

RESOLUTION NO. 17-2022

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA
AUTHORIZING THE RECLASSIFICATION OF A VACANT FINANCIAL
SERVICES MANAGER POSITION TO DEPUTY FINANCE DIRECTOR**

WHEREAS, Article 4, Section 2-4.401 of the Pacifica Municipal Code establishes a civil service personnel system and procedures for the administration of personnel matters; and

WHEREAS, said Chapter requires that the City Manager, as Personnel Officer, prepare and recommend to the City Council a position classification plan, class specifications, and revisions thereto; and

WHEREAS, said Chapter requires that personnel rules and policies be adopted by resolution of the City Council; and

WHEREAS, Financial Services Manager position became vacant in December 2021, and the reclassification of the position to **Deputy Finance Director** will improve the service level provided by the Finance Department; and the new classification is consistent with the organizational structure of other departments

NOW, THEREFORE, be it resolved by the City Council of the City of Pacifica, California, that the vacant Financial Services Manager position in Administrative Services Department is hereby reclassified into a Deputy Finance Director position, and Classification Plan is hereby amended to add the new classification and the salary schedule to the Unrepresented Management and Confidential Employees MOU;

Financial Services Manager	Deputy Finance Director
Current Scale	Proposed Scale
\$10,323 - \$12,735	\$11,980 - \$14,346

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 11th day of April, 2022, by the following vote:

AYES, Councilmembers: Beckmeyer, Bier, Bigstycck, O'Neill, Vaterlaus.

NOES, Councilmembers: n/a

ABSENT, Councilmembers: n/a

ABSTAIN, Councilmembers: n/a



Mary Bier (Apr 14, 2022 15:00 PDT)

Mary Bier, Mayor

ATTEST:



Sarah Coffey, City Clerk

APPROVED AS TO FORM:



Michelle Kenyon, City Attorney



Last Updated: April 2014

Revised: April 11, 2022

Deputy Finance Director – Administrative Services Department

DEFINITION

Under administrative direction, plans, directs, organizes, and supervises activities of the Finance Division of the Administrative Services Department; performs difficult and complex statistical analyses; participates in City-wide financial activities; performs professional accounting work; participates as a member of the Department's management team in departmental policy development, administrative planning, and addressing of departmental issues; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Chief Financial Sustainability Officer or other executive level position as assigned by the City Manager. Provides supervision to finance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

The duties and responsibilities listed below are only illustrative and are not meant to be a full and exhaustive listing of all the duties and responsibilities of the position.

- Plans, organizes, directs, and supervises all Finance Division activities and operations including general ledger, annual audit, accounting, budgeting, investment, payroll, and purchasing.
- Review, evaluate and recommend improvements to the City's administrative and financial internal control systems and procedures and ensure reporting and audit compliance.
- Manage the fiscal year year-end close process, oversee annual external audit, and develop the Annual Comprehensive Financial Report (ACFR).
- Assists in developing the City's operating budget and long-term financial planning documents and a variety of financial statements and statistical reports. Assists in the development of the Capital Improvement Plan.
- Develop and implement goals, objectives and priorities and prepare various financial reports and analyses requested by City Manager and City Council.
- Remain current on financial and accounting trends and keep management advised of impacts on City operations and finances.

- Collaborate and provide costing of baseline costs, proposal costs, and the costs of a tentative agreement to assist in the ratifying of all collective bargaining agreements. Ability to identify each item in all MOU costs on a fiscal year basis and determine the total cost of each contract.
- Educate all parties involved in the collective bargaining negotiations by providing objective, independent, clear, and effective communications about the government's fiscal condition and the economic and fiscal challenges it faces and works with the negotiating team to assess the financial benefits and risks of clauses that would reopen the contract.
- Determine proposal costs and affordability. When negotiations begin, provide the relevant financial information and work with the management team to determine prudent cost limits while still meeting community needs and priorities.
- Develops and implements financial policies and procedures, including fiscal year-end and pre-audit checklist, quarterly closures and posting of revenues and expenditures, payroll, purchasing, business license, assessments, and other activities.
- Reviews and recommends amendments and revisions to codes and ordinances dealing with accounting or financial activities. Oversees the review and audit of the internal controls related to cash handling procedures in all divisions within the city and makes recommendations as appropriate.

Conduct special research on financial matters as requested which may include but are not limited to:

- Analytical support for CalPERS rate stabilization
- Assist and provide project support, outreach, and implementation of new Enterprise Resources Planning (ERP)
- Invests and monitors the City's cash portfolio according to City Council policy; develops investment and withdrawal policy for consideration by the City Manager and the City Council; and develops cash flow forecasts to determine the funds available for long term investments.
- Supervises, trains, evaluates, and provides work direction and coordination for Division staff; evaluates Division staffing arrangements, staffing levels, and work assignments, and makes necessary recommendations to the City Manager; sets performance standards for Division staff and evaluates performance, including professional growth and development goals; submits hiring and other personnel action recommendations.
- Drafts and reviews staff agenda reports, attend public meetings to explain and promote city programs and policies, make presentations to the City Council, Commissions, and other groups of a financial nature relating to the City's budget

and financial forecast. May negotiate agreements for the Division with other public and private companies. May be assigned to supervise ancillary functions as needed.

Contacts and Relationships

The employee has contact with users of the City's finance, accounting, investment, and business license systems; other members of the city organization; elected and appointed officials; and representatives of public and private agencies. The employee interacts with representatives from other departments in providing financial information, including budgetary projections, analysis, recommendations, data, reports, and bargaining issues and to understand and validate the costs and / or savings associated with each bargaining unit.

Respond to requests for information and provide advice to City departments, other governmental agencies, and the public on City financial and accounting policies.

When necessary, bring in consultants such as actuaries or financial advisors to help quantify costs in the short and long term.

Accountability

The employee is accountable to ensure that accounting, investment, and financial functions are carried out in accordance with the Municipal Code, Governmental Accounting and Auditing Standards, Federal and State laws (including those related to grants), and departmental policies and internal control. Assignments may be specific or general with only desired results being specified. Recommendations on improvements to Division activities are expected.

The employee is responsible for complying with all City safety requirements and practices. Additionally, the employee is responsible for ensuring that division staff also comply with all City safety requirements and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB).
- Principles, methods, and practices of administration, personnel management, governmental accounting, municipal and governmental budgeting, auditing, grant-accounting, purchasing, treasury management, and revenue administration.
- Government investment policy, investment strategies, interest bearing instruments, and cash flow forecasting.
- Laws, statues, ordinances, regulations, and requirements affecting municipal

finance administration and investment of public funds, methods and techniques for record keeping

- Statistical analyses, technical report preparation, presentation methods and techniques, contract administration and negotiation methods and procedures as applied to assigned work.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Modern office practices, methods and equipment, including a computer-based accounting systems and applicable software
- Quantitative and management analysis techniques to determine fiscal impacts.

Skills in:

- Analyze and solve problems, prepare a variety of financial statements, reports, and analyses. Analyze, balance, and reconcile financial data, ledgers, and accounts.
- Operate contemporary office equipment, including computer systems and associated software applications, including financial and accounting programs.
- Planning, organizing, and directing work of the Finance Division and managing complex projects.
- Supervising, training, and evaluating assigned staff, ensuring work is performed effectively
- Communicating effectively in English both orally and in writing, making presentations, and preparing written reports.
- Interacting effectively with City staff, elected officials, and representatives of various public and private agencies.
- Establishing and maintaining effective working relationships with others.
- Understanding, interpreting, and applying Federal and State law, local regulations and complex guidelines and procedures.

Ability to:

- Perform mathematical calculations quickly and accurately, read, interpret, and record data accurately, organize, prioritize, and follow-up on work assignments
- Make sound decisions within established guidelines. Interpret, explain, and apply applicable laws, codes, and regulations.
- Work independently and as part of a team.
- Communicate clearly and concisely, both orally and in writing.

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Analyze complex issues, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively utilize computer applications and technology related to the work.
- Observe safety principles and work in a safe manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Essentially all the employee's working hours are spent in an office environment with moderate noise levels and controlled temperature conditions. Work generally involves a high degree of concentration, especially in the consideration of technical and personnel problems and the origination of programs to increase departmental efficiency and improvement of services. There may be some light to moderate physical work in the handling of supplies, files, computer equipment, etc.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Education and Experience Guidelines:

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible work experience at a professional accounting level, including three (3) years supervisory responsibilities in accounting or finance administration, preferably in a public agency or government accounting firm.

Training:

A Bachelor's degree from an accredited four-year college or university with a major in Accounting, Business or Public Administration, and an emphasis in Accounting or Finance. A master's degree in business or related field or Certified Public Accountant certification is highly desirable.

Special Requirement:

Possession of, or ability to obtain, prior to employment, a valid Class C Driver's License issued by the state of California and a good driving record.

Physical requirements include the following:

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions. Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects with the human body. Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone. Visual ability sufficient to read and produce printed material and information displayed on a computer screen.

Effective Date: April 11, 2022

Status: Exempt – At Will

Bargaining Unit: Unrepresented Confidential









For Signature: ResolutionNo17-2022_Reclassify FinancialServicesManagerToDeputyFinanceDir ector

Final Audit Report

2022-04-14

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