



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: John Buchanan

MEETING DATE: 6/2/2022

AGENDA SECTION: CONSENT

DEPARTMENT: Finance

TITLE OF ITEM: Approval of Utility Billing Analyst Position and Job Description— *John Buchanan, Finance Director*

SUGGESTED MOTION(S):

I move City Council approve the position job description for the Utility Billing Analyst as presented effective retroactively to May 9, 2022.

SUMMARY:

Staff is requesting approval of the job description for a new position. The new position will provide an opportunity to review billing and account information in greater detail than is currently possible. The position will not increase the current number of employees as it will be filled by reallocating one of the existing billing positions to this role. The Utility Billing Analyst will be a grade 13, and the current Utility Billing Specialist I will be a grade 11 next year.

BUDGET IMPACT: Approximately \$1,200

Is this expenditure approved in the current fiscal year budget? Budget is available

If no, describe how it will be funded. EnterTextHere

ATTACHMENTS:

Utility Billing Analyst Job Description