

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

98-349

SYNOPSIS —

AGENDA:
AUGUST 17, 1998

The City Manager has proposed a new job specification for the Management Analyst.

SUBJECT:
NEW JOB
SPECIFICATION –
MANAGEMENT
ANALYST

FISCAL IMPACT –

The position is full-time and will be assigned to Range 25 (\$38,937-\$46,726) of the Supervisory, Professional, and Management pay plan. Three individuals will be employed as Management Analysts.

TYPE:
RESOLUTION
ORDINANCE
RECEIVE/FILE

Funding for the Management Analyst position will come from the Fiscal Year 1998 Finance Department Budget, as approved by Council in March, 1998.

SUBMITTED BY:
WILLIAM STOWE
HUMAN
RESOURCES
DIRECTOR

RECOMMENDATION –

Receive and File

BACKGROUND –

To improve the City's processes and services to its internal and external customers and in keeping with the spirit of the Continuous Quality Improvement Process, the Finance Department recommends the adoption of the Management Analyst position. Persons in this position will conduct original research and applications into performance measures, benchmarks, budget and accounting data and preparation, information technology and legislation affecting various governmental operations, and provide technical assistance to operating departments.

No other job specification currently exists within the position classification system of the City which meets the needs of this

position. The compensation level is commensurate with other similarly placed position classifications in the City.

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