

MEETING DATE: 3/26/07

AGENDA ITEM: Consideration of a Resolution to Approve the Classification Specification and Salary Plan for Chief Financial Officer and Rescind Exhibit A of Resolution 2006-R075

ATTACHMENTS

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NOW, THEREFORE, the City Council of the City of Culver City, California,
DOES HEREBY RESOLVE as follows:

2. Resolution 2006-R075 is hereby rescinded effective March 26, 2007.
3. The City Treasurer is hereby directed to adjust and pay salaries of the City employee in accordance with the Classification and Salary Plan adopted and approved by this Resolution, effective March 26, 2007.

APPROVED and ADOPTED this _____ day of _____ 2007.

ATTEST:

APPROVED AS TO FORM:

CAROL A. SCHWAB
City Attorney



CLASSIFICATION AND SALARY PLAN

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Accounting Division Manager	MGMT	544	A	PRA003	37.428	6,487.52	77,850.24
		544	B	PRA003	39.340	6,818.93	81,827.20
		544	C	PRA003	41.351	7,167.51	86,010.08
		544	D	PRA003	43.464	7,533.76	90,405.12
		544	E	PRA003	45.685	7,918.73	95,024.80
Asst City Attorney	MGMT	604	A	OAS002	50.473	8,748.65	104,983.84
		604	B	OAS002	53.052	9,195.68	110,348.16
		604	C	OAS002	55.763	9,665.59	115,987.04
		604	D	OAS002	58.612	10,159.41	121,912.96
		604	E	OAS002	61.607	10,678.55	128,142.56
Asst City Manager	MGMT	619	A	OAE015	54.391	9,427.77	113,133.28
		619	B	OAE015	57.170	9,909.47	118,913.60
		619	C	OAE015	60.093	10,416.12	124,993.44
		619	D	OAE015	63.164	10,948.43	131,381.12
		619	E	OAE015	66.390	11,507.60	138,091.20
Asst City Prosecutor	MGMT	568	A	PRL001	42.184	7,311.89	87,742.72
		568	B	PRL001	44.340	7,685.60	92,227.20
		568	C	PRL001	46.605	8,078.20	96,938.40
		568	D	PRL001	48.987	8,491.08	101,892.96
		568	E	PRL001	51.490	8,924.93	107,099.20
Asst Equip Maint Manager	MGMT	518	A	OAS008	32.879	5,699.03	68,388.32
		518	B	OAS008	34.560	5,990.40	71,884.80
		518	C	OAS008	36.326	6,296.51	75,558.08
		518	D	OAS008	38.182	6,618.21	79,418.56
		518	E	OAS008	40.133	6,956.39	83,476.64
Asst to the City Manager I	MGMT	570	A	OAD025	42.607	7,385.21	88,622.56
		570	B	OAD025	44.784	7,762.56	93,150.72
		570	C	OAD025	47.073	8,159.32	97,911.84
		570	D	OAD025	49.478	8,576.19	102,914.24
		570	E	OAD025	52.006	9,014.37	108,172.48
Budget Division Manager	MGMT	544	A	PRO012	37.428	6,487.52	77,850.24
		544	B	PRO012	39.340	6,818.93	81,827.20
		544	C	PRO012	41.351	7,167.51	86,010.08
		544	D	PRO012	43.464	7,533.76	90,405.12
		544	E	PRO012	45.685	7,918.73	95,024.80
Budget Management Analyst	MGMT	509	A	PRO011	31.437	5,449.08	65,388.96
		509	B	PRO011	33.044	5,727.63	68,731.52
		509	C	PRO011	34.732	6,020.21	72,242.56
		509	D	PRO011	36.507	6,327.88	75,934.56
		509	E	PRO011	38.373	6,651.32	79,815.84
Building Maintenance Supv	MGMT	496	A	SKS001	29.465	5,107.27	61,287.20
		496	B	SKS001	30.971	5,368.31	64,419.68
		496	C	SKS001	32.553	5,642.52	67,710.24
		496	D	SKS001	34.217	5,930.95	71,171.36
		496	E	SKS001	35.965	6,233.93	74,807.20

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Building Official	MGMT	602	A	OAD006	49.972	8,661.81	103,941.76
		602	B	OAD006	52.525	9,104.33	109,252.00
		602	C	OAD006	55.209	9,569.56	114,834.72
		602	D	OAD006	58.031	10,058.71	120,704.48
		602	E	OAD006	60.996	10,572.64	126,871.68
Chief Financial Officer	MGMT	675	A	TDB	71.899	12,462.47	149,549.63
		675	B	TBD	75.573	13,099.29	157,191.54
		675	C	TBD	79.435	13,768.71	165,224.48
		675	D	TBD	83.494	14,472.27	173,667.19
		675	E	TBD	87.760	15,211.70	182,540.45
City Accountant	MGMT	565	A	OAD015	41.557	7,203.21	86,438.56
		565	B	OAD015	43.681	7,571.37	90,856.48
		565	C	OAD015	45.913	7,958.25	95,499.04
		565	D	OAD015	48.259	8,364.89	100,378.72
		565	E	OAD015	50.725	8,792.33	105,508.00
City Attorney	MGMT	677	A	OAE005	72.621	12,587.64	151,051.68
		677	B	OAE005	76.331	13,230.71	158,768.48
		677	C	OAE005	80.232	13,906.88	166,882.56
		677	D	OAE005	84.331	14,617.37	175,408.48
		677	E	OAE005	88.641	15,364.44	184,373.28
City Controller	MGMT	619	A	OAE016	54.391	9,427.77	113,133.28
		619	B	OAE016	57.170	9,909.47	118,913.60
		619	C	OAE016	60.093	10,416.12	124,993.44
		619	D	OAE016	63.164	10,948.43	131,381.12
		619	E	OAE016	66.390	11,507.60	138,091.20
City Manager	MGMT	677	A	OAE006	72.621	12,587.64	151,051.68
		677	B	OAE006	76.331	13,230.71	158,768.48
		677	C	OAE006	80.232	13,906.88	166,882.56
		677	D	OAE006	84.331	14,617.37	175,408.48
		677	E	OAE006	88.641	15,364.44	184,373.28
City Treasurer	MGMT	574	E	OAE004	53.052	9,195.68	110,348.16
Claims & Safety Coord	MGMT	512	A	OAS013	31.910	5,531.07	66,372.80
		512	B	OAS013	33.541	5,813.77	69,765.28
		512	C	OAS013	35.255	6,110.87	73,330.40
		512	D	OAS013	37.056	6,423.04	77,076.48
		512	E	OAS013	38.950	6,751.33	81,016.00
Community Development Director	MGMT	610	A	OAE007	52.006	9,014.37	108,172.48
		610	B	OAE007	54.663	9,474.92	113,699.04
		610	C	OAE007	57.457	9,959.21	119,510.56
		610	D	OAE007	60.393	10,468.12	125,617.44
		610	E	OAE007	63.479	11,003.03	132,036.32
Cultural Affairs Coordinator	MGMT	518	A	OAS015	32.879	5,699.03	68,388.32
		518	B	OAS015	34.560	5,990.40	71,884.80
		518	C	OAS015	36.326	6,296.51	75,558.08
		518	D	OAS015	38.182	6,618.21	79,418.56
		518	E	OAS015	40.133	6,956.39	83,476.64

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Cultural Affairs Manager	MGMT	557	A	OAD016	39.933	6,921.72	83,060.64
		557	B	OAD016	41.974	7,275.49	87,305.92
		557	C	OAD016	44.119	7,647.29	91,767.52
		557	D	OAD016	46.373	8,037.99	96,455.84
		557	E	OAD016	48.743	8,448.79	101,385.44
Deputy City Attorney I	MGMT	575	A	PRL002	43.681	7,571.37	90,856.48
		575	B	PRL002	45.913	7,958.25	95,499.04
		575	C	PRL002	48.259	8,364.89	100,378.72
		575	D	PRL002	50.725	8,792.33	105,508.00
		575	E	PRL002	53.317	9,241.61	110,899.36
Deputy City Attorney II	MGMT	590	A	PRL003	47.073	8,159.32	97,911.84
		590	B	PRL003	49.478	8,576.19	102,914.24
		590	C	PRL003	52.006	9,014.37	108,172.48
		590	D	PRL003	54.663	9,474.92	113,699.04
		590	E	PRL003	57.457	9,959.21	119,510.56
Deputy City Clerk	MGMT	473	A	OAS007	26.273	4,553.99	54,647.84
		473	B	OAS007	27.616	4,786.77	57,441.28
		473	C	OAS007	29.027	5,031.35	60,376.16
		473	D	OAS007	30.511	5,288.57	63,462.88
		473	E	OAS007	32.070	5,558.80	66,705.60
Deputy City Treasurer	MGMT	565	A	OAD012	41.557	7,203.21	86,438.56
		565	B	OAD012	43.681	7,571.37	90,856.48
		565	C	OAD012	45.913	7,958.25	95,499.04
		565	D	OAD012	48.259	8,364.89	100,378.72
		565	E	OAD012	50.725	8,792.33	105,508.00
Deputy Comm Devel Dir/Plan Mgr	MGMT	596	A	OAD008	48.501	8,406.84	100,882.08
		596	B	OAD008	50.979	8,836.36	106,036.32
		596	C	OAD008	53.583	9,287.72	111,452.64
		596	D	OAD008	56.322	9,762.48	117,149.76
		596	E	OAD008	59.200	10,261.33	123,136.00
Deputy Personnel Director	MGMT	563	A	PRO006	41.145	7,131.80	85,581.60
		563	B	PRO006	43.247	7,496.15	89,953.76
		563	C	PRO006	45.457	7,879.21	94,550.56
		563	D	PRO006	47.780	8,281.87	99,382.40
		563	E	PRO006	50.222	8,705.15	104,461.76
Deputy Transportation Director	MGMT	570	A	OAD022	42.607	7,385.21	88,622.56
		570	B	OAD022	44.784	7,762.56	93,150.72
		570	C	OAD022	47.073	8,159.32	97,911.84
		570	D	OAD022	49.478	8,576.19	102,914.24
		570	E	OAD022	52.006	9,014.37	108,172.48
Economic Devel Administrator	MGMT	552	A	PRP007	38.950	6,751.33	81,016.00
		552	B	PRP007	40.940	7,096.27	85,155.20
		552	C	PRP007	43.032	7,458.88	89,506.56
		552	D	PRP007	45.231	7,840.04	94,080.48
		552	E	PRP007	47.543	8,240.79	98,889.44
Electrical Maint Supervisor	MGMT	501	A	SKS002	30.209	5,236.23	62,834.72
		501	B	SKS002	31.753	5,503.85	66,046.24
		501	C	SKS002	33.375	5,785.00	69,420.00
		501	D	SKS002	35.081	6,080.71	72,968.48
		501	E	SKS002	36.873	6,391.32	76,695.84

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Engineering Services Manager	MGMT	579	A	OAD019	44.561	7,723.91	92,686.88
		579	B	OAD019	46.838	8,118.59	97,423.04
		579	C	OAD019	49.232	8,533.55	102,402.56
		579	D	OAD019	51.748	8,969.65	107,635.84
		579	E	OAD019	54.391	9,427.77	113,133.28
Environmental Coordinator	MGMT	516	A	PRO010	32.553	5,642.52	67,710.24
		516	B	PRO010	34.217	5,930.95	71,171.36
		516	C	PRO010	35.965	6,233.93	74,807.20
		516	D	PRO010	37.803	6,552.52	78,630.24
		516	E	PRO010	39.735	6,887.40	82,648.80
Equipment Maint Manager	MGMT	548	A	OAD010	38.182	6,618.21	79,418.56
		548	B	OAD010	40.133	6,956.39	83,476.64
		548	C	OAD010	42.184	7,311.89	87,742.72
		548	D	OAD010	44.340	7,685.60	92,227.20
		548	E	OAD010	46.605	8,078.20	96,938.40
Executive Asst to the City Mgr	MGMT	479	A	OAS009	27.072	4,692.48	56,309.76
		479	B	OAS009	28.455	4,932.20	59,186.40
		479	C	OAS009	29.909	5,184.23	62,210.72
		479	D	OAS009	31.437	5,449.08	65,388.96
		479	E	OAS009	33.044	5,727.63	68,731.52
Facilities Maint Supervisor	MGMT	511	A	SKS008	31.753	5,503.85	66,046.24
		511	B	SKS008	33.375	5,785.00	69,420.00
		511	C	SKS008	35.081	6,080.71	72,968.48
		511	D	SKS008	36.873	6,391.32	76,695.84
		511	E	SKS008	38.758	6,718.05	80,616.64
Housing Programs Administrator	MGMT	566	A	OAD013	41.765	7,239.27	86,871.20
		566	B	OAD013	43.899	7,609.16	91,309.92
		566	C	OAD013	46.143	7,998.12	95,977.44
		566	D	OAD013	48.501	8,406.84	100,882.08
		566	E	OAD013	50.979	8,836.36	106,036.32
Housing Programs Supervisor	MGMT	508	A	PRO003	31.281	5,422.04	65,064.48
		508	B	PRO003	32.879	5,699.03	68,388.32
		508	C	PRO003	34.560	5,990.40	71,884.80
		508	D	PRO003	36.326	6,296.51	75,558.08
		508	E	PRO003	38.182	6,618.21	79,418.56
Information Technology Dir	MGMT	639	A	OAE001	60.093	10,416.12	124,993.44
		639	B	OAE001	63.164	10,948.43	131,381.12
		639	C	OAE001	66.390	11,507.60	138,091.20
		639	D	OAE001	69.782	12,095.55	145,146.56
		639	E	OAE001	73.350	12,714.00	152,568.00
Intergovern Relations Officer	MGMT	540	A	OAS003	36.690	6,359.60	76,315.20
		540	B	OAS003	38.565	6,684.60	80,215.20
		540	C	OAS003	40.535	7,026.07	84,312.80
		540	D	OAS003	42.607	7,385.21	88,622.56
		540	E	OAS003	44.784	7,762.56	93,150.72
Legal Operations Manager	MGMT	528	A	OAD002	34.560	5,990.40	71,884.80
		528	B	OAD002	36.326	6,296.51	75,558.08
		528	C	OAD002	38.182	6,618.21	79,418.56
		528	D	OAD002	40.133	6,956.39	83,476.64
		528	E	OAD002	42.184	7,311.89	87,742.72

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Maintenance Manager	MGMT	570	A	OAD014	42.607	7,385.21	88,622.56
		570	B	OAD014	44.784	7,762.56	93,150.72
		570	C	OAD014	47.073	8,159.32	97,911.84
		570	D	OAD014	49.478	8,576.19	102,914.24
		570	E	OAD014	52.006	9,014.37	108,172.48
Maintenance Operations Manager	MGMT	570	A	OAD026	42.607	7,385.21	88,622.56
		570	B	OAD026	44.784	7,762.56	93,150.72
		570	C	OAD026	47.073	8,159.32	97,911.84
		570	D	OAD026	49.478	8,576.19	102,914.24
		570	E	OAD026	52.006	9,014.37	108,172.48
Management Analyst	MGMT	493	A	PRO001	29.027	5,031.35	60,376.16
		493	B	PRO001	30.511	5,288.57	63,462.88
		493	C	PRO001	32.070	5,558.80	66,705.60
		493	D	PRO001	33.708	5,842.72	70,112.64
		493	E	PRO001	35.431	6,141.37	73,696.48
Park Maintenance Supervisor	MGMT	488	A	SMS001	28.313	4,907.59	58,891.04
		488	B	SMS001	29.760	5,158.40	61,900.80
		488	C	SMS001	31.281	5,422.04	65,064.48
		488	D	SMS001	32.879	5,699.03	68,388.32
		488	E	SMS001	34.560	5,990.40	71,884.80
Parks Manager	MGMT	538	A	OAD020	36.326	6,296.51	75,558.08
		538	B	OAD020	38.182	6,618.21	79,418.56
		538	C	OAD020	40.133	6,956.39	83,476.64
		538	D	OAD020	42.184	7,311.89	87,742.72
		538	E	OAD020	44.340	7,685.60	92,227.20
Parks, Rec & Cmty Svc Director	MGMT	618	A	OAE009	54.121	9,380.97	112,571.68
		618	B	OAE009	56.886	9,860.24	118,322.88
		618	C	OAE009	59.794	10,364.29	124,371.52
		618	D	OAE009	62.849	10,893.83	130,725.92
		618	E	OAE009	66.060	11,450.40	137,404.80
Personnel & Emp Relations Dir	MGMT	619	A	OAE011	54.391	9,427.77	113,133.28
		619	B	OAE011	57.170	9,909.47	118,913.60
		619	C	OAE011	60.093	10,416.12	124,993.44
		619	D	OAE011	63.164	10,948.43	131,381.12
		619	E	OAE011	66.390	11,507.60	138,091.20
Personnel Analyst	MGMT	493	A	PRO005	29.027	5,031.35	60,376.16
		493	B	PRO005	30.511	5,288.57	63,462.88
		493	C	PRO005	32.070	5,558.80	66,705.60
		493	D	PRO005	33.708	5,842.72	70,112.64
		493	E	PRO005	35.431	6,141.37	73,696.48
Personnel Services Analyst	MGMT	476	A	PRO013	26.670	4,622.80	55,473.60
		476	B	PRO013	28.032	4,858.88	58,306.56
		476	C	PRO013	29.465	5,107.27	61,287.20
		476	D	PRO013	30.971	5,368.31	64,419.68
		476	E	PRO013	32.553	5,642.52	67,710.24
Public Information Officer	MGMT	516	A	OAS001	32.553	5,642.52	67,710.24
		516	B	OAS001	34.217	5,930.95	71,171.36
		516	C	OAS001	35.965	6,233.93	74,807.20
		516	D	OAS001	37.803	6,552.52	78,630.24
		516	E	OAS001	39.735	6,887.40	82,648.80

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Public Works Dir/City Engineer	MGMT	617	A	OAE003	53.852	9,334.35	112,012.16
		617	B	OAE003	56.603	9,811.19	117,734.24
		617	C	OAE003	59.496	10,312.64	123,751.68
		617	D	OAE003	62.536	10,839.57	130,074.88
		617	E	OAE003	65.732	11,393.55	136,722.56
Purchasing Officer	MGMT	528	A	OAD017	34.560	5,990.40	71,884.80
		528	B	OAD017	36.326	6,296.51	75,558.08
		528	C	OAD017	38.182	6,618.21	79,418.56
		528	D	OAD017	40.133	6,956.39	83,476.64
		528	E	OAD017	42.184	7,311.89	87,742.72
Real Property Coordinator	MGMT	524	A	OAS005	33.877	5,872.01	70,464.16
		524	B	OAS005	35.608	6,172.05	74,064.64
		524	C	OAS005	37.428	6,487.52	77,850.24
		524	D	OAS005	39.340	6,818.93	81,827.20
		524	E	OAS005	41.351	7,167.51	86,010.08
Recreation Manager	MGMT	567	A	OAD021	41.974	7,275.49	87,305.92
		567	B	OAD021	44.119	7,647.29	91,767.52
		567	C	OAD021	46.373	8,037.99	96,455.84
		567	D	OAD021	48.743	8,448.79	101,385.44
		567	E	OAD021	51.234	8,880.56	106,566.72
Recreation Supervisor	MGMT	489	A	OAS012	28.455	4,932.20	59,186.40
		489	B	OAS012	29.909	5,184.23	62,210.72
		489	C	OAS012	31.437	5,449.08	65,388.96
		489	D	OAS012	33.044	5,727.63	68,731.52
		489	E	OAS012	34.732	6,020.21	72,242.56
Redevelopment Administrator	MGMT	596	A	OAD003	48.501	8,406.84	100,882.08
		596	B	OAD003	50.979	8,836.36	106,036.32
		596	C	OAD003	53.583	9,287.72	111,452.64
		596	D	OAD003	56.322	9,762.48	117,149.76
		596	E	OAD003	59.200	10,261.33	123,136.00
Redevelopment Project Manager	MGMT	552	A	PRP003	38.950	6,751.33	81,016.00
		552	B	PRP003	40.940	7,096.27	85,155.20
		552	C	PRP003	43.032	7,458.88	89,506.56
		552	D	PRP003	45.231	7,840.04	94,080.48
		552	E	PRP003	47.543	8,240.79	98,889.44
Risk Manager	MGMT	565	A	OAD001	41.557	7,203.21	86,438.56
		565	B	OAD001	43.681	7,571.37	90,856.48
		565	C	OAD001	45.913	7,958.25	95,499.04
		565	D	OAD001	48.259	8,364.89	100,378.72
		565	E	OAD001	50.725	8,792.33	105,508.00
Sanitation Manager	MGMT	570	A	OAD005	42.607	7,385.21	88,622.56
		570	B	OAD005	44.784	7,762.56	93,150.72
		570	C	OAD005	47.073	8,159.32	97,911.84
		570	D	OAD005	49.478	8,576.19	102,914.24
		570	E	OAD005	52.006	9,014.37	108,172.48
Sr & Social Services Manager	MGMT	567	A	OAD009	41.974	7,275.49	87,305.92
		567	B	OAD009	44.119	7,647.29	91,767.52
		567	C	OAD009	46.373	8,037.99	96,455.84
		567	D	OAD009	48.743	8,448.79	101,385.44
		567	E	OAD009	51.234	8,880.56	106,566.72

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Sr & Social Services Supv	MGMT	507	A	OAS006	31.125	5,395.00	64,740.00
		507	B	OAS006	32.716	5,670.77	68,049.28
		507	C	OAS006	34.388	5,960.59	71,527.04
		507	D	OAS006	36.145	6,265.13	75,181.60
		507	E	OAS006	37.992	6,585.28	79,023.36
Sr Accountant	MGMT	499	A	PRA004	29.909	5,184.23	62,210.72
		499	B	PRA004	31.437	5,449.08	65,388.96
		499	C	PRA004	33.044	5,727.63	68,731.52
		499	D	PRA004	34.732	6,020.21	72,242.56
		499	E	PRA004	36.507	6,327.88	75,934.56
Sr Building & Safety Inspector	MGMT	494	A	OAI002	29.172	5,056.48	60,677.76
		494	B	OAI002	30.663	5,314.92	63,779.04
		494	C	OAI002	32.230	5,586.53	67,038.40
		494	D	OAI002	33.877	5,872.01	70,464.16
		494	E	OAI002	35.608	6,172.05	74,064.64
Sr Civil Engineer	MGMT	566	A	PRE001	41.765	7,239.27	86,871.20
		566	B	PRE001	43.899	7,609.16	91,309.92
		566	C	PRE001	46.143	7,998.12	95,977.44
		566	D	PRE001	48.501	8,406.84	100,882.08
		566	E	PRE001	50.979	8,836.36	106,036.32
Sr Mgmt Analyst	MGMT	528	A	PRO004	34.560	5,990.40	71,884.80
		528	B	PRO004	36.326	6,296.51	75,558.08
		528	C	PRO004	38.182	6,618.21	79,418.56
		528	D	PRO004	40.133	6,956.39	83,476.64
		528	E	PRO004	42.184	7,311.89	87,742.72
Sr Mgmt Analyst/Budget Analyst	MGMT	528	A	PRO007	34.560	5,990.40	71,884.80
		528	B	PRO007	36.326	6,296.51	75,558.08
		528	C	PRO007	38.182	6,618.21	79,418.56
		528	D	PRO007	40.133	6,956.39	83,476.64
		528	E	PRO007	42.184	7,311.89	87,742.72
Sr Planner	MGMT	544	A	PRP004	37.428	6,487.52	77,850.24
		544	B	PRP004	39.340	6,818.93	81,827.20
		544	C	PRP004	41.351	7,167.51	86,010.08
		544	D	PRP004	43.464	7,533.76	90,405.12
		544	E	PRP004	45.685	7,918.73	95,024.80
Sr Sanitation Supervisor	MGMT	457	A	OAD028	24.270	4,206.80	50,481.60
		457	B	OAD028	25.500	4,420.00	53,040.00
		457	C	OAD028	26.803	4,645.85	55,750.24
		457	D	OAD028	28.173	4,883.32	58,599.84
		457	E	OAD028	29.612	5,132.75	61,592.96
Sr Structural Rehab Spec	MGMT	494	A	OAI010	29.172	5,056.48	60,677.76
		494	B	OAI010	30.663	5,314.92	63,779.04
		494	C	OAI010	32.230	5,586.53	67,038.40
		494	D	OAI010	33.877	5,872.01	70,464.16
		494	E	OAI010	35.608	6,172.05	74,064.64
Sr Technical Services Manager	MGMT	577	A	TCS004	44.119	7,647.29	91,767.52
		577	B	TCS004	46.373	8,037.99	96,455.84
		577	C	TCS004	48.743	8,448.79	101,385.44
		577	D	TCS004	51.234	8,880.56	106,566.72
		577	E	TCS004	53.852	9,334.35	112,012.16

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Street & Tree Maintenance Supv	MGMT	511	A	SMS013	31.753	5,503.85	66,046.24
		511	B	SMS013	33.375	5,785.00	69,420.00
		511	C	SMS013	35.081	6,080.71	72,968.48
		511	D	SMS013	36.873	6,391.32	76,695.84
		511	E	SMS013	38.758	6,718.05	80,616.64
Street Maintenance Supervisor	MGMT	509	A	OAD011	31.437	5,449.08	65,388.96
		509	B	OAD011	33.044	5,727.63	68,731.52
		509	C	OAD011	34.732	6,020.21	72,242.56
		509	D	OAD011	36.507	6,327.88	75,934.56
		509	E	OAD011	38.373	6,651.32	79,815.84
Systems Development Manager	MGMT	552	A	TCS009	38.950	6,751.33	81,016.00
		552	B	TCS009	40.940	7,096.27	85,155.20
		552	C	TCS009	43.032	7,458.88	89,506.56
		552	D	TCS009	45.231	7,840.04	94,080.48
		552	E	TCS009	47.543	8,240.79	98,889.44
Technical Services Manager	MGMT	552	A	TCS003	38.950	6,751.33	81,016.00
		552	B	TCS003	40.940	7,096.27	85,155.20
		552	C	TCS003	43.032	7,458.88	89,506.56
		552	D	TCS003	45.231	7,840.04	94,080.48
		552	E	TCS003	47.543	8,240.79	98,889.44
Traffic Engineer	MGMT	537	A	TCS010	36.145	6,265.13	75,181.60
		537	B	TCS010	37.992	6,585.28	79,023.36
		537	C	TCS010	39.933	6,921.72	83,060.64
		537	D	TCS010	41.974	7,275.49	87,305.92
		537	E	TCS010	44.119	7,647.29	91,767.52
Traffic Engineering Manager	MGMT	537	A	TCS007	36.145	6,265.13	75,181.60
		537	B	TCS007	37.992	6,585.28	79,023.36
		537	C	TCS007	39.933	6,921.72	83,060.64
		537	D	TCS007	41.974	7,275.49	87,305.92
		537	E	TCS007	44.119	7,647.29	91,767.52
Transit Operations Analyst	MGMT	493	A	PRO014	29.027	5,031.35	60,376.16
		493	B	PRO014	30.511	5,288.57	63,462.88
		493	C	PRO014	32.070	5,558.80	66,705.60
		493	D	PRO014	33.708	5,842.72	70,112.64
		493	E	PRO014	35.431	6,141.37	73,696.48
Transit Operations Manager	MGMT	548	A	OAS014	38.182	6,618.21	79,418.56
		548	B	OAS014	40.133	6,956.39	83,476.64
		548	C	OAS014	42.184	7,311.89	87,742.72
		548	D	OAS014	44.340	7,685.60	92,227.20
		548	E	OAS014	46.605	8,078.20	96,938.40
Transportation Director	MGMT	649	A	OAE012	63.164	10,948.43	131,381.12
		649	B	OAE012	66.390	11,507.60	138,091.20
		649	C	OAE012	69.782	12,095.55	145,146.56
		649	D	OAE012	73.350	12,714.00	152,568.00
		649	E	OAE012	77.098	13,363.65	160,363.84
Treasury Division Manager	MGMT	544	A	OAD007	37.428	6,487.52	77,850.24
		544	B	OAD007	39.340	6,818.93	81,827.20
		544	C	OAD007	41.351	7,167.51	86,010.08
		544	D	OAD007	43.464	7,533.76	90,405.12
		544	E	OAD007	45.685	7,918.73	95,024.80

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
Tree Maintenance Supervisor	MGMT	488	A	SMS011	28.313	4,907.59	58,891.04
		488	B	SMS011	29.760	5,158.40	61,900.80
		488	C	SMS011	31.281	5,422.04	65,064.48
		488	D	SMS011	32.879	5,699.03	68,388.32
		488	E	SMS011	34.560	5,990.40	71,884.80
Veterans Complex Supervisor	MGMT	471	A	OAS011	26.014	4,509.09	54,109.12
		471	B	OAS011	27.343	4,739.45	56,873.44
		471	C	OAS011	28.740	4,981.60	59,779.20
		471	D	OAS011	30.209	5,236.23	62,834.72
		471	E	OAS011	31.753	5,503.85	66,046.24

DEFINITION

The occupant of this classification is in the unclassified service. This exempt executive level classification serves as the administrative head of the Finance Department and manages the activities of the treasury, revenue and financial administration, budget preparation and administration, accounting, payroll, internal audit and purchasing including printing and mailroom. Leads and directs the City and Redevelopment Agency's financial operations and long-range fiscal planning; works organization-wide in planning, organizing, and executing policies and programs to meet the City's business and fiscal objectives. This position functions as a member of the City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Manager. The position is responsible for effective supervision of professional and clerical staff and assures customer service to citywide departments, citizens, the public and customers performing business with the City.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Serves as principal financial advisor to the City Manager, City Council, Redevelopment Agency and City departments on long-range financial strategic planning.
2. Ensures that the City's fiscal and business operations organization-wide are consistent with the financial industry's best practices and accepted public finance standards.
3. Develops and maintains best practice revenue collection, deposit and disbursement policies and procedures. Conducts internal financial and/or operational audits of departmental operations to ensure these written procedures and policies are being followed.
4. Assures the expeditious receipt, processing, and deposit of municipal revenues.
5. Responsible for the investment of idle public funds and all cash management programs for the City, Financing Authority, the Redevelopment Agency, and other governmental entities under the policy direction of the City Council as may be created from time to time.
6. Understand, develop, and implement appropriate internal controls as needed in a municipal finance department and citywide.
7. Monitors and advises the City Manager on economic trends. This includes forecasting impact of economic trends upon the City and Redevelopment Agency; and directing the preparation of an annual financial forecast.
8. Approves all policies, procedures and reports relating to financial/fiscal operations and achieving fiscal goals and objectives organization-wide.
9. Plans, organizes, coordinates, and directs through subordinate staff all finance functions and related support services.
10. Participates directly, and across departmental lines, in significant projects, acquisitions and negotiations that have fiscal and/or financial implications for the City.

11. Directs preparation of the City budget; develops long-term financial plans and policies; coordinates the diverse financial and budget reporting activities relating to redevelopment, transportation, housing, all grant programs and other entities as appropriate.
12. Works closely with and assists the City Manager in preparing and presenting to the City Council a comprehensive annual financial report of the financial condition of the City and the Redevelopment Agency; and other required financial reports; coordinates the diverse monthly and quarterly accounting reports, including user-friendly financial reporting for both internal and external users.
13. Represents the interests of the City and Redevelopment Agency in external audits which are conducted annually by the City and Redevelopment Agency selected external auditor and various grantor agencies and taxing authorities.
14. Manages the fiscal affairs of the Redevelopment Agency including the receipt and disbursement of all monies; the maintenance of accurate records of properties, monies, and the transactions of the Agency; and the preparation of accurate and thorough financial statements.
15. Ensures the accurate and timely legal tax reporting for all City entities to the appropriate local, state and federal taxing authorities.
16. Maintains a comprehensive debt management system; enhances the City's debt rating; acts as internal financial advisor for all short and long-term financing needs.
17. Develops and maintains an integrated accounting system based on the law and other appropriate standards; directs and participates in the review of financial transactions; controls the expenditure of appropriated funds; enforces compliance with standard accounting practices and fiscal procedures.
18. Makes presentations to the City Council, City Boards, City Commissions, municipal organizations and community groups.
19. Evaluates and assists with the development of new software financial systems specifications, testing programs, and recommending changes or improvements for effective automated financial management systems.
20. Reviews state and federal legislation pertaining to investment of public funds and municipal finance and budgeting and makes recommendations to the City Manager, Executive Management and City Council as appropriate.
21. Conducts studies and analyzes financial impacts of proposals submitted to the City Manager.
22. Monitors revenue and expenditure trends and makes recommendations to the City Manager for expenditure controls or revenue sources.
23. Responsible for the development of purchasing policies and procedures as well as inventory controls.
24. Coordinates City and Redevelopment Agency financing, including coordination of the issuance of bonds for Redevelopment Agency and the City.
25. Performs other related duties as required.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Municipal financial administration principles and practices, including accounting, auditing, payroll, budgeting, financial planning and forecasting methods, purchasing practices, municipal financing methods and procedures, revenue administration and collection, deposit and disbursement.
- Redevelopment law
- Laws and best practices relating to the investment of public funds and relationships with Depositories and Brokers/Dealers.
- Public cash management and the California Government Code pertaining to municipal investments, policies and procedures and reporting.
- Accounting internal controls for City government.
- Effective purchasing and procurement methods.

- . Municipal debt issuance and administration
- . Principles and practices of public administration.
- . Principles and practices of internal auditing.
- . Budget preparation and administration
- . Effective customer service techniques and ability to instill techniques in subordinates.
- . Effective management, employee evaluation and supervisory techniques.
- . Knowledge of JD Edwards software helpful.
- . Effective leadership and motivation skills.
- . Evaluation of financial software systems and implementation.
- . Governmental Accounting, Auditing and Financial Reporting.
- . Governmental Accounting Standards Board's Statements and Generally Accepted Accounting Principles for state and local governments.

Skill and Ability to:

- . Supervise and coordinate the City and Redevelopment Agency's financial reporting, budgeting, and financial planning and forecasting program and supervise the City's purchasing operations.
- . Perform long and short range planning to meet City and department goals and objectives.
- . Analyze complex issues, evaluate alternative solutions, develop sound conclusions and recommend a course of action.
- . Interpret and apply rules and regulations.
- . Implement policy decisions effectively.
- . Develop, revise, and install multi-faceted, integrated finance systems and procedures.
- . Prepare varied financial statements, reports and analysis.
- . Develop and administer complex budgets.
- . Provide effective customer service.
- . Establish and maintain cooperative and effective working relationships with all segments of the community, and with City officials and administrators.
- . Prepare and deliver written and oral reports.
- . Evaluate financial software systems.
- . Exhibit interpersonal and leadership skills for employees and other City staff.
- . Ability to work with city/agency external auditors and supervise internal audits.
- . Mentor subordinates.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license.

Certified Public Accountant (CPA), Certified Public Finance Administrator (CPFA), and/or Certified Public Finance Officer (CPFO) is desired.

TRAINING AND EXPERIENCE

March 2007

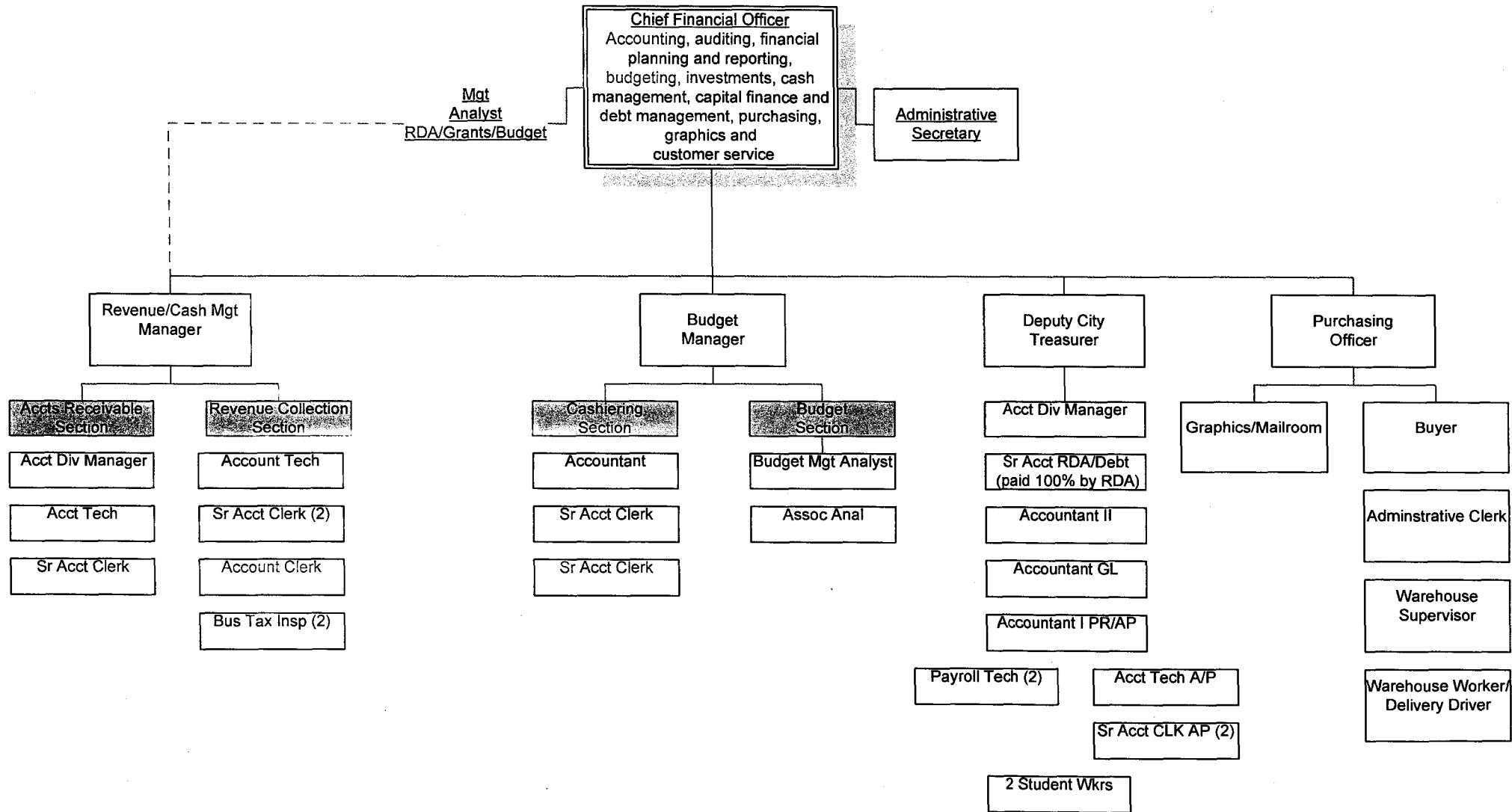
(Note: This classification will not be fully functional until April 2008)

A Bachelor's Degree from an accredited college or university in Accounting, Economics, Finance, Public or Business Administration, or a related field and Five (5) years of recent, paid professional financial management experience in a municipal government setting, including a minimum of three years (3) experience at a managerial level is required. A Master's degree in a related field is highly desirable. Knowledge of JDEdwards financial software preferred.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- . Require vision (which may be corrected) to read small print.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Perform work which is primarily sedentary.
- . Is subject to office environmental conditions.
- . Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- . Will be required to attend periodic evening and weekend meetings and/or travel within and out of district boundaries.
- . Will be required to work occasional evenings and weekends.

Culver City
Finance Department



Chief Financial Officer

Agency	Annual Salary	Other Agency Titles	Notes
Beverly Hills	-	N/A - Director of Admin Svcs (also responsible for HR and Property Mgmt)	\$204,000 annually
Burbank	\$152,760	Financial Services Director	
Downey	-	N/A - Director of Finance (City's IT and Risk Mgmt functions)	\$136,476 annually
Gardena	-	N/A	
Inglewood	\$131,820	Finance Director	
Long Beach	\$162,317	Director of Financial Management	No Class Spec available
Montebello	\$87,108	Controller	
Norwalk	\$117,120	Director of Finance/City Treasurer	No Class Spec available
Pasadena	\$181,640	Director of Finance	
Redondo Beach	\$129,972	Financial Services Director	
			In addition, the position receives \$400/mo + 176 hours/yr at an hourly rate of \$76.82 = \$18,320.32/mo
Santa Monica	\$159,792	Chief Financial Officer	
Torrance	\$161,016	Finance Director	
West Hollywood	-	N/A - Director of Finance & Technology Services (includes IT functions)	\$158,837 annually
Salary Average	\$141,348		

CITY OF BURBANK

FINANCIAL SERVICES DIRECTOR

DEFINITION

Under general administrative determination of policy and direction, to assist in the planning, organization, and direction of all the operations within the Finance Division of the Management Services Department; to act for the Management Services Director as requested; and to do related work as required.

ESSENTIAL FUNCTIONS

Administers the auditing, accounting, and financial programs of the City, the Burbank Redevelopment Agency, and the Burbank Housing Authority; provides revenue estimates and appropriation requirements; analyzes revenue returns and expenditures and reports significant variations from estimates to the Management Services Director; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; prepares or directs the preparation of financial reports; serves as chief fiscal officer of the City when the Management Services Director is absent.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of accounting and auditing; governmental accounting; the principles and practices of sound personnel management and supervision; administrative ability.
- Ability to - compile and analyze financial reports; make accurate revenue estimates; study, develop and present ideas and recommendations effectively in oral and written form; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to five years of recent experience in supervision of a complex accounting system and graduation from an accredited four-year college with major work in accounting, finance, or business management OR any combination of training and/or experience that would provide the knowledge and abilities desired.

License & Certificates: Applicants must possess a valid California Class "C" Driver's License or equivalent at time of appointment. A CPA certificate or Master's Degree in accounting or business administration is preferred.

FINANCE DIRECTOR

DEFINITION

Under administrative direction, directs, oversees and administers financial operations including revenue, billing, payroll and financial reporting.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Establishes and maintains direction and regulation over municipal revenues and expenditures in City departments, divisions, services, agencies, Boards and Commissions in accordance with municipal accounting, auditing, reporting and managing practices; provides enforcement and collection of all revenue sections by the City Code; interprets and enforces financial policies and procedures; monitors business transactions/operations for compliance with laws, regulations, contracts and grant agreements relating to accounting and financial reporting; prepares reports of financial conditions and results of operations for City agencies; prepares reports comparing actual budget results to adopted budgets.

Identifies, analyzes and implements financial planning and decision to maximize financial resources; researches potential new investments and recommends investment opportunities; reviews cash flows for investment purposes and oversees payroll process; tracks, monitors and develops revenue projections; provides financial information to users and maintains accounting data; assists with financial auditing.

Oversees, monitors and directs office operations of assigned staff; interviews prospective employees, hires and/or recommends hiring; identifies and implements new employee and on-going staff training programs; assigns, tracks and reviews work assignments and progress; reviews and approves the formal performance evaluation of assigned department staff; approves sick and vacation leave of assigned staff; develops and implements disciplinary actions for assigned staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing public finance and accounting.

Knowledge of management and/or supervision principles.

Knowledge of bookkeeping and/or accounting principles.

Knowledge of personal computer hardware and software.

Skilled in interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes and regulations governing public finance and accounting.

Skilled in assessing and prioritizing multiple tasks, projects and demands.

Skilled in working within deadlines to complete projects and assignments.

Skilled in assessing, analyzing, identifying and implementing solutions to complex problems.

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining effective working relationships with both external and internal customers

Ability to effectively communicate verbally and in writing in English with all levels of staff

Ability to perform essential duties with little to no immediate supervision

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending. May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

A Bachelors degree in Finance, Accounting, Business Administration or related field, **AND** seven (7) years experience in public finance administration, accounting or banking including three (3) years at a managerial level; **OR** an equivalent combination of education and experience.

CONTROLLER

DEFINITION

Under general direction, to plan, organize, coordinate, and direct the financial, treasury, controllership, risk management, purchasing, data processing, and general support services of the City; participates in the preparation and control of the City's operating and capital improvement budgets; coordinates external audits; and performs related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for assigning, supervising and directing the work of staff assigned to the City's financial, treasury, controllership, risk management, purchasing, data processing, and general service functions.

EXAMPLES OF DUTIES

Plans, organizes, coordinates, and directs the City's financial and general service functions; oversees fiscal planning, accounting, internal control, and audit activities; coordinates the development of the annual operating and capital improvement budgets; provides technical staff support, information and assistance to the City Council, City Administrator, Administrative Services Director; continually monitors the City's financial health and provides regular reports; manages the City's investment activities; develops long range financing plans, scenarios, and forecasts; oversees purchasing and procurement functions; coordinates annual audits with outside auditors to insure proper financial statements and internal controls; develops and administers the Department budget; directs the preparation and prepares Controller reports for the City, CRA, and UMTA; oversees selection, supervision, evaluation and job development of department staff; develops and implements plans and procedures for improving Department services; ensures proper collection and disbursement of City revenues; provides a variety of financial consulting, assistance, and support for the City's Department managers and department staff; recommends and participates in the development of Department goals, objectives, and policies; provides daily supervision for Department staff; represents Department functions with citizens, community organizations, and other government agencies as delegated.

CONTROLLER

EXAMPLES OF DUTIES - (cont.)

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of financial administration, accounting, auditing, and financial recordkeeping.
- Principles of personnel management and public administration.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws, codes, and regulations affecting City finance and general service functions.
- Financial analysis and research.
- Investment principles and practices.
- Data processing methods, equipment, and principles.
- Purchasing methods and procedures including warehousing and inventory control.
- Risk management and self-insurance programs.
- Functions of the City Treasurer.
- Principles of local government, organization and financing.
- Budget development, preparation, and administration.
- Research methods and procedures.
-

and

Ability to:

- Plan, organize, coordinate, and direct the City's financial and general service functions.
- Provide supervision, training, and work evaluation for staff.
- Formulate, implement, and evaluate finance, accounting, and auditing systems and procedures.
- Develop and explain the City's operating and capital improvement budgets.

CONTROLLER

EMPLOYMENT STANDARDS - (cont.)

- Direct the preparation of complex financial statements and reports.
- Ensure use of sound investment policies and procedures.
- Serve as an advisor to the City Council, City Administrator, Administrative Services Director, and other boards and commissions.
- Access the credit markets at reasonable terms.
- Prepare and administer the department budget and fiscal controls.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to finance and general service functions.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent the finance and general service functions of the Department with concerned individuals, organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in finance, accounting, or closely related field.

Work Background: Five years of progressively responsible and varied professional experience with public finance and general service functions, including two years of experience in a supervisory, management, or administrative position.

August 1992

October 2000 (Res. #00-115)

City of Redondo Beach
Class Specification

Approved: 6/6/00
Resolution: CC-0006-60
Unclassified

FINANCIAL SERVICES DIRECTOR

DEFINITION

Under the direction of the elected City Clerk as provided by the City Charter, to plan, organize and manage the City's fiscal activities including financial reporting, audits, fixed assets accounting and accounting operations such as payroll, accounts payable, accounts receivable, parking citation payments processing; assist with the budget process and provide budget assistance to the City Manager, the City Council and the Budget and Finance Commission on fiscal issues; to be a member of Unclassified service; to be exempt under the Fair Labor Standards Act; to perform other duties as required.

EXAMPLES OF DUTIES

Plan, organize and direct the operation of the City's fiscal activities; prepare financial reports including the Comprehensive Annual Financial Report (CAFR); advise and assist with the budget process; perform complex financial analyses; manage the annual financial audits, fixed assets accounting and accounting operations such as payroll, accounts payable and receivable, parking citation payments processing and cash reconciliation; develop goals, objectives and the department work plan; develop, recommend and implement accounting procedures and systems of internal control; select, train and evaluate staff performance; prepare correspondence, staff reports and make presentations to the City Council and various City commissions; administer service contracts; provide financial information to and consult with the public; attend conferences, meeting and seminars as a representative to various agencies; perform other duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Basic information on materials, equipment, regulations, principles, procedures and/or practices necessary to perform the required duties including but not limited to generally accepted accounting principles; statements promulgated by the Governmental Accounting Standards Board (GASB); the principles and practices of budget analysis public administration, research methodology and statistics; effective employee supervision, training and performance appraisal; technology required for governmental accounting and budgeting; State and Federal rules and regulations for municipal finance; modern office machines and equipment.

Ability to: Meet the physical employment standards for the class prescribed in the Industrial Relations and Insurance Support Services Job Analysis; perform complex financial and mathematical calculations; make sound judgment and decisions; communicate effectively both orally and in writing; establish and maintain effective working relationships with others; use and understand financial computer applications; operate calculators and adding machines; legally operate a motor vehicle in the State of California.

Education and Experience: Graduation from a recognized college or university with a baccalaureate degree with emphasis in Accounting, or major coursework in finance, public or business administration and five (5) years of increasingly responsible professional financial experience with a governmental agency including three years in a management capacity.

DIRECTOR OF FINANCE

DEFINITION

Under administrative direction, plans, organizes and directs the activities and programs of the Finance Department including a centralized system of financial administration, computing and communications, purchasing and liability, treasury, budget, and municipal services; provides professional assistance to City management staff on financial, accounting and related matters; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class serves as the administrative head of the Finance Department and manages the activities of the treasury, municipal services, accounting and reporting, purchasing and liability, pension system administration, payroll, financial administration, budget preparation and administration, auditing, and computing and communications. The incumbent is responsible for formulating and implementing policies and procedures, developing goals and objectives, supervising staff, and directing the day-to-day operations.

ESSENTIAL FUNCTIONS

When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Plans, organizes, coordinates and directs through subordinate division heads all Finance functions and related support services; serves as an advisor and liaison for fiscal and related matters for management, the City Council, other agencies, and the general public; advises the City Manager on long and short-range financial planning; manages City financial resources to include investments and debt retirement.

Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Finance Department.

Directs preparation of the City's budget; develops long-term financial plans; coordinates the diverse financial and budget reporting activities relating to redevelopment, housing, parking, grants, and other entities as appropriate.

Directs the selection, supervision and work evaluation of department personnel; provides for staff training and professional development; monitors and directs employee relations and grievance procedures.

Develops and maintains an integrated accounting system based on the law and other appropriate standards; directs and participates in the review of all financial transactions; controls the expenditure of appropriated funds; enforces compliance with standard accounting systems and fiscal procedures.

Maintains a comprehensive debt management system; enhances the City's debt rating; acts as internal financial advisor for all short and long-term financing needs.

Administers the City's treasury operation to maximize high investment return; reviews the City's investment policy and makes recommendations; maintains adequate cash flow to meet all budgetary and financial needs; oversees the deferred compensation and retirement programs, including investment options and enrollments; monitors developments related to investment trends.

Supervises the Municipal Services Division which performs billing and collection for City services and enforces the regulatory provisions relating to City business licenses, parking and other local taxes.

Coordinates the review of audit findings by City auditors and outside audit agencies for compliance; analyzes revenue-generating and cost-reducing proposals for capital and operating programs and prepares revenue projections; conducts management research and related studies as required; prepares and directs the preparation of periodic and special reports; makes presentations to the City Council on the City's financial status and related matters.

Directs the City's procurement and liability claims activities.

Directs the integration of the City's informational and communication systems including computer operations, duplicating and mail services.

Establishes and maintains effective working relations with rating agencies, the investment community, City staff and the public; serves on committees and commissions.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include: Master's degree from an accredited university with specialization in business management, finance or municipal government and five years of experience in finance or accounting, including three years at a supervisory level.

Knowledge, Skills and Abilities

Extensive knowledge of administrative principles and methods including goal setting, program development and implementation, budget development, and work planning and organization; general, fund, and government accounting, including financial statement preparation and methods of financial reporting; business computer applications; applicable city, state, and federal laws and regulations; effective employee supervision, including selection, training, work evaluation and discipline; laws regulating the investment of public funds; procurement, municipal assessment and taxation; equal employment/affirmative action guidelines and policies.

Ability to plan, organize, assign, direct, review and evaluate the work of assigned staff; analyze and evaluate issues and develop sound recommendations; plan organize and direct a wide variety of financial programs and activities; interpret and apply federal, state and local laws regulating financial accounting, reporting, investing and borrowing; develop and implement procedures and controls; perform complex mathematical calculations; evaluate the earning potential of investments and direct investment activities; exercise sound independent judgement within general policy guidelines; represent the City effectively in contracts with governmental and regulatory agencies, outside consultants and counsel, and business and professional groups; establish and maintain effective working relationships with all levels of City management, committees/commissions, and the City Counsel; communicate clearly and concisely, both orally and in writing.

FLSA= Exempt

(Finance.dir)



City of
Santa Monica

CITY OF SANTA MONICA
Revision Date: Sep 15, 2005

**CHIEF FINANCIAL OFFICER
(DIRECTOR OF FINANCE/CITY
TREASURER)**

Class Code:
0650

SALARY RANGE

\$62.23 - \$76.82 Hourly \$10,786.00 - \$13,316.00 Monthly \$129,432.00 - \$159,792.00 Annually

JOB SUMMARY:

REPORTS TO: City Manager

DEPARTMENT: Finance

DIVISION: Administration and Budget

APPROVED: Personnel Board 09/15/2005

Leads and directs the City's financial operations and long-range fiscal planning. Works organization-wide in planning, organizing and executing policies and programs to meet the City's business and fiscal objectives. Directs and manages the operations, activities and staff of the Finance Department while implementing and promoting achievement of the department's mission, plans and goals. May assume responsibility for other administrative functions as assigned by the City Manager.

MAJOR DUTIES:

Serves as principal financial adviser to the City Manager, City Council and City departments on long-range strategic fiscal planning.

Provides direction on and implements budgetary, business and financial processes and on budget, business and financial processes, procedures and controls.

Ensures that the City's fiscal and business operations organization-wide are consistent with the financial industry's best practices and accepted public finance standards.

Confers with the City Manager and department heads on policies, programs and projects organization-wide.

Participates directly, and across departmental lines, in significant projects, acquisitions and negotiations that have fiscal and/or financial implications for the City.

Approves all policies and procedures relating to financial/fiscal operations and achieving fiscal goals and objectives organization-wide.

Serves as chief liaison to City financial advisers and rating agencies.

Directs, plans and manages the activities and staff of the Finance Department.

Coordinates various financial activities including develop analysis and review of financial information with other City departments and outside agencies.

Makes presentations to the City Council, City Boards, City Commissions, municipal organizations and community groups.

Monitors and advises City Manager on economic trends. This includes forecasting impact of economic trends upon the City and directing the preparation of an annual financial forecast.

Directs budget control functions and the preparation of the City-wide annual budget.

Monitors economic developments and local, state and federal legislative activity levels affecting fiscal and budgetary issues facing municipal government and the community.

Performs a variety of regulatory and administrative duties to ensure compliance with prevailing laws, regulations and fiscal policies and procedures.

Prepares and presents to the City Council an annual statement and report of the financial condition of the City

and other required financial reports.

Responsible for the investment of City funds.

Directs the submission of the Treasurer's Monthly Cash/Investment Reports to the City Council and City Manager.

Participates in the preparation and review of bond documents.

Directs the investment of bond proceeds and acts as City liaison with the trustee or fiscal agent.

Monitors rate of return on bond investments to ensure compliance with arbitrage regulations.

Participates in professional associations.

Performs other related duties, as required.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills:

Knowledge of:

Principles, techniques and practices of municipal accounting and auditing including enterprise funds and capital improvement budgets.

Principles and practices of public administration.

Principles and practices of internal auditing.

Budget preparation and administration.

Principles of management, supervision and training.

Effective customer service techniques.

Investment strategies and processes and procedures.

Effective management and supervisory techniques.

Ability to:

Perform long and short range planning to meet City and department goals and objectives.

Direct and coordinate the work of the various divisions within the department.

Analyze complex issues, evaluate alternative solutions, develop sound conclusions and recommend a course of action.

Interpret and apply rules and regulations.

Analyze problems and develop policies and procedures.

Implement policy decisions effectively.

Select, evaluate and train staff.

Prepare and present oral and written reports.

Develop and administer complex budgets.

Provide effective customer service.

Establish and maintain cooperative and effective working relationships with all segments of the community, and with City officials and administrators.

Apply the municipal code, state and federal laws in the exercise of the major duties of this position.

Skill in:

Leadership, management and supervision.

Effective written and verbal communication.

The preparation and delivery of clear and concise oral presentations to committees, the City Council, the public, various task forces, commissions and boards.

Public relations.

Education, Training and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Finance, Business Administration or Public Administration or a related field. Ten years of recent, paid progressively responsible professional financial management experience, including a minimum of three years of recent, paid work experience supervising a major financial function. A Master's degree in a related field is highly desirable, as is public agency experience.

Licenses and Certificates:

CPA – Certified Public Accountant; CCMT – Certified California Municipal ;

Treasurer; CPFA – Certified Public Finance Administrator or; CPFO – Certified Public Finance Officer is desired.

SUPPLEMENTAL INFORMATION:

SUPERVISION RECEIVED:

Performs duties subject to policy limitations and general administrative review by the City Manager.

SUPERVISION EXERCISED:

Exercises administrative supervision over professional staff.

WORKING CONDITIONS:

The work is regularly performed within a busy office environment with many interruptions and tight, frequently changing deadlines. Required to attend weekend or evening meetings. Occasional local, state and national travel may be necessary.

0650

Torrance

Close Window : Print Page

City of Torrance
Class Code: 1279April 1986
(Revised)**TO EXPRESS INTEREST IN THIS POSITION, CLICK HERE**

Finance Director

Definition

Subject to administrative direction, to plan, organize, coordinate, direct, and review the activities of the Finance Department; to be responsible for the accounting, controlling, auditing, collecting and disbursing of all funds of the City of Torrance; and to do related work as required.

Distinguishing Characteristics

The Finance Director is distinguished from other department heads by the specific areas of responsibility described above and by method of appointment in that, according to City Charter, the Finance Director is appointed by City Council upon the recommendation of the City Manager. Distinguished from Assistant Finance Director in that the Finance Director is responsible for managing the entire Finance Department rather than a specific division and is directly responsible to the City Manager for the performance of duties.

Examples Of Duties

- Directs the maintenance and operation of the general accounting system of the City and its departments, offices and agencies;
- keeps and maintains or prescribes and requires the keeping and maintaining of inventory records of municipal properties;
- establishes and maintains procedures and controls over municipal revenues and expenditures in all departments of the City;
- performs all municipal functions and duties relating to the preparation, auditing, presenting and disbursement of claims and demands against the City, including payrolls;
- assists the City Manager in the preparation and administration of the annual budget;
- assists the City Manager in developing City fiscal policy;
- prepares and presents to the City Council, through the City Manager, an annual statement and report of the financial condition of the City and other required financial reports;
- supervises subordinate employees and assistants;
- administers the City's business license ordinance;
- assists in maintaining a sound investment program;
- supervises the central collecting agency for all monies due the City;
- directs the operation of water and refuse customer service office;
- oversees internal and external City audits such as those involving airport leases and businesses collecting taxes for the City;
- serves on various City teams such as the Land Management Team.

Minimum Qualifications

Knowledge of:

- Municipal accounting and auditing including enterprise funds;
- Principles and practices of municipal finance administration including budget preparation;
- Statistical methods;
- Economics;
- Financial System design and analysis;
- Principles of supervision and management, including participative management

Ability to:

- Apply sound administrative and fiscal practices;
- Write clear, comprehensive explanatory texts to accompany financial reports;
- Develop manual and computerized financial systems;
- Prepare accounting/financial data projections;
- Present ideas effectively orally and in writing;
- Supervise the work of departmental staff including; coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplinary staff; and processing grievances
- Establish and maintain effective working relationships with subordinates, other City employees/departments, City officials, and the public;
- Speak publicly upon City finances to interested civic groups;
- Act as a staff advisor to the City Council and the City Manager.

Experience

Six years of progressively responsible governmental accounting experience, at least two years of which shall have been in the supervision of a major accounting or auditing function.

Education

Equivalent to graduation from an accredited college with a degree in Accounting, Public Administration, or Business Administration.

Civil Service Commission Meeting 3/7/07 Draft Minutes excerpt

Item A-1: Chief Financial Officer: New Classification Specification

Serena Wright gave an overview of the staff report, along with the revised class spec.

Commission Whitaker requested clarification of the acronym "RDA"; assuming that it stands for Redevelopment Agency.

Serena Wright responded that it does and will use Redevelopment Agency instead of "RDA" throughout the spec.

Commissioner Whitaker questions who this position reports to and further questions if it should be stated who would assign any additional duties to the position.

Serena Wright responds that under "Supervision Received" it is specified that this position reports directly to the City Manager. The "additional duties" verbiage is a catch-all that you'll see on just about every classification specification that we have, and the other duties that might be assigned, it could be from the City Manager, or it could also be from the Assistant City Manager, or any one of the City Manager's designees.

Commissioner Whitaker further requests that the spec be consistent throughout and reference the City and the Redevelopment Agency, as appropriate.

Commissioner Whitaker questions if the current City Treasurer, Crystal Alexander, if she has seen the class specs and if she has any comment about the specific duties as outlined.

Crystal Alexander responds that this has been a very inclusive process from the Personnel Department, and expresses her appreciation to Serena for that. She was provided with a copy of the draft of the Chief Financial Officer spec fairly early on in the process and she was able to make a number of comments on it. The last version that was seen of the CFO spec, as it relates to the City Treasurer's Office included the duties as well as the educational requirements. The job spec seems to be very comprehensive and inclusive of a Chief Financial Officer and the duties as described in the City Manager's reorganization plan.

Commissioner Zeitlin starts that her questions are a little more conceptual and she would like to take advantage of questioning Mr. Fulwood. She first questions whether there is a difference in the skill set required for a CFO in the public sector versus the private sector, and specifically whether the differences are important enough that the spec should specify public sector experience.

Jerry Fulwood, City Manager, responds that the differences in skill set between the public sector and the private sector is very significant. Having previously worked within finance in the private and public sector, it is his belief that the knowledge base is different. When he was transitioning into public sector from private, he was required to go back to school to take a program specializing in governmental accounting and

finance. Within the private sector you are looking at the general balance sheet, at your profit and loss statement, looking for revenues, expenditures, and so forth. Within the public sector, you are looking at an accounting group of funds, which means that you have many funds with revenues and expenditures base, and in addition to that you are also looking at different groups, such as you have your general fund, which has the same concept with your balance sheet; but then you have enterprise funds, which is consistent to the private sector, which is very restrictive fund, that has it's own separate guidelines. You also have inter funds, which function separately, in between the general fund and the enterprise funds. And then you have your accounting groups and your fixed asset groups. Therefore, it is a different concept, and you have to be able to view each enterprise fund, the general fund, and then the accounting groups as separate entities.

Mr. Fulwood goes on to state that it is important that the person understands the differences between the public sector and the private sector and the regulations that govern. This position will also oversee the financial operations of the Redevelopment Agency. In addition, we will be combining the operations of the City Treasurer's and City Controller's Office, therefore, it is crucial that the person be very knowledgeable about City operations and the issues that cities are dealing with.

Commissioner Zeitlin further questions if Mr. Fulwood feels that the duties reflected on the class spec are adequate.

Jerry Fulwood responds that it does. In fact, it highlights the important reorganization change of transitioning Purchasing into a separate division within the Finance Department. It is his feeling that the spending and safeguarding of City funds is critical, and Purchasing should have a much more pronounced role in working with the Chief Financial Officer. In addition, the job spec was circulated and a lot of feedback was received, as well as comparisons from other respected cities.

Commissioner Zeitlin further questions if requiring experience in municipal government will narrow down the candidate pool. She also questions if there sufficient numbers of candidates out there that would be interested in this position at the salary proposed and if there are any anticipated any problems with the recruitment.

Jerry Fulwood responds candidly that recruiting Finance Directors, or Chief Financial Officers, is one of the more difficult recruitments. They tend to be very conservative and more stationary, and there has to be a real incentive for them to leave their operations. We are looking for someone with exceptional talent and skill sets. After speaking with Santa Monica's City Manager, he is a bit concerned with the salary range. They recruited recently for a Finance Director, and I believe that their base salary was approximately \$171,000 to \$180,000. Also the City of Pasadena's salary is also within that range. So, we are going to go out in the market place, and we think that the salary range that we have is a good one, but if we get any feedback that the candidate pool is requiring a higher range, then we will address that with our recruiter.

Commissioner Zeitlin provides that she did share the same concerns on the initial salary recommendation and is pleased to see that it is being considering for revision. She further states that it is important that when you do a recruitment, to make sure that the salary up front is accurate and competitive. She believes that the City has had problems or experiences with that in the past, where we've recruited at one level, and we get this group of candidates, that may not be the best of the bunch. She believes that it is

important that we get the best person for this job. And if that requires more salary, she would certainly be in support of it, within an appropriate range.

Commissioner Barriciello states that she is in agreement with Commissioner Zeitlin's comments on the compensation range, and also shared that with Serena; it appeared to be quite low at first glance. And being provided with the salary data and job specifications from other cities gave her a greater perspective. She feels that it would have been even more helpful to have the organizational charts and budget data from the other cities as well. Also, it would be helpful to know what type of operating income and revenue this position is going to be managing. She understands that it would have been a tremendous amount of work and recognizes that the survey cities do seem similar in scope to Culver City. She goes on to state that the current salary range is low and is supportive of increasing it.

Commissioner Barriciello goes on to express some concern over the licensing requirement section, noticing that the CPA or the CPFA or CPFO is still left as desired, and not a required, although there is a Bachelor's Degree. She wants to open up a discussion and get feedback from the City Manager on how he would feel to make the licensing a requirement; given the continual education, the recertification that is required to keep these licenses, just to help ensure that the City's funds are managed properly.

Jerry Fulwood responds that he believes that a person that has those other educational disciplines is a plus. However, it is his experience, that you have to look at other things as well; there are a number of very talented people who have been within the industry for a number of years, highly regarded, highly respected, that do not have those credentials. However, in order for them to function and stay knowledgeable within the field they have to attend regular conferences, such as GFOA and CFO, they have to interact with their own peer group. Also he finds that just by having the degree does not give a person the general knowledge, the people skills, the management skills, and being able to effectively deal with more global issues. However, if they have those credentials as well as everything else, it's a real plus, which can be capitalized upon. He further states that he feels by making that a requirement, it would definitely limit the pool, and may make us miss out on a lot of very talented Chief Financial Officers.

Commissioner Barriciello agrees with him in terms of limiting the pool, and getting a well-rounded candidate, not just a bookworm. She further questions if he would consider requiring that the license be required within a certain amount of time after the person joins the City; and whether the City would sponsor it.

Jerry Fulwood responds that he would not have a problem with some wording that states that the candidate would be required to maintain current with their financial skill sets, but believes that requiring a candidate to obtain any licenses would narrow the candidate pool and possibly dissuade candidates from even applying.

Commissioner Barriciello goes on to states that she is also concerned with the years of experience that is required; it seems quite low. It does not seem aligned with the required job duties and responsibilities as well as what would be expected of someone at that career level. The years of experience seem to be a junior level, maybe a Finance Director position. But a CFO truly commands a different caliber of executive, and again hopefully with the recruiting pool five years will be looked at as a minimum.

Serena Wright responds that she believes it may be in the way that the spec is being read; the five years of recent experience is professional financial management experience, so in essence, it wouldn't be at an accountant level, with five years of experience. When we say professional, we are looking at an assistant and above, meaning that you have had to have been an assistant for at least five years in order to really qualify.

Commissioner Barriciello clarifies that it means an Assistant CFO or an Assistant Controller.

Serena Wright responds affirmatively.

Crystal Alexander provides additional information regarding the questions raised on the certifications and the different requirements between public sector and private sector. Up to very recently one could not receive a CPA just working within a governmental organization, one must have worked outside a governmental organization in order to get that designation before coming in, so as the City Manager referenced, if you got somebody who has been out there for a very long time, that they may not have been able to capture that.

She further states that she believes that the Personnel Department did a good job of listing the potential certifications, because it's actually in three very broad areas; the CPA, which is in accounting, the CPFA, which is more in investment and cash management, and then the CPFO, again which is something that is very new, the Government Finance Officers Association created it about 10 years ago and there's only about 399 in the entire country, of which there are about 45 in the State of California who currently have it. It consists of five different exams across the broad spectrum of public finance and accounting and budgeting, cash management, debt management, purchasing, and risk management.

Vice Chair Stivers refers her question to Mr. Fulwood. She refers to the February 12th Council Meeting where there seemed to be a lot of references made to morale issues within the respective Departments. She questions if and how he planned on addressing those things in the interview process.

Jerry Fulwood responds that the ideal person has to be very talented and be able to interact with both groups that we're combining into one group. Also, you have very, very unique cultural differences between the two offices. Therefore, that person would have to have either an expertise to work with and to help to mobilize the different divisions to work as a team, sharing their resources, sharing their knowledge, and as a team addressing the fiscal issues that the City is facing. So, during the interview process, we would definitely be looking for someone with broad depth of experience within the financial area and people skills will also be very important. Just having the technical competency, will not be enough to simply make everything work.

Also, part of the concept would be to have a flattened organizational structure, so that you would have close to four, maybe five, even six division managers reporting to the Chief Financial Officer so that that person could try to mobilize them and have them working as a team and have more hands-on responsibility in a technical way, but also would have to be able to utilize the managerial skill sets that that person has, to get those divisions to work together and to work throughout the City. What is really

important too is that this person would have to then command respect of all Department heads within the City, so that they have confidence that that Department is functioning the way that it should be, and also that person would have to command the respect of myself and the City Council, and also the community.

Chair Motyl is in favor of the job description but questions why the City should offer \$40,000 over the labor market average.

Serena Wright responds that it is her recommendation that it be considered. As mentioned earlier, if we look at the salary that the City of Santa Monica is paying for their newly appointed Finance Director, and recognizing that we do share the same pool of candidates, I think that it would be wise for the City to at least have a comparable salary to Santa Monica, in order for us to get the best possible person that we can for this new position in the City.

Jerry Fulwood responds that if you are looking at the City's funds from the perspective that it is a \$100,000,000 company, and this person is managing the resources of a \$100,000,000 company. And realize that in the grand scheme of things, you want to make sure that we get the best person possible and \$170,000 is a bargain when compared with paying someone \$140,000 and not being able to get the right candidate who may cost the City millions of dollars by bad decisions.

Chair Motyl responds that he was impressed with Mr. Fulwood's report to Council on how this position could save a couple of million dollars in the space of a few years.

Jerry Fulwood responds that he is hoping for much more but is remaining very conservative. He also states that this position is very unique in that whoever is selected has to be a person who is a risk taker, because this isn't a finance department that has operating at the desired level; this person will not be able to come in and manage something that has been ongoing for some time. This person has to come in, be able to enter an organization where there are cultural differences, walk in, pull it together, make it happen, and also manage the resources of the City, utilizing this team. That is a risk taker and a person of exceptional talent, and that's why we've taken the time to do then the work that we have within the job spec.

Commissioner Zeitlin questions when the anticipated starting date for the recruitment is.

Jerry Fulwood replies that if everything goes well, it will be after Council approval, which is anticipated on March 26th. We would like to then start the recruitment then immediately and hopefully have this person start some time during late summer. There is a lot of work that this person needs to do: reviewing the work space, possible personnel reassignments, developing and designing the Finance Department and getting to know City staff and structure. Also, the current Treasurer, and the Controller, and their staff would have to start to gradually work with this person. Although legally this person could not assume the role that the Treasurer is currently handling until April 2008. But when that date happens, this person must be able to step in, and function immediately as the Chief Financial Officer. There is no learning curve; there is the expectation that this person will hit the road running but with no exceptions whatsoever.

Moved by Commissioner Zeitlin, seconded by Vice Chair Stivers, the motion was unanimously carried to approve the New Classification Specification for Chief Financial Officer.