



City of Huntington Beach

File #: 19-255

MEETING DATE: 3/4/2019

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Fred A. Wilson, City Manager

PREPARED BY: Michele Warren, Director of Human Resources

Subject:

Adopt Resolution No. 2019-16 amending the City's Classification Plan by adding the Job Classification of Principal Finance Analyst and establishing the compensation

Statement of Issue:

The City's Classification Plan requires an amendment to incorporate changes considered and approved by the Personnel Commission at their meeting held December 19, 2018.

Financial Impact:

This position is a budget exchange for an existing funded vacancy to a lower classification resulting in salary savings of \$28,800. Therefore, no additional budget appropriation is required. In addition, this classification amendment does not add to the approved department Table of Organization.

Recommended Action:

Adopt 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," and establishing the compensation.

Alternative Action(s):

Do not adopt Resolution No. 2019-16 and reject the amendment to the classification plan. In accordance with Personnel Rule 12-4, if an amendment to the City's Classification Plan is rejected by the City Council, the City Council is to refer such amendments or revisions back to the Personnel 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