



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 16-005      **Version:** 1      **Name:** Revised Class Spec: Senior Enterprise Business Analyst  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 6/22/2016      **In control:** CIVIL SERVICE COMMISSION  
**On agenda:** 7/6/2016      **Final action:**  
**Title:** REVISED CLASSIFICATION SPECIFICATION: SENIOR ENTERPRISE BUSINESS ANALYST  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. 2016-07-06 - ATT Revised Class Spec: Senior Enterprise Business Analyst.pdf

Date	Ver.	Action By	Action	Result
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### REVISED CLASSIFICATION SPECIFICATION: SENIOR ENTERPRISE BUSINESS ANALYST

**Contact Person/Dept:** Ofelia Garcia/Human Resources  
**Phone Number:** 310-253-5649

**Fiscal Impact:** Yes ☐ No ☒      **General Fund:** Yes ☐ No ☐

**Public Hearing:** ☐      **Action Item:** ☒      **Attachments:** ☒

**Public Notification:** (Email) Meetings and Agendas (06/29/16)

**Department Approval:** Serena Wright-Black, Human Resources Director (06/22/16)

### RECOMMENDATION

Staff recommends that that the Civil Service Commission approve the revised classification specification for Senior Enterprise Business Analyst.

### BACKGROUND/DISCUSSION

The Senior Enterprise Business Analyst classification is part of the Finance Department's Finance Administration Division that provides project management, coordination, integration, and support for finance related technology systems between Finance and other departments throughout the City.

In 2008, the Commission approved the new Senior Enterprise Business Analyst classification specification. Since that time, the City has implemented a new reporting application and financial system. The incumbent currently uses SQL Server Reporting Services (SSRS) and Enterprise

Resource Planning (ERP) tools for managing system configurations and security.

In anticipation of conducting a recruitment for Senior Enterprise Business Analyst, Human Resources staff met with Finance Department management to review the class specification.

### *Classification Specification*

- **Classification Title** Human Resources is recommending to change the classification to reflect a more modern title that is used within the marketplace. Senior Financial Systems Business Analyst has been proposed as the new title. Human Resources Staff along with Finance Management agree that this title reflects the scope of work performed by the classification.
- **Minimum Knowledge, Skills and Ability** has been revised to include the minimum knowledge of reporting solutions such as SQL Server Reporting Services (SSRS), advanced Microsoft Excel, time keeping systems, and report writing techniques needed to satisfactorily perform those essential job duties associated with the position. Updates were also made to reflect that Crystal Reports and J.D. Edwards software system is no longer used.

The Culver City Management Group (CCMG) has been provided copies of the revised classification specification for Senior Financial Systems Business Analyst. Additionally, CCMG is in agreement with the proposed changes.

## **FISCAL ANALYSIS**

There will be no fiscal impact associated with the proposed changes to the classification.

## **AUTHORITY**

In accordance with Civil Service Rule 3.3(a), the Civil Service Commission shall consider reclassification upon the recommendation of the Human Resources Director and the affected department head.

### ***Civil Service Rule 3.3(a) Processing:***

*The establishment of a new classification or a reclassification may be requested by any member of the City Council, Commission, appointing authority or any employee of the City. The request shall be prepared and submitted to the Human Resources Director and the affected department head, and attached thereto shall be a description of the duties to be performed, and such information or attachments as may be necessary to consider the case. The Human Resources Director shall review the requested action with the requesting party and make such recommendations to the Commission as the Human Resources Director deems appropriate.*

*The Human Resources Director's recommendations shall be communicated to the originator, the affected appointing authority and employee organization. If any party disagrees with the Human Resources Director's recommendations, such objection may be presented in writing or verbally to the Commission at the time for consideration of the recommendation. The Commission shall make the final*

*decision on the establishment of a new classification or revisions to an existing classification.*

## **ATTACHMENTS**

1. 2016-07-06 - ATT Revised Class Spec for Senior Financial Systems Business Analyst

## **MOTION**

That the Civil Service Commission:

1. Approve the Revised Classification Specification for Senior Financial Systems Business Analyst.