



## MEMORANDUM

**TO:** Tom Sullivan, County Manager  
**FROM:** Kathy Nelson, Human Resources Director  
**DATE:** April 22, 2019  
**RE:** Request Approval of a New Enterprise Application Analyst/Administrator Position and Pay Scale

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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.

Effective January 2018, the County went live with Tyler Munis ERP software. While the implementation has been successful there are still kinks in the setup that require attention. There are also additional modules that require implementation. To date, the Accounting department has held most of the responsibility for the software implementation. Moving forward it would better serve their department and the overall County to have a main point of contact orchestrating and troubleshooting the continued implementation of the program. In addition, the County will be implementing a Land Management and Permitting System as well as an Applicant Tracking System for the Human Resources department that this role will support.

Attached is the draft job description and the new pay scale for your approval.

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 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.

According to the survey data 94% of businesses participating in the Employers Council Compensation Survey classify this position as exempt. However, I am currently recommending this

position is classified as non-exempt until we can evaluate all of the IT positions against FLSA exemption guidelines.

I recommend approval of the proposed Enterprise Application Analyst/Administrator job description and pay scale and request approval to place this request on the Commissioners agenda for their consideration for approval.

County Manager Comments:

*I approve the Enterprise Application Analyst / Administrator job description and I agree with the pay scale analysis. I also approve placing the request to approve the pay scale and add 1 FTE to the IT budget program. TE 5-6-19*

<u>Organization</u>	<u>Title</u>	<u>Starting</u>	<u>MID</u>	<u>Max</u>
City of Aspen	ERP Analyst	72,000		
JeffCO	ERP Analyst Senior	90,000		
City of Greeley	Business Analyst	72,000		
City of Co Springs	ERP Analyst Senior	87,300		
Douglas County	Applications Analyst Senior	116,000		
City CO Denver	ERP Analyst Senior	85,000		135000
Denver Water	Business Analyst	72000		
Arapahoe County	Business Analyst Senior	77,000		122000
Weld County	Business Analyst	66,000		
	<b>Average</b>	<b>81,922</b>		
2018 Employers Council	Business Analyst	65,280		95220
	<b>15% range</b>	<b>68,212</b>	<b>80250</b>	<b>92287</b>
Routt County	DBA	73876		99,958
Routt County	System Admin			

**Enterprise Application Analyst/Administrator**

**2019**

**Market Midpoint**

**41.71**

Created April 2019 - Referenced Employer's Council ERP Systems Analyst (Journey Level All Colorado Weighted Avg \$84,229)

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>
<b>Annual Compensation</b>	73,736	76,336	78,978	81,557	84,178	86,757	89,378	91,957	94,578	97,178	99,778
<b>Monthly Compensation</b>	6,145	6,361	6,581	6,796	7,015	7,230	7,448	7,663	7,881	8,098	8,315
<b>Hourly Compensation</b>	35.45	36.7	37.97	39.21	40.47	41.71	42.97	44.21	45.47	46.72	47.97

**Job 48438: ERP Systems Analyst (Journey Level)**

Page: 57  
System Analysis

Specific skills and tools used for this category: Seibold, Oracle (PeopleSoft, JD Edwards), SAP, and they have numerous modules including Financials (GL, AP, AR, etc.), Inventory, Manufacturing, CRM, Human Resources, Payroll, Benefits, Project Management. Under general supervision, plans and performs analysis to guide the subsequent design and implementation or improvement of an ERP system. Based on needs assessment and corporate direction, develops information and data requirements and translates them into systems designs including tables, panels, and reports. During the implementation phase, may develop plans and programs to convert the existing data to the new system. Interfaces with the department and other systems providers to resolve conversion, and/or production issues. Responsible for requirement analysis and design specifications. May serve as a project coordinator and act as an active participant at all stages of development including research, design, programming, testing and implementation. Reviews and approves documentation for the system and communicates any procedural changes to appropriate staff members. Typically requires a BA/BS or equivalent and a minimum of 3 years experience.

	Rates Actually Being Paid										Rate Ranges			Annual Incentive/Target Bonus %				
	No. Orgs.	No. Empls.	Avg.	Wtd. Avg.	Percentiles Reported					No. Orgs.	Avg. Min.	Avg. Max.	No. Org.	No. Empls.	Wtd. Avg.	No. Org.	Avg. %	
					10th	25th	50th	75th	90th									
<b>Exempt: 100%</b> <b>Non-Exempt: 0%</b>																		
<b>Total Responses</b>	19	37	83,535	84,229	69,390	76,057	84,510	88,830	101,412	13	68,260	104,675	6	13	3,006	3	5.2%	
<b>Geographic Location</b>																		
Denver/Boulder	11	23	87,099	85,641	68,170	77,664	85,250	89,203	109,977	8	71,504	107,642	2	3	-	0	-	
Northern Colorado	1	1	-	-	-	-	-	-	-	0	-	-	0	0	-	0	-	
Southern Colorado	3	3	78,370	78,370	-	-	-	-	-	3	66,524	106,697	0	2	-	0	-	
All Front Range	15	27	84,213	84,254	69,390	74,864	84,000	88,457	108,826	11	70,146	107,384	2	3	-	1	-	
All Colorado	15	27	84,213	84,254	69,390	74,864	84,000	88,457	108,826	11	70,146	107,384	2	3	-	1	-	
Arizona	1	3	-	-	-	-	-	-	-	0	-	-	1	3	-	0	-	
Utah	2	6	-	-	-	-	-	-	-	1	-	-	2	6	-	2	-	
Wyoming	1	1	-	-	-	-	-	-	-	1	-	-	1	1	-	0	-	
<b>IT Employment Size</b>																		
5-10 IT Employees	3	6	87,442	83,232	-	70,540	78,075	103,281	-	0	-	-	3	6	4,151	0	-	
11-20 IT Employees	5	5	73,973	73,973	-	61,500	77,250	84,808	-	3	63,263	89,723	1	1	-	1	-	
21-50 IT Employees	3	3	87,222	87,222	-	-	-	-	-	2	-	-	1	1	-	1	-	
51 or More IT Employees	8	23	86,664	86,297	69,714	80,353	85,765	89,203	106,438	8	70,181	110,220	1	5	-	1	-	

<b><u>Database Administrator/ Software Developer</u></b>		<b><u>2019 Market Midpoint =</u></b>	<b><u>41.78</u></b>
<b><u>STEP/LEVEL</u></b>	<b><u>HOURLY RATE</u></b>	<b><u>ANNUAL SALARY</u></b>	
1	35.52	73,876.16	
6	41.78	86,894.89	
11	48.06	99,958.39	

<b><u>Senior Systems Administrator</u></b>		<b><u>2019 Market Midpoint =</u></b>	<b><u>0.00</u></b>
<b><u>STEP/LEVEL</u></b>	<b><u>HOURLY RATE</u></b>	<b><u>ANNUAL SALARY</u></b>	
1	35.69	74,229.23	
6	41.97	87,292.94	
11	48.27	100,399.72	

<b><u>Systems Administrator Senior HDS PC Tech Systems Administrator/Support - Public Safety</u></b>		<b><u>2019 Market Midpoint =</u></b>	<b><u>37.78</u></b>
<b><u>STEP/LEVEL</u></b>	<b><u>HOURLY RATE</u></b>	<b><u>ANNUAL SALARY</u></b>	
1	32.12	66,815.03	
6	37.78	78,583.23	
11	43.45	90,382.07	

<b><u>Enterprise Application Analyst/ Administrator</u></b>		<b><u>2019 Market Midpoint =</u></b>	<b><u>41.71</u></b>
Created April 2019 - Benchmarked Against Employer's Council ERP Systems Analyst (Journey Level Wt Avg)			
<b><u>STEP/LEVEL</u></b>	<b><u>HOURLY RATE</u></b>	<b><u>ANNUAL SALARY</u></b>	
1	35.45	73,736.00	
6	41.71	86,757.00	
11	47.97	99,778.00	

# ROUTT COUNTY

**POSITION TITLE:** Enterprise Application Analyst/Administrator

*Created: 3/20/2019*

**FAMILY:** Professional/Technical

**SCALE:** TBD

**DEPARTMENT:** Information Technology

**FLSA STATUS:** TBD

**APPROVED:**

**DATE:**

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## **SUMMARY OF POSITION:**

This position is responsible for planning, configuring, supporting and maintaining Routt County's Enterprise Applications. This individual will act as the liaison between vendor, subject matter experts, end-user and county departments in implementing enterprise technologies throughout the organization. Duties 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 Management and Permitting System.

## **ESSENTIAL FUNCTIONS:**

- Plans, manages larger scale application related projects and leads project team, systems, processes and application enhancements/upgrades that have County-wide impact.
- Applies analytical and design methods to modify existing systems; evaluates vendor products for applicability to the County's needs, budget constraints, and business objectives.
- Provides customer support services. Accepts request for service, determines appropriate response, troubleshoots problems, refer issues to appropriate individuals for solution, follows up to assure problems have been resolved and maintains documentation.
  
- Builds successful working relationships across the organization, as well as with external customers, partners and vendors.
- Determines future growth requirements of the applications in areas such as database size, number of end-users and application functionality; works with other information technology professionals to address application capacity requirements.
- Assists in addressing key organizational business/technical issues with IT solutions.
- Assists in developing short-term and long-range planning.
- Works closely with internal staff to understand their business processes and leverage technology to support the respective lines of business.
- Analyzes computer systems and their components, workflow, and resource limitations to determine impacts, risks, and scope and cost estimates of requested changes and provides recommendations to customer.

## **OTHER RESPONSIBILITIES:**

- Ability to effectively interface with technical and nontechnical staff at all organizational level.
- Understands the workflow and business process requirements of complex application systems
- Demonstrated soft skills required such as presentation of ideas and clearly articulate the concepts to senior management.

- Work with the IT team to create operational and end-user policies, procedures and practices to best fulfill the IT Department's mission in a cost-effective, efficient and secure fashion.
- Contact and interface with software, hardware and service vendors on behalf of Routt County in order to obtain quality service and support.
- Maintains technology knowledge through continuing education, attending appropriate seminars and conferences.
- Communicate with County departments and employees to identify issues and solutions.
- Make decisions independently and provide advice and guidance related to IT matters.
- Attend meetings as required.
- Perform other job-related duties as assigned.

**TECHNICAL SKILLS:**

- Knowledge of the following applications, ERP, Land Management\Permitting, Collaboration Software such as Basecamp and Document Management Systems.
- Proficient with current Microsoft SQL databases, SQL query development and report writing.
- Strong project management skills.
- Strong organizational skills.
- Ability to handle multiple assignments at one time.
- Ability to communicate effectively both orally and in writing to convey technical information in an understandable manner.
- Ability to work effectively with the public, team members and County employees.
- Ability to work under deadlines with interruptions.
- Ability to troubleshoot, identify and solve software, database and other issues.

**EDUCATION, TRAINING AND EXPERIENCE LEVEL:**

Bachelor Degree in computer science or related field and a minimum of four years of hands-on experience in enterprise application administration, customer support, ERP systems, application databases and systems administration or a combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**LICENSES AND CERTIFICATIONS:**

Valid Colorado Drivers License in order to operate a County vehicle.

Microsoft and Cisco certifications as it relates to systems and network administration are desirable.

**WORKING ENVIRONMENT AND PHYSICAL EFFORT:**

See accompanying Essential Job Function and Physical Demands Checklist.

**ORGANIZATIONAL RELATIONSHIPS:** Reports to IT Director for supervisory functions and leads Application specific steering committees for direction and priorities.

**COMMUNICATIONS:** Communicate with employees and officials within Routt County and the City of Steamboat Springs. Other contacts include state and federal government agencies, computer software, hardware and service vendors and the general public.



**Database Administrator/  
Software Developer**

**2019 Market Midpoint = 41.78**

(2009 - Same as Systems Administrator)

(2009 - 2% across the board, no step increases)

(2009 - Effective 4/2/09 10% pay reduction)

(2010 - 10% pay reduction was reduced to a 5% pay reduction, no step increases)

(2011 - 2012 - Compensation remains at 2010 level, no step increases)

(2013 - Remaining 5% pay reduction returned. Compensation at 1/1/2009 level, no step increases)

(2014 - 2% across-the-board increase + 2014 step increase on DOM + up to 2 "catch-up steps if eligible)

(2015 - 2.8% across-the-board increase + 2015 step increase on DOM + up to 2 "catch-up steps if eligible)

(2016 - Salary Survey Results, limited to 15%, if applicable plus 1.5% across the board increase)

(2016 - 2016 step increase on DOM + final "catch-up" step on 1/1/16, if eligible)

(2017 - 2% across-the-board increase + 2017 step increase on DOM if eligible)

(2018 - 3% across-the-board increase + 2018 step increase on DOM if eligible)

(2019 - 3% across-the-board increase + 2019 step increase on DOM if eligible)

<b><u>STEP/LEVEL</u></b>	<b><u>HOURLY RATE</u></b>	<b><u>S/M SALARY</u></b>	<b><u>ANNUAL SALARY</u></b>
1	35.52	3,078.17	73,876.16
2	36.77	3,186.69	76,480.47
3	38.02	3,295.16	79,083.91
4	39.27	3,403.68	81,688.21
5	40.52	3,512.15	84,291.66
6	41.78	3,620.62	86,894.89
7	48.65	4,216.43	101,194.34
8	44.28	3,837.61	92,102.63
9	45.53	3,946.13	94,707.15
10	46.81	4,056.46	97,354.94
11	48.06	4,164.93	99,958.39