



STAFF REPORT
11/10/2021

TO: Honorable Mayor and City Council Members

FROM: Nathan Statham, Finance Director

SUBJECT: Resolution No. 2021-64 Approving the Creation and Funding for a Full-Time Finance Manager position

STAFF RECOMMENDATION:

Approve Resolution No. 2021-64 defunding the current open Senior Management Analyst position in the Finance Department and creating a Finance Manager position with a salary scale at Grade 37.

BACKGROUND:

Due to the retirement of the Senior Management Analyst in June of this year, staff has evaluated the needs of the department and is recommending that the vacant position be filled as a Finance Manager rather than a Senior Management Analyst. Finance Manager is a mid-management classification that manages professional-level financing activities in the Finance Department.

DISCUSSION/ANALYSIS:

After evaluating the job duties performed by the Senior Management Analyst and the required skill set of candidates recruited under a Senior Management Analyst classification, it was determined that recruitment under a more finance specific position would be more optimal and cost effective to the City. Specific skills identified were revenue collection, treasury management, developer deferral and deposit invoicing and grant related reimbursement and compliance activities. These activities are not specified in the skill requirements for a Senior Management Analyst. The creation of a Finance Manager position represents the most optimal recruitment given the needs of the Finance Department.

The Finance Manager would organize and oversee assigned department functions related to revenue collections, treasury management and other assigned department functions. The Finance Manager would also organize and oversee day-to-day activities and be responsible for providing professional-level support to the Finance Director in a variety of areas. This position would be assigned to grant reimbursement tracking and compliance activities. These grant related activities were previously handled by the Senior Management Analyst.

Due to the responsibility and oversight correspondent to the Finance Manager positions, staff is requesting that the pay grade for the Finance Manager be added to the existing Salary Schedule, with a Pay Grade of \$107,058.74 to \$130,050.5 annually.

FISCAL IMPACT:

The existing salary pay grade for the Senior Management Analyst (salary range \$97,694.06 - \$118,748.45) is less than the salary range for the Finance Manager position (\$107,058.74 - \$130,050.65). The requested funding re-allocation of the Senior Management Analyst to Finance Manager will add \$17,000.00 in appropriations to the salary and benefits expenses of the Finance Department's current operating budget. \$12,240 will be allocated in the general fund (101) \$4,760 will be covered by the water (178) and sanitary (361) funds through overhead allocations.

ALTERNATIVES:

1. Approve staff's recommendation to approve Resolution No. 2021-64 approving the creation of and funding for a full-time Finance Manager position.
2. Direct staff to utilize the Senior Management Analyst position to perform as many duties as possible with the limited skill set inherent in the position and utilize existing finance staff to perform duties outside the capabilities of the Senior Management Analyst through overtime and task re-assignment.

ATTACHMENTS

Resolution 2021-064

Finance Manager Job Description