



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

**TO:** PERSONNEL COMMISSION  
**FROM:** TRAVIS HOPKINS, ASSISTANT CITY MANAGER  
**SUBJECT:** REVISIONS TO THE SENIOR FINANCE ANALYST JOB CLASS SPECIFICATION  
**DATE:** OCTOBER 21, 2020

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The **Senior Finance Analyst** job classification is assigned to the Finance Division and represented by the Management Employees' Organization (MEO).

Modifications to the **Senior Finance Analyst** job specification are recommended to update the job duties and education requirements. The requested modifications are intended to update the classification to reflect current and consistent job requirements and present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The Finance Division and Human Resources Department have collaborated on the recommended changes to the job classification. MEO has been notified regarding the proposed changes to this 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**

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<b>Job Class Title:</b>	<b>Senior Finance Analyst</b>
<b>Pay Grade:</b>	<b>MEO0868</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Recommendation:</b>	<b>Approve the updated job class specification</b>
<b>Attachment:</b>	Senior Finance Analyst Job Class Specification
<b>cc:</b>	Dahle Bulosan, Chief Financial Officer Sunny Rief, Assistant Chief Financial Officer Debra Jubinsky, MEO, Chief Steward Aaron Peardon, Senior Labor Relations Representative, OCEA