



Legislation Text

File #: 21-0112, **Version:** 1

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Stephanie Swofford, Acting Human Resources Director

SUBJECT:

Consideration of a Resolution Approving Salary Range and Benefits for the Newly Created Financial Services Manager Classification (Acting Human Resources Director Swofford).

ADOPT RESOLUTION NO. 21-0026

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 21-0026 approving the recommended salary range and benefits for the Financial Services Manager.

FISCAL IMPLICATIONS:

The Human Resources department conducted a compensation study with the City's typical comparator agencies. The survey data supports the recommended monthly salary range of \$9,425 - \$12,365. The cost of the Financial Services Manager position will be offset by restructuring changes in the Finance Department, including the elimination of the classification for the Senior Financial Analyst position and the downgrade of the Revenue Services Manager to Revenue Services Supervisor. Overall, these changes will result in a net savings of approximately \$15,976.

BACKGROUND:

As a result of the employees taking the Golden Handshakes opportunity and vacancy of the Revenue Services Manager, there is no management staff to oversee the Revenue Division. The Director of Finance re-evaluated the department organizational structure and operational needs in which the Financial Services Manager position is recommended. The Financial Services Manager classification was inactive in the previous City classification plan and now is revived for this purpose.

DISCUSSION:

The Finance Department requested to revive the Financial Services Manager classification including revising the class specification that reflects the essential job duties to be performed and outlines required minimum qualifications, knowledge, skills, and abilities. The Financial Services Manager will plan, manage, and controls the activities of the Finance Department, which may include budgeting, fund balance management and revenue services. The position participates in budget planning processes in supporting the Executive Management Team. The class specification detailing the essential functions of this position is attached.

Staff conducted a salary range survey of the City's benchmark cities to determine the recommended Management/Confidential (MC) salary range for this position. Based on that survey, staff recommends this classification be placed in MC-04-B (\$9,245 - \$12,365 per month) range.

In addition, staff recommends the newly created Financial Services Manager classification to be effective on the beginning of the pay period, March 13, 2021. The Finance Department verified that a current staff member has assumed the duties of the Financial Services Manager since March 2021 due to operational needs at the time.

This classification along with the applicable pay and benefits provisions will be added to the Personnel Rules the next time they are amended. The salary range for this classification will be added to the next citywide Salary Schedule update for Council ratification.

PUBLIC OUTREACH:

After analysis, staff determined that public outreach was not required for this issue.

LEGAL REVIEW:

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

ATTACHMENTS:

- 1.Resolution No. 21-0026
- 2.Class Specification - Financial Services Manager