

RESOLUTION NO. 2023-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA APPROVING A FINANCIAL ANALYST CLASSIFICATION AND SALARY SCHEDULE AUTHORIZING THE CITY MANAGER TO MAKE NECESSARY ADJUSTMENTS TO CITY'S CLASSIFICATION AND COMPENSATION PLAN, AND AUTHORIZING FINANCE DIRECTOR TO MAKE APPROPRIATE BUDGETARY AND ACCOUNTING ENTRIES

WHEREAS, there is a need for a Financial Analyst position, and:

WHEREAS, the Financial Analyst position will be confidential and unrepresented, and:

WHEREAS, the proposed salary is as follows in the table below.

Classification	Monthly Financial Analyst Salary Range
Financial Analyst	\$6,731 - \$8,181

WHEREAS, there is sufficient funding in the current fiscal year 2022/2023 budget from salary savings, and there is sufficient on-going funding available from the General Fund in future years.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marina as follows:

1. That the Financial Analyst classification is hereby approved, and;
2. That the Financial Analyst will confidential, unrepresented, and exempt from overtime and;
3. That the salary schedule of the Financial Analyst is hereby approved, and;
4. That the City Manager is hereby authorized and directed to make the necessary adjustments to the City's Classification and Compensation Plan
5. That the City's Finance Director is hereby authorized and directed to make the necessary and appropriate budget adjustments.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 18th day of January 2023 by the following vote:

AYES, COUNCIL MEMBERS: Visscher, McCarthy, Biala, Medina Dirksen, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: None

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

Financial Analyst

Class Code:

CITY OF MARINA
Established Date: Jan 18,
2023 Revision Date: N/A

SALARY RANGE

\$38.83 - \$47.20 Hourly
\$6,730.55 - \$8,181.04 Monthly

DESCRIPTION:

Under general direction of the Finance Director or their designee, this position performs professional accounting work, including recording and reporting of financial transactions and preparation of financial reports; plans, organizes, coordinates, and performs a variety of highly responsible and complex analytical, statistical, financial, and administrative duties related to the City's budget; and provides budgetary control for assigned funds and City departments. This position also provides support in various functional areas of the Department of Finance, including payroll, accounts payable, accounts receivable contract administration, grant administration, regulatory compliance, and/or program management.

SUPERVISION RECEIVED AND EXERCISED

Receive administrative direction from the Finance Director or their designee.

EXAMPLES OF DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Duties may include, but are not limited to the following:

- Assists in the accurate and proper maintenance of the City's double-entry accounting system including all sub-systems which may include payroll, accounts receivable, accounts payable, etc.
- Participate in the implementation of accounting procedures and methods, and analyzes existing procedures and prepares recommendations for revisions when necessary.
- Assists with the preparation and completion of periodic balancing and reconciliation of the general ledger and subsidiary accounts; provides departmental monthly reports for project accounting and cash balances
- Assists with the preparation, creation, and submission of daily financial transactions, monitors journals

- Participates in preparation of the City's annual financial statements and annual federal, state, and local reports; prepares working trial balances, working papers, and other audit schedules and documents
- Conducts a variety of complex professional level administrative, operational, financial, and analytical duties in support of the preparation of highly complex reports, studies, research and analysis of accounts, statistics, and legal requirements
- Provides assistance in resolving operational and administrative challenges to identify issues, identify solutions, develop recommendations and assist in implementations
- Performs internal audits of operations and communicates results in oral or written format
- May be assigned to participate in the collective bargaining process, as staff support and performs all duties required by the process including, but not limited to costing, assisting in recommendations for changes to contract language and other related duties
- Coordinates with respective city departments the processing of grant expenditures and requests for reimbursements or fund draw downs.
- Interprets rules, regulations, laws, MOU's and policies in making recommendations to management personnel.
- Analyzes accounting and financial records and prepares written and oral reports as may be needed in a clear and understandable manner
- Assists in the preparation of the annual budget including, but not limited to: revenue and expenditure forecasting and research; Capital Improvement Plan project and equipment justifications and ranking; and costing of authorized positions
- Participates in the selection, training, development, and evaluation of department support staff; may act as the supervisor in his/her absence
- Oversees the collection and proper accounting of City revenue; may occasionally provide coverage for the front counter collection functions to ensure good public relations are maintained
- Oversees the investment of idle cash and transfer of funds as needed to meet cashflow requirements
- In conjunction with the appropriate departments and outside agencies, develop, implement and monitor activities to provide technical accounting and services
- Provides assistance in the administration and monitoring status of adopted budget (Revenues and Expenditures), including the Capital Improvement Program.
- Researches projects and surveys for administrative and operational needs: budgeting, labor negotiations, procedures and policies

QUALIFICATIONS:

Education and Experience

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Accounting and Auditing Principles
- Governmental Accounting and financial analysis
- Advanced principles of financial administration, including budgeting, reporting, taxation, and revenue
- Pertinent laws and regulations governing fiscal recordkeeping and government organizations

- Organization and operation of municipal government
- Grant accounting and reporting
- City's Financial and Human Resources Management ERP System or a comparable system
- Research techniques and report writing
- Policy administration
- Staff supervision, lead training, and performance evaluation
- Modern office practices, procedures, and administration
- Customer service best practices

Ability to:

- Utilize accounting software and standard office software including spreadsheets, word processing, and electronic mail
- Examine and verify financial documents and reports
- Prepare complex financial statements, reports, and analyses
- Communicate effectively both verbally and in writing
- Establish and maintain effective working relationships

Skills to:

- Exercise individual and innovative judgment and make difficult decisions.
- Exhibit discretion and integrity when handling sensitive situations.

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education:** Equivalent to Bachelor's degree from an accredited college or university in accounting, finance, or closely related field;
- **Experience:** Three (3) years of increasingly responsible, professional accounting or analytical experience in public finance.

Examples of another equivalent combinations include:

- Associate degree from an accredited college or university with major coursework in accounting, business administration or related field with six (6) years of increasingly responsible experience in accounting, bookkeeping or financial analysis.

License and Certification:

- Possession of or ability to obtain a California driver's license.

TOOLS USED, ENVIRONMENTAL ELEMENTS & PHYSICAL DEMANDS:

EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, telephone, copy and fax machines, and all tools and equipment necessary to successfully perform the essential and important duties of the position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed mostly in an office setting. Some outdoor work is required. Hand to eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and smell, and frequently sign legal documents and/or plans. The employee must occasionally lift and/or move up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment or in any building or structure within the service area. Work may be performed outdoors with exposure to inclement weather, exposure to noise, dust, grease fumes, gases and potentially hazardous chemicals. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures

January 13, 2023

Item No.

10f(6)

Honorable Mayor and Members
Meeting
of the Marina City Council
2023

City Council

of January 18,

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2023-,
APPROVING A FINANCIAL ANALYST CLASSIFICATION AND
SALARY SCHEDULE; AUTHORIZING THE CITY MANAGER TO
MAKE NECESSARY ADJUSTMENTS TO THE CITY'S
CLASSIFICATION AND COMPENSATION PLAN; AND
AUTHORIZING THE FINANCE DIRECTOR TO MAKE NECESSARY
BUDGETARY AND ACCOUNTING ENTRIES.**

REQUEST:

It is requested that the City Council consider:

2. Adopting Resolution No. 2023-, approving a Financial Analyst classification and salary schedule; and
3. Authorizing the City Manager to make necessary adjustments to the City's classification and compensation plan; and
4. Authorizing the Finance Director to make necessary budgetary and accounting entries.

BACKGROUND:

Currently the City has budgeted a Finance Director, Assistant Finance Director/Accounting Manager, Payroll Technician and two Accounting Technician positions for Fiscal Year 2022-2023. Additionally, the City has had a long-term contract with a certified public accountant (CPA) to provide accounting services on a part-time basis (equivalent to a half-time FTE).

The Financial Analyst position will perform complex technical and general professional accounting and analytical functions in the maintenance of the City's accounting system. These functions include:

- Assists in the accurate and proper maintenance of the City's double-entry general accounting system including all sub-systems which may include payroll, accounts receivable, accounts payable, etc.
- Perform reconciliations of journals, ledgers and other accounting records.
- Prepare required reports for Local, State and Federal agencies.
- Assists in the preparation, administration and monitoring of the City budget, including Capital Improvement Programs.

ANALYSIS:

To help meet the workload and complexity of finance and accounting work in our city, staff is proposing to reduce some of the hours of the CPA and apply these hours to help fund a full-time Financial Analyst position. Typically, cities the size of Marina will have Analyst(s) or Accountant(s) in addition to a Director, Assistant Director or Manager, and Technicians. Our neighboring cities of Seaside, Monterey, Pacific Grove, Salinas all have similar positions in their finance departments. The size of the finance department has not changed in over 10 years while the Agency's financial and operating structure has increased in complexity due to additional compliance requirements arising from new tax measures (Measures N, U and X), the dissolution of the Fort Ord Reuse Authority (FORA), progressively complex developer agreements, redevelopment agency oversight, various revenue and tax increment bonds and a greatly expanded Capital Improvement Program.

In addition to the creation of the new classification of Financial Analyst, a new salary range must be established. This position would be confidential, unrepresented, and exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

The proposed salary range is based on a current salary survey of similar positions in neighboring cities and is also based on the similar complexity to our existing Human Resource Analyst position.

**Financial Analyst Classification Salary
Range**

Classification	Monthly Salary Range
Financial Analyst	\$6,731 - \$8,181

FISCAL IMPACT:

The proposed Financial Analyst salary and benefits will cost approximately \$120,000 annually. The finance department recently made changes in the allocation of personnel costs to non-general fund departments. As a result, the department has experienced personnel cost savings. Additionally, the new Financial Analyst position will reduce the need for contract accounting services. The new position's on-going cost to the general fund will be approximately \$45,000. This position can be funded from existing salary savings in our current Fiscal Year 2022-2023 budget. On-going, the General Fund has the ability to fund this position without reducing service levels or impacting other positions.

CONCLUSION:

This request is submitted for City Council consideration and action.

Respectfully submitted,

Juan Lopez
Finance Director

REVIEWED/CONCUR:

Layne Long
City Manager
City of Marina