

RESOLUTION NO. 2023 - 08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH
AMENDING THE CITY'S CLASSIFICATION PLAN
BY ADDING THE CLASSIFICATION OF
TREASURY MANAGER AND ESTABLISHING THE COMPENSATION

WHEREAS, the City Council of Huntington Beach wishes to amend the City's Classification Plan; and

NOW, THEREFORE, the City Council of the City of Huntington Beach does hereby resolve that the Classification Plan be amended as follows:

1. Add the new classification of TREASURY MANAGER as set forth in Exhibit A which is attached hereto and incorporated by this reference.
2. Modified MEO Salary Schedule – Exhibit B

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:

APPROVED AS TO FORM:

CITY MANAGER



CITY ATTORNEY

INITIATED AND APPROVED:



ASSISTANT CITY MANAGER

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: TREASURY MANAGER

PERSONNEL COMMISSION APPROVAL: CITY COUNCIL APPROVAL:	
JOB CODE: EMPLOYMENT STATUS: UNIT REPRESENTATION: FLSA STATUS: EEOC CODE:	TBD REGULAR FULL-TIME MEO EXEMPT PROFESSIONALS

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 compliance with investment policy and applicable Federal, State and local laws, codes and regulations

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: TREASURY MANAGER

- 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

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

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: TREASURY MANAGER

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.

License/Certificates: A valid California Class C driver license with an acceptable driving record required by time of appointment and throughout 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 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.

MANAGEMENT EMPLOYEES' ORGANIZATION SALARY SCHEDULE
EFFECTIVE APRIL 1, 2023

Job Description	Pay Range	A	B	C	D	E	F	G
Administrative Services Manager	226	52.55	55.18	57.94	60.83	63.88	67.07	70.42
Assistant City Attorney	257	71.54	75.12	78.87	82.82	86.96	91.30	95.87
Assistant City Clerk	207	43.50	45.67	47.96	50.36	52.87	55.52	58.29
Assistant to the City Manager	222	50.50	53.03	55.68	58.46	61.38	64.45	67.68
Associate Civil Engineer	210	44.82	47.06	49.41	51.88	54.48	57.20	60.06
Associate Planner	201	40.98	43.03	45.18	47.44	49.81	52.30	54.91
Building Inspection Manager	227	53.08	55.73	58.52	61.44	64.52	67.74	71.13
Building Inspection Supervisor	211	45.27	47.53	49.90	52.40	55.02	57.77	60.66
Building Official	240	60.41	63.43	66.60	69.93	73.42	77.10	80.95
Capital Projects Administrator	212	45.72	48.00	50.40	52.92	55.57	58.35	61.27
Chief Litigation Counsel	253	68.75	72.19	75.79	79.58	83.56	87.74	92.13
City Engineer	253	68.75	72.19	75.79	79.58	83.56	87.74	92.13
Civilian Police Services Commander	242	61.62	64.70	67.94	71.33	74.90	78.65	82.58
Code Enforcement Manager	230	54.69	57.42	60.29	63.30	66.47	69.79	73.28
Community and Library Services Manager	226	52.55	55.18	57.94	60.83	63.88	67.07	70.42
Construction Manager	226	52.55	55.18	57.94	60.83	63.88	67.07	70.42
Council Policy Analyst	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72
Cyber Information Security Officer	220	49.51	51.98	54.58	57.31	60.17	63.18	66.34
Deputy City Attorney I	226	43.07	45.22	47.48	49.86	52.35	54.97	57.72
Deputy City Attorney II	245	63.49	66.66	70.00	73.50	77.17	81.03	85.08
Deputy City Engineer	237	58.63	61.56	64.64	67.87	71.27	74.83	78.57
Deputy Fire Marshal	210	44.82	47.06	49.41	51.88	54.48	57.20	60.06
Detention Administrator	219	49.02	51.47	54.04	56.74	59.58	62.56	65.69
Economic Development Manager	237	58.63	61.56	64.64	67.87	71.27	74.83	78.57
Economic Development Project Manager	219	49.02	51.47	54.04	56.74	59.58	62.56	65.69
Environmental Services Manager	227	53.08	55.73	58.52	61.44	64.52	67.74	71.13
Finance Manager	236	58.05	60.95	64.00	67.20	70.56	74.09	77.79
Fire Marshal	240	60.41	63.43	66.60	69.93	73.42	77.10	80.95
Fire Medical Coordinator	211	45.27	47.53	49.90	52.40	55.02	57.77	60.66
Fleet Operations Supervisor	207	43.50	45.67	47.96	50.36	52.87	55.52	58.29
Housing Manager	230	54.69	57.42	60.29	63.30	66.47	69.79	73.28
Human Resources Analyst	192	37.47	39.34	41.31	43.37	45.54	47.82	50.21
Human Resources Manager	238	59.22	62.18	65.29	68.55	71.98	75.58	79.36
Information Technology Manager	240	60.41	63.43	66.60	69.93	73.42	77.10	80.95
Information Technology Supervisor	217	48.05	50.45	52.97	55.62	58.40	61.33	64.39
Landscape Architect	205	42.64	44.77	47.01	49.36	51.83	54.42	57.14
Management Analyst	192	37.47	39.34	41.31	43.37	45.54	47.82	50.21
Network Systems Administrator	225	52.03	54.63	57.36	60.23	63.24	66.41	69.73
Parking & Camping Operations Supervisor	199	40.17	42.18	44.29	46.50	48.83	51.27	53.83
Permit & Plan Check Manager	230	54.69	57.42	60.29	63.30	66.47	69.79	73.28
Permit & Plan Check Supervisor	205	42.64	44.77	47.01	49.36	51.83	54.42	57.14
Plan Check Engineer	223	51.01	53.56	56.23	59.05	62.00	65.10	68.35
Planning Manager	236	58.05	60.95	64.00	67.20	70.56	74.09	77.79
Police Services Manager	219	49.02	51.47	54.04	56.74	59.58	62.56	65.69
Principal Civil Engineer	235	57.47	60.35	63.37	66.53	69.86	73.35	77.02
Principal Combination Inspector	202	41.39	43.46	45.63	47.91	50.31	52.82	55.46
Principal Finance Analyst	219	49.02	51.47	54.04	56.74	59.58	62.56	65.69
Principal Human Resources Analyst	214	46.64	48.97	51.42	53.99	56.69	59.52	62.50
Principal Information Technology Analyst	225	52.03	54.63	57.36	60.23	63.24	66.41	69.73
Principal Librarian	201	40.98	43.03	45.18	47.44	49.81	52.30	54.91
Principal Management Analyst	214	46.64	48.97	51.42	53.99	56.69	59.52	62.50
Principal Planner	226	52.55	55.18	57.94	60.83	63.88	67.07	70.42
Public Affairs Manager	232	55.78	58.57	61.50	64.58	67.81	71.20	74.76
Public Affairs Officer	223	51.01	53.56	56.23	59.05	62.00	65.10	68.35
Public Works Maintenance Superintendent	218	48.53	50.96	53.50	56.18	58.99	61.94	65.04
Public Works Maintenance Supervisor	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72
Public Works Operations Manager	253	68.75	72.19	75.79	79.58	83.56	87.74	92.13
Real Estate & Project Manager	216	47.57	49.95	52.45	55.07	57.83	60.72	63.75
Risk Manager	234	56.91	59.75	62.74	65.88	69.17	72.63	76.26
Senior Civil Engineer	222	50.50	53.03	55.68	58.46	61.38	64.45	67.68
Senior Community and Library Services Supervisor	199	40.17	42.18	44.29	46.50	48.83	51.27	53.83
Senior Deputy City Attorney	251	67.39	70.76	74.30	78.02	81.92	86.01	90.31
Senior Finance Analyst	211	45.27	47.53	49.90	52.40	55.02	57.77	60.66
Senior Human Resources Analyst	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72

MANAGEMENT EMPLOYEES' ORGANIZATION SALARY SCHEDULE
EFFECTIVE APRIL 1, 2023

Job Description	Pay Range	A	B	C	D	E	F	G
Senior Librarian	186	35.30	37.06	38.91	40.86	42.90	45.05	47.30
Senior Management Analyst	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72
Senior Planner	216	47.57	49.95	52.45	55.07	57.83	60.72	63.75
Senior Traffic Engineer	231	55.23	57.99	60.89	63.94	67.13	70.49	74.02
Traffic and Transportation Manager	239	59.81	62.80	65.94	69.24	72.70	76.33	80.15
Treasury Manager*	236	58.05	60.95	64.00	67.20	70.56	74.09	77.79
Utilities Manager	238	59.22	62.18	65.29	68.55	71.98	75.58	79.36
Utilities Superintendent	218	48.53	50.96	53.50	56.18	58.99	61.94	65.04
Wastewater Supervisor	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72
Water Quality Supervisor	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72
Water Utility Supervisor	208	43.93	46.13	48.44	50.86	53.40	56.07	58.88

*New job classifications pending City Council approval