

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 95-40

Approving a new job classification of Fiscal Operations Analyst.


**The Metropolitan Exposition-Recreation Commission finds:**

1. That the Fiscal Operations Analyst position is necessary to carry out certain responsibilities within the MERC Finance department;
2. That the Metropolitan Exposition-Recreation Commission does not currently have a classification with the necessary duties and responsibilities which have evolved since the reorganization and down-sizing of the MERC Administration department;
3. That the Metropolitan Exposition-Recreation Commission has the authority to establish new job classifications as needed to manage and administer programs under its jurisdiction.

**BE IT THEREFORE RESOLVED** that the Commission approves and adopts the new Fiscal Operations Analyst classification at salary range 49.

Passed by the Commission on July 12, 1995.

  
Chairman

  
Secretary-Treasurer

Approved as to Form:  
Daniel B. Cooper, General Counsel

By:   
Mark B. Williams  
Senior Assistant Counsel

MERC STAFF REPORT

Agenda/Item Issue: Approval of New Job Classification for Norman Kraft

Resolution No. 95-40

Date: July 5, 1995

Presented by: Heather Teed

**BACKGROUND AND ANALYSIS:**

The MERC Finance department, as well as the MERC Administration as a whole, has decreased in size and undergone a number of changes over the past two years. Accordingly, certain positions have changed in their assigned duties and responsibilities. In particular, the Accountant position is no longer applicable to current operations.

The current position of Accountant is held by Norman Kraft. The duties performed by Mr. Kraft have become much more analytical in nature and are more research and special project oriented than are required of the Accountant position. This movement toward on-going analysis is a result of the Business Plan adopted by MERC in March, 1994.

The duties performed by Norman Kraft require a newly created position and title.

The proposed new position is a Fiscal Operations Analyst. This new classification and the defined job duties have been reviewed and approved by the General Manager and Metro Personnel.

**FISCAL IMPACT:**

The new classification of Fiscal Operations Analyst is proposed at range 49 (the Accountant position is range 44). Mr. Kraft will be placed at Step 5 in the new range in conformance with the Personnel Policy Section 3.02 (D) "Reclassification of an Incumbent." This reclassification was anticipated at the time the FY 95-96 budget was prepared. As a result, there are sufficient funds budgeted to cover this reclassification.

Furthermore, the reclassification is requested to be implemented retroactive to January, 1995. The impact of this retroactive salary adjustment on the FY 94-95 MERC budget is \$1,630. There are sufficient funds in the FY 94-95 budget to cover this amount.

**RECOMMENDATION:**

Staff recommends that the Commission approve and adopt the new Fiscal Operations Analyst job classification.

## **Metropolitan Exposition-Recreation Commission**

Class No:	808948	Established:	7/95
Title:	Fiscal Operations Analyst	Revised:	
Range:	49	AA/EEO:	41/4
Bargaining Unit:	Non-represented		
FLSA:	Exempt		

### **GENERAL STATEMENT OF DUTIES:**

To perform a variety of professional financial functions such as budgeting, financial analysis and accounting.

### **SUPERVISION RECEIVED:**

Receives direction from the Director of MERC Fiscal Operations.

### **SUPERVISION EXERCISED:**

Exercises technical supervision over clerical staff.

### **EXAMPLES OF PRINCIPAL DUTIES:**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

1. Participate in the development and administration of the MERC annual budget; provide consultation to department managers in forecasting funds needed; prepare budget comparative analyses; analyze budget line items for propriety; assist in the presentation of budget to departments, MERC, Metro Executive and Council; prepare supplemental and/or budget amendment documentation required.
2. Assist in performance of special projects which include research, financial analysis and business plan updates.
3. Direct the preparation of annual event analyses for MERC facilities; review, reconcile and analyze operational data; develop standard costing methodologies; present analyses to Director, General Manager and Facility Directors.
4. Review, interpret and monitor food concessionaire's and parking contractor's operations for financial contract compliance; process and track payments to contractors.

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5. Prepare, review and analyze monthly and quarterly financial data, including variance analyses; provide support to departments in their review of above reports; work with departments and Metro to correct and/or update reports.
6. Provide information and research information for Director, Facility Directors, Managers and staff on financial and budgetary questions.
7. Provide guidance to MERC Bookkeepers on accounting matters; supervise Bookkeepers in Director's absence.
8. Maintain detailed fixed asset records and monitor capital outlay expenditures for inclusion.
9. Prepare workpapers and perform financial analyses for annual financial audit.
10. Work with facility personnel to gather information and prepare financial settlement documentation for night-of-event settlements; settle with promoters.
11. Establish procedures for merchandise sales operations for MERC facilities; oversee merchandise sales functions.
12. Perform related duties as assigned.

**RECRUITING REQUIREMENTS:**

**KNOWLEDGE, SKILL, ABILITY:**

- Knowledge of generally accepted accounting principles.
- Knowledge of principles and practices of budget preparation.
- Knowledge of principles and practices of financial auditing and inventory accounting methods.
- Knowledge of financial report preparation methods and techniques.
- Knowledge of principles of supervision and training.
- Knowledge of pertinent Federal, State and local laws, codes and regulations.
- Ability to coordinate and direct the work of contract staff.
- Ability to apply Federal, State and local laws and regulations pertaining to accounting and auditing work.

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- Ability to examine and verify a variety of financial documents and reports.
- Ability to conduct sound audits of financial records.
- Ability to prepare a variety of financial statements, reports and analyses.
- Ability to apply accounting principles to the maintenance of financial and accounting transactions and audit of financial records involved in food concessionaire and merchandising sales.
- Ability to operate a ten-key calculator by touch at a speed necessary for successful job performance.
- Ability to operate a computer.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING:**

A Bachelor's degree in finance, accounting, business management or closely related field and three years of professional finance or accounting experience; or any combination of experience and training which provides the applicant with the necessary knowledge, skills, and ability required to perform the job.

**LICENSE OR CERTIFICATE:**

Possession of, or the ability to obtain a current Cardio Pulmonary Resuscitation certificate.