assigned reporting areas (e.g., monitors investment rates on daily basis, researches investment opportunities and makes recommendations, etc.), utilizes financial, accounting and cost estimating principles in preparing technical reports; prepares monthly budgetary analysis of the expense and revenue projections relating to the control of the budgetary projections along with any necessary appropriations, quarterly municipal treasury investment board (MTIB) reports (e.g., maintains permanent records and journals of the MTIB, sets up meetings, prepares presentations and presents to the MTIB, takes minutes of meetings, etc.); the quarterly treasurer's investment board reports, and the monthly treasurer's report to City council; prepares the annual Tax budget for County submission ~~under direction of the Department Head.~~
2. Performs administrative support functions; analyzes various –functions and supportive services; develops, maintains and updates to Procedure Manuals for areas of responsibility; performs data entry and manipulation of various software programs related to those functions. ~~p~~ Performs special projects as assigned; performs data entry, ~~answers department phone, and routes calls and/or takes messages~~; files reports and documents in accordance with policy and procedure (e.g., bank statements and reconciliations, depository agreements, MTIB

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presentations, budget hearing minutes and changes, budget adjustments, bond documents~~general obligation individual issuances~~, state and federal audit schedules, etc.); sorts and delivers mail for department; updates finance portion of City's website; ~~conducts bid openings (prepares bid specifications, reviews bids and makes recommendations)~~; maintains records in accordance with city records retention schedule.

3. Monitors city's cash flows; ensures maintenance of adequate liquidity to meet city's obligations; monitors city's short and long term debt obligations; works with Bond Council; performs monthly reconciliations on all accounts; reconciles city bank and investment accounts; administers city investment portfolio under direction of ~~city treasurer~~ Director of Finance; prepares annual city budget (Mayor's Estimate) for submission to city council; provides data required to implement budget forecasting and preparation; ~~prepares~~ monthly analysis on health care account; monitors forecast and spending trends; prepares schedule of federal expenditures used in audited annual financial statements; prepares monthly and quarterly KPI's; fulfills data requests related to credit rating; prepares capital letters of intent; stays current with auditor of state bulletins and announcements.
4. Bank Administration including ACH control totals, transferring monies, ACH payment filters, maintenance, suspensions, and corrections, check positive pay, fraud monitoring, user access, tokens, and issues, monitoring notifications, and handling all other banking issues.
- 3.5. Developing and maintaining the City's budget report to be submitted to GFOA's distinguished budget presentation awards program reflecting both the guidelines established by the National Advisory Council on State and Local Budgeting and GFOA's best practices on budgeting.
- 4.6. Maintains confidentiality in accordance with city policy and all applicable laws and regulations.
- 5.7. Demonstrates regular and predictable attendance.
- 6.8. Maintains all required certification and licensure.
9. Reconciles City bank and investment accounts. Administers the City's investment portfolio under the direction of the ~~Treasurer~~ Director of Finance.
- 7.10. Performs other duties as needed or upon request of the Director of Finance.

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KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties (* indicates developed after employment).

Knowledge of: City Investment principles and practices; budget system principles, procedures and practices; government accounting principles; organizational policies and procedures; records preparation and management.

Skill in: GASB –government accounting standards, GAAP generally accepted accounting principles computer operation; related provisions of the Ohio Code, data entry; motor vehicle operation.

Ability to: design and supervise projects; communicate effectively; establish and maintain effective working relationships; utilize various investment, budget –and accounting software on modern professional computer systems; apply advanced mathematical practices; use proper research methods to gather data; develop complex reports and position papers; understand technical manuals and verbal instructions.

ESSENTIAL FUNCTIONS

With or without reasonable accommodation, the incumbent must:

- complete all work as detailed in the illustrative duties section at acceptable productivity levels
- demonstrate all skills and abilities as referenced in this job specification at acceptable productivity levels
- demonstrate reasonable and reliable attendance
- maintain all required licensures and/or certifications
- operate all designated equipment at acceptable productivity levels

EQUIPMENT OPERATED

Computer, automobile.

LICENSURE OR CERTIFICATION REQUIREMENTS

Valid Ohio driver's license.

Adopted: __09__ / 04__ / __03
Modified 10/2/2014

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By Civil Service Board Members:

Council Ordinance # ~~159-03~~