

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ADMINISTRATIVE SERVICES MANAGER**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**  
**COUNCIL APPROVAL: NOVEMBER 2, 2020**

<b>JOB CODE:</b>	<b>0622</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>OFFICIALS &amp; ADMINISTRATORS</b>

**JOB SUMMARY**

Under general direction, serves as division head responsible for managing, supervising and coordinating programs of the Administration Division of the Public Works Department. Administers and oversees budget, records management, contracts, financial reporting and other functions.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Director of Public Works or Deputy Director of Public Works  
Supervises: Professional, technical and administrative support staff

**DISTINGUISHING CHARACTERISTICS**

This is a single incumbent classification that acts as the division head over the Administration Division.

**EXAMPLES OF ESSENTIAL DUTIES**

- Participates in the development and implementation of goals, objectives, policies, procedures and priorities related to the Administration Division in the Public Works Department
- Plans, organizes, performs and supervises the assigned functions and activities of the Administration Division; budget preparation, implementation and administration, records management, purchasing, customer service, professional services and construction contract administration, personnel administration, departmental information systems and mapping
- Manages departmental operating budget preparation; allocates resources and administers the approved budget; participates in the development, implementation and administration of the multi-year Capital Improvement

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Project Program; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; reviews invoices for accuracy, assigns expenditures to accurate accounts, authorizes expenditures and participates in program audits

- Manages and oversees compliance requirements related to grant administration to identify and adhere to Federal and State requirements, including the planning and implementing of grant programs
- Manages and oversees the Solid waste program for the City including rate setting, fiscal management, employees, management of franchise agreement, etc.
- Manages and oversees the weed abatement program for the City including noticing to residents, notice to the City Council, management of staff, and execution of weed abatement activities
- Monitors and reviews for accuracy CIP bid documents, contract files, legal advertising, contracts, agreements, specifications and bids; verify insurance and bonding, and process agreements and final contract documents; prepares and reviews progress payments, change orders, and retention accounts; prepares final accounting for projects
- Oversees and/or performs a variety of complex and responsible administrative studies, statistical analyses and projects; prepares reports of findings and recommendations related to administrative and other departmental matters; develops and reviews staff reports and correspondence related to departmental issues; upon request, presents reports to the City Council, commissions, committees and boards
- Assists with departmental personnel functions, including recruitment and selection
- Plans, directs, coordinates and reviews the work plan for the Division; meets with staff to identify and resolve problems; monitors work flow; reviews and evaluates work products, methods and procedures
- Resolves work problems and interprets administrative policies to subordinates, consultants, contractors and the public
- Develops, plans and implements new or revised programs, systems, procedures and methods of operation pertaining to the Public Works Department
- Oversees, develops and coordinates department communications and public relations material including website presence and information, newsletters, brochures, and social media
- Administers professional services agreements and contracts, which include insurance documents and bonds

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**TITLE: ADMINISTRATIVE SERVICES MANAGER**

- Plans, prioritizes, assigns, supervises and monitors the work of professional, technical, and administrative staff; provides or coordinates staff training; coaches employees to improve job performance and to correct deficiencies; prepares performance evaluations
- Answers questions and provides information to the public; receives and investigates complaints and recommends corrective action, as necessary to resolve complaints; maintains time, material and equipment use records
- Attends leadership, management, supervisory and subject matter training to stay abreast of industry best practices
- Works various hours to conform with changing priorities and meet deadlines
- Reports to work as scheduled, maintains satisfactory attendance record
- Performs other related work as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Principles and practices of public administration
- Principles and practices of budget development and administration at an advanced level
- Principles and practices of public policy, administrative research, and statistical analyses
- Administrative report and presentation development
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Pertinent Federal, State and local rules, regulations and ordinances
- Principles and practices of organization, administration and personnel management
- Principles of supervision, training, mentoring, and performance evaluation
- English usage, syntax, spelling, grammar and punctuation.
- Office procedures, methods, and equipment, including computers and applicable software, such as word processing, spreadsheets, and databases

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**TITLE: ADMINISTRATIVE SERVICES MANAGER**

- Principles and procedures of record keeping and filing
- Occupational hazards and standard safety practices

**Ability to:**

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Ensure compliance with Federal, State, and local rules, laws, and regulations; Interpret and apply pertinent laws, rules and regulations
- Supervise the preparation and maintenance of records and prepare comprehensive technical reports
- Prepare and monitor department and capital improvement program budgets
- Supervise, train, mentor, and evaluate assigned personnel
- Communicate clearly and concisely, both orally and in writing
- Provide friendly, timely and responsive, high level customer service to all clientele
- Follow directions from a supervisor
- Understand and follow posted work rules and procedures
- Establish and maintain cooperative working relationship with those contacted in the course of work.
- Ensure adherence to safe work practices and procedures

**Education:** A bachelor's degree from an accredited college or university with major coursework in business, public administration or related field.

**Experience:** Four (4) years of responsible professional level administrative staff experience including major budget, contract, and grant administration work and two (2) years of supervisory responsibility.

**SPECIAL CONDITIONS**

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

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**TITLE: ADMINISTRATIVE SERVICES MANAGER**

Work is performed in an office environment and may require occasional travel to off-site facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch and glare from the computer. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Established Nov/2020  
Rev. 03/2025 MA

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: FINANCE MANAGER**

<b>PERSONNEL COMMISSION APPROVAL:</b> <b>CITY COUNCIL APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b> <b>NOVEMBER 15, 2022</b>
<b>JOB CODE:</b> <b>EMPLOYMENT STATUS:</b> <b>UNIT REPRESENTATION:</b> <b>FLSA STATUS:</b> <b>EEOC CODE:</b>	<b>0808</b> <b>REGULAR FULL-TIME</b> <b>MEO</b> <b>EXEMPT</b> <b>PROFESSIONALS</b>

**JOB SUMMARY**

Under administrative direction, oversees, manages, and supports the daily operations of a Finance Division of the City. Manages the Accounting Services, Budget Management, or Revenue Services financial activities and supervises the operations and systems in these areas. Provides operational expertise to all City departments on systems, processes, and best practice financial activities while maintaining internal controls to improve efficiencies in order to protect public funds.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Chief or Assistant Chief Financial Officer

Supervises: Assigned supervisory, professional, technical, and administrative support staff

**DISTINGUISHING CHARACTERISTICS**

Finance Manager is a managerial job classification with comparable education and experience qualifications for the different assignments. This position differs from the supervisor position in that the manager exercises full supervisory and managerial authority over assigned operational functions within the department while the supervisor is responsible for a limited work group.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Provides overall management of the activities, assignments, and responsibilities of the Accounting Services, Budget Management, or Revenue Services Division

**Accounting Services Division**

- Responsible for all payroll, accounts payable, accounts receivables, general ledger and journal voucher entries activities
- Coordinates the City's financial reporting requirements, including the Comprehensive

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**TITLE: FINANCE MANAGER**

Annual Comprehensive Financial Report (ACFR) and the Popular Annual Financial Report (PAFR)

- Monitors general ledger activities; reviews and approves journal entries and bank reconciliations; prepares and/or reviews major changes to the chart of accounts; reviews and approves the integrity of the general ledger in the financial information system
- Coordinates accounting and financial software systems functions
- Directs the preparation of highly complex periodic and special reports involving cost accounting, expenditure reports and functional legal requirements
- Develops procedures and policies for accounting procedures within the financial systems, record keeping, accounting controls and cost accounting records
- Supervises the audit liaison of the City's accounting systems, procedures and policies
- Acts as the primary resource on accounting practices contained in the City's general ledger and financial software system
- Assists in the development and implementation of policies and procedures to insure collection and depositing of all City funds in a timely and accurate manner

**Budget Management Division**

- Oversees the work of staff engaged in the development, analysis and evaluation of City programs and budgets
- Directs and supervises staff in the review of budget proposals for assigned departments and divisions and the completion of complex financial analysis of proposed budget and policy changes
- Develops and implements policies and procedures regarding the budget development process; recommends modifications and enhancements to budget procedures and processes; schedules, implements and manages a formal budget development process
- Oversees cost-benefit analysis and recommendations
- Directs, designs and conducts training related to budget processes and procedures
- Develops and implements goals, objectives, policies and priorities for the Division; establishes schedules and methods of Division operations
- Prepares complex periodic and special reports involving budget data, financial projections, expenditure reports and legal requirements
- Develops procedures and policies for financial systems to enhance budget monitoring, required record-keeping and proper budgetary controls
- Monitors compliance with the City's adopted/revised budget; confers with department heads and/or representatives to recommend budgetary actions and/or adjustments accordingly
- Acts as primary resource on budgetary practices contained in the City's budget manual and instructions and the City's Administrative Regulations
- Provides costing data of future salary and benefit costs related to employee adjustments



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- and employee associations during labor negotiations
- Oversees the position control function of the City to ensure all permanent positions are fully funded as reflected in the adopted/revised budget; tracks salary and funding sources, and assists in forecasting and planning for compensation updates and changes

Revenue Services Division

- Responsible for daily receipt, deposit, collection, custody and investment of public funds of treasury operations
- Responsible for all cash management activities, bond reserves, all cashiering functions, and all collection activities for all delinquent city receivables
- Supervises and participates in the administration of the City's banking and safekeeping programs
- Assists in the development and implementation of policies and procedures to insure collection and depositing of all City funds in a timely and accurate manner
- Supervises compliance with other City departments, divisions, and sections
- Coordinates treasury activities with outside agencies
- Acts on behalf of the City Treasurer in his/her absence
- Issues licenses for individuals or companies doing business in the city in accordance with the Huntington Beach Municipal Code.
- Oversees the input and maintenance of the City's billing and collections database and records of revenues received; prepares a variety of complex financial calculations and reports.

Examples of Essential Duties for All Divisions

- Supervises, trains, and evaluates assigned staff
- Prepares reports and correspondence as needed
- Receives and evaluates customer complaints and disputes, recommends resolutions, and responds to customers accordingly
- Ensures compliance with state and federal guidelines and municipal codes and charter
- Works with other Finance Managers in the department to ensure checks and balances, the separation of duties, and financial best practices
- Collaborates with other Finance Managers in the department to achieve optimal departmental and city-wide performance and outcomes
- Attends leadership, management, supervisory and financial training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Reports to work as scheduled and works various hours, including nights and weekends as required
- Maintains regular and consistent attendance record



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- Performs other related duties, as required.

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**MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Principles and practices of public agency financial management, including general and governmental accounting, auditing, budget management, and/or billing and collections administration
- Principles, methods and procedures of purchasing goods, supplies and services for a public agency, including the competitive bid process; commodity markets, marketing practices, and commodity pricing methods, institutional banking operations, internal controls to ensure safe and secure processing of cash, credit, and check payments, depending on assignment
- Applicable State, Federal, County and City Charter laws and regulations governing handling and movement of public funds, financial reporting as well as budget and financial systems for local government, generally accepted accounting principles and reporting requirements and standard accounting practices regarding public agency accounting operations, depending on assignment
- Research methods, report writing techniques, and statistical concepts and applications
- Computer technology and software related to area of assignment
- Principles and practices of modern public administration, including planning, organizing, communicating, staffing, leading, and controlling
- Principles of supervision, training, and performance evaluation
- Exceptional customer service techniques

**Ability to:**

- Plan, organize, administer, coordinate review, and evaluate the activities of a comprehensive public agency financial management division
- Analyze and evaluate complex revenue, collections and administrative problems and develop and implement effective solutions
- Help develop, recommend, and administer sound financial strategies for a municipal government

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**TITLE: FINANCE MANAGER**

- Read and interpret complex laws and regulations impacting City financial activities
- Prepare and analyze mathematical and statistical calculations involving financial data
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Prepare and present complex narrative and financial reports in a clear and concise manner, both orally and in writing, at a level that can be easily understood by employees, community groups and decision makers
- Make public presentations calmly and professionally
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines
- Establish and maintain cooperative working relationships with those contacted in the course of work, including superiors, peers, subordinates, and the public
- Manage and direct staff to ensure professional work standards are met and quality customer service is delivered
- Meet critical deadlines; make decisions under pressure

**Education:** A bachelor's degree from an accredited college or university in finance, accounting, business, public administration, or other closely related field. A master's degree is desirable.

**Experience:** Five (5) years increasingly responsible professional level governmental financial management, accounting, budgeting and/or auditing experience including three (3) years supervising professional-level finance staff. Current or recent experience with a California municipality desirable.

**License/Certificates:**

Certification as a Public Accountant (CPA) preferred for the Accounting Services assignment.

**SPECIAL CONDITIONS**

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

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**TITLE: FINANCE MANAGER**

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. 03/2025 MA

**CITY OF HUNTINGTON BEACH**  
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**TITLE: PERMIT AND PLAN CHECK SUPERVISOR**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: SEPTEMBER 5, 2006**

**JOB CODE: 0209**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**EEOC CODE: PROFESSIONALS**

**JOB SUMMARY**

Under general direction, plans and supervises the work and activities of the Permit Center within the Community Development Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Building Manager

Supervises: Permit Technician, Senior Permit Technician, Assistant Planner, administrative support staff

**DISTINGUISHING CHARACTERISTICS**

The Permit and Plan Check Supervisor is responsible for exercising supervisory authority over the Permit Center and permit and plan check counter staff, which includes permit technicians, planners and administrative personnel.

**EXAMPLES OF ESSENTIAL DUTIES**

- Supervises plan check and permitting activities; selects, trains and evaluates staff
- Assists in the development of division goals and objectives
- Tracks, monitors and coordinates plan check activities to improve the permitting process
- Implements and recommends division policies and procedures for the coordination of plan check activities with planning, inspection, code enforcement and other divisions, departments and outside agencies.
- Assists staff with complex work and resolves conflicts, disputes and problems between City staff and the public or outside agencies; acts as ombudsperson for issues related to planning applications, building permits and plan check

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**TITLE: PERMIT AND PLAN CHECK SUPERVISOR**

- Checks plans and specifications of buildings and structures for compliance with adopted zoning, municipal, building codes and related construction codes and legislation
- Consults with architects, engineers, contractors and owners on matters such as design, engineering and regulations governing building plans
- Analyzes building designs to ensure basic architectural and engineering principles have been met, proper materials have been selected, and disability and energy regulations have been met
- Develops and maintains all building reporting systems to meet outside agency requirements; oversees the maintenance of construction records
- Researches, collects and analyzes data
- Analyzes and recommends system improvements
- Continuously updates knowledge of relevant legislation regarding permit processing and various building and construction codes
- Provides service to customers at the counter
- Handles difficult permits; performs plan reviews to ensure compliance with codes and regulations
- Writes reports, letters and memos
- Enters, stores and retrieves data on a computer
- Represents the department in staff meetings
- Reports to work as scheduled; works a variety of schedules including evenings, weekends, and holidays as required
- Performs related duties as assigned.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Federal, state, and local laws, rules and regulations pertaining to planning and building plan checking and permit issuance
- Building construction methods and materials
- Building Codes, including accessibility and energy regulations and other related legislation
- Principles and practices of supervision and conflict resolution techniques
- Business equipment and related software

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**TITLE: PERMIT AND PLAN CHECK SUPERVISOR**

- Quality customer service principles and practices
- Administrative management principles and techniques, including budgeting, organizational planning, workplace safety, staff training and development
- Zoning regulations
- California code and local laws relating to building construction
- Proper inspection methods
- Procedures involved in the enforcement of codes and ordinances
- Methods and techniques applied to the design and construction of residential, commercial and industrial buildings
- Safety standards and methods of building construction

**Ability to:**

- Plan, organize, and monitor the work of Permit Center staff
- Read, interpret and analyze construction plans, blueprints, manuals and specifications
- Calculate basic engineering computations
- Develop, maintain and follow department processes and regulations
- Supervise, train, and evaluate staff
- Communicate effectively orally and in writing
- Write reports, recommendations, correspondence and specifications
- Ensure safety and professional work standards are met
- Establish and maintain effective working relationships with those contacted during the course of work
- Deliver quality customer service
- Work independently and as a part of a team
- Exercise judgment and creativity in analyzing situations, identifying problems and recommending resolutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and personnel policies and procedures

**Education:** A bachelor's degree from an accredited college or university in a related field.

**Experience:** Five (5) years' experience issuing permits and/or plan checking, including two (2) years' experience in a supervisory or lead capacity.

**Licenses/Certifications:** Must possess and maintain current Certification as a Residential Plans Examiner from the International Code Council (ICC) or California Building Officials (CALBO). Certifications by other approved model code organizations in the categories indicated may be accepted if determined to be equivalent.

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**TITLE: PERMIT AND PLAN CHECK SUPERVISOR**

**SPECIAL CONDITIONS**

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors in a general office environment. The incumbent sits for prolonged periods of time; stands and walks to retrieve work files or to other departments or office locations; leans, bends and stoops to perform work behind a desk or to retrieve information; pushes, turns or twists to move chair or body from desk; reaches to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and hearing and speaking abilities to answer the telephone or answer questions of other staff members or the general public. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev December 2021/pa

Rev March 2025/ma



**CITY OF HUNTINGTON BEACH**  
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**TITLE: PRINCIPAL FINANCE ANALYST**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: MARCH 4, 2019**

**JOB CODE: 0896**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEO**  
**FLSA STATUS: EXEMPT**  
**EEOC CODE: PROFESSIONALS**

**JOB SUMMARY**

Under general direction, performs difficult and complex professional-level financial analysis requiring advanced knowledge and competency in various financial functions such as accounting, budgeting and financial planning; supervises the activities of assigned personnel and provides responsible staff assistance to the Finance Manager or Chief Financial Officer/Assistant Chief Financial Officer.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Finance Manager or as designated by the Chief Financial Officer/Assistant Chief Financial Officer

Supervises: Professional, technical, and other administrative support staff

**DISTINGUISHING CHARACTERISTICS**

This is professional/supervisory level classification in the Finance Analyst series. It differs from Senior Finance Analyst in that Principal Finance Analyst is a first-line supervisor over assigned staff in Finance and performs the most difficult and complex analysis while the Senior Finance Analyst is responsible for performing advanced-journey level financial, research, and analytical duties in support of the City's overall accounting, budget and financial preparation and reporting processes.

**EXAMPLES OF ESSENTIAL DUTIES**

- Performs professional tasks in support of the City's financial management operations; prepares a variety of complex analyses involving revenue and expenditures, payroll, accounts payable, accounts receivables, budget, and treasury operations.
- Assigns, monitors and supervises the work of subordinate staff involved in performing

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#### **TITLE: PRINCIPAL FINANCE ANALYST**

accounting, budget, treasury, and financial analysis; participates in the selection and hiring of personnel; conducts performance evaluations and recommends merit step increases; assesses disciplinary action when needed; provides and/or recommends training

- Leads the preparation, implementation, monitoring and evaluation of capital improvement plans and budgets; monitors and updates operating and capital budget adjustments and funding changes; reviews CIP requests for financial compliance
- Oversees the coordination of the master fee schedule
- Prepares and analyzes highly complex and sensitive budget requests, policy proposals, and financial reports, including reports regarding the City's long-term obligations, revenue forecasts and expenditure trends
- Assists in the preparation of a variety of complex financial analyses, forecasts, and reports, including the annual budget, Comprehensive Annual Financial Report (CAFR) and the Popular Annual Financial Report (PAFR)
- Develops presentations to help summarize budget results, financial reports, forecasts and trends in a comprehensive and easy-to-understand format
- Conducts analysis of proposals; identifies issues and opportunities; assists with the development of alternative scenarios to improve service levels or revenues and lower costs
- Conducts reconciliations and analysis of fiscal transactions to ensure compliance with municipal codes and policies, and federal and state laws, rules and regulations
- Assists in the preparation and administration of grant finances, including the coordination of grant audits and response to audits
- Conducts and coordinates special research studies and projects as assigned
- Researches, reviews, analyzes and follows-up on legislation related to revenues, expenditures, and general governmental financing
- Explains relevant accounting guideline to departmental staff; responds to questions, provides information and support to departments
- Prepares journal entries and reconciliations for complex accounting transactions such as debt issuance and refunding, capital assets acquisition and related transactions
- Collaborates with other department personnel to achieve optimal departmental and city-wide performance and outcomes
- May supervise and participate in the administration of the City-wide procurement activities, accounts payable, payroll, business license, or other finance activities.
- Works various hours, including nights and weekends as deemed necessary by manager to conform with changing priorities and meet deadlines
- Reports to work as scheduled; maintains satisfactory attendance record
- Performs other related duties as required

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**TITLE: PRINCIPAL FINANCE ANALYST**

*The preceding duties have been provided as examples of the essential types of work performed within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

### **MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

#### **Knowledge of:**

- Federal, state, and local laws, rules, and regulations governing municipal finance, budgeting, and financial reporting,
- Advanced financial management concepts, applications and contemporary modeling methods related to revenue and expenditure projections
- Modern and complex principles and practices of financial record keeping, report writing, and project management
- Computer technology and software related to financial analysis, modeling, data management, and manipulation
- If assigned, principles, methods and procedures of purchasing goods, supplies and services for a public agency, including the competitive bid process; commodity markets, marketing practices, and commodity pricing methods
- Advanced research methods, report writing techniques, and statistical concepts and applications
- Advanced principles, practices, and applications of public agency financial analysis
- Principles and practices of modern public administration, including planning, organizing, communicating, staffing, leading, and controlling projects and staff
- English usage, grammar, spelling, vocabulary, and punctuation
- Principles of supervision, training and performance evaluation
- Techniques for providing a high level of customer services by effectively dealing with the public, vendors, contractors, and City staff

#### **Ability to:**

- Plan, organize, administer, coordinate review and evaluate the activities of a comprehensive public agency financial work unit
- Perform the most complex and extensive budget and financial analyses, reports and projections
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, best budget practices, budgets, and labor/management agreements

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#### **TITLE: PRINCIPAL FINANCE ANALYST**

- Analyze proposed capital, personnel, operating and maintenance expenditures; manage the tracking and monitoring of budget expenditures, including contracts
- Prepare multi-year financial historical and forecast models
- Plan, organize, prioritize, delegate and coordinate work to completion in a timely manner
- Communicate effectively orally and in writing
- Exercise judgment and creativity in making conclusions and recommendations
- Exercise independent judgment in managing workload demands and priorities
- Collaborate and deal constructively with conflict to develop consensus
- Analyze and evaluate complex revenue, collections and administrative problems and develop and implement effective solutions
- Read and interpret complex laws and regulations impacting City financial activities
- Establish sources of supply, product and vendor information
- Analyze problems, identify alternative solutions, project consequences of proposed actions
- Prepare and present complex narrative and financial reports
- Make public presentations calmly and professionally
- Manage complex projects, on time and within budget
- Establish and maintain cooperative working relationships with those contacted in the course of work, including superiors, peers, subordinates, and the public
- Manage and direct staff to ensure professional work standards are met and quality customer service is delivered
- Meet critical deadlines; make decisions under pressure

**Education:** A bachelor's degree from an accredited college or university in accounting, economics, finance, business, public administration or other closely related field. A master's degree, Certified Public Accountant (CPA), and/or Certified Government Financial Manager (CGFM) is highly desirable.

**Experience:** Four (4) years' increasingly responsible professional level governmental financial management, accounting, budgeting or auditing experience, with an emphasis in business and revenue operations activities, including one (1) year in a senior capacity or as supervisor of professional-level finance staff for a municipality or other public sector entity.

#### **SPECIAL CONDITIONS**

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: PRINCIPAL FINANCE ANALYST**

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. 3/2019 JD  
Rev. 6/2020 PA  
Rev. 03/2025 MA

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR FINANCE ANALYST**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: MARCH 20, 2017**

**JOB CODE: 0868**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**EEOC CODE: PROFESSIONALS**

**JOB SUMMARY**

Under general supervision, performs a variety of advanced professional-level accounting, budgetary, and financial analysis and reporting related to the City's financial functions and performs a broad range of related duties.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Finance Manager or as designated by the Chief Financial Officer/Assistant Chief Financial Officer

Supervises: May provide lead direction to technical and/or administrative support staff

**DISTINGUISHING CHARACTERISTICS**

This is a professional-level classification in the Finance Analyst series. It differs from the Principal Finance Analyst in that the Principal Finance Analyst is a first-line supervisor over assigned staff and performs the most complex analysis. Senior Finance Analyst differs from Senior Administrative Analyst in that Senior Finance Analyst participates in the oversight and preparation of the City's overall budget, CAFR and other complex financial reports while the Senior Administrative Analyst is responsible for performing advanced-journey level financial, research, administrative, and analytical duties in support of an assigned department.

**EXAMPLES OF ESSENTIAL DUTIES**

- Perform complex financial calculations and analysis; prepare comprehensive financial studies, statements, and reports
- Prepare and analyze a variety of financial statements, schedules, and reports; ensures that financial statements are prepared on a timely basis in accordance with



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR FINANCE ANALYST**

- related governmental accounting regulations
- Assist in the development of accounting and audit control methods, systems and procedures to comply with accounting procedures, laws, ordinances and regulations; coordinate the preparation of external audit materials and assists auditors in the fiscal year review
- Assists in establishing parameters for revenue and expenditure estimates and makes recommendations for fiscal guidelines in the budgetary process; participates in the development of schedules, formats, policies, and procedures for the annual adopted budget
- Assists departments with the formulation, implementation and administration of capital and operating budgets
- Provides direction to department staff; serves as Finance Department liaison in directing and assisting department representatives with accounting, financial reporting and budget development, administration and implementation throughout the year to ensure adherence to established budget and financial parameters
- Monitors and reviews financial performance of City departments and projects by conducting budgetary, variance and fund analyses and preparing reports; reviews revenue and expenditures of departmental budgets and develops mitigation plans
- Monitors, evaluates, and reports on operating and capital budget revenues and expenditures
- Develops and coordinates budget and financial forecasting models; performs budget projections and variance analyses
- Prepares a variety of complex financial analyses, forecasts and reports utilizing computer software and other projection tools
- Performs due diligence on accounting, budgetary and financial matters to ensure the accuracy of fiscal information provided to staff, the Executive Team, City Council and the public
- Reviews and analyzes fiscal information submitted to Council approval for accuracy
- Recommends options and methods to reduce costs and increase revenues
- Assists in the preparation and administration of grant finances, including the coordination of grant audits and response to audits
- Explains relevant accounting guideline to departmental staff; responds to questions, provides information and support to departments
- Prepares journal entries and reconciliations for complex accounting transactions such as debt issuance and refunding, capital assets acquisition and related transactions
- Assists in developing and maintaining the five-year financial forecasts
- Performs special projects such as overhead allocation benchmark studies and review of applications for funds,
- Researches, reviews, analyzes and follows-up on legislation related to revenues, expenditures, and general governmental financing
- Analyzes and prepares costing estimates in support of labor negotiations



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR FINANCE ANALYST**

- Collaborates with other Finance Department staff of all financial requests to ensure proper application and conformance with City rules and other related laws and regulations
- Assists with implementation of City Council directives regarding financial issues
- Assists in the preparation of the Capital Improvement Program funding including analyzing available funds estimates and fund balance information
- Reviews alternative revenue sources and assists in coordinating the activities necessary for implementation
- Reports to work as scheduled, works a variety of schedules including evenings, weekends, and holidays, as required
- Performs other related duties as required

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Principles and practices of best accounting and budget practices, budget development and financial reporting programs for public sector entities
- Federal, State, and local laws, rules, and regulations governing municipal financial systems, financial reporting, revenue sources, and budget administration
- Financial management concepts and applications and contemporary modeling methods related to revenue and expenditure projections
- Research methods, report writing techniques, and financial concepts and applications
- Principles and practices of modern financial record keeping, report writing, and project management
- Computer technology and software related to financial analysis, modeling, data management, and manipulation
- Advanced principles, practices, and applications of public agency financial analysis
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for providing a high level of customer services by effectively dealing with the public, vendors, contractors, and City staff

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: SENIOR FINANCE ANALYST**

#### **Ability to:**

- Perform complex accounting, budget and financial analyses, reports and projections
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, best budget practices, budgets, and labor/management agreements
- Analyze proposed capital, personnel, operating and maintenance expenditures; manage the tracking and monitoring of budget expenditures, including contracts
- Prepare multi-year financial historical and forecast models
- Plan, organize, prioritize, and coordinate work to completion in a timely manner
- Compile and analyze complex data
- Communicate effectively orally and in writing
- Prepare comprehensive reports and correspondence
- Analyze situations, identify problems, and recommend solutions
- Interact professionally with various levels of employees and outside representatives
- Exercise judgment and creativity in making conclusions and recommendations
- Exercise independent judgment in managing workload demands and priorities
- Plan and coordinate multiple high profile projects simultaneously
- Meet critical deadlines
- Collaborate and deal constructively with conflict to develop consensus

**Education:** A bachelor's degree from an accredited college or university in accounting, business, finance, public administration, economics, or other closely related field. A master's degree, Certified Public Accountant (CPA), and/or Certified Government Financial Manager (CGFM) is desirable.

**Experience:** Four (4) years' professional level experience performing complex governmental accounting, budgetary financial analysis and research including two (2) years' related finance and/or auditing experience for a municipality or other public sector entity.

#### **SPECIAL CONDITIONS**

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

#### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR FINANCE ANALYST**

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Job requires working in a fast-paced, high-pressure environment and may necessitate adjusting work schedules to include working nights, scheduled days off, and weekends to meet obligatory deadlines and quick turnaround assignments or projects.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. 2/2017

Rev. 6/2020 PA

Rev. 03/2025 MA

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: TREASURY MANAGER**

<b>PERSONNEL COMMISSION APPROVAL:</b> <b>CITY COUNCIL APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b> <b>APRIL 4, 2023</b>
<b>JOB CODE:</b> <b>EMPLOYMENT STATUS:</b> <b>UNIT REPRESENTATION:</b> <b>FLSA STATUS:</b> <b>EEOC CODE:</b>	<b>0907</b> <b>REGULAR FULL-TIME</b> <b>MEO</b> <b>EXEMPT</b> <b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general direction, assists with the daily management and operations of the treasury activities within the City Treasurer's Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Deputy City Treasurer or City Treasurer

Supervises: Professional, technical, and administrative support staff

**DISTINGUISHING CHARACTERISTICS**

Treasury Manager differs from the supervisor position in that the manager exercises managerial authority over assigned operational functions within the department while the supervisor is responsible for a limited work group.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Provides management support for all aspects of City's treasury activities, including all cashiering functions, all collection activities, and all banking, investment, custody and safekeeping activities
- Carries out established departmental policies and procedures of internal controls and ensures adherence to relevant Federal, State and City guidelines and regulations
- Assists with the daily treasury operations including receipt, deposit, collection, custody and investment of public funds
- Performs investment management activities including development, monitoring and reporting of daily, monthly and annual cash flow projections, assisting with purchases and sales of investments, performing investment portfolio analysis, monitoring

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: TREASURY MANAGER**

- compliance with investment policy and applicable Federal, State and local laws, codes and regulations
- Prepares monthly and quarterly Treasurer's reports and assists with updating investment policies annually or when required
  - Participates in oversight of City's Deferred Compensation Plan and Supplemental Employee Retirement Plan
  - Responsible for managing all City Treasurer departmental RFPs and monitoring performance of vendors and providers
  - Assists in the development and carries out the implementation of policies and procedures to ensure collection and depositing of all City funds in a timely and accurate manner
  - Assists in coordinating treasury activities with internal departments and outside agencies, including coordination of relevant technology platforms (in conjunction with the Information Services Department); identifies opportunities for improvements to procedures and services to enhance delivery
  - Carries out necessary duties involved with collection and reporting on TOT/BID and Short-term rental income programs
  - Manages and reports on City Treasurer's Department operating budget
  - Acts on behalf of the Deputy City Treasurer in their absence
  - Assists with the input and maintenance of the City's billing and collections database and records of revenues received; prepares a variety of complex financial calculations and reports
  - Supervises, trains, and evaluates assigned staff
  - Prepares reports and correspondence as needed
  - Receives and evaluates internal and external customer complaints and disputes, recommends resolutions, and responds to customers accordingly
  - Collaborates with other departmental managers to achieve optimal city-wide financial performance and outcomes
  - Attends leadership, management, supervisory and relevant financial training to stay abreast of industry best practices
  - Reviews and reports on existing and proposed legislation related to treasury matters
  - Develops processes to ensure business continuity in the event of a disaster
  - Reports to work as scheduled and works various hours, including nights and weekends as required
  - Maintains regular and consistent attendance record
  - Performs other related duties, as required

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: TREASURY MANAGER**

**MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Standard practices and procedures of financial accounting and treasury management, including internal controls, cash flow projection development, cash collection, banking and payment processing
- Principles of public fund investing including knowledge of economic and financial markets, particularly fixed income
- Applicable State, Federal, County and City Charter laws, regulations, and practices that impact treasury and investment management for government agencies
- Computer technology and software applications related to area of assignment
- Principles and practices of modern public administration, including research, analysis, report preparation and presentation and statistical concepts and applications
- Exceptional customer service techniques

**Ability to:**

- Manage and direct staff to ensure professional work standards are met and quality customer services is delivered both to internal and external customers
- Supervise, train and evaluate assigned employees
- Assist with the development, implementation and administration of goals, objectives, and procedures for providing effective treasury services
- Analyze and evaluate complex revenue, collections and administrative problems and develop and implement effective solutions
- Prepare and analyze mathematical and statistical calculations involving financial data
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Prepare and present complex narrative and financial reports in a clear and concise manner, both orally and in writing, at a level that can be easily understood by employees, community groups and decision makers
- Interpret and apply relevant Federal, State and local policies, procedures, laws and regulations
- Establish and maintain cooperative working relationships with those contacted in the course of work, including superiors, peers, subordinates, and the public
- Meet critical deadlines; make decisions under pressure

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: TREASURY MANAGER**

**Education:** Bachelor's degree from an accredited college or university in finance, accounting, business, economics, public administration, or other closely related field. A master's degree in one of these areas is desirable. Education or training through the California Municipal Treasurers Association, Association of Public Treasurers, or California Debt and Investment Advisory Commission (CDIAC) is desirable.

**Experience:** Five (5) years professional level governmental financial management, municipal accounting, or treasury management experience. Investment experience, particularly in fixed income markets, is desirable. Professional experience with a California municipality is desirable.

**SPECIAL CONDITIONS**

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

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Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.