

REPORT NO: 16 29
DATE: 6/29/2016
ANALYST: Michael Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Deputy Chief Finance Officer

CURRENT TITLE: Deputy Finance Officer/Director Budget and Enterprise Financial Management

INCUMBENT: Vacant

REASON FOR REQUEST: Request to review an existing job and determine impact of changes on the level of the position

DATE QUESTIONNAIRE SUBMITTED: 6/28/2016

DATE OF PREVIOUS STUDY: January 2012

DISPOSITION OF PREVIOUS STUDY: Established as Deputy Finance Officer/Director Budget and Enterprise Financial Accounting (Grade 15, 688 Points, Appointed)

PERSONS INTERVIEWED: Mark Ruff, Assistant City Coordinator – Finance (Chief Finance Officer)
LaLonnie Erickson Baker, Manager Personnel, Technology and Administration

RECOMMENDATION: Establish the position as Deputy Chief Finance Officer (Grade 15, 715 points, Appointed)

The Assistant City Coordinator – Finance (Chief Finance Officer) has decided to restructure the reporting relationships of senior staff in the Finance and property Services Department. The change impacts the position currently titled as Deputy Finance Officer/Director Budget and Enterprise Financial Management. The position will have management authority over a greater number of staff and direct supervision over areas it did not directly supervise in the past: Purchasing division; Office of the Controller; and Treasury Division.

The duties and responsibilities of the position are listed below:

- Advise the Chief Finance Officer and make recommendations on the City enterprise budget, financial and resource management and strategic direction.

- Oversee and provide management of the performance of Directors and Managers that report to this position, set goals and objectives for these staff, ensure that division objectives fit with overall City and department direction, and monitor division performance.
- Serve as the Chief Finance Officer's representative on various boards, task forces and committees.
- Manage special projects, respond to information requests, and oversee the preparation of reports, research efforts, planning documents and presentations, and communicate budget and financial policies to elected officials, department heads, stakeholder groups and the public.
- Provide staff support to allow City officials to make the best decisions regarding the appropriate tax burden on City residents and property.
- Provide staff support to study and recommend the best allocation of revenue and expense among City departments, boards and commissions to support City services and activities.
- Verbally present complex information at public hearings, City Council meetings and to other organizations, explaining City budget processes, decisions, and complex financial issues.
- Establish and monitor a financial management process that incorporates the state law requirements and priorities of elected officials. The position assigns responsibility and monitors adherence to these processes.
- Lead the information technology governance process for the department internally and externally with other departments.
- Integrate major policy initiatives such as supplier diversity in all procurement and financial functions in the department.
- Act as the Chief Finance Officer in the Chief Finance Officer's absence.

POSITION ANALYSIS

PREREQUISITE KNOWLEDGE

The position requires a Degree in Accounting, Business Administration, Finance, a related field or equivalent and seven years of management of an agency/department with significant supervision of staff. The experience should include financial management in an organization comparable in size and scope to the department, preferably in the public sector. The position also requires experience directly contacting and presenting to elected officials. It requires strong verbal and written communications skills. It requires the ability to manage people who are managers of large work groups. The person hired will need strategic planning and business plan implementation competency. They will need skill in engendering public trust. They should be knowledgeable of governmental accounting, and familiar with State of Minnesota and Internal Revenue Service rules for local governments.

The rating of **75 points** is appropriate and will be retained.

DECISIONS AND ACTIONS

The position will continue as the number two position in the Finance and Property Services Department and will have significant responsibility to support the Chief Finance Officer in his role to make City resource allocation decisions and facilitate the City's financial stability. In the Chief Finance Officer's absence this position will serve as the acting Chief Finance Officer. This position will also have management authority over several significant business operations and a significant portion of the Finance Department, including central payroll, managerial accounting and reporting, budget development and monitoring, cost allocations, internal controls, grants financial management, central requisitions and receiving (purchase orders), purchasing and requests for proposals, enterprise contract management, central stores, accounts payable and receivable, revenue collection, banking relationships, utility billing, investments, and cash management. It will o have management authority over services provided to the Community Planning and Economic Development and Public Works Department in accounting and capital projects. It will coordinate, and manage the performance of three directors and managers; set goals and objectives for these staff, and ensure that objectives fit with overall City and department direction. It will build connections and partner with other department division directors having management responsibility over other business areas and work together in making decisions to support the City's financial position and inform City resource allocation. It will monitor and make recommendations on updating and developing financial policies and guidelines for consistent practices throughout the Finance and Property Services Department and City Enterprise. The position will have a significant impact on City resource allocation decisions. The position will provide strategic input into budget and financial and resource management to assist the Chief Finance Officer in establishing and implementing strategic direction. The position will have the authority and responsibility of working with elected officials and department heads on financial matters and presenting advice and information to facilitate decision-making.

Jobs at this level manage a significant sub function of a major department. At this level the job is responsible for projects, plans, budgeting, staffing, and related operating decisions for a significant sized organization. Jobs at this level tend to be appointed where the work is of considerable variety and complexity, usually involving all phases of a major function. Matters dealt with are broad in scope with complex and unusual problems being encountered with considerable frequency. Performance has considerable influence on finances or delivery of services. At this level the incumbent is expected to make decisions and take action on complex and unusual problems that arise and to develop solutions to these problems using advanced principles and techniques and considerable original thinking. Most work is of an advanced nature and calls for the exercise of independent judgment.

The rating of **75 points** will be retained.

SUPERVISORY RESPONSIBILITY

The position will supervise the Controller, Director Purchasing, and the Director Treasury and have management authority over all 147 staff in the three divisions.

A rating of **60 points** is appropriate and will be assigned.

RELATIONSHIPS RESPONSIBILITY

Jobs at this level are required to deal with sensitive and important matters on a frequent basis. These jobs are typically at a level just below the highest executive in the department or unit to which the job is assigned. At this level the job is typically in frequent contact with the chief executive of the department to get overall direction and consultation. There is daily contact with other executives in the department where the job is assigned regarding budgets, staffing issues and incidents, as well as with department staff on research, consultant work and contract issues, policies, procedures and in response to legal inquiries. At this level the jobs are regularly communicating with City Council Members and staff to advise them of aspects of the departmental operation that affect individual wards or to discuss city policies. This level may have contact with the media involving current issues, as well as contacts with community business leaders regarding cooperative efforts, grants and other deployment issues.

A rating of **80 points** for Relationships Responsibility is appropriate and will be assigned.

WORKING CONDITIONS

The position works in office setting with exposure to typical office equipment including computer keyboarding equipment, phones, and copiers.

A rating of **20 points** will be assigned.

EFFORT

There is mental effort in the position in dealing with the management of several significant business operations of the Finance and Property Services Department. The position will be expected to continuously react to questions and concerns about financial issues and budgets. The position will require strict attention to detail, and involve strain in meet deadlines, and it will involve problem solving and analytical activities and will involve mental effort in devising and developing strategic plans for dealing with challenges.

Jobs at this level have high-level responsibilities and heavy supervisory responsibilities. All these jobs are highly placed executives (Department Heads or Divisional Directors) where the managerial and administrator responsibilities place considerable demands on the incumbents. There is considerable mental effort and pressure to perform in creating plans and programs, and solutions for problems. At this level positions manage complex work units which provide a variety of services. These classifications are under considerable pressure to meet deadlines in dealing with budgets, City Council directives, project schedules, and department work activities. There is a constant need to pay close attention to detail in the work.

A rating of **75 points** will be assigned.

RECOMMENDATION:

Establish the position as Deputy Chief Finance Officer (Grade 15, 715 Points)

CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Director Purchasing	70	65	25	65	20	65	603	13
Director Treasury	70	65	45	65	20	65	623	13
Controller	75	65	40	70	20	70	635	14
Assistant City Coordinator Finance (Chief Finance Officer)	90	90	75	85	20	80	833	18
Deputy Chief Finance Officer	75	75	60	80	20	75	715	15

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility
4. Relationship Responsibility
5. Working Conditions
6. Effort

The position meets the requirements as Exempt position under the Fair Labor Standards Act