

Capitola City Council

Agenda Report



Meeting: August 25, 2022

From: City Manager Department

Subject: Consider an update to the Accountant I, Accountant II, and Senior Accountant job descriptions

Recommended Action: Approve changes to the job descriptions for the Accountant I, Accountant II, and Senior Accountant job classifications.

Background: The City Council approves job descriptions for all City job classifications. Any job description changes or changes in classification also need to be reviewed by the appropriate employee group.

Discussion: The City's Senior Accountant recently resigned, and the Finance Department is preparing to recruit to fill positions; staff now request minor modifications to the Accountant I, Accountant II, and Senior Accountant job classifications. The requested changes update outdated job titles, remove references to the former Capitola Redevelopment Agency, and better define reporting structures within the department.

The Accountant I and Accountant II classifications are represented by the Association of Capitola Employees (ACE) and the Senior Accountant classification is represented by the Mid-Management employee group. The appropriate group for each has reviewed the proposed job descriptions.

Fiscal Impact: There is no fiscal impact associated with this action as there are no changes to the salary schedule.

Attachments:

1. Accountant I Job Description
2. Accountant II Job Description
3. Senior Accountant Job Description

Report Prepared By: Jim Malberg, Finance Director

Reviewed By: Chloé Woodmansee, City Clerk

Approved By: Jamie Goldstein, City Manager