



# Agenda Report

**MEETING DATE:** Wednesday, April 21, 2021

**TO:** Personnel Commission

**FROM:** ADMINISTRATIVE SERVICES DIRECTOR CZERWIN

**SUBJECT:** APPROVAL AND AUTHORIZATION OF A NEW ASSISTANT  
FINANCE MANAGER JOB CLASSIFICATION

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## **STATEMENT OF ISSUES:**

Reinstating and retitling of previously repealed Assistant Finance Office position to better reflect new desired organizational structure of the Finance Department

## **RECOMMENDED ACTION:**

It is recommended that the Personnel Commission approve and recommend to the City Council authorization of the new job classification and job description for Assistant Finance Manager at salary range \$48.02-\$61.28 per hour and \$8,322.86-\$11,153.42 per month.

## **DISCUSSION:**

The Finance Department is restructuring after position reductions and a pivotal department retirement. In late 2019 the department updated the Assistant Finance Director position and rescinded the Assistant Finance Officer position in anticipation of the retirement of the person who had sat in the number two position in the department for over 20 years. The department had previously been structured with an Assistant Finance Director and two Senior Financial Analysts. With that retirement and the ensuing budget cuts that occurred at the beginning of 2020 with the pandemic the department was forced to reduce one of those Senior Financial Analyst positions. This forced the department to restructure work and resulted in the remaining Senior Financial Analyst to work consistently at a higher level of analytic difficulty and management and oversight of lower level positions that had previously been expected. We are therefore requesting essentially the reinstatement of the Assistant Finance Officer position but with an update in the job title to Assistant Finance Manager and job description to better match current duties. The salary range being requested is the same as the previously repealed position.

## **Assistant Finance Manager**

The Assistant Finance Manager is single-position class at the management level and performs diverse and specialized finance and accounting work that is complex and involves significant accountability and decision-making responsibility. This class is responsible for supervising staff and managing areas such as budget, accounts receivables, payroll, accounts payable,

general ledger, grant accounting, fixed asset accounting, enterprise fund accounting, purchasing and other accounting related activities for all City funds.

***Salary***

The salary requested for this position is the same as the previously repealed position, a salary range of \$48.02-\$61.28 per hour and \$8,322.86-\$11,153.42 per month.

**STRATEGIC PLAN:**

02-Fiscal Health – This request assists with the Fiscal Health of the City by allowing the department to restructure at a reduced level of positions.

**FINANCIAL IMPACT:**

The new position represents a \$14,119 increase, at top step, above the department's existing Senior Financial Analyst Position and will be subject to approval in the proposed FY 2021-22 budget process.

**ALTERNATIVE ACTION:**

The Commission may deny this request.

**ATTACHMENTS AND/OR REFERENCES (If any):**

1. Proposed Job Descriptions for:
  - Assistant Finance Manager