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City of Culver City

Staff Report Details (With Text)

File #:	23-151	**Version:**	1	**Name:**	Approval of New Recruitment Bulletin: Finance Manager
Type:	Minute Order			**Status:**	Action Item
File created:	8/25/2022			**In control:**	CIVIL SERVICE COMMISSION
On agenda:	9/7/2022			**Final action:**	
Title:	Approval of New Recruitment Bulletin: Finance Manager				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. 2022-09-07 ATT-1 Proposed Bulletin for Finance Mgr.pdf, 2. 2022-09-07 ATT-2 Classification Specification.pdf				

Date	Ver.	Action By	Action	Result
9/7/2022	1	CIVIL SERVICE COMMISSION	adjourned	Pass

Approval of New Recruitment Bulletin: Finance Manager

Meeting Date: September 7, 2022

Contact Person/Dept: Ofelia Garcia/Human Resources

Phone Number: (310) 253-5640

Fiscal Impact: Yes [] No [X] **General Fund:** Yes [] No [X]

Public Hearing: [] **Action Item:** [X] **Attachments:** [X]

Public Notification: (Email) Meeting and Agenda (09/02/22); (Email) All City Staff (09/02/22)

Department Approval: Dana Anderson, Director of Human Resources (08/25/2022)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the new recruitment bulletin for Finance Manager.

BACKGROUND/DISCUSSION

In October 2019, the Civil Service Commission approved the classification specification for Finance Manager. This position is assigned to the Finance Department. Occupants of this classification are in the classified service.

The Finance Manager is responsible for the performance of complex financial, revenue and budgetary work of considerable difficulty. Incumbents of this classification manage the Revenue Division of the Finance Department, as well as the areas of Payroll,
Account Payable and General Financial and Budget Systems for both the City and its component financial units.

The Finance Department plays a key role in each financial transaction of the City, ranging from cash handling to debt management; from financial forecasting to budgetary controls. The Department responsibilities include: financial administration, budgeting and financial analysis, accounting and auditing of City resources, establishment of sound internal controls, cash management, debt management, purchasing, investments, billing and collection of monies due the City, issuing of business licenses, accounts payable and payroll.

We are submitting the new recruitment bulletin for approval due to the significance of the classification and in anticipation of opening an urgent recruitment due to a promotion.

The bulletin includes the necessary recruitment information as well as the examination components. The exam component includes an oral interview, weighted at 100%. This exam component is aligned with similar classifications within the City.

Bargaining Unit Representation

The recruitment bulletin, Attachment 1, is reflective of the classification specification, Attachment 2. A copy of the proposed bulletin has been provided to the Culver City Management Group (CCMG) for their information.

AUTHORITY

The Commission's authority to approve new or revised recruitment bulletins outlined in Civil Service Rules (CSR) 6.4:

> **6.4 Commission Approval:** Where an examination is required, the Human Resources Director shall prepare a Job Bulletin and forward it to the Commission for approval. It shall not be necessary to obtain additional Commission approval of a Job Bulletin if there have been no changes in the minimum requirements, or examination components.

FISCAL ANALYSIS

There is no fiscal impact associated with the proposed new recruitment bulletin.

ATTACHMENTS

1. 2022-09-07 - ATT 1 - Proposed Bulletin for Finance Manager
2. 2022-09-07 - ATT 2 - Classification Specification

MOTION

That the Civil Service Commission:

Approve the New Recruitment Bulletin for Finance Manager.

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