

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

**SUBJECT: HR - Approval of the Revised Class Specification for
Deputy City Treasurer**

RECOMMENDATION

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

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

BACKGROUND

The Deputy City Treasurer position has been vacant since July 2010 and there is a corresponding need to conduct a Civil Service Examination. The City Treasurer requested a review of the class specification to ensure it accurately reflected the current responsibilities of the position prior to conducting the examination. The proposed class specification includes broader duty statements to reflect the level of responsibility and authority in the City Treasurer's Office.

The revised class specification has been prepared and is submitted to your Honorable Body for your review and approval.

ANALYSIS

The class specification required minimal 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 following duty statements were added to the revised class specification to reflect the full range of responsibilities:

- 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 engineering-related items.
- Communicates and resolves conflicts with departmental personnel and the public.

The Education and/or Experience section was modified to include the following: "Any combination of education and experience that provides the required knowledge and skills is qualifying." This language is consistent with the format of class specifications.

The Special Requirements section was added to the revised class specification which is a description of the physical demands or working conditions.

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.

Respectfully submitted,
CIVIL SERVICE COMMISSION

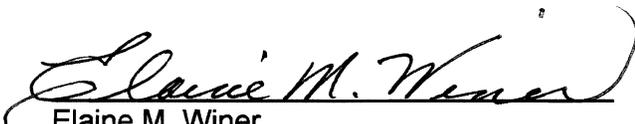


Rosalee Wood, Chair

ELAINE M. WINER
Human Resources Director

By 
Melody P. Lawrence
Human Resources Manager

CONCUR:


Elaine M. Winer
Human Resources Director

NOTED:


for LeRoy J. Jackson
City Manager

Honorable Chairperson and Members
of the Civil Service Commission
City Hall
Torrance, California

Subject: Approval of the Revised Class Specification for Deputy City Treasurer

RECOMMENDATION

The Human Resources Director recommends that your Honorable Body approve the proposed revised class specification of Deputy City Treasurer and forward to the City Council for adoption.

BACKGROUND

The Deputy City Treasurer position has been vacant since July 2010 and there is a corresponding need to conduct a Civil Service Examination. The City Treasurer requested a review of the class specification to ensure it accurately reflected the current responsibilities of the position prior to conducting the examination. The proposed class specification includes broader duty statements to reflect the level of responsibility and authority in the City Treasurer's Office.

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- Provides staff support and makes presentations to City Commissions, the City Council and Council committees on engineering-related items.
- Communicates and resolves conflicts with departmental personnel and the public.

The following knowledge and ability statements were added to the revised class specification:

Knowledge of:

- 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.

Ability to:

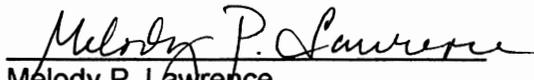
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Evaluate, develop and implement division policy and programs to improve operations;
- Manage multiple tasks and projects simultaneously;
- 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;

Addition of the Special Requirements section was added to the revised class specification.

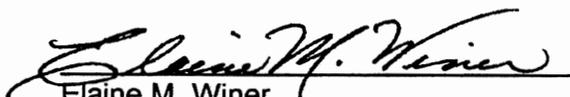
Performance of the essential duties of this position includes the following physical demands and/or working conditions:

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.

Respectfully submitted,


Melody P. Lawrence
Human Resources Manager

CONCUR:


Elaine M. Winer
Human Resources Director

NOTED:


Laura Lohmes
Civil Service 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; 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 first-level 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 staff's 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 engineering-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.
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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:

Graduation from an accredited college or university with a Bachelor's degree in Finance, Business Administration, or Public Administration with an emphasis in investments and banking, accounting, municipal finance or a related field. Three years of progressively responsible professional experience in investments and banking, preferably with experience in municipal treasury operations. 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.

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 first-level 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 Clerk within a framework of broad policies and objectives; provides direct supervision to the Records Maintenance Coordinator and to clerical and secretarial support staff assigned to the City Clerk's Office.

EXAMPLES OF JOB DUTIES

Plans, organizes and supervises operations in the City Treasurer's Office;
Develops, coordinates and monitors programs within the City Treasurer's Office;
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 cashing, 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.

MINIMUM QUALIFICATIONS**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;
Principles of supervision and employee relations;
Computer software applications.

Ability to:

Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work, hiring and training, counseling and disciplining staff, and processing grievances;
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;
Establish and maintain effective working relationships with other City employees, Council or Commission members, banking institution representatives, and the public;
Supervise, train and evaluate subordinate staff.

EDUCATION/TRAINING/EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in Finance, Business Administration, or Public Administration with an emphasis in investments and banking, accounting, municipal finance or a related field. Three years of progressively responsible professional experience in investments and banking, preferably with experience in municipal treasury operations. Previous supervisory experience is desirable.

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