



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: TRAVIS HOPKINS, ASSISTANT CITY MANAGER
SUBJECT: REVISIONS TO THE DEPUTY DIRECTOR OF ASSISTANT CHIEF FINANCIAL OFFICER JOB CLASS SPECIFICATION
DATE: OCTOBER 21, 2020

The **Assistant Chief Financial Officer** job classification is assigned to the Finance Department and is non-associated.

Modifications to the **Assistant Chief Financial Officer** job specification are recommended to: 1) update the education language. The requested modification is intended to update the classification to reflect the present hiring standards and does not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The Finance Department and Human Resources Department have collaborated on the recommended changes to the job classification.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title: Assistant Chief Financial Officer
Pay Grade: NA0900
Affected Employees: 0
Recommendation: Approve the updated job class specification

Attachment: Assistant Chief Financial Officer Job Class Specification

Cc: Dahle Bulosan, Chief Financial Officer