

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: May 28, 2019	ITEM TIME:
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FROM:	Kathy Nelson
TODAY'S DATE:	May 16, 2019
AGENDA TITLE:	Request Approval of the Enterprise Application Analyst/Administrator Pay Scale.

CHECK ONE THAT APPLIES TO YOUR ITEM:
<input checked="" type="checkbox"/> ACTION ITEM
<input type="checkbox"/> DIRECTION
<input type="checkbox"/> INFORMATION

I. DESCRIBE THE REQUEST OR ISSUE:

Consideration to approve the Enterprise Application Analyst/Administrator Pay Scale.

II. RECOMMENDED ACTION:

Recommend approval of the Enterprise Application Analyst/Administrator Pay Scale.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE: No change

PROPOSED EXPENDITURE: The proposed annual salary at step 1 of the Pay Scale is 73,876.16.

FUNDING SOURCE:

IT Supplemental

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

NA

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V. BACKGROUND INFORMATION:

Robert Felinczak is requesting to add an Enterprise Application Analyst/Administrator position to the IT department.

This position will be responsible for planning, configuring, supporting and maintaining Routt County's Enterprise Applications. This individual will act as the liaison between vendors, subject matter experts, end-users and County departments in implementing enterprise technologies throughout the organization. Duties will include enterprise level application management, business process analysis, workflow configuration, programming/development, end-user training coordination, reporting and project management. The primary focus will be the enterprise wide applications Tyler Munis ERP and Land Use Management and Permitting System.

Mr. Felinczak is recommending a starting salary of \$72,000 for this position.

I have reviewed Mr. Felinczak's job description and salary recommendation. Based on Employers Council's Information Technology Compensation Survey information this position is a close match to the ERP Systems Analyst (Journey Level) pay information.

It also closely matches our Database Administrator/Software Developer position. Rather than create a separate pay scale for this position I am recommending the Enterprise Application Analyst and the Database Administrator/Software Developer share the same pay scale with a starting salary of 73,876.16.

The County Manager has reviewed this request and approved placing this request on the agenda for your consideration and approval.

VI. LEGAL ISSUES:

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

VIII. SUMMARY AND OTHER OPTIONS:

The Board can approve the proposed pay scale, approve an alternate pay scale or deny approval.