

Honorable Mayor and Members
of the City Council
City Hall
Torrance, CA

SUBJECT: HR – Approve the Revised Class Specification for Deputy City Treasurer

EXPENDITURE: None

RECOMMENDATION

Recommendation of the Human Resources Manager and the Civil Service Commission that City Council approve the revised class specification for Deputy City Treasurer.

Funding: None - there is no change to the salary.

BACKGROUND

The Deputy City Treasurer position has been vacant since June 2012 and there is a corresponding need to conduct a Civil Service Examination. The City Treasurer requested that the class specification to ensure it accurately reflected the current responsibilities of the position prior to conducting the examination. The revised class specification places more emphasis on the role of the Deputy in the day-to-day operations of the City Treasurer's Office and more accurately reflects the level of responsibility and scope of authority.

The revised class specification was approved by the e Civil Service Commission at their meeting of August 13, 2012, and is submitted to your Honorable Body for your review and approval.

ANALYSIS

The class specification required revisions to reflect the range of duties including overall responsibility for the day-to-day operations of the City Treasurer's office, and revised knowledge and ability statements.

The **Definition** statement was revised to reflect the scope of the City Treasurer's Office as follows:

Under general direction, plans, organizes and manages the programs and activities of the City Treasurer's Office *including development and implementation of the investment policy, investment of all municipal funds, and monitoring of surplus funds; management of all banking relations and activity; administration of the Deferred Compensation Plans; and receipting of all revenue activity.* Manages staff responsible for the collection, custody, investment and disbursement of City funds; coordinates assigned duties and responsibilities with other City departments and outside agencies; and performs related work as required.

The following duty statements were added to the **Examples of Duties** section in the revised class specification to reflect the full range of responsibilities:

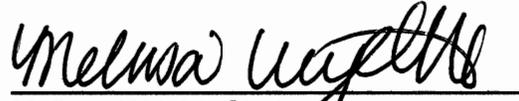
- *Assumes the duties of the City Treasurer and represents the City Treasurer's office in interdepartmental, commission, Council, community and professional meetings; acts for the City Treasurer in his/her absence.*
- *Composes correspondence and prepares special studies, statistical analyses and various reports; ensures mathematical, grammatical and procedural adequacy of reports, forms and other typed materials.*

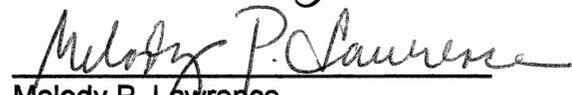
The **Education and/or Experience** section was modified to include language that is consistent with the format of class specifications. In addition, specific subject areas for a Bachelor's degree were stated, the years of experience were increased and the requirement of two years of supervisory experience was added. Professional certification was stated as desirable that is directly related to the functions of the position.

Bachelor's degree in accounting, finance, business, public administration or a closely related field; and five years increasingly responsible administrative experience in accounting, finance or auditing, which includes at least two (2) years of supervision or management of a financial function. Experience in municipal treasury operations and previous supervisory experience is desirable.

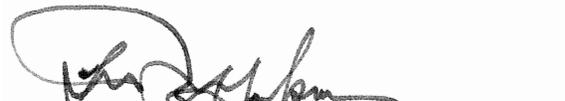
Certification as a California Certified Municipal Treasurer (CCMT) or Certified Public Funds Investment Manager (CPFIM) is highly desirable.

Respectfully submitted,
CIVIL SERVICE COMMISSION


Melissa Wright, Chair


Melody P. Lawrence
Human Resources Manager

NOTED:


LeRoy J. Jackson
City Manager

Attachments: A. Revised Class Specification for Deputy City Treasurer
B. Existing Class Specification for Deputy City Treasurer

DEPUTY CITY TREASURER

DEFINITION

Under general direction, plans, organizes and manages the programs and activities of the City Treasurer's Office *including development and implementation of the investment policy, investment of all municipal funds, and monitoring of surplus funds; management of all banking relations and activity; administration of the Deferred Compensation Plans; and receipting of all revenue activity.* Manages staff responsible for the collection, custody, investment and disbursement of City funds; coordinates assigned duties and responsibilities with other City departments and outside agencies; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Deputy City Treasurer is a management classification that exercises considerable independent judgment, takes final action on matters involving the day-to-day operation of the office and relieves the City Treasurer of administrative detail. This classification is distinguished from the City Treasurer in that the incumbent is not an elected official. *Distinguished from lower level positions in that the incumbent is a management positions responsible for day-to-day operations of the City Treasurer's office.*

SUPERVISION EXERCISED/RECEIVED:

Receives direction from the City Treasurer within a framework of broad policies and objectives; provides direct supervision to the support staff assigned to the City Treasurer's Office.

EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties; however, they are not all-inclusive.

- Plans, organizes and manages day-to-day operations in the City Treasurer's Office.
- Develops, coordinates and monitors programs within the City Treasurer's Office.
- Manages the work of staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing employee discipline.
- Monitors staffs' performance and coaches for improvement and development.
- Assists the City Treasurer in the administration of the City's investment program.
- Compiles data for monthly, detailed report of investment activity.
- Projects daily and long term cash flow to insure maintenance of necessary liquidity.
- Reviews and monitors central cashiering, banking, accounting and record-keeping operations as related to investments, deposits, receipting interest, general cash receipts and disbursements.
- *Reviews transactions for proper revenue account classifications.*
- *Assumes the duties of the City Treasurer and represents the City Treasurer's office in interdepartmental, commission, Council, community and professional meetings; acts for the City Treasurer in his/her absence.*
- *Composes correspondence and prepares special studies, statistical analyses and various reports; ensures mathematical, grammatical and procedural adequacy of reports, forms and other typed materials.*
- Participates in the development and administration of the Treasurer's office budget, including making recommendations and decisions regarding expenditures.
- Participates on interdepartmental and intradepartmental teams, committees and boards as required.

- Provides staff support and makes presentations to City Commissions, the City Council and Council committees on investment related items.
- Serves as a liaison for the City Treasurer's Office with other City departments, divisions, outside agencies and the public; negotiates and resolves significant and controversial issues.

EXAMPLES OF OTHER DUTIES *The following duties represent duties that are generally performed by this position but are not considered to be principal job duties:*

- *Monitors investment procedures to ensure compliance with Local, State and Federal rules and regulations for municipal treasurer functions.*
 - *Receives monies on bond transactions, posts receipts to journals and ledgers.*
 - *Distributes bond receipts to bond holders according to instructions on bond.*
 - *Attends department meetings as required.*
 - *Serves on various committees as appropriate.*
 - *Performs other job-related duties as required.*
-

QUALIFICATION GUIDELINES

Knowledge of:

- Theory, principles and practices of finance as applied to a wide variety of government investment programs;
- Federal and State laws and requirements related to government investments;
- Principles, practices and methods of financial auditing;
- Budget preparation principles;
- Management and supervisory principles and practices;
- Principles of municipal budget preparation and control;
- Modern and complex office procedures, methods, equipment and software applications;
- Business correspondence, proper English usage, spelling, grammar and punctuation;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations;
- High quality customer service methodology and principles.

Ability to:

- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Evaluate, develop and implement division policy and programs to improve operations;
- Manage multiple tasks and projects simultaneously;
- Maintain financial records on investments;
- Analyze, and evaluate investment data and cash flow projects, make recommendations and act effectively on the information;
- Monitor investments to ensure compliance with policies and regulations;
- Interpret and apply Federal, State and local statutes and provisions as related to government investments;
- Maintain accurate financial records on investments;
- Communicate clearly and concisely both orally and in writing;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with other City employees, Council or Commission members, banking institution representatives, and the public;
- Develop clear, concise, and comprehensive studies, reports, and agenda items.

Education and/or Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:

Bachelor's degree in accounting, finance, business, public administration or a closely related field; and five years increasingly responsible administrative in accounting, finance or auditing, which includes at least two (2) years of supervision or management of a financial function. Experience in municipal treasury operations and previous supervisory experience is desirable.

Certification as a California Certified Municipal Treasurer (CCMT) or Certified Public Funds Investment Manager (CPFIM) is highly desirable.

Special Requirements:

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

DEPUTY CITY TREASURER

DEFINITION

Under general direction, plans, organizes and manages the programs and activities of the City Treasurer's Office; supervises office staff responsible for the collection, custody, investment and disbursement of City funds; coordinates assigned duties and responsibilities with other City departments and outside agencies; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Deputy City Treasurer is a management classification that exercises considerable independent judgment and takes final action on matters involving the day-to-day operation of the office and relieves the City Treasurer of administrative detail. This classification is distinguished from the City Treasurer in that the incumbent is not an elected official. Distinguished from the Senior Account Clerk in that the Senior Account Clerk performs specialized clerical work in connection with the maintenance and/or review of financial records.

SUPERVISION EXERCISED/RECEIVED:

Receives direction from the City Treasurer within a framework of broad policies and objectives; provides direct supervision to the support staff assigned to the City Treasurer's Office.

EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties; however, they are not all-inclusive.

- Plans, organizes and manages operations in the City Treasurer's Office.
- Develops, coordinates and monitors programs within the City Treasurer's Office.
- Manages the work of staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing employee discipline.
- Monitors staffs' performance and coaches for improvement and development.
- Monitors investment procedures to ensure compliance with Local, State and Federal rules and regulations for municipal treasurer functions.
- Assists the City Treasurer in the administration of the City's investment program.
- Develops recommendations regarding the portfolio mix in accordance with the adopted statement of investment policy.
- Compiles data for monthly, detailed report of investment activity.
- Projects daily and long term cash flow to insure maintenance of necessary liquidity.
- Reviews and monitors central cashiering, banking, accounting and record-keeping operations as related to investments, deposits, receipting interest, general cash receipts and disbursements.
- Receives monies on bond transactions, posts receipts to journals and ledgers.
- Distributes bond receipts to bond holders according to instructions on bond.
- Reviews transactions for proper revenue account classifications.
- Participates in the development and administration of the Treasurer's office budget, including making recommendations and decisions regarding expenditures.
- Represents the City Treasurer's office in interdepartmental, commission, Council, community and professional meetings; acts for the City Treasurer in his/her absence.
- Prepares written reports and correspondence;
- Assists in the selection of City Treasurer's office staff and trains and supervises subordinate staff.

- Participates on interdepartmental and intradepartmental teams, committees and boards as required.
- Provides staff support and makes presentations to City Commissions, the City Council and Council committees on investment related items.
- Communicates and resolves conflicts with departmental personnel and the public.

EXAMPLES OF OTHER DUTIES

The following duties represent duties that are generally performed by this position but are not considered to be principal job duties:

- Attends department meetings as required.
 - Serves on various committees as appropriate.
 - Performs other job-related duties as required.
-

QUALIFICATION GUIDELINES

Knowledge of:

- Theory, principles and practices of finance as applied to a wide variety of government investment programs;
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Ability to:

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- Monitor investments to ensure compliance with policies and regulations;
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- Maintain accurate financial records on investments;
- Communicate clearly and concisely both orally and in writing;
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- Establish and maintain effective working relationships with other City employees, Council or Commission members, banking institution representatives, and the public;
- Develop clear, concise, and comprehensive studies, reports, and agenda items.

Education and/or Experience

Graduation from an accredited college or university with a Bachelor's degree; and three years of progressively responsible professional experience in investments and banking. Experience in municipal treasury operations and previous supervisory experience is desirable.

Special Requirements:

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

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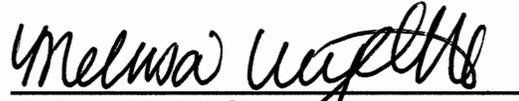
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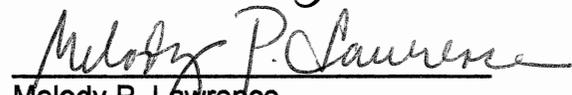
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QUALIFICATION GUIDELINES

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