



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Thursday, July 23, 2026

4:45 PM

City Hall – Lakeside Conference Room (Room
430), 411 West First Street, Duluth, MN 55802

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. May 5, 2026

Attachments: [2A. May 5, 2026 Minutes \(draft\)](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Budget & Grant Supervisor (revised)

Attachments: [4A\(1\) Budget & Grant Supervisor \(revised\)](#)

4A(2) Deputy Fire Marshal (revised)

Attachments: [4A\(2\) Deputy Fire Marshal \(revised\)](#)

4A(3) Public Works & Utilities Analyst (revised)

Attachments: [4A\(3\) Public Works & Utilities Analyst \(revised\)](#)

5. APPEALS

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS

Notice: Item 6A contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

Notice: Item 6B Non-Public Review of New Eligible Lists will be distributed to members at the Civil Service Board meeting.

6C. NON-PUBLIC NOTICE OF REJECTION ON PROBATION (MAY 22, 2026)

Notice: Item 6C Non-Public Notice of Rejection On Probation will be distributed to members at the Civil Service Board meeting.

6D. NON-PUBLIC NOTICE OF REJECTION ON PROBATION (MAY 6, 2026)

Notice: Item 6D Non-Public Notice of Rejection On Probation will be distributed to members at the Civil Service Board meeting.

7. NEXT REGULAR MEETING SCHEDULED

August 4, 2026

8. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Tuesday, May 5, 2026

4:45 PM

Council Chambers

1. ROLL CALL

Members Present: John Strongitharm (Chair), Cliff Tanner

Non-Members Present: Matt Silverness (HR), Aimee Ott (HR), Amber Royer
Henderson (HR), Gary Vezina (School District)

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

March 3, 2025

Indexes:

Attachments: [2A. March 3, 2025 Minutes \(draft\)](#)

This Civil Service Board item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Operations Program Coordinator (new)

Indexes:

Attachments: [4A\(1\) Operations Program Coordinator \(new\)](#)

This Civil Service Board item was approved.

4A(2) Workforce Development Supervisor (new)

Indexes:

Attachments: [4A\(2\) Workforce Development Supervisor \(new\)](#)

This Civil Service Board item was approved.

4A(3) Water Conveyance Specialist (revised)

Indexes:

Attachments: [4A\(3\) Water Conveyance Specialist \(revised\)](#)

This Civil Service Board item was approved.

4A(4) Water Conveyance Technician (revised)

Indexes:

Attachments: [4A\(4\) Water Conveyance Technician \(revised\)](#)

This Civil Service Board item was approved.

5. APPEALS

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS

This Civil Service Board item was received.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

This Civil Service Board item was received.

6C. NON-PUBLIC ISD 709 NOTICE OF TERMINATION OF EMPLOYMENT (MARCH 12, 2026)

This Civil Service Board item was received.

6D. NON-PUBLIC ISD 709 NOTICE OF SUSPENSION WITHOUT PAY (APRIL 20, 2026)

This Civil Service Board item was received.

7. NEXT REGULAR MEETING SCHEDULED

June 2, 2026

8. ADJOURNMENT

4:54 p.m.



Human Resources

218-730-5210 | hrinformation@duluthmn.gov

Room 340 | 411 West First Street | Duluth, Minnesota 55802

www.duluthmn.gov

DATE: June 29, 2026

TO: Civil Service Board

FROM: Heather DuVal
Human Resources Supervisor

SUBJECT: Revised Job Classification of Budget & Grant Supervisor

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF BUDGET & GRANT SUPERVISOR.

Background Information/Summary of Job

The Budget & Grant Supervisor job classification was most recently revised in 2021. The purpose of this position is to maintain the department-specific knowledge as well as expertise in the Finance Department functions to assist with the overall administration, monitoring, and improvement of the financial, budget, and grant performance of the assigned department. To analyze departmental operations to evaluate, report on, and suggest efficiency and effectiveness. The major/primary changes to the job description include adding/revising duties to reflect the current responsibilities that have expanded over the years to include leading the integration of financial strategy, operational execution, and organizational performance in support of the Department's public safety mission.

The proposed revisions to the job description were discussed with the Supervisory Union and incumbent, and they are supportive of these updates.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Budget & Grant Supervisor.

Budget & Grant Supervisor

SUMMARY/PURPOSE

To maintain the department-specific knowledge as well as expertise in the Finance Department functions to assist with the overall administration, monitoring, and improvement of the financial, budget, and grant performance of the assigned department. To analyze departmental operations to evaluate, report on, and suggest efficiency and effectiveness.

SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Lead departmental strategic planning, capital improvement planning, and long-range financial forecasting.
2. Identify and implement process and system enhancements to improve efficiency and service delivery.
3. Align financial resources with operational priorities, public safety needs, and organizational goals.
4. Direct the development, administration, and monitoring of departmental budgets and complex, multi-source funding streams to ensure fiscal accountability and sustainability.
5. Analyze financial data, trends, and variances to inform executive-level decision-making.
6. Ensure the accuracy, integrity, transparency, and compliance of financial systems, reporting, and operations with applicable local, state, and federal laws, regulations, policies, and grant requirements.

7. Direct all aspects of grant management, including funding research, applications, compliance, reporting, and expenditure monitoring, while serving as the primary liaison with funding agencies and ensuring alignment with departmental and community priorities.
8. Manage centralized contract development, negotiation, implementation, renewal and compliance.
9. Direct the preparation and submission of financial reports, grant reports, and City Council resolutions.
10. Serve as primary liaison between the Police Department and Finance.
11. Promote a culture of collaboration, inclusion, accountability, and continuous improvement throughout the department.
12. Manage employee performance, and provide training, coaching, and mentoring for employees.
13. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
14. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
15. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
16. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
17. Coordinate with various City departments, other government agencies, and community groups to share resources, minimize duplication, and improve processes.
18. Establish and maintain positive working relationship with the employees by maintaining two-way communication, demonstrating consistent and reliable follow through on assignments, advocating for team operational needs, and offering expertise to improve processes, systems, and overall efficiency.
19. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Bachelor's Degree in accounting, finance, business administration, or a closely-related field, and two (2) years of full-time related professional experience; OR a minimum of six (6) years of related education and/or full-time, professional experience as determined by Human Resources.
- B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.

2. License Requirements

- A. No specific licenses required.

3. Knowledge Requirements

- A. Knowledge of the operation of automated accounting and budgetary recordkeeping systems.
- B. Knowledge of budgetary and financial recordkeeping methods and practices.
- C. Knowledge of general accounting principles and procedures.
- D. Knowledge of the methods and techniques used in statistical and fiscal analysis.
- E. Knowledge of pertinent local, state, and federal laws and City policies, rules, and regulations.
- F. Knowledge of the principles of process improvement.
- G. Knowledge of effective research principles and methods.
- H. Knowledge of grant application process.
- I. Knowledge of grant writing and reporting principles and techniques.
- J. Knowledge of effective leadership and personnel practices.
- K. Knowledge of problem-solving and conflict-resolution techniques.
- L. Knowledge of applicable safety requirements.
- M. Knowledge of City policies and procedures.

- N. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- O. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
- P. Knowledge of budgetary, and management principles, practices, and procedures.
- Q. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

4. Skill Requirements

- A. Skill in operating a personal computer and software applications, including word processing, database analytical tools, spreadsheet, and presentation software to effectively produce complex, professional reports, charts, presentations, documents, and other products.
- B. Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- C. Skill in understanding the implications of new information for both current and future problem-solving and decision-making.
- D. Skill in communicating effectively, both orally and in writing.
- E. Strong analytical and critical thinking skills, with ability to challenge and research factors behind the financials.
- F. Skill in the use of general office equipment, computer systems, and job-required software applications.
- G. Skill in managing one's own time and the time of others.
- H. Skill in completing assignments accurately and with attention to detail.
- I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- J. Skill in motivating, developing, and leading people.

5. Ability Requirements

- A. Ability to make calculations and data entries with a high degree of accuracy and to be detail-oriented.
- B. Ability to provide customer service in a collaborative, consultative, and positive manner.
- C. Ability to develop recordkeeping systems and to maintain records.
- D. Ability to take initiative and to utilize innovative techniques in preparing grant applications.
- E. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- F. Ability to communicate and interact effectively with a variety of individuals, including members of the public, coworkers, and external partners.
- G. Ability to recognize, analyze, and problem-solve a variety of situations.
- H. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- I. Ability to handle difficult and stressful situations with professional composure.
- J. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- K. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- L. Ability to manage a budget and work within the constraints of that budget.
- M. Ability to exercise sound judgment and maintain confidentiality.
- N. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- O. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work.

However, there may be some walking, standing, bending; carrying of light items such as

Budget & Grant Supervisor

SUMMARY/PURPOSE

~~This classification will~~ To maintain the department-specific knowledge as well as expertise in the Finance Department functions to assist with the overall administration, monitoring, and improvement of the financial, budget, and grant performance of the assigned department.

~~This classification will also~~ To analyze departmental operations to evaluate, report on, and suggest efficiency and effectiveness.

DISTINGUISHING FEATURES OF THE CLASS

~~This classification serves in and functions as the liaison between the assigned department and the Finance Department and provides supervision of assigned staff including but not limited to employees performing grant related activities within their department.~~

SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. ~~Collaborate with department directors and managers and Finance Department personnel to develop~~ Lead departmental strategic ~~plans~~ planning, capital improvement ~~plans~~, planning, and long-range financial forecasting.
2. Identify and implement process and system enhancements to improve efficiency and service delivery.
3. Align financial resources with operational priorities, public safety needs, and organizational goals.
4. ~~4.4.~~ Direct the development, administration, and monitoring of departmental ~~budgets, and financial forecasts, and complex, multi-source funding streams to ensure fiscal accountability and sustainability.~~

5. Analyze and interpret financial and quantitative data, build consensus through trends, and variances to inform executive-level decision-making.
1. Ensure the presentation and review accuracy, integrity, transparency, and compliance of data and through solicitation of feedback and input.
2. Survey and continuously monitor needs relative to available funding sources.
6. Compile departmental data to fulfill financial systems, reporting, and operations with applicable local, state, and federal laws, regulations, policies, and grant requirements for the City or external agencies.
- 2-7. Direct all aspects of grant management, including funding research, applications, compliance, reporting, and expenditure monitoring, while serving as the primary liaison with funding agencies and groups, ensuring the accuracy of information provided; monitor department financial reporting and planning systems to ensure data integrity alignment with departmental and community priorities.
3. Assist in the analysis of month-end and year-end close figures; collaborate and assist Finance personnel and key managers to research and correct any errors.
4. Analyze departmental operations and compare appropriate metrics to benchmarks to evaluate and report on efficiency and effectiveness.
5. Assist and guide departmental personnel to successfully accomplish their finance-related responsibilities to the City and external agencies and groups.
6. Research, compile, write, and submit grant applications.
7. Review and monitor department grants, requisitions, expenditures, and encumbrances for conformance with budget and grant specifications; analyze monthly financial results to determine and report underlying causes for variances between current periods and budget, forecast, and prior periods.
8. Prepare and submit quarterly or annual Manage centralized contract development, negotiation, implementation, renewal and compliance.
8. Direct the preparation and submission of financial reports as required by granting agencies.
- 3-9. Prepare, grant reports, and submit City Council resolutions as required.
9. Review project status, revenues, and expenditures to ensure proper expenditures are made for grant projects.
10. Resolve issues and conflicts with funding agencies.
11. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
10. Serve as primary liaison between the Police Department and Finance.
11. Promote a culture of collaboration, inclusion, accountability, and continuous improvement throughout the department.

4.12. Manage employee performance, and provide training, coaching, and mentoring for employees.

5.13. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.

6.14. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.

7.15. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.

8.16. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.

17. Coordinate with various City departments, other government agencies, and community groups to share resources, minimize duplication, and improve processes.

9.18. Establish and maintain positive working relationship with the employees by maintaining two-way communications, producing communication, demonstrating consistent results and reliable follow through on assignments, advocating for the team when appropriate operational needs, and offering their expertise to improve processes, systems, and the organization overall efficiency.

10.19. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. ~~A four-year~~ Bachelor's Degree in accounting, finance, business administration, or a closely-related field, and two (2) years of full-time related professional experience; OR a ~~four-year bachelor's degree plus at least four (4)~~ minimum of six (6) years of full-time experience in financial planning, budgeting, reporting, or business analysis; OR ~~An associate's degree in accounting plus at least five (5) years of full-time experience as stated above;~~ OR A combination of related education and/or full-time,

professional experience ~~equaling seven (7) years; AND~~ determined by Human Resources.

- B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.

2. License Requirements

- A. No specific licenses required.

2.3. Knowledge Requirements

- A. Knowledge of the operation of automated accounting and budgetary recordkeeping systems.
- B. Knowledge of budgetary and financial recordkeeping methods and practices.
- C. Knowledge of general accounting principles and procedures.
- D. Knowledge of the methods and techniques used in statistical and fiscal analysis.
- E. Knowledge of pertinent local, state, and federal laws and City policies, rules, and regulations.
- F. Knowledge of the principles of process improvement.
- G. Knowledge of effective research principles and methods.
- H. Knowledge of grant application process.
- I. Knowledge of grant writing and reporting principles and techniques.
- J. Knowledge of effective leadership and personnel practices.
- K. Knowledge of problem-solving and conflict-resolution techniques.
- L. Knowledge of applicable safety requirements.
- M. Knowledge of City policies and procedures.
- N. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- O. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
- P. Knowledge of budgetary, and management principles, practices, and procedures.

Q. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

3.4. Skill Requirements

- A. Skill in operating a personal computer and software applications, including word processing, database analytical tools, spreadsheet, and presentation software to effectively produce complex, professional reports, charts, presentations, documents, and other products.
- B. Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- C. Skill in understanding the implications of new information for both current and future problem-solving and decision-making.
- ~~A. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.~~
- D. Skill in communicating effectively, both orally and in writing.
- E. Strong analytical and critical thinking skills, with ability to challenge and research factors behind the financials.
- F. Skill in the use of general office equipment, computer systems, and job-required software applications.
- G. Skill in managing one's own time and the time of others.
- H. Skill in completing assignments accurately and with attention to detail.
- I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- J. Skill in motivating, developing, and leading people.

4.5. Ability Requirements

- ~~A. Ability to work independently, meet deadlines, work under pressure, and handle changing priorities.~~
- A. Ability to make calculations and data entries with a high degree of accuracy and to be detail-oriented.
- ~~B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~
- ~~C. Ability to establish and maintain effective working relationships with administrators, staff, funding organizations and community groups.~~

- B. Ability to provide customer service in a collaborative, consultative, and positive manner.
- ~~D. Ability to evaluate operations and make budget and operational recommendations based on findings.~~
- C. Ability to develop recordkeeping systems and to maintain records.
- ~~E. Ability to read, apply and explain rules, regulations, policies, and procedures.~~
- D. Ability to take initiative and to utilize innovative techniques in preparing grant applications.
- ~~F. Ability to plan, prioritize, and coordinate multiple projects.~~
- ~~G. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.~~
- E. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- ~~H. Ability to maintain confidential information.~~
- ~~I. Ability to use good judgment in decision making.~~
- ~~J. Exhibits leadership qualities of dependability and accountability.~~
- 1. Physical Ability Requirements
 - ~~A. Ability to sit for extended periods of time.~~
 - ~~B. Ability to occasionally lift and carry items weighing up to 10 pounds.~~
 - ~~C. Visual acuity to prepare and analyze data and figures.~~
 - ~~D. Manual dexterity to use keyboard and calculator.~~
 - F. Ability to communicate ~~to obtain~~ and interact effectively with a variety of individuals, including members of the public, coworkers, and external partners.
 - G. Ability to recognize, analyze, and problem-solve a variety of situations.
 - H. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - I. Ability to handle difficult and stressful situations with professional composure.
 - ~~F.J.~~ Ability to set expectations and provide information training in safe and proper work methods, development, and coaching for employees.
 - K. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - L. Ability to manage a budget and work within the constraints of that budget.
 - M. Ability to exercise sound judgment and maintain confidentiality.

N. Ability to demonstrate dependability, responsibility, and consistency in job performance.

G.O. Ability to attend work on a regular basis as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: XX ____TS	Union: ____Supervisor y	EEOC: ____Professionals	CSB: 00/00/0000 ____03/24/2021	Class No: 0000 ____1382
WC: 0000 ____8810	Pay: ____1075-1090	EEOF: ____Admin/Finance	CC: 00/00/0000 ____04/12/2021	Resolution: 00-0000R ____21-0252R
FLSA Exemption Type: (Pick One) Administrative				

papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: XX	Union:	EEOC:	CSB: 00/00/0000	Class No: 0000
WC: 0000	Pay:	EEOF:	CC: 00/00/0000	Resolution: 00-0000R
FLSA Exemption Type: (Pick One) Administrative				



Human Resources

218-730-5210 | hrinformation@duluthmn.gov

Room 340 | 411 West First Street | Duluth, Minnesota 55802

www.duluthmn.gov

DATE: July 15, 2026

TO: Civil Service Board

FROM: Heather DuVal
Human Resources Supervisor

SUBJECT: Revised Job Classification of Deputy Fire Marshal

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF DEPUTY FIRE MARSHAL.

Background Information/Summary of Job

The Deputy Fire Marshal job classification was most recently revised in 2022. The purpose of this position is to direct and conduct the fire inspection, code enforcement, plan review, fire investigation, and public education programs and activities of the Duluth Fire Department. The job description was revised to include two years serving as a Fire Inspector as an alternate option to meet the minimum requirements for this position

The proposed revisions to the job description were reviewed with the Fire Union and incumbent, and both are agreeable to the revision.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Deputy Fire Marshal.

Deputy Fire Marshal

SUMMARY/PURPOSE

To direct and conduct the fire inspection, code enforcement, plan review, fire investigation, and public education programs and activities of the Duluth Fire Department.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct new construction, maintenance, and complaint inspections to determine and/or enforce compliance with Minnesota Fire and Building codes, safety laws, and related ordinances.
2. Investigate and/or assist the Fire Investigation team in determining the origin and cause of major fires or those of undetermined or suspected incendiary origin and to assist with the prosecution of arson cases.
3. Prepare report of facts; identify, safeguard, and collect evidence; and provide court testimony in collaboration with Fire Investigation team and law enforcement.
4. Assist with planning and implementation of public education programming.
5. Conduct public education classes and demonstrations as directed.
6. Prepare records and reports related to inspections, investigations, and public fire education.
7. Assist in training any personnel assigned to the Division.
8. Conduct and collaborate on the plan review process for assigned projects.
9. Identify deficiencies and communicate corrective actions to applicant(s); review revised plan documents to ensure compliance with minimum requirements.
10. Respond to citizens' questions and comments in a courteous and timely manner.
11. Respond to emergency calls and fire scenes as directed.
12. May act as the Fire Marshal in their absence as required.

13. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

14. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. A minimum of five (5) years as a career firefighter.
- B. OR Two (2) years serving as a Fire Inspector

2. License Requirements

- A. Current certification at the level of Emergency Medical Technician or higher with the National Registry of Emergency Medical Technicians.
- B. Obtain and maintain Minnesota Fire Service Certification Board certifications (or equivalent) in the following disciplines within one (1) year of promotion to the position:
 - 1) Fire Investigator
 - 2) Fire Inspector I
- C. Possess and maintain a valid driver's license.

3. Knowledge Requirements

- A. Knowledge of fire prevention and building safety principles, rules, codes, regulations, and ordinances.
- B. Knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws.
- C. Knowledge of the City of Duluth Fire Department's policies and procedures.
- D. Knowledge of problem-solving and conflict-resolution techniques.
- E. Knowledge of applicable safety requirements.
- F. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skill in communicating on a one-to-one basis or with groups for the purpose of obtaining or providing information.
- B. Skill in reading and interpreting plans, blueprints, and complex technical and legal materials.

- C. Skill in investigating and analyzing the findings of an investigation.
 - D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - E. Skill in managing one's own time.
 - F. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to recognize fire, construction, and building hazards.
 - B. Ability to assist in planning and presenting a program of public education concerning fire prevention, building safety, or community risk reduction.
 - C. Ability to investigate fires for origin, cause, and circumstance.
 - D. Ability to analyze investigative findings and prepare reports and recommendations.
 - E. Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.
 - F. Ability to physically perform all duties which may be assigned during emergencies, as required by OSHA 1910.156.
 - G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - H. Ability to communicate and interact effectively with members of the public.
 - I. Ability to communicate effectively both orally and in writing.
 - J. Ability to understand and follow instructions.
 - K. Ability to problem-solve a variety of situations.
 - L. Ability to set priorities and complete assignments on time.
 - M. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: XX	Union: Fire	EEOC: Professionals	CSB: 00/00/0000	Class No: 3209
WC: 7706	Pay:	EEOF: Fire Protection	CC: 00/00/0000	Resolution: 00-0000R

Deputy Fire Marshal

SUMMARY/PURPOSE

To direct and conduct the fire inspection, code enforcement, plan review, fire investigation, and public education programs and activities of the Duluth Fire Department.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct new construction, maintenance, and complaint inspections to determine and/or enforce compliance with Minnesota Fire and Building codes, safety laws, and related ordinances.
2. Investigate and/or assist the Fire Investigation team in determining the origin and cause of major fires or those of undetermined or suspected incendiary origin and to assist with the prosecution of arson cases.
3. Prepare report of facts; identify, safeguard, and collect evidence; and provide court testimony in collaboration with Fire Investigation team and law enforcement.
4. Assist with planning and implementation of public education programming.
5. Conduct public education classes and demonstrations as directed.
6. Prepare records and reports related to inspections, investigations, and public fire education.
7. Assist in training any personnel assigned to the Division.
8. Conduct and collaborate on the plan review process for assigned projects.
9. Identify deficiencies and communicate corrective actions to applicant(s); review revised plan documents to ensure compliance with minimum requirements.
10. Respond to citizens' questions and comments in a courteous and timely manner.
11. Respond to emergency calls and fire scenes as directed.
12. May act as the Fire Marshal in their absence as required.

13. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

14. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

A. A minimum of five (5) years as a career firefighter.

B. OR Two (2) years serving as a Fire Inspector

2. License Requirements

A. Current certification at the level of Emergency Medical Technician or higher with the National Registry of Emergency Medical Technicians.

B. Obtain and maintain Minnesota Fire Service Certification Board certifications (or equivalent) in the following disciplines within one (1) year of promotion to the position:

1) Fire Investigator

2) Fire Inspector I

C. Possess and maintain a valid driver's license.

3. Knowledge Requirements

A. Knowledge of fire prevention and building safety principles, rules, codes, regulations, and ordinances.

B. Knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws.

C. Knowledge of the City of Duluth Fire Department's policies and procedures.

D. Knowledge of problem-solving and conflict-resolution techniques.

E. Knowledge of applicable safety requirements.

F. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

A. Skill in communicating on a one-to-one basis or with groups for the purpose of obtaining or providing information.

- B. Skill in reading and interpreting plans, blueprints, and complex technical and legal materials.
 - C. Skill in investigating and analyzing the findings of an investigation.
 - D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - E. Skill in managing one's own time.
 - F. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to recognize fire, construction, and building hazards.
 - B. Ability to assist in planning and presenting a program of public education concerning fire prevention, building safety, or community risk reduction.
 - C. Ability to investigate fires for origin, cause, and circumstance.
 - D. Ability to analyze investigative findings and prepare reports and recommendations.
 - E. Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.
 - F. Ability to physically perform all duties which may be assigned during emergencies, as required by OSHA 1910.156.
 - G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - H. Ability to communicate and interact effectively with members of the public.
 - I. Ability to communicate effectively both orally and in writing.
 - J. Ability to understand and follow instructions.
 - K. Ability to problem-solve a variety of situations.
 - L. Ability to set priorities and complete assignments on time.
 - M. Ability to attend work as scheduled and/or required.
- ~~6. Other Requirements~~
- ~~A. Must pass periodic physical and medical examinations to verify the continued ability to perform all duties that may be assigned during crisis and threatening situations.~~
 - ~~B. Must not use by any method any tobacco or similar product.~~
 - ~~C. Must, within six months of appointment, reside within 25 miles of Headquarters Fire Station or at a location from which they can respond by vehicle to Headquarters Fire Station within 30 minutes of being notified, given normal driving conditions.~~

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: XX CK	Union: Fire	EEOC: Professionals	CSB: 00/00/0000 11/01/2022	Class No: 3209
WC: 7706	Pay: 230	EEOF: Fire Protection	CC: 00/00/0000 12/19/2022	Resolution: 00-0000R 22-1014R



Human Resources

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DATE: July 7, 2026

TO: Civil Service Board

FROM: Aimee Ott
Human Resources Generalist

SUBJECT: Revised Job Classification of Public Works & Utilities Analyst

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PUBLIC WORKS & UTILITIES ANALYST.

Background Information/Summary of Job

The Public Works & Utilities Analyst job classification was created in December 2013. Updates to this job description include aligning it with the City's current template, clarifying financial and analytical responsibilities, incorporating updated terminology, and refining knowledge and ability requirements to better reflect current departmental practices.

The proposed revisions to the job description were discussed with the Basic Union and incumbents, and they are supportive of these updates.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Public Works & Utilities Analyst.

Public Works & Utilities Analyst

SUMMARY/PURPOSE

To perform complex and specialized professional financial, accounting, analytical, and administrative work in support of Public Works & Utilities Department functions, operations, and program areas, including financial analysis, financial and operational research, budget analysis, contract administration, and other special projects requiring the use of independent judgment and initiative.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Analyze and interpret financial data and reports related to revenues, expenditures, capital projects, and debt service; develop recommendations to support planning and decision-making.
2. Prepare departmental budget and impact analyses; evaluate proposed capital, operating, and maintenance expenditures.
3. Prepare and present financial and budget reports, fiscal plans, strategic plan and capital improvement plan projections, funding requests, and rate scenarios to department leadership, the Public Utilities Commission, and City Council as required.
4. Perform month-end and year-end financial reviews; reconcile discrepancies with Finance and operating units.
5. Assist personnel with finance-related processes and validate data for accuracy and consistency.

6. Develop and maintain multi-year financial models and forecasts, including rate and fee scenarios.
7. Develop long-term debt management scenarios to support capital planning and evaluate ratepayer impacts.
8. Identify operational and administrative issues; research alternative solutions and support implementation of improvements.
9. Coordinate and monitor special projects; conduct complex research and expenditure analysis; prepare findings to improve programs, services, and policies.
10. Plan, coordinate, and evaluate assigned contract activities; assist in contract negotiations, administration, and compliance monitoring.
11. Prepare data and financial reports for grant and loan applications; review capital project expenditures; provide guidance on funding and reporting requirements.
12. Analyze federal, state, and local legislative proposals impacting assigned operations; address implementation requirements.
13. Attend and participate in professional group meetings; maintain awareness of applicable federal, state, and local regulations.
14. Analyze operational performance using benchmarks and metrics, to evaluate efficiency, funding needs, and improvements.
15. Be an effective team member by exhibiting self-motivation, collaborating with team members to support daily operations, promoting respectful working relationships and ensuring timely completion of assigned tasks.
16. Coordinate with various City departments, other government agencies, and community groups to share resources, minimize duplication, and improve processes.
17. In collaboration with the supervisor, organize and direct the work activities of assigned team, including determining work priorities, assignments, and schedules.
18. Provide input to the supervisor regarding the hiring, onboarding, training, and performance matters.
19. Establish and maintain positive working relationships with the supervisor and assigned staff by maintaining two-way communication, demonstrating consistent and reliable follow through on assignments, advocating for team operational needs, and offering expertise to improve processes, systems, and overall efficiency.

20. Other duties may be assigned.**JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Bachelor's Degree in finance, accounting, public administration, business administration, economics, or a closely-related field, and two (2) years of related full-time professional experience, as determined by Human Resources; OR a minimum of six (6) years of related education and/or full-time professional experience, as determined by Human Resources.

2. License Requirements

- A. No specific licenses required.

3. Knowledge Requirements

- A. Knowledge of principles and practices of budget preparation and administration.
- B. Extensive knowledge of principles and procedures of financial recordkeeping and reporting, including public sector budget and accounting processes.
- C. Knowledge of methods and techniques of statistical and financial analysis, data collection, research, and report preparation.
- D. Knowledge of principles and practice of program development.
- E. Knowledge of operational characteristics, services, and activities of utility programs.
- F. Knowledge of office procedures, methods, and equipment including computers and applicable software applications.
- G. Knowledge of principles and practices of public sector contract administration, contracting process, and procurement language.
- H. Knowledge of program analysis, planning, implementation, and evaluation principles and techniques.
- I. Knowledge of problem solving and conflict resolution techniques.
- J. Knowledge of applicable safety requirements.

K. Knowledge of City policies and procedures.

L. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.

M. Knowledge of effective leadership and personnel practices.

4. Skill Requirements

A. Skill in project planning, implementation, and evaluation.

B. Skill in preparing clear, concise, written reports, and correspondence.

C. Skill in collecting, evaluating, and interpreting complex information and data.

D. Skill in the use of general office equipment, computer systems, and job-required software applications.

E. Skill in completing assignments accurately and with attention to detail.

F. Skill in analytical thinking and problem solving.

5. Ability Requirements

A. Ability to develop financial models for operating various utilities.

B. Ability to monitor and analyze financial operations.

C. Ability to understand the organization and operation of the Public Works & Utilities Department and outside agencies as necessary to assume assigned responsibilities.

D. Ability to read, interpret, audit, and correct financial statements.

E. Ability to understand the City's budget and accounting processes.

F. Ability to research, analyze, and evaluate programs, policies, and procedures.

G. Ability to prepare clear and concise administrative and financial reports for varying audiences.

H. Ability to maintain accurate and complete records on programs and operations.

I. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

J. Ability to communicate and interact effectively with a variety of individuals, including members of the public, coworkers, and external partners.

- K. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- L. Ability to organize and prioritize work while meeting multiple deadlines.
- M. Ability to handle difficult and stressful situations with professional composure.
- N. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- P. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- Q. Ability to exercise sound judgment and maintain confidentiality.
- R. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, and bending; carrying of light items such as papers, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: AO	Union: Basic	EEOC: Professionals	CSB:	Class No: 3127
WC: 8810	Pay:	EEOF: Utilities/Transportation	CC:	Resolution:

~~PUBLIC WORKS AND UTILITIES ANALYST~~

Public Works & Utilities Analyst

SUMMARY/PURPOSE

To perform ~~a wide variety of~~ complex, ~~difficult~~, and specialized professional financial, accounting, analytical, and administrative ~~duties~~work in support of Public Works ~~and~~& Utilities Department functions, ~~and~~ operations, and program areas, including financial analysis, ~~special projects~~,financial and operational research ~~studies~~, budget analysis, contract administration, and other ~~specialized functions involving~~special projects requiring the use of independent judgment and ~~personal~~ initiative.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES ~~(other duties may be assigned)~~

- ~~4. Analyze and interpret financial data and reports ~~of~~related to revenues, operationsexpenditures, capital projects, and ~~loans for the Public Works and Utilities Department and the related General Fund; prepare projections used for planning purposes.~~~~
- ~~2. Administer and coordinate significant and complex functions or projects;~~
- ~~3. Participate in the development and implementation of goals, objectives, and priorities for assigned functions or programs; recommends and implements resulting policies, procedures; and guidelines.~~
1. Prepare and present technical, administrative, and financial analytical and statistical reports that present and interpret data, identify alternatives, and present and justify

- ~~conclusions, forecasts, and debt service; develop recommendations based on data summaries and other findings to support planning and decision-making.~~
- ~~2. Participate in the~~ Prepare departmental budget development; analyze and impact analyses; evaluate proposed capital, operating, and maintenance expenditures; ~~prepare reports and analyses related to impact of budgetary decisions; prepares.~~
 - ~~4. Prepare and present financial forecasts.~~
 - ~~5. Develop financial models for operating the various utilities; monitors financial operations for various utilities.~~
 - ~~2.3. Prepare annual rates and fees worksheets and assists with Public and budget reports, fiscal plans, strategic plan and capital improvement plan projections, funding requests, and rate scenarios to department leadership, the Public Utilities Commission, and City Council presentations as required.~~
 - ~~4. Provide assistance in resolving~~ Perform month-end and year-end financial reviews; reconcile discrepancies with Finance and operating units.
 - ~~5. Assist personnel with finance-related processes and validate data for accuracy and consistency.~~
 - ~~6. Develop and maintain multi-year financial models and forecasts, including rate and fee scenarios.~~
 - ~~7. Develop long-term debt management scenarios to support capital planning and evaluate ratepayer impacts.~~
 - ~~3.8. Identify operational and administrative issues; identifies issues and conduct research to find alternative solutions; make and assist in the support implementation of recommendations improvements.~~
 - ~~4.9. Coordinate, implement, and monitor special projects; perform conduct complex research and expenditure analysis of new; prepare findings to improve programs, services, and policies, and procedures; prepare and present reports.~~
 - ~~5.10. Plan, coordinate, and evaluate assigned contract activities associated with assigned contracts; participate in research and evaluation of proposed contractual obligations and agreements; assist in contract negotiations and administration; monitor, and compliance with applicable contractual agreements monitoring.~~

- ~~6-11.~~ Prepare ~~and assist with~~ data and financial reports ~~needed to submit requests~~ for grant and loan applications; review capital project expenditures ~~and prepares reports~~; provide guidance on funding and reporting requirements.
- ~~7-12.~~ Analyze federal, state, and local legislative proposals ~~for impact on~~ impacting assigned operations; address implementation requirements.
- ~~6.~~ ~~Provide highly responsible staff assistance to higher-level management staff; participate on and provide staff support to a variety of committees, boards, and commissions; prepare and present staff reports and other correspondence as appropriate and necessary.~~
- ~~7.~~ ~~Coordinate and collaborate with departments, divisions and outside agencies; serve as a liaison with public and private organizations, community groups and other social organizations; provide information and serve as a resource.~~
- ~~8-13.~~ Attend and participate in professional group meetings; maintain awareness of applicable federal, state, and local regulations.
14. Analyze operational performance using benchmarks and metrics, to evaluate efficiency, funding needs, and improvements.
15. Be an effective team member by exhibiting self-motivation, collaborating with team members to support daily operations, promoting respectful working relationships and ensuring timely completion of assigned tasks.
16. Coordinate with various City departments, other government agencies, and community groups to share resources, minimize duplication, and improve processes.
17. In collaboration with the supervisor, organize and direct the work of lower-level administrative support activities of assigned team, including determining work priorities, assignments, and schedules.
18. Provide input to the supervisor regarding the hiring, onboarding, training, and performance matters.
- ~~9-19.~~ Establish and maintain positive working relationships with the supervisor and assigned staff by maintaining two-way communication, demonstrating consistent and reliable follow through on assignments, advocating for team operational needs, and offering expertise to improve processes, systems, and overall efficiency.
- ~~10-20.~~ Perform related Other duties ~~as required~~ may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed ~~below~~ are representative of the knowledge, skills, and ~~/or ability~~ abilities required.

1. ~~1.~~ 4. Education ~~and~~ & Experience Requirements

- ~~A. A Bachelor's degree from an accredited college or university with major course work~~ Bachelor's Degree in finance, accounting, public administration, business administration, economics, or a closely-related field ~~with at least,~~ and two (2) years of related full-time professional experience ~~in financial planning, reporting or business analysis; or~~
- A. ~~A combination, as determined by Human Resources; OR a minimum of six (6) years of related~~ education, ~~increasingly responsible administrative, analytical and/or accounting~~ full-time professional experience, ~~and training totaling eight (8) years as determined by Human Resources.~~
- ~~B. Financial and accounting experience in a public utilities group is highly desirable.~~

2. ~~2.~~ 2. License Requirements

- A. No specific licenses required.

~~2.3.~~ Knowledge Requirements

- ~~A. Knowledge of principles and practices of accounting.~~
- A. Knowledge of principles and practices of budget preparation and administration.
- B. Extensive knowledge of principles and procedures of financial ~~record~~ keeping ~~recordkeeping~~ and reporting, including public sector budget and accounting processes.
- C. Knowledge of methods and techniques of statistical and financial analysis, data collection, research, and report preparation.
- ~~B. Knowledge of methods and techniques of data collection, research, and report preparation.~~

- D. Knowledge of principles and practice of program development.
- ~~G. Knowledge of organization and operation of municipal government.~~
- E. Knowledge of operational characteristics, services, and activities of ~~a utilities~~ program/utility programs.
- F. Knowledge of office procedures, methods, and equipment including computers and applicable software applications.
- G. Knowledge of principles and practices of public sector contract administration, contracting process, and procurement language.
- ~~D. Knowledge of contracting process and procurement language.~~
- ~~E. Knowledge of basic principles of supervision and training.~~
- ~~F. Knowledge of research and analysis methods and techniques.~~
- H. Knowledge of program analysis, planning, implementation, and evaluation principles and techniques.
- I. Knowledge of problem solving and conflict resolution techniques.
- J. Knowledge of applicable safety requirements.
- K. Knowledge of City policies and procedures.
- L. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- M. Knowledge of effective leadership and personnel practices.

3.4. Skill Requirements

- ~~A. Skill in operating standard office equipment.~~
- A. Skill in project planning, implementation, and evaluation.
- B. Skill in preparing clear, concise, written reports, and correspondence.
- ~~B. Skill in operating a personal computer and software applications including word processing, database analytical tools, spreadsheet and presentation software, to effectively produce complex, professional reports, charts, and other documents.~~
- ~~C. Skill in communicating effectively, both orally and in writing.~~
- C. Skill in collecting, evaluating, and interpreting complex information and data.
- D. Strong Skill in the use of general office equipment, computer systems, and job-required software applications.

~~E. Skill in completing assignments accurately and with attention to detail.~~

~~D. Skill in analytical and critical thinking skills, with ability to challenge and research factors behind the financials.~~

~~D.F. Skill in managing and tracking multiple projects concurrently problem-solving.~~

~~E. Skill in directing the work of others~~

4.5. 5. Ability Requirements

A. Ability to develop financial models for operating various utilities.

B. Ability to monitor and analyze financial operations.

~~A. Ability to research and analyze complex problems and prepare recommendations on a variety of issues.~~

C. Ability to understand the organization and operation of the Public Works ~~and~~ Utilities Department and outside agencies as necessary to assume assigned responsibilities.

D. Ability to read, interpret, audit, and correct financial statements.

E. Ability to understand the City's budget and accounting processes.

~~B. Ability to interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.~~

F. Ability to research, analyze, and evaluate programs, policies, and procedures.

G. Ability to prepare clear and concise administrative and financial reports for varying audiences.

H. Ability to maintain accurate and complete records on programs and operations.

~~C. Ability to lead, organize and review the work of lower level staff as assigned.~~

~~D. Ability to organize and prioritize work flow.~~

~~I. Ability to develop create and maintain effective a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships with supervisors, co-workers, other city departments and organizations.~~

~~J. Ability to work communicate and interact effectively with a variety of individuals, including members of the public, coworkers, and external partners.~~

J-K. Ability to consistently and independently without direct supervision prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.

6. Physical Ability Requirements

K-L. Ability to sit for extended periods of time organize and prioritize work while meeting multiple deadlines.

M. Ability to occasionally lift handle difficult and carry items weighing up stressful situations with professional composure.

L-N. Ability to 10-pounds set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.

A. Visual acuity Ability to prepare interpret and analyze data apply laws, contracts, regulations, policies, and figures.

M-O. Manual dexterity to use keyboard and calculator procedures.

P. Ability to talk and hear demonstrate dependability, responsibility, and consistency in job performance.

N-Q. Ability to obtain and provide information exercise sound judgment and maintain confidentiality.

O-R. Ability to attend work on a regular basis as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, and bending; carrying of light items such as papers, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment,

avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: TS <u>AO</u>	Union: Basic	EEOC: Professionals	CSB: 20131210	Class No: 3127
WC: 8810	Pay: 33	EEOF: Utilities/Transportation	CC: 20131216	Resolution: 13-0607R

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