

Commission with reasons for rejection and its recommendations.

Analysis:

The Personnel Commission has considered and approved an amendment to the City's Classification Plan. At its December 19, 2018, meeting, the Personnel Commission finalized the approval of a new job classification titled **Principal Finance Analyst**. There is opportunity to restructure the Finance Department's operations to better serve both internal and external customers.

The **Principal Finance Analyst** will manage and provide oversight for the activities of the purchasing unit and contracts function; and will perform highly complex, advanced journey-level budgetary and financial analysis for the Finance Department. The **Principal Finance Analyst** will manage the day-to-day operations of the Purchasing unit, overseeing City-wide contracts and supervising employees assigned to the unit. The **Principal Finance Analyst** is also responsible for coordinating the purchase of City-wide goods and services, overseeing the competitive bidding process, managing the professional services program and administering the Purchasing Card program.

The **Principal Finance Analyst** will be responsible to perform cost allocation studies and update the Master Fee Schedule. The **Principal Finance Analyst** position will allow the Finance Department to improve internal controls and to be more proactive regarding the management of the procurement function. Recruitment, selection and appointment to this classification in-lieu-of the vacant classification provides expanded duties and responsibilities, supervisory oversight and additional functional and operational efficiencies for the department. The position will report to the Finance Manager-Budget. This position is a budget-exchange for an existing funded vacancy and does not add to the approved department table of organization.

The classification is represented by the Management Employees' Organization. The Personnel Commission approved the recommended pay range of \$46.22 - \$57.26.

Environmental Status:

N/A

Strategic Plan Goal:

Strengthen economic and financial sustainability
Enhance and maintain City service delivery

Attachment(s):

1. Resolution No: 2019-16, "A Resolution of the City Council of the City of Huntington Beach Amending the City's Classification Plan by Adding the Classification of Principal Finance Analyst"
2. Job Classification Specification for Principal Finance Analyst (Exhibit A)
3. Modified MEO Salary Schedule (Exhibit B)
4. Personnel Commission Staff Report dated 12/19/2018