



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

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

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

Modifications to the **Principal 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

Job Class Title:	Principal Finance Analyst
Pay Grade:	MEO0896
Affected Employees:	None
Recommendation:	Approve the updated job class specification
Attachment:	Principal Finance Analyst Job Class Specification
cc:	Dahle Bulosan, Chief Financial Officer Sunny Rief, Assistant Chief Financial Officer Debra Jubinsky, MEO, Chief Steward Aaron Peardon, Senior Labor Relations Representative, OCEA