

RESOLUTION NO. 2023-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH
MODIFYING SALARY AND BENEFITS FOR NON-REPRESENTED EMPLOYEES BY
ADDING THE DEPUTY CITY TREASURER CLASSIFICATION AND ESTABLISHING
THE COMPENSATION

WHEREAS, the City Council of the City of Huntington Beach desires to modify the salary and benefits for non-represented employees upon adoption of this resolution;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Huntington Beach as follows:

SECTION 1. Salaries and Benefits for Non-Represented employees is hereby amended to include the Deputy City Treasurer as reflected in Exhibit "A" attached hereto and incorporated by this reference.

SECTION 2. The salary range for the Deputy City Treasurer shall be reflected in the Non-Associated Executive Management Salary Schedule – Exhibit 1.

SECTION 3. All other benefits and salary ranges established and reflected in the Non-Associated Employees Pay and Benefits Resolution 2023-76, shall continue unless modified by City Council action.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the _____ day of _____, 2023

Mayor

REVIEWED AND APPROVED

INITIATED AND APPROVED

City Manager


Assistant City Manager

APPROVED AS TO FORM:


City Attorney

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY CITY TREASURER

COUNCIL APPROVAL:

JOB CODE:	TBD
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	NON-ASSOCIATED / NON-CLASSIFIED
FLSA STATUS:	EXEMPT
EEOC CODE:	OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under administrative direction, the Deputy City Treasurer assists with planning, organizing and directing the treasury management activities of the City Treasurer's Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: City Treasurer

Supervises: Professional, technical, and administrative support staff

DISTINGUISHING CHARACTERISTICS

The Deputy City Treasurer is designated as "at-will" and is excluded from the competitive service of the City and the City's Classification Plan. The incumbent serves at the pleasure of the appointing authority and is subject to discharge without cause and without right of appeal.

Deputy City Treasurer differs from the City Treasurer in that the Deputy City Treasurer oversees the management of the department and staff, while the City Treasurer is responsible for the overall administration, planning, organizing, and directing of the department.

EXAMPLES OF ESSENTIAL DUTIES

- Manages all aspects of the City's treasury activities, including all cashiering functions, all collection activities, and all banking, investment, custody and safekeeping activities
- Manages relationships with and evaluates the performance of the department's external consultants, investment advisors, banking relationships, trustees and custodians; oversees RFPs, develops performance standards and negotiates contracts and service agreements

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TITLE: DEPUTY CITY TREASURER

- Develops and maintains efficient systems of policies and procedures to provide appropriate internal controls and adherence to relevant Federal, State, and City guidelines and regulations
- Performs investment management activities including oversight of development of daily, monthly and annual cash flow projections; enacts purchases and sales of investments, participates in evaluating investment portfolio safety, risks, liquidity and yield performance; and monitoring and ensuring portfolio compliance with investment policy and applicable Federal, State and local laws, codes and regulations
- Oversees preparation of monthly and quarterly Treasurer's reports, and the updating of investment policies
- Assists the City Treasurer with oversight of the City's Deferred Compensation Plan and Supplemental Employee Retirement Plan
- Develops and implements policies and procedures to ensure 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 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
- Oversees TOT/BID and short-term rental income programs
- Supervises and evaluates the work performance of assigned personnel; provides staff training; counsels and administers discipline
- Oversees the City Treasurer's Department operating budget
- Acts as signatory of all cash disbursements of the City
- Acts on behalf of the City Treasurer in their absence
- Oversees the input and maintenance of the City's billing and collections database and records of revenues received
- Collaborates with other departmental managers to achieve optimal city-wide financial performance and outcomes
- Attends leadership, management, and relevant financial training to stay abreast of industry best practices
- Oversees development of processes to ensure business continuity in the event of a disaster
- Works various hours, including nights and weekends as deemed necessary to conform with changing priorities and meet deadlines
- Reports to work as scheduled, maintains a satisfactory attendance record
- Performs other related duties as required.

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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:

Knowledge of:

- Standard practices and procedures of financial accounting and treasury management including internal controls, cash flow projection development, cash collections, banking and payment processing
- Principles of public fund investing including knowledge of economic and financial markets, particularly fixed income
- Applicable Federal, State, County and City Charter laws, regulations, and practices that impact treasury and investment management for government agencies
- Principles and practices of modern public administration, including planning, organizing, communicating, staffing, leading, and controlling
- Principles and practices of performance measurement
- Principles of strategic planning
- Exceptional customer service techniques
- Computer technology and software applications related to are of assignment

Ability to:

- Provide management leadership to ensure professional work standards are met and quality customer services is delivered both to internal and external customers
- Manage, supervise, train and evaluate assigned employees
- Develop, implement and administer goals, objectives and procedures for providing effective treasury services
- Maintain the confidence and cooperation of a variety of public officials, employees, and the public
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Research, analyze and evaluate new service delivery methods, procedures and techniques
- 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

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- Administer contracts and ensure compliance with contract provisions

Education/Certification: Bachelor's degree from an accredited college or university in Accounting, Finance, Business, Economics, Public Administration or a closely related field. A Master's degree in one of these areas and/or Certified Public Accountant credential 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' increasingly responsible professional level administrative and supervisory experience in governmental financial management, municipal accounting, or treasury management, including three (3) years' experience supervising professional-level staff. Investment experience, particularly in fixed income markets, is desirable. Professional experience with a California municipality is desirable.

License/Certification: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

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.

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

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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 (10-15 pounds).

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

EXHIBIT 1
NON-ASSOCIATED APPOINTED EXECUTIVE MANAGEMENT SALARY SCHEDULE
Effective April 1, 2023*

			Starting Point				Control Point		High Point
Job No	Description	Pay Range	A	B	C	D	E	F	G

EXECUTIVE MANAGEMENT

0591	City Manager	NA0591	Per Contract				139.86		153.85
0029	Interim City Manager	289	98.36	103.28	108.44	113.87	119.56	125.54	131.82

DEPARTMENT HEADS

0592	Assistant City Manager	281	90.84	95.38	100.15	105.15	110.41	115.93	121.73
0015	Fire Chief	281	90.84	95.38	100.15	105.15	110.41	115.93	121.73
0011	Police Chief	281	90.84	95.38	100.15	105.15	110.41	115.93	121.73
0518	Chief Financial Officer	269	80.61	84.64	88.88	93.32	97.99	102.88	108.03
0479	Chief Information Officer	269	80.61	84.64	88.88	93.32	97.99	102.88	108.03
0589	Community Development Director	269	80.61	84.64	88.88	93.32	97.99	102.88	108.03
0574	Director of Human Resources	269	80.61	84.64	88.88	93.32	97.99	102.88	108.03
0801	Director of Community & Library Services	269	80.61	84.64	88.88	93.32	97.99	102.88	108.03
0010	Director of Public Works	269	80.61	84.64	88.88	93.32	97.99	102.88	108.03

CONTRACT NON-DEPARTMENT HEADS

0593	Chief Assistant City Attorney	267	79.02	82.98	87.12	91.48	96.05	100.86	105.90
0778	Director of Homelessness & Behavioral Health Services	258	72.26	75.87	79.66	83.64	87.83	92.22	96.83
0845	Deputy Director of Public Works	258	72.26	75.87	79.66	83.64	87.83	92.22	96.83
0900	Assistant Chief Financial Officer	249	66.07	69.37	72.84	76.48	80.30	84.32	88.53
0850	Deputy Director of Administrative Services	249	66.07	69.37	72.84	76.48	80.30	84.32	88.53
0855	Deputy Director of Community & Library Services	249	66.07	69.37	72.84	76.48	80.30	84.32	88.53
0840	Deputy Director of Community Development	249	66.07	69.37	72.84	76.48	80.30	84.32	88.53
0779	Deputy City Manager	249	66.07	69.37	72.84	76.48	80.30	84.32	88.53
	Deputy City Treasurer	249	66.07	69.37	72.84	76.48	80.30	84.32	88.53
0699	Deputy Community Prosecutor	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72

*Per Resolution No. 2023-XX adopted March 21, 2023, the position of Deputy City Treasurer was established