

MEETING AGENDA



District 1
Matthew Wilson

District 2
Raevan Howard
Alternate

District 3
Norman Crow

District 4
Lee Busby

District 5
Kip Tyner
Member

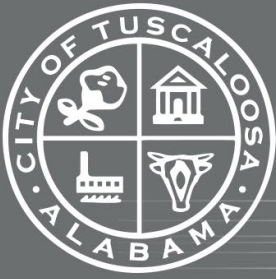
District 6
John Faile
Chairperson

District 7
Cassius Lanier
Vice Chairperson

Council Administration and Policy Committee Meeting Agenda

Tuesday, April 19, 2022 Daugherty Conference Room 4:00 p.m.

TOPIC	PRESENTER	SUPPORTING MATERIAL
Approval of Minutes		
NEW BUSINESS		
1. Transfer of sick time to SAIL for new employees from another RSA participating employer	LaShonda Kemp	
2. Create Solid Waste Truck Operator position	Selvin Greene LaShonda Kemp	3-6
3. Create Industrial Electrician, Senior position	Kevin Turner LaShonda Kemp	7-11
4. Create Facilities Maintenance Technician, Senior position	Kevin Turner LaShonda Kemp	12-16
5. Downgrade Director of Budgets & Strategic Planning	Carly Standridge Becky Scheeff LaShonda Kemp	17-23
6. Upgrade Associate Director of Budgets & Strategic Planning	Carly Standridge Becky Scheeff LaShonda Kemp	17-19, 24-27
7. Upgrade Associate Director of Accounting & Financial Reporting	Carly Standridge Becky Scheeff LaShonda Kemp	17-19, 28-31



MEETING AGENDA

8. Upgrade Director of Revenue Operations	Carly Standridge Becky Scheeff LaShonda Kemp	17-19, 32-35
9. Upgrade Associate Director of Revenue Operations	Carly Standridge Becky Scheeff LaShonda Kemp	17-19, 36-40
10. Create Director of Revenue Code Enforcement	Carly Standridge Becky Scheeff LaShonda Kemp	17-19, 41-44
11. Annexation and Deannexation discussion	Jimbo Woodson Zach Ponds	

ADJOURN



MEMORANDUM

TO: Walter Maddox, Mayor

THROUGH: LaShonda Kemp, Chief Human Resources Officer

FROM: Jeffrey Redding, Deputy Chief Human Resources Officer

DATE: April 7, 2022

SUBJECT: Solid Waste Truck Operator Job Classification

LaShonda Kemp
JR

IPS has requested the creation of a Solid Waste Truck Operator job classification at Pay Grade 11 in the city's pay plan. This job will combine the duties of the Automated Garbage Truck Operator with Equipment Operator, Senior positions assigned to recycling routes in Environmental Services. Subsequent employee reclassifications would follow with the approval of the new job class.

Per Section 19-54 (b) (1) of the City Code, new job classifications require Mayor and City Council approval to adopt in the City's pay plan. If you approve, this item will be placed on the next Administration and Policy Committee agenda for their consideration.

If you have any questions, please let me know.



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**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 0093
Grade: 11
FLSA: Non-Exempt**

SOLID WASTE TRUCK OPERATOR

SUMMARY

The purpose of this classification is to operate trucks and related motorized equipment along an assigned route to collect solid waste.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

- Operates an automated garbage truck to collect solid waste.
- Operates and maintains equipment of medium size, weight, and difficulty to include sanitation truck and knucklebooms.
- Inspects job sites for possible hazards prior to operating equipment.
- Operates the automated truck arm to collect garbage carts.
- Collects any waste that escapes the cart during collection.
- Retrieves garbage carts from homes with disabled service.
- Notifies dispatch and/or supervisor of any routes issues.
- Enters collection data into route management system.
- Enters potential code violations into route management system.
- Drives truck to landfill and safely ejects load; ensures compliance with landfill regulations.
- Performs pre- and post-trip vehicle safety inspections; performs routine maintenance; reports other maintenance needs to supervisor.
- Maintains fuel, oil, and other fluid levels.
- Greases arm, blade, tailgate, and other moving parts daily.
- Picks up, removes, and/or hauls trash, garbage and other debris.
- Maintains cleanliness of truck.

Must be able to safely operate trucks and related equipment during inclement weather and heavy traffic while obeying traffic laws, work safety policies, and city policies and procedures.

Knowledge of solid waste collection principles and practices, equipment operation principles, city and departmental safety policies and procedures, geography of the city to include street names and locations.

Operates a variety of other vehicles and equipment as assigned.

Prepares and/or receives forms, reports, and/or other documents; forwards as appropriate.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages and/or directs calls to appropriate personnel; responds to requests for service.

Responds to requests for information from officials, employees, the public or other individuals.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, and managers.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years. Must possess and maintain an Alabama Commercial Driver's License (CDL), Class B. This job classification is considered to be safety-sensitive and is subject to pre-employment and random drug screens.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of equipment, machinery and tools, which may include a sanitation truck, knuckleboom truck, dump truck, two-way radio, mechanics tools. Physical demand requirements for some positions within this classification may at times be at levels of those for heavy work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include work orders, maps, and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public.

LANGUAGE ABILITY: May require ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write basic job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. May require ability to speak with others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively basic mechanical and operational principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment, which may include standard measuring devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using medium to heavy equipment and to operate a motor vehicle.


MANUAL DEXTERITY: Requires the ability to handle a variety of items, medium to heavy equipment, motor vehicles, control knobs, switches, mechanics tools, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), approve this Classification Specification.



Walter Maddox, Mayor

4-7-22
Date



MEMORANDUM

TO: Walter Maddox, Mayor

THROUGH: LaShonda Kemp, Chief Human Resources Officer

FROM: Jeffrey Redding, Deputy Chief Human Resources Officer

DATE: March 23, 2022

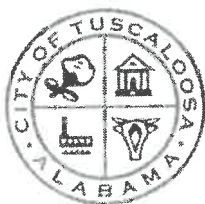
SUBJECT: Industrial Electrician, Senior Job Classification

Two handwritten signatures in blue ink. The top signature is 'LaShonda Kemp' and the bottom signature is 'Jeffrey Redding'.

IPS has requested the creation of an Industrial Electrician, Senior job classification at Pay Grade 20 in the city's pay plan. This job will provide existing employees a career pathway for obtaining required certifications and years of service to be promoted to the senior-level job.

Per Section 19-54 (b) (1) of the City Code, new job classifications require Mayor and City Council approval to adopt in the City's pay plan. If you approve, this item will be placed on the next Administration and Policy Committee agenda for their consideration.

If you have any questions, please let me know.



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**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 4095
Grade: 20
FLSA: Non-Exempt**

INDUSTRIAL ELECTRICIAN, SENIOR

SUMMARY

The purpose of this classification is to perform skilled work associated with installation, repair, and maintenance of electrical systems/equipment. Employees in this classification have achieved and maintained a specific level of competence, professionalism, commitment, and performance as an Industrial Electrician for the City of Tuscaloosa.

Must possess and maintain valid Airfield Lighting Maintenance certification, along with five years of experience as an Industrial Electrician with the City of Tuscaloosa to include meeting measurable performance standards.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Performs electrical work on city buildings, equipment, systems, and related facilities; installs, repairs, and maintains a variety of electrical systems and equipment; coordinates projects with other trade professionals, electrical utility company, or outside contractors as required.

Ensures that physical structures, equipment/system operations, and repair/maintenance activities are in compliance with all applicable codes, laws, rules, regulations, and specifications; initiates any actions necessary to correct deviations or violations.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Performs maintenance and repair of the airport runway lighting system at the Tuscaloosa National Airport; follows Federal Aviation Administration (FAA) standards and the techniques taught through the certification program(s).

Maintain and operate Tuscaloosa Amphitheater lighting control systems during events. Ensure proper stage voltage and amperage remain available during performances.

Responds to work orders or requests to conduct various repair/maintenance projects; calculates/estimates time and material needed to complete projects; plans work activities to minimize down time in offices, work areas, or public areas; conducts maintenance inspections of buildings, equipment, and facilities to identify necessary repairs; reports potentially hazardous or dangerous situations; responds to emergency situations.

Installs, repairs, replaces, and maintains a variety of electrical fixtures, systems, equipment, and related components in compliance with applicable codes.

Performs various skilled/semi-skilled tasks associated with installing, repairing, and maintaining electrical systems and equipment; troubleshoots electrical problems; builds and installs electrical services; troubleshoots and repairs problems in computer assisted lighting systems and larger motor control systems; repairs defective electrical systems; replaces

lighting control relays; replaces motors and pumps; installs sub-panels; installs/replaces indoor/outdoor lighting fixtures; installs/replaces electrical receptacles and light switches; installs wiring and conduits for electrical equipment; replaces breakers and fuses; replaces, light bulbs, ballasts, and batteries; maintains fire exit lights; welds/solders metal components.

Performs other skilled/semi-skilled tasks associated with facilities maintenance projects; helps maintain heating, air conditioning, and ventilation systems; repairs plumbing leaks; repairs commodes and urinals; replaces sinks; builds and repairs cabinets; hangs doors and installs door hardware; performs general preventive maintenance tasks.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a utility truck, air compressor, generator, pressure washer, pump, torch, saw, drill, drill press, conduit benders, cable/wire pullers, electrician tools, testing instruments, meters, gauges, circuit tracer, mechanic tools, plumbing tools, carpentry tools, ladder, or measuring devices.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, HVAC control system, e-mail, or other computer programs.

Tests continuity of circuits to ensure electrical compatibility and safety of components; inspects/tests machinery, equipment and parts for proper operations; makes appropriate adjustments, repairs, or replacements; reports problem situations.

Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, tools, and work areas in good condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Transports, loads and unloads various equipment and materials used in projects.

Monitors inventory levels of parts, equipment, tools, or supplies; ensures availability of adequate materials to conduct projects and work activities; initiates requests for new/replacement materials as needed.

Reviews, completes, processes, forwards, or retains as appropriate various forms, reports, correspondence, work orders, lighting control reports, electrical diagrams, mechanical diagrams, blueprints, specifications, codes, rules, regulations, policies, procedures, manuals, or other documentation.

Communicates with supervisor, employees, other departments, vendors/suppliers, service contractors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable codes, laws, and regulations; maintains an awareness of new materials, methods, trends and advances in the profession; attends workshops and training sessions as appropriate.

Must be available for call out 24 hours a day.

Provides technical supervision and instruction to Industrial Electricians.

Assists in implementing training program for Industrial Electricians.

Assists in creating, establishing, and maintaining standard operating procedures (SOPs).

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in day-to-day activities.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers and managers.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in electrical systems and industrial electrical maintenance; Five (5) years of experience as an Industrial Electrician with the City of Tuscaloosa to include meeting measurable performance standards. Must possess and maintain valid Airfield Lighting Maintenance certification. Must possess and maintain a valid Alabama driver's license. This job classification is considered to be safety-sensitive and is subject to pre-employment and random drug screens.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery, tools, and equipment, such as a utility truck, air compressor, generator, pressure washer, pump, torch, saw, drill, drill press, conduit benders, cable/wire pullers, electrician tools, testing instruments, meters, gauges, circuit tracer, mechanic tools, plumbing tools, carpentry tools, ladder, or measuring devices. Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

DATA CONCEPTION: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

INTERPERSONAL COMMUNICATION: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

LANGUAGE ABILITY: Requires the ability to read a variety of informational, electrical, and mechanical documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

VERBAL APTITUDE: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

NUMERICAL APTITUDE: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions;

may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items visually for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job-related equipment and in operating motor vehicles.

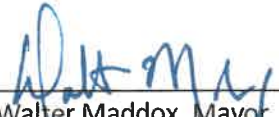
MANUAL DEXTERITY: Requires the ability to handle a variety of items, job-related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor

4-7-22
Date



MEMORANDUM

TO: Walter Maddox, Mayor

THROUGH: LaShonda Kemp, Chief Human Resources Officer

FROM: Jeffrey Redding, Deputy Chief Human Resources Officer

DATE: April 4, 2022

SUBJECT: Facilities Maintenance Technician, Senior Job Classification

Two handwritten signatures in blue ink. The first signature is 'LaShonda Kemp' and the second is 'Jeffrey Redding'.

IPS has requested the creation of a Facilities Maintenance Technician, Senior job classification at Pay Grade 19 in the city's pay plan. This job will provide existing employees a career pathway for obtaining required certifications and years of service to be promoted to the senior-level job.

Per Section 19-54 (b) (1) of the City Code, new job classifications require Mayor and City Council approval to adopt in the City's pay plan. If you approve, this item will be placed on the next Administration and Policy Committee agenda for their consideration.

Also, attached are some revisions to the Facilities Maintenance Technician job description. Per Section 19-54 (b) (3) of the City Code, the Mayor may approve changes to existing class specifications.

If you have any questions, please let me know.



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FACILITIES MAINTENANCE TECHNICIAN, SENIOR

SUMMARY

The purpose of this classification is to perform skilled, semi-skilled, and manual work associated with the repair and maintenance of city buildings, facilities, and equipment. Employees in this classification have achieved and maintained a specific level of competence, professionalism, commitment, and performance as a Facilities Maintenance Technician for the City of Tuscaloosa.

Must possess and maintain valid Refrigerant Recovery Certification, along with five (5) years of experience as a Facilities Maintenance Technician with the City of Tuscaloosa to include meeting measurable performance standards.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Performs routine building maintenance tasks in one or more fields (carpentry, electrical, HVAC, plumbing, etc.); coordinates projects with other trade professionals or outside contractors as required.

Ensures that physical structures, equipment/system operations, and repair/maintenance activities are in compliance with all applicable codes, laws, rules, regulations, and specifications; initiates any actions necessary to correct deviations or violations.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Responds to work orders or requests to conduct various repair/maintenance projects; calculates/estimates time and material needed to complete projects; plans work activities to minimize down time in offices, work areas, or public areas; conducts maintenance inspections of buildings, equipment, and facilities to identify necessary repairs; reports potentially hazardous or dangerous situations; responds to emergency situations.

Installs, repairs, and maintains a variety of heating, ventilation, air conditioning and refrigeration systems, electrical systems, and plumbing fixtures; refurbish, remodel, paint areas as needed.

Performs skilled/semi-skilled tasks associated with facilities maintenance projects; installs and repairs plumbing services; repairs plumbing leaks; repairs commodes and urinals; replaces sinks; hangs doors and installs door hardware; pulls wires and runs conduit; installs or removes modular furniture; replaces ceiling tiles; performs general maintenance and preventive maintenance tasks.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a utility truck, air compressor, generator, pressure washer, pump, refrigerant recovery machine, vacuum pump, torch, saw, drill, drill press, conduit benders, cable/wire pullers, electrician tools, testing instruments, meters, gauges, circuit tracer,

mechanic tools, plumbing tools, carpentry tools, painting tools, ladders, elevated work platforms, and/or measuring devices.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, HVAC control system, e-mail, or other computer programs.

Inspects/tests machinery, equipment and parts for proper operations; makes appropriate adjustments, repairs, or replacements; reports problem situations.

Performs general construction/carpentry/painting work which may include building/installing cabinets, rails, baseboards, and moldings; framing/completing small offices and tool rooms; replacing or installing flooring, doors, door knobs, locks, laminates; installing/finishing sheetrock; painting buildings; and repairing furniture.

Meets with department heads to discuss construction needs/problems; estimates job costs; orders materials and selects paint colors; assists with the management of large commercial projects; reads blueprints.

Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, tools, and work areas in good condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Transports, loads and unloads various equipment and materials used in projects.

Monitors inventory levels of parts, equipment, tools, or supplies; ensures availability of adequate materials to conduct projects and work activities; initiates requests for new/replacement materials as needed.

Prepares or completes various forms, reports, correspondence, work orders, parts requisitions, maintenance records, charts, graphs, diagrams, or other documents.

Reviews, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, work orders, lighting control reports, electrical diagrams, mechanical diagrams, blue prints, specifications, codes, rules, regulations, policies, procedures, manuals, catalogs, directories, reference materials, or other documentation.

Communicates with supervisor, employees, other departments, vendors/suppliers, service contractors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable codes, laws, and regulations; maintains an awareness of new materials, methods, trends and advances in the profession; attends workshops and training sessions as appropriate.

Must be available for call-out 24 hours a day.

Provides technical supervision and instruction to Facilities Maintenance Technicians.

Assists in implementing training program for Facilities Maintenance Technicians.

Assists in creating, establishing, and maintaining standard operating procedures (SOPs).

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in day-to-day activities.

Recommends policies and procedures that guide and support the provision of quality by the Department.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers and managers.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; preferably supplemented by vocational/technical training in industrial/commercial heating, ventilation and air conditioning (HVAC) system maintenance, electrical systems/equipment, plumbing and/or carpentry; Five (5) years of experience as a Facilities Maintenance Technician with the City of Tuscaloosa to include meeting measurable performance standards. Must possess and maintain valid Refrigerant Recovery Certification. Must possess and maintain a valid Alabama driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery, tools, and equipment, such as a utility truck, air compressor, generator, pressure washer, pump, refrigerant recovery machine, vacuum pump, torch, saw, drill, drill press, conduit benders, cable/wire pullers, electrician tools, testing instruments, meters, gauges, circuit tracer, mechanic tools, plumbing tools, carpentry tools, ladder, or measuring devices. Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

DATA CONCEPTION: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

INTERPERSONAL COMMUNICATION: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

LANGUAGE ABILITY: Requires the ability to read a variety of informational, electrical, and mechanical documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

VERBAL APTITUDE: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

NUMERICAL APTITUDE: Requires the ability to perform addition, subtraction, multiplication and division;

ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items visually for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job-related equipment and in operating motor vehicles.

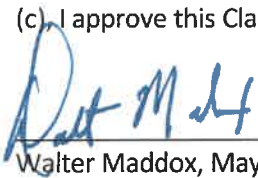
MANUAL DEXTERITY: Requires the ability to handle a variety of items, job-related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

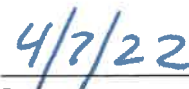
INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c) I approve this Classification Specification.



Walter Maddox, Mayor



Date



MEMORANDUM

TO: Walter Maddox, Mayor

THROUGH: LaShonda Kemp, Chief Human Resources Officer

FROM: Jeffrey Redding, Deputy Chief Human Resources Officer

DATE: March 23, 2022

SUBJECT: Accounting & Finance Job Changes

Handwritten signatures in black ink. The top signature is 'LaShonda Kemp' and the bottom signature is 'Jeffrey Redding'.

Accounting & Finance has requested the following job changes as summarized below and in the attached email. Class specification revisions are also attached for your approval.

- Downgrade Director of Budgets & Strategic Planning from Pay Grade 42 to 40.
- Upgrade Associate Director of Budgets & Strategic Planning from Pay Grade 33 to 36.
- Upgrade Associate Director of Accounting & Financial Reporting from Pay Grade 33 to 36.
- Upgrade Director of Revenue Operations from Pay Grade 38 to 40.
- Upgrade Associate Director of Revenue Operations from Pay Grade 33 to 36.
- Create Director of Revenue Code Enforcement at Pay Grade 40.

All of the above must be approved by the Mayor for placement on the Administration and Policy Committee agenda for their consideration. Council approval is required to change the pay grade and/or create new job classifications.

To indicate your approval, please sign the class specifications where flagged and return to me.



HUMAN RESOURCES

2201 University Blvd. • Tuscaloosa, AL 35401 • Phone 205-248-5230 • Fax 205-248-5795 • City Hall 205-248-5311

TUSCALOOSA.COM @TuscaloosaCity

Jeff Redding

From: LaShonda Kemp
Sent: Thursday, March 10, 2022 3:42 PM
To: Jeff Redding
Subject: Fwd: A&F Personnel changes - request for next admin committee
Attachments: TU-1021 Director of Budgets & Strategic Planning Adopted 102516 Revised 062221 - changes made BPS 3-4-22.doc; Form 35A - Director of Budgets & Strategic Planning.pdf; TU-1027 Associate Director of Budgets & Strategic Planning Adopted 081021 - changes made BPS 3-4-22.doc; Form 35A - AD Budgets & Strat Planning.pdf; TU-1026 Associate Director of Accounting & Financial Reporting Adopted 081021 - changes made BPS 3-4-22.doc; Form 35A - AD Acc & Fin reporting.pdf; TU-1042 Director of Revenue Operations Adopted 042319 Revised 081021 - changes made BPS 3-4-22.doc; Form 35A - Director of Revenue Operations.pdf; TU-1045 Associate Director of Revenue Operations Adopted 081021 - changes made BPS 3-4-22.doc; Form 35A - AD Revenue Operations.pdf; Director of Revenue Enforcement - NEW.doc

Jeff,

See the attached for processing.

Thanks,
LaShonda

Begin forwarded message:

From: Becky Scheeff <bscheeff@tuscaloosa.com>
Date: March 10, 2022 at 3:37:12 PM CST
To: LaShonda Kemp <lkemp@tuscaloosa.com>
Cc: Carly Standridge <cstandridge@tuscaloosa.com>
Subject: A&F Personnel changes - request for next admin committee

Good afternoon LaShonda,

I have made all of the changes to the job descriptions for the positions we discussed (see attached – changes have been tracked so that's it's clear what has been changed). Below is a breakdown of the changes there made and the items that we discussed would need to go to Council on the next Admin committee:

Changes made to job descriptions:

Director of Budgets and Strategic Planning:

- Downgraded to a 40
- Changed to "CPA preferred"
- Made a few changes to the duties of the position to fall more in line with what the position has been responsible for

Associate Director of Budgets and Strategic Planning:

- Upgraded to a 36

- Changed to “CPA preferred”

Associate Director of Accounting and Financial Reporting

- Upgraded to a 36
- Changed to “CPA preferred”
- * New position needs to be created using updated job description

Director of Revenue Operations

- Upgraded to a 40

Associate Director of Revenue Operations

- Upgraded to a 36

Director of Revenue Enforcement:

- Job description attached

Summary:

- Upgrading the Director of Revenue Operations from a 38 to a 40 – *Council approval needed*
- Upgrading the Associate Director of Revenue Operations from a 33 to a 36 – *Council approval needed*
- Upgrading the Associate Director of Accounting and Financial Reporting from a 33 to a 36 - *Council approval needed*
- Downgrading the Director of Budgets and Strategic Planning from a 42 to a 40 – *Council approval needed*
- Upgrading the Associate Director of Budgets and Strategic Planning from a 33 to a 36 - *Council approval needed*
- Adding “CPA Preferred” to all Director and Associate Director Positions (excluding Director of Accounting and Financial Reporting which is required) – *No Council approval needed*
- Creating a new Associate Director of Accounting and Financial Reporting – *Council approval needed*
- Creating a the Director of Revenue Enforcement – *Council approval needed*

I apologize, I know this is a lot of information so if something isn't clear or doesn't make sense, please don't hesitate to reach out to me.

Thank you,

Becky Scheeff, CPA

Deputy CFO

Accounting and Finance Department

City of Tuscaloosa

Office: 205-248-5192

Cell: 205-534-8569

bscheeff@tuscaloosa.com

The opinions expressed herein are my own and do not necessarily represent the City of Tuscaloosa. This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.

DIRECTOR OF BUDGETS AND STRATEGIC PLANNING

SUMMARY

The purpose of this classification is to provide financial, accounting, and analytical services for the Accounting and Finance Department and the City as a whole. This position is responsible for the oversight and coordination of the City's annual Citywide operating budget process; managing professional and clerical staff responsible for formulating projections and related management reports; oversight of the weekly finance agenda, preparing projections and quarterly analysis of capital and operating budgets; monthly revenue analyses and prjections; grants budgets; and capital asset accounting~~treasury management, debt administration; and accounting for the Fire and Police Pension Plan.~~ This position promotes and supports a culture of customer service in the Financial Budgets and Strategic Planning Division of the Accounting and Finance Department and assists the Deputy Chief Financial Officer and Chief Financial Officer on budget issues, policy decisions and recommendations to the City Council.

This classification is authorized to act on behalf of the Chief Financial Officer and/or Deputy Chief Financial Officer as directed.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Oversees and manages the Financial Budgets and Strategic Planning division of the Accounting and Finance Department which includes the oversight of the City's budgets and projections, grants budgeting, preparation of the weekly finance agenda, preparing projections and quarterly analysis of capital and operating budgets, monthly revenue analyses and projections, and capital asset accounting~~treasury management, debt administration, and accounting for the Fire and Police Pension Plan.~~

Provides financial advice, designs and conducts user training for financial systems and processes, tailoring such training and/or advice to the specific needs of the user.

Participates in the formulation and administration of financial planning and budget policies and procedures; develops, evaluates and implements internal controls; and oversees the creation and implementation of financial systems to improve the City's fiscal management capabilities and/or compliance with Federal, State, and Local ordinances or guidelines.

Ensures that staff in the division are cross-trained and empowers staff to continually take on more responsibility in an effort to grow professionally.

Works with and mentors staff to ensure organizational goals are accomplished; provides opportunities for training and professional development, decision making, participation and innovation; establishes work priorities and schedules; interprets City policies and procedures for staff; works with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

Effectively communicates with staff to ensure that new practices, processes and procedures are implemented appropriately.

Assists the Director of Accounting and Financial Reporting with the preparation of the City's ~~Comprehensive~~ Annual ~~Comprehensive~~ Financial Report (~~ACFR~~~~CAFR~~) and the annual external audit.

Updates job knowledge of and implements accounting processes and auditing regulations, including Generally Accepted Accounting Principles and Governmental Accounting Standards.

Acts as liaison to the external auditors, including providing them with necessary information and materials, orienting them to city staff and facilities, and providing them with the CAFR which they audit.

Prepares all documentation needed for council approval of the budget.

Supervises and monitors departmental budget performance; maintains fiscal control and accountability for budget expenditures; develops budget forecasts and reports; makes oral and written recommendations for fiscal affairs; supervises service contracts and agreements; and coordinates the development of performance measures and workload indicators.

Directs budget formulation, execution and research: estimates expenditures expected and analyzes records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred: develops, installs and maintains budgeting systems which provide control of expenditures made.

Conducts and coordinates complex analyses, such as research studies, feasibility studies, benchmarking studies, needs assessments, cost/benefit analysis, cross impact analysis and management studies, recalculations relative to the operations of the Accounting and Finance Department and any or all City operating units with a focus on fiscal impact; makes inferences and projections from written material and statistical data; prepares comprehensive detailed recommendations and reports.

Provides leadership and helps the Chief Financial Officer and the Deputy Chief Financial Officer set strategic direction of the Financial Planning division of the Accounting and Finance Department to achieve the city's social, economic, and environmental goals and to implement the work plan of the Accounting and Finance Department.

Listens, communicates and deals effectively with management, subordinates, representatives of other government agencies and the general public, researching as necessary to provide requested information.

Monitors internal controls related to the work performed by others inside and outside of the department. If necessary, works with Internal Auditors to help improve internal controls of the city.

Ensures follow up and implementation of external audit recommendations.

Participates with the Accounting and Finance Department, Information Technology Department, and other departments in the development of automated interfaces of independent applications to the accounting system.

~~Regarding financial reporting and accounting responsibilities, acts in place of Deputy Chief Financial Officer in his/her absence.~~

Fosters innovation by engaging new approaches, methods, and/or technologies; creates a work environment that encourages creative thinking and original ideas; and is receptive to new ideas.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in day-to-day activities.

Incorporates the core beliefs of the city within the Accounting and Financial Reporting Division of the Accounting and Finance Department in order to achieve the city's standard of excellence to be the most innovative and effectively-managed city.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers and managers.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance or related field and five years of professional accounting experience; OR a Master's degree in Accounting, Finance or related field and four years of professional accounting experience. Certification as a Certified Public Accountant ~~required~~ preferred. Must possess and maintain a valid driver's license. Preference given to candidates with governmental accounting and/or utility or enterprise accounting experience.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computers, printers, calculators, facsimile machines, and telephones. Physical demand requirements are at levels of those for sedentary work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include spreadsheets, flow charts, graphs, and complex financial data.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange financial and administrative information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with city officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of financial and accounting documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex accounting principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs; compute discounts, interest, profit and loss, ratio and proportion; perform calculations involving variables, formulas, square roots, and polynomials; perform statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques, factor analysis, and econometrics.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include automated office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

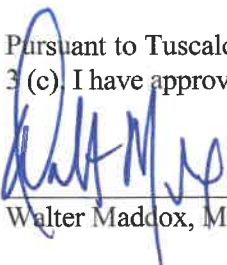
MANUAL DEXTERITY: May require the ability to handle a variety of items, computers, printers, calculators, facsimile machines, and telephones, control knobs, switches, etc. May require the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c) I have approved the underlined and/or struck through changes to this Classification Specification.


Walter Maddox, Mayor

Date

ASSOCIATE DIRECTOR OF BUDGETS & STRATEGIC PLANNING

SUMMARY

The purpose of this classification is to assist the Director of Budgets and Strategic Planning in providing financial, accounting, and analytical services for the Accounting and Finance Department and the City as a whole. This position will also assist the Director of Budgets and Strategic Planning in the oversight and coordination of the City's annual Citywide operating budget process; managing professional and clerical staff responsible for formulating projections and related management reports; assists with preparation of the weekly finance agenda; preparing projections and quarterly analysis of capital budgets; monthly revenue analyses and projections; grants budgeting; and capital asset accounting.

This classification ~~will~~ is authorized to act on behalf of the Director of Budgets and Strategic Planning as directed.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Assists the Director of Budgets and Strategic planning in overseeing and managing the ~~Financial-Budgets and Strategic~~ Planning division of the Accounting and Finance Department which includes the oversight of the City's budgets and projections, grants budgeting, preparation of the weekly finance agenda, preparing projections and quarterly analysis of capital and operating budgets, monthly revenue analyses and projections, and capital asset accounting.

Provides financial advice, designs and conducts user training for financial systems and processes, tailoring such training and/or advice to the specific needs of the user.

Assists the Director of Budgets and Strategic Planning in the formulation and administration of financial planning and budget policies and procedures; assists in developing, evaluating and implementing internal controls; and assists in overseeing the creation and implementation of financial systems to improve the City's fiscal management capabilities and/or compliance with Federal, State, and Local ordinances or guidelines.

Helps ensure that staff in the division are cross-trained and empowers staff to continually take on more responsibility in an effort to grow professionally.

Works with and mentors staff to ensure organizational goals are accomplished; provides opportunities for training and professional development, decision making, participation and innovation; establishes work priorities and schedules; interprets City policies and procedures for staff; works with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

Effectively communicates with staff to ensure that new practices, processes and procedures are implemented appropriately.

Assists the Director of Budgets and Strategic Planning and the Director of Accounting and Financial Reporting with the preparation of the City's Annual Comprehensive Financial Report (ACFR) and the annual external audit.

Updates job knowledge of and implements accounting processes and auditing regulations, including Generally Accepted Accounting Principles and Governmental Accounting Standards.

Assists the Director of Budgets and Strategic Planning in preparing all documentation needed for council approval of the budget.

Assists the Director of Budgets and Strategic Planning in budget formulation, execution and research; assists in estimating expenditures expected and in analyzing records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred.

Conducts and coordinates complex analyses, such as research studies, feasibility studies, benchmarking studies, needs assessments, cost/benefit analysis, cross impact analysis and management studies, recalculations relative to the operations of the Accounting and Finance Department and any or all City operating units with a focus on fiscal impact; makes inferences and projections from written material and statistical data; prepares comprehensive detailed recommendations and reports.

Listens, communicates and deals effectively with management, subordinates, representatives of other government agencies and the general public, researching as necessary to provide requested information.

Monitors internal controls related to the work performed by others inside and outside of the department. If necessary, works with Internal Auditors to help improve internal controls of the city.

Assists the Director of Budgets and Strategic Planning by ensuring that external audit recommendations are followed up on and implemented.

Participates with the Accounting and Finance Department, Information Technology Department, and other departments in the development of automated interfaces of independent applications to the accounting system.

Fosters innovation by engaging new approaches, methods, and/or technologies; creates a work environment that encourages creative thinking and original ideas; and is receptive to new ideas.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in day-to-day activities.

Incorporates the core beliefs of the city within the Accounting and Financial Reporting Division of the Accounting and Finance Department in order to achieve the city's standard of excellence to be the most innovative and effectively-managed city.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers and managers.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance or related field and five years of professional accounting experience; OR a Master's degree in Accounting, Finance or related field and four years of professional accounting experience. Certification as a Certified Public Accountant preferred. Must possess and maintain a valid driver's license. Preference given to candidates with governmental accounting and/or utility or enterprise accounting experience.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computers, printers, calculators, facsimile machines, and telephones. Physical demand requirements are at levels of those for sedentary work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include spreadsheets, flow charts, graphs, and complex financial data.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange financial and administrative information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with city officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of financial and accounting documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex accounting principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs; compute discounts, interest, profit and loss, ratio and proportion; perform calculations involving variables, formulas, square roots, and polynomials; perform statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques, factor analysis, and econometrics.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment that may include automated office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

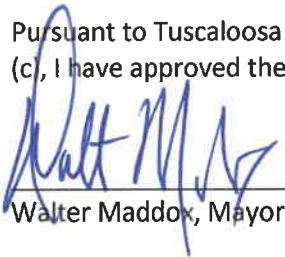
MANUAL DEXTERITY: May require the ability to handle a variety of items, computers, printers, calculators, facsimile machines, and telephones, control knobs, switches, etc. May require the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I have approved the underlined and/or struck through changes to this Classification Specification.



Walter Maddox, Mayor

Date

ASSOCIATE DIRECTOR OF ACCOUNTING & FINANCIAL REPORTING

SUMMARY

The purpose of this classification is to assist the Director of Accounting and Financial Reporting in providing financial, accounting, and analytical services for the Accounting and Finance Department and the City as a whole. This position will also assist in overseeing the professional and clerical staff responsible for the City's general ledger operations, accounts payable, payroll, grants accounting and reporting, treasury management, debt administration, financial reporting and the preparation of the City's Annual Comprehensive Financial Report. This position will also assist the Director of Accounting and Financial Reporting in providing financial information and accounting expertise to city departments, providing oversight of the decentralized accounting functions of the City, participating in the development of accounting system interfaces, and performing additional duties as required.

This classification will act on behalf of the Director of Accounting and Financial Reporting as directed.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Assists the Director of Accounting and Financial Reporting in overseeing and managing the Accounting and Financial Reporting division which includes the maintenance of a wide variety of complex accounting records and subsidiary records and systems.

Participates in the formulation and administration of accounting, auditing and budget policies and procedures; assists in developing, evaluating and implementing internal controls; and assists in overseeing the creation and implementation of accounting systems to improve the City's fiscal management capabilities and/or compliance with Federal, State, and Local ordinances or guidelines.

Helps ensure that staff in the division are cross-trained and empowers staff to continually take on more responsibility in an effort to grow professionally.

Works with and mentors staff to ensure organizational goals are accomplished; provides opportunities for training and professional development, decision making, participation and innovation; establishes work priorities and schedules; interprets City policies and procedures for staff; works with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

Effectively communicates with staff to ensure that new practices, processes and procedures are implemented appropriately.

Assists the Director of Accounting and Financial Reporting with compiling the City's Annual Comprehensive Financial Report (ACFR) and helps prepare all relevant supporting documentation.

Updates job knowledge of and implements accounting processes and auditing regulations, including Generally Accepted Accounting Principles and Governmental Accounting Standards.

Assists the Director of Accounting and Financial Reporting in preparing and/or coordinating the preparation of all work papers for the external audit.

Submits the ACFR to the GFOA Certificate of Achievement for Excellence in Financial Reporting Program.

Assists the Director of Accounting and Financial Reporting in Coordinating with external auditors in preparing the presentation for the Finance Committee meeting at the conclusion of the audit; assists in preparing all documentation needed for the Finance Committee meeting.

Assists the Director of Accounting and Financial Reporting in preparing all documentation needed for council approval of the audit.

Assists the Director of Accounting and Financial Reporting in coordinating the year-end accounting process with both internal staff and staff in other city departments by providing year-end training sessions, monitoring year-end task lists for departments and individuals, and developing and monitoring appropriate deadlines for task completion to keep the process on time.

Provides project management expertise to facilitate the financial coordination and implementation of approved capital projects; monitoring of procedures and methods used in recording project data in the Project Management module of the accounting system; preparation of oral and written findings and recommended actions.

Conducts and coordinates complex analyses, such as research studies, feasibility studies, benchmarking studies, needs assessments, cost/benefit analysis, cross impact analysis and management studies, recalculations relative to the operations of the Accounting and Finance Department and any or all City operating units with a focus on fiscal impact; makes inferences and projections from written material and statistical data; prepares comprehensive detailed recommendations and reports.

Listens, communicates and deals effectively with management, subordinates, representatives of other government agencies and the general public, researching as necessary to provide requested information.

Responds to financial requests for information from city departments. This includes the following: (1) Provides expertise in areas such as enterprise fund accounting, explaining financial reports, reconciling general ledger accounts, and recording complex accounting entries (2) Provides recommendations to properly account for any unusual or infrequent transactions (3) Provides general accounting assistance to various personnel of the city (4) Researches and synthesizes information for reports and recommendations (5) Provides coordination between budgetary and accounting functions.

Monitors and approves accounting transactions and performs the monthly close of the accounting system. Ensures the proper review of all journal entries is performed.

Monitors internal controls related to the work performed by others inside and outside of the department. If necessary, works with Internal Auditors to help improve internal controls of the city.

Assists the Director of Accounting and Financial Reporting by ensuring that external audit recommendations are followed up on and implemented.

Helps maintain the general ledger and transaction code structures in the accounting system.

Monitors and trains City departments on grant management, ensuring City complies with all A-133 requirements.

Participates with the Accounting and Finance Department, Information Technology Department, and other departments in the development of automated interfaces of independent applications to the accounting system.

Incorporates the core beliefs of the city within the Accounting and Financial Reporting Division of the Accounting and Finance Department in order to achieve the city's standard of excellence to be the most innovative and effectively-managed city.

Fosters innovation by engaging new approaches, methods, and/or technologies; creates a work environment that encourages creative thinking and original ideas; and is receptive to new ideas.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in day-to-day activities.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers and managers.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance or related field and five years of professional accounting experience; OR a Master's degree in Accounting, Finance or related field and four years of professional accounting experience. Certification as a Certified Public Accountant preferred. Must possess and maintain a valid driver's license. Preference given to candidates with governmental accounting and/or utility or enterprise accounting experience.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computers, printers, calculators, facsimile machines, and telephones. Physical demand requirements are at levels of those for sedentary work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include spreadsheets, flow charts, graphs, and complex financial data.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange financial and administrative information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with city officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of financial and accounting documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex accounting principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs; compute discounts, interest, profit and loss, ratio and proportion; perform calculations involving variables, formulas, square roots, and polynomials; perform statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques, factor analysis, and econometrics.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment that may include automated office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

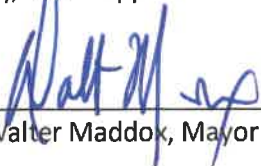
MANUAL DEXTERITY: May require the ability to handle a variety of items, computers, printers, calculators, facsimile machines, and telephones, control knobs, switches, etc. May require the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I have approved the underlined and/or struck through changes to this Classification Specification.



Walter Maddox, Mayor

3/24/2022
Date

DIRECTOR OF REVENUE OPERATIONS

SUMMARY

The purpose of this classification is to provide managerial, administrative, financial, operational and analytical services for the Accounting and Finance Department. This position is responsible for oversight and daily operations of the department's Revenue Division.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Plans, coordinates and oversees daily operations and activities of the Revenue Division of the Accounting and Finance Department; assigns work and develops schedules to ensure adequate coverage; monitors status of work in progress; reviews/inspects completed work to ensure compliance with office policies, procedures, and applicable laws.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; trains new personnel; provides direction and technical expertise to other staff members.

Assists the Deputy Chief Financial Officer with the development of management and operational plans and goals for the Revenue Division; provides budgetary input.

Develops and implements delinquent collection policies, procedures, and standards, with approval of Deputy Chief Financial Officer; verifies and monitors the city's collection procedures to ensure compliance with federal, state, and city revenue laws/rulings.

Monitors the Accounts Receivable Aging report and payment activity on promissory notes. Coordinates with the Billing and Collections Manager in communicating the status of accounts to the respective departments on a monthly basis.

Negotiates settlements with delinquent taxpayers regarding amounts due to the City; determines payment terms, creates promissory notes and obtains approval and sign-offs on all related documentation from the Deputy Chief Financial Officer.

Oversees and manages the employee time and attendance system for the department to include accurate reporting and tracking of employee absences, leave management, timecards, and payroll.

Assists the Deputy Chief Financial Officer in ensuring that all city revenue laws, ordinances, policies, and procedures are in compliance with applicable state/federal codes and regulations; assists in the initiation of any

actions necessary to correct deviations or violations; conceives, researches, analyzes and composes revenue ordinances and resolutions; researches laws, ordinances rulings court decisions and cases on appeal; interprets revenue codes, ordinances, regulations and policies; determines if codes/ordinances can be applied to business in question or used as basis of support for a particular audit decision.

Works with the Director of Budgets and Strategic Planning in preparing the annual general fund and water and sewer fund budgets for the Revenue Division of the Accounting and Finance Department; monitors and controls expenditures within budgeted limits; and monitoring revenue collection percentages.

Assists the Deputy Chief Financial Officer in the preparation or completion of various forms, reports, correspondence, delinquent license reports, complaints, depositions, taxpayer records, citations, final notices, spreadsheets, or other documents.

Receives various forms, reports, correspondence, lists, delinquent reports, subcontractor sheets, license notices, tax forms, account/payment histories, revenue reports, renewal notices, license file cards, legislative updates, codes, journals, periodicals, maps, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Oversees assignment and maintenance of departmental vehicles.

Develops and maintains cooperative and courteous relationships with officials, other departments, representatives from businesses, and the public to maintain good will toward the city and to project/promote a positive department image; interacts with various department heads, supervisors, employees, and the public to ensure compliance with all revenue-related regulations and ordinances; educates the public in tax and revenue related matters; prepares/presents informative lectures on license requirements and compliance at various public meetings; consults with taxpayers, public officials, businesses, and other city departments to explain revenue procedures and answer questions.

Communicates with supervisor, employees, other departments, city officials, taxpayers, business owners, accountants, lawyers, taxing authorities, local/state/federal agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Assists the Deputy Chief Financial Officer with the oversight and maintenance of confidentiality of all financial and other restricted information relating to business license and/or tax accounts.

Maintains a comprehensive, current knowledge of applicable laws/regulations and city/state revenue and tax codes and ordinances; monitors status of pending litigation, proposed legislation, and changes in legislation; maintains knowledge of area maps; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Recommends policies and procedures that guide and support the provision of quality services by the Department and assists in the development and documentation of departmental SOPs (standard operating procedures).

Incorporates continuous quality improvement principles in day-to-day activities.

Incorporates the core beliefs of the city within the Accounting and Finance Department in order to achieve the city's standard of excellence to be the most innovative and effectively-managed city.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance or related field required; five years of experience in municipal revenue laws and procedures, tax processing, accounts receivable, and billing and collections. Must be certified by the Alabama Municipal Revenue Officers Association as a Certified Municipal Revenue Officer. Must obtain within a reasonable time, not to exceed four (4) years from date of hire, and thereafter, maintain a valid Revenue Examiner certification. Certification as a Certified Public Accountant preferred. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computers, printers, calculators, facsimile machines, and telephones. Physical demand requirements are at levels of those for sedentary work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include spreadsheets, flow charts, graphs, and complex financial data.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange financial and administrative information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with city officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of financial and accounting documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex accounting principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs; compute discounts, interest, profit and loss, ratio and proportion; perform calculations involving variables, formulas, square roots, and polynomials; perform statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques, factor analysis, and econometrics.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment that may include automated office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

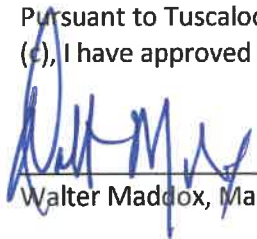
MANUAL DEXTERITY: May require the ability to handle a variety of items, computers, printers, calculators, facsimile machines, and telephones, control knobs, switches, etc. May require the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I have approved the underlined and/or struck through changes to this Classification Specification.



Walter Maddox, Mayor

Date

ASSOCIATE DIRECTOR OF REVENUE OPERATIONS

SUMMARY

The purpose of this classification is to assist the Director of Revenue Operations in the managerial, administrative, financial, operational, and analytical services for the Accounting and Finance Department. This position will assist in the oversight and daily operations of the department's Revenue Division.

This classification will act on behalf of the Director of Revenue Operations in their absence and as directed.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Assists the Director of Revenue Operations with planning, coordinating and overseeing daily operations and activities of the Revenue Division of the Accounting and Finance Department; assists in assigning work and developing schedules to ensure adequate coverage; assists in monitoring status of work in progress; reviews/inspects completed work to ensure compliance with office policies, procedures, and applicable laws.

Evaluates all Revenue Division policies, procedures, and processes to ensure maximum effectiveness, efficiency, and quality are achieved and that the highest caliber customer service is consistently delivered to all agencies, departments, taxpayers, and the public at large.

Assists the Director of Revenue Operations with the design, implementation, and oversight of new applications, policies, procedures, and processes necessary for the continual improvement of the Revenue Division.

Assists in guiding and directing the audit, billing, collections, delinquent, and enforcement processes of the Revenue Division to ensure that they meet the City's standard of excellence.

Assists the Director of Revenue Operations and the Director of Budgets and Strategic planning with data analysis necessary for the annual budget process, monthly revenue reports, the year end audit, and any special projects or requests that may arise

Continually monitors the billing and collection processes to identify and correct any errors that may arise in the normal course of business to ensure that the City's financial standing is accurately reflected in our accounting records; designs and implements new processes as needed to reduce posting errors

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; trains new personnel; provides direction and technical expertise to other staff members.

Develops, implements, and manages the audit desk review program.

Reviews audit work paper files, discusses audit findings with auditors, concurs or amends auditors' findings, and approves issuance of preliminary assessments against taxpayers.

Trains, counsels, and supervises the business tax auditors on staff.

Perpetually improves and oversees the audit selection process.

Assigns, supervises, and reviews business license, sales, use, rental, lodging, and tobacco tax audits.

Seeks, develops and implements innovative audit procedures.

Manages and oversees collection of any audit assessments and payment arrangements.

Assigns, supervises, and reviews audits received from external government agencies.

Serves as the point of contact for the State of Alabama and Tuscaloosa County revenue departments concerning audit activities.

Serves as the first point of contact for any questions, issues, or contentions that arise in the Audit section.

Responsible for escalating any relevant issues to the Director of Revenue Operations.

Serves as the point of contact for the Billing and Collection and Compliance and Enforcement sections of the Revenue Division in coordinating revenue activities.

Provides financial and analytical services to stakeholders both internal and external to the Accounting and Finance Department.

Develops processes and key metrics to track the effectiveness and efficiency of audit activities and revenue operations as a whole; reports to management.

Works hand-in-hand with the Director of Revenue Operations to drive innovation and continuous improvement throughout Revenue activities.

Provides revenue data and analysis to the Director of Revenue Operations.

Collaborates with the Director of Revenue Operations and the Director of Budgets and Strategic Planning to align revenue activities with the City's strategic plan.

Recommends policies, procedures, and municipal code changes that support audit activities, revenue collection, and the city's strategic plan.

Assists the Director of Revenue Operations in the preparation or completion of various forms, reports, correspondence, delinquent license reports, complaints, depositions, taxpayer records, citations, final notices, spreadsheets, or other documents.

Develops and maintains cooperative and courteous relationships with officials, other departments, representatives from businesses, and the public to maintain good will toward the city and to project/promote a positive department image; interacts with various department heads, supervisors, employees, and the public to ensure compliance with all revenue-related regulations and ordinances; educates the public in tax and revenue related matters; prepares/presents informative

lectures on license requirements and compliance at various public meetings; consults with taxpayers, public officials, businesses, and other city departments to explain revenue procedures and answer questions.

Communicates with supervisor, employees, other departments, city officials, taxpayers, business owners, accountants, lawyers, taxing authorities, local/state/federal agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Assists the Director of Revenue Operations with the oversight and maintenance of confidentiality of all financial and other restricted information relating to business license and/or tax accounts.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations and new standards in auditing; reads professional literature; attends professional training and development; and maintains professional affiliations

Performs duties of staff members in their absence.

Performs miscellaneous tasks, which may include issuing business licenses, assisting taxpayers with completion of tax forms and license notices, updating account data in revenue computer system, typing documents, or answering telephone calls.

Operates a motor vehicle to conduct work activities.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Incorporates continuous quality improvement principles in day-to-day activities.

Incorporates the core beliefs of the city within the Accounting and Finance Department in order to achieve the city's standard of excellence to be the most innovative and effectively-managed city.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance or related field required; two years of experience in municipal revenue laws and procedures, tax processing, accounts receivable, and billing and collections and audit and business examination procedures and reporting. Must be certified by the Alabama Municipal Revenue Officers Association as a Certified Municipal Revenue Officer. Must obtain within a reasonable time, not to exceed four (4) years from date of hire, and thereafter, maintain a valid Revenue Examiner certification. Must possess and maintain a valid driver's license. Certification as a Certified Public Accountant preferred.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computers, printers, calculators, facsimile machines, and telephones. Physical demand requirements are at levels of those for sedentary work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include spreadsheets, flow charts, graphs, and complex financial data.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange financial and administrative information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with city officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of financial and accounting documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex accounting principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs; compute discounts, interest, profit and loss, ratio and proportion; perform calculations involving variables, formulas, square roots, and polynomials; perform statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques, factor analysis, and econometrics.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment that may include automated office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

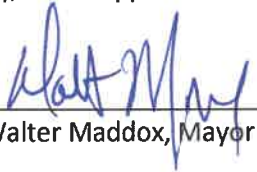
MANUAL DEXTERITY: May require the ability to handle a variety of items, computers, printers, calculators, facsimile machines, and telephones, control knobs, switches, etc. May require the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I have approved the underlined and/or struck through changes to this Classification Specification.



Walter Maddox, Mayor

Date

DIRECTOR OF REVENUE CODE ENFORCEMENT

SUMMARY

The purpose of this classification is to provide managerial, administrative, financial, analytical and revenue enforcement services for the Accounting and Finance Department. This position is responsible for oversight and enforcement of City of Tuscaloosa and State of Alabama Tax code for the Revenue division within the Accounting and Finance Department.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Ensures all city revenue laws, ordinances, policies, and procedures are in compliance with applicable state/federal codes and regulations; initiates any actions necessary to correct deviations or violations; conceives, researches, analyzes and composes revenue ordinances and resolutions; researches laws, ordinances rulings court decisions and cases on appeal; interprets revenue codes, ordinances, regulations and policies; determines if codes/ordinances can be applied to business in question or used as basis of support for a particular audit decision.

Consults with city council, mayor, office of the city attorney, internal auditors, department heads, municipal taxing authorities, and other officials to review/resolve problems, develop long-term plans, receive advice/direction and provide recommendations and technical expertise; prepares revenue related reports as requested by city council or mayor; proposes changes, modifications, and improvements to the revenue code to the city council, mayor, city attorneys, and business representatives; advises and presents recommendations to city officials as to potential new sources of revenue.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; trains new personnel; provides direction and technical expertise to other staff members.

Assists the Director of Revenue Operations with the development of management and operational plans and goals for the Revenue Division; provides budgetary input.

Reviews audit work paper files, discusses audit findings with auditors, concurs or amends auditors' findings, and approves issuance of preliminary assessments against taxpayers.

Researches applicable facts and formulates decisions regarding taxpayer requests for waiver of penalty and/or interest assessments.

Acts as hearing officer for audit appeals; reviews audit work papers and supporting documentation; substantiates audit findings; ascertains facts presented by taxpayer in support of appeal; decides for or against taxpayer's claim at

conclusion of hearing based on evidence presented at hearing; approves and authorizes issuance of final assessments against taxpayer at conclusion of appeal process or if preliminary assessment was not contested by taxpayer.

Represents the city in civil litigation regarding revenue issues; participates in all phases of litigation from trial preparation to giving sworn testimony.

Negotiates settlements with delinquent taxpayers regarding amounts due the City; creates promissory notes and determines payment terms.

Receives various forms, reports, correspondence, collection reports, delinquent reports, requests for waiver of interest/penalty, audit work papers/reports, requests for audit assessment appeal, budget reports, statistical data, license notices, affidavits, tax forms, legislative updates, codes, regulations, periodicals, zoning maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Prepares or completes various forms, reports, correspondence, budget requests, revenue forecasts/comparisons, collection reports, agency allocation breakdowns, or other documents.

Develops and maintains cooperative and courteous relationships with officials, other departments, representatives from businesses, and the public to maintain good will toward the city and to project/promote a positive department image; consults with citizens to explain revenue ordinances, hear complaints, and investigate potential ordinance violations.

Communicates with employees, other departments, city officials, taxpayers, business owners, accountants, attorneys, taxing authorities, local/state/federal agencies, the public, civic organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings, makes speeches or presentations and serves on various committees as needed; serves as active member of various governmental and professional boards/committees; makes presentations and conducts lectures on revenue issues to various professional and municipal organizations.

Oversees and maintains confidentiality of all financial and other restricted information relating to taxpayer accounts.

Maintains a comprehensive, current knowledge of applicable laws/regulations and city/state revenue and tax codes; monitors status of pending litigation, proposed legislation, and changes in legislation; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends seminars, workshops, and training sessions as appropriate.

Recommends policies and procedures that guide and support the provision of quality services by the Department and assists in the development and documentation of departmental SOPs (standard operating procedures).

Incorporates continuous quality improvement principles in day-to-day activities.

Incorporates the core beliefs of the city within the Accounting and Finance Department in order to achieve the city's standard of excellence to be the most accountable, innovative and effectively-managed city in the United States.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance or related field required; five years of experience in municipal revenue laws and procedures, tax processing, accounts receivable, and billing and collections. Minimum two years supervisory experience. Must be certified by the Alabama Municipal Revenue Officers Association as a Certified Municipal Revenue Officer. Must obtain within a reasonable time, not to exceed four (4) years from date of hire, and thereafter, maintain a valid Revenue Examiner certification. Must possess and maintain a valid driver's license. Certification as a Certified Public Accountant preferred.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computers, printers, calculators, facsimile machines, and telephones. Physical demand requirements are at levels of those for sedentary work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include spreadsheets, flow charts, graphs, and complex financial data.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange financial and administrative information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with city officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of financial and accounting documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex accounting principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs; compute discounts, interest, profit and loss, ratio and proportion; perform calculations involving variables, formulas, square roots, and polynomials; perform statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques, factor analysis, and econometrics.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment that may include automated office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: May require the ability to handle a variety of items, computers, printers, calculators, facsimile machines, and telephones, control knobs, switches, etc. May require the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor

Date