



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** CREATION OF PRINCIPAL FINANCE ANALYST JOB CLASSIFICATION  
**DATE:** DECEMBER 19, 2018

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The Finance Department is seeking to create the job classification of **PRINCIPAL FINANCE ANALYST**.

The creation of this new job classification distributes and allocates key analytical financial tasks and duties to better align operational and supervisory responsibilities consistent with the organizational structure changes being implemented by the Chief Financial Officer. The Finance Department desires to create a supervisory position at the advanced journey level to support the Finance Manager-Budget in the oversight and management of the procurement unit within the department. The recommended job classification will also assist with preparing, implementing, and administering the City's general and capital improvement budgets.

The classification will be FLSA exempt and represented by the Management Employees Organization (MEO). The recommended pay range was determined in accordance with Personnel Rule 12-1 Assigning Positions to Appropriate Ranges and Pay Plans. Comparison to internal classifications with similar breadth and scope of managerial responsibilities were factors considered in establishing the pay range.

The alternative to establishing a new job classification would be to incorporate the work into an existing job class. However, in reviewing the job duties and knowledge, skills, and abilities of other jobs, there are none that require the specific subject matter expertise necessary to perform the work of the proposed classification.

The City and MEO have met and conferred regarding the creation of this new job and its inclusion into the classification plan. The recommendation presented is based upon a review of similar external jobs.

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

### STAFF RECOMMENDATION

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**Proposed Job Class Title/Job Code:** Principal Finance Analyst MEO0896

**Pay Range:** \$46.22 - \$48.77 - \$51.45 - \$54.27 - \$57.26

**Action:** Approve recommended job classification and add to the City's classification plan

**Affected Employees:** None

**Attachment:** Principal Finance Analyst Job Class Specification

**Cc:** Gil Garcia, Chief Financial Officer  
Scott Smith, MEO President  
Debra Jubinsky, MEO President-Elect  
Aaron Peardon, OCEA Representative