



Agenda Report

MEETING DATE: Tuesday, April 27, 2021

TO: City Council

FROM: PERSONNEL COMMISSION
ADMINISTRATIVE SERVICES DIRECTOR CZERWIN

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

STATEMENT OF ISSUES:

Implement new desired organizational structure of the Finance Department by creation of a new job classification.

RECOMMENDED ACTION:

It is recommended that the City Council approve 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 In late 2019 the department updated the Assistant Finance Director position and rescinded the Assistant Finance Officer position in anticipation of the retirement of the person who had sat in the number two position in the department for over 20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 Officer 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 the 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. Therefore, it is recommended that the proposed Assistant Finance Manager classification and job description are approved to better match current duties. This position will be placed at 11.7% above the Senior Financial Analyst position. The Personnel Commission considered this action at its April 21, 2021 and recommends City Council approval.

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 a 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 an annual \$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 City Council may deny this request.

ATTACHMENTS AND/OR REFERENCES (If any):

None.