

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
SUBJECT: AMENDMENT TO THE CLASSIFICATION AND SALARY PLAN
TO REORGANIZE THE FINANCE DEPARTMENT
STAFF PRESENTER: DEBORAH LACHNER, CHIEF FINANCIAL OFFICER
FINANCE DEPARTMENT
AGENDA ACTION: RESOLUTION

ISSUE(S)

Should the Council amend the Classification and Salary Plan to reorganize the Finance Department by: 1) eliminating one (1.0) Financial Reporting Manager and adding one (1.0) Administrative Technician position and one (1.0) Senior Administrative Assistant?

COUNCIL GOALS/STRATEGIES

This item relates to Council Goal No. 2: Promote a City Organization that is Sustainable and Maintains Employee Morale, Productivity, and Effectiveness because it provides the Finance Department with much needed department wide administrative support and increased efficiencies while enhancing customer service to both internal and external customers.



BACKGROUND

1. Currently, there is a vacant Financial Reporting Manager (FRM) position that oversees the Financial Reporting Team. The Finance Department recently attempted to recruit for the vacant position of Financial Reporting Manager, however, was unsuccessful in filling the vacancy. The management team determined that with a Deputy Director position that now oversees both the Budget Team and the Financial Reporting Team, the level of supervision previously provided by the FRM is no longer needed.
2. The Finance Department has experienced a number of reorganizations and reduced staffing levels, primarily administrative positions, in the past several years as a result of the recession. The impact of reduced staffing levels affected the department's ability to provide quality customer service to both internal and external customers. In addition, management staff has taken on more administrative and clerical tasks as have other staff members who have also absorbed duties previously completed by the positions that were eliminated. As a result, many work tasks and special projects requiring research and management have been deferred until there is both the time and opportunity to undertake them.

3. The Finance Department is seeking to develop a sustainable staffing model to focus on core services. As part of a planned reorganization, the Finance Department has requested that the FRM position be eliminated and, in its stead, add one (1) FTE Administrative Technician (AT) and one (1) FTE Senior Administrative Assistant (SAA).

ANALYSIS

1. Division managers and supervisors have reviewed both classifications to determine specific duties and responsibilities necessary to ensure more streamlined and efficient management of various responsibilities. The AT position will provide higher level technical support for the various divisions including Financial Services, Payroll, Purchasing, Revenue and Administration. The SAA position will also provide administrative support with the complex office duties for these various divisions. The addition of the two positions will support the Department's goal to increase customer service to both internal and external customers. Both positions would report to the Administrative Services Officer.
2. For FY 2014-15, there is no increased cost to the General Fund for this reorganization as there are sufficient appropriations available from three vacant positions within the Finance Department budget to cover the additional cost. The approximate ongoing cost to the General Fund for the two proposed positions will be \$178,218, an increase of approximately \$24,611.

	FRM	AT	SAA	Current Total	FRM	AT	SAA	Proposed Total	Change
Salary & Benefits	\$153,607	\$0	\$0	\$153,607	\$0	\$97,304	\$80,914	\$178,218	\$24,611
FTEs	1	0	0	1	0	1	1	2	1

RECOMMENDATION

It is recommended by the Finance Department and the Human Resources Department that the Council, by resolution, amend the City's Classification and Salary Plan to eliminate one (1) Financial Reporting Manager and to add one (1) FTE Administrative Technician and one (1) FTE Senior Administrative Assistant.

Author: Michelle Comerford, Administrative Services Officer
Attachments: None