



Office of the City Manager

CONSENT CALENDAR
January 18, 2022

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Henry Oyekanmi, Director, Finance Department
Subject: Revise the Classification and Increase the Salary Schedule for Deputy Finance Director

RECOMMENDATION

Adopt a Resolution amending Resolution No. 69,967-N.S. (Classification and Salary Resolution for classifications in Executive and Confidential Management, Confidential Professional, Confidential Clerical) to increase the salary of the Deputy Finance Director from a maximum monthly salary of \$14,677.47 to \$16,120.00 per month effective January 1, 2022, to align it with other City of Berkeley Deputy Director classifications.

FISCAL IMPACTS OF RECOMMENDATION

The cost of this increase will be paid from general fund.

CURRENT SITUATION AND ITS EFFECTS

The Deputy Finance Director position was established July 1, 1990 with one revision occurring in 2008. This position was last occupied in 2007 and has remained unfilled. Minor modifications have been made to the job description to more fully represent the duties performed and an increase to the salary range will bring internal equity to this classification.

The Human Resources Department contracted with Bryce Consulting to conduct a Classification and Compensation Study. Bryce Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients. After considering the internal relationships among classifications, staff is recommending a monthly salary range of \$12,226-\$16,120.

Classification	Step 1
Deputy Finance Director	\$70.7682-\$92.9980

BACKGROUND

The Personnel Board discussed and voted to send this classification to the City Council for approval at its December 20, 2021 meeting (Vote: Ayes: Bartlow, Dixon, Lacey, Wenk Noes: None Abstains: None Absent: Gilbert, Karpinski, Wilson)

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to create the necessary classification and salary schedule to accommodate new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Donald E. Ellison, Human Resources, (510) 981-6800

Attachments:

- 1: Resolution
- 2: Classification Specification
- 3: Organizational Chart

RESOLUTION NO. 69,967-N.S.

SALARY ADJUSTMENT FOR THE DEPUTY DIRECTOR OF FINANCE

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Interim Deputy City Manager and Director of Finance had recommended revising the salary and classification; and

WHEREAS, the Finance Department and Human Resources Department have completed a classification and salary review; and

WHEREAS, the Personnel Board voted on December 20, 2021 to approve the classification and salary range for the Deputy Finance Director, with a monthly salary range of \$14,677.47 to \$16,120.00, effective January 1, 2022, to align it with other City of Berkeley Deputy Director classifications.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 69,967-N.S., (Classification and Salary Resolution for classifications in Executive and Confidential Management, Confidential Professional, Confidential Clerical) is amended revising the Deputy Finance Director Classification and Salary, effective January 1, 2022, with a monthly salary range of \$14,677.47 to \$16,120.00.

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DEP DIRECTOR OF FINANCE Class

Code: 1065

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Jul 1, 1990
Revision Date: ~~Oct-Dec 20, 2008~~2021

SALARY RANGE

\$64,397.7682- \$84,629.9980 Hourly
\$5,151,205,661- \$6,769,607,440 Biweekly
\$11,160,931,266- \$14,667,471,120 Monthly
\$133,931,201,190- \$176,009,601,436 Annually

DESCRIPTION:
DEFINITION

Under the general direction of the Director of Finance, organizes, supervises and directs the services and functions of the department with responsibility for fiscal, budgetary, and other supportive services; represents the department on administrative matters involving other departments and agencies; and supervises a staff of professional, technical and clerical personnel; performs related work as required.

CLASS CHARACTERISTICS

This single position class may have overall administrative and supervisory responsibility for the Finance Department functions which include the treasury, budget, business licenses and collections, accounting, real property, parking violations, pension systems administration, risk management and financial administrative services. In addition, the Deputy Director of Finance will assist in the development of new programs for equitable and adequate revenue sources. The Deputy director of Finance acts in the absence of the Director of Finance. This class differs from the Director of Finance by the latter class having overall responsibility for complex and sensitive analytical and management responsibilities in controlling the entire Finance Department.

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EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Provides fiscal management of the divisional programs, which includes the maintenance of a centralized accounting system and the development of fiscal procedures and policies;
2. Advises the Director and others on program implications of financial activity and prepares a variety of financial reports; maintains liaison with project staffs, and Federal and State funding agencies in matters affecting fiscal and accounting guidelines and requirements, budget changes and related activity;
3. Plans, organizes, assigns, directs, reviews and evaluates the work of assigned staff;
4. Selects personnel and provides for their training and professional development;
5. Develops and improves programs for the effective utilization of office space, forms, supplies, equipment; works closely with other project on staff development matters;
6. Completes complex administrative and management studies for the department; prepares comprehensive written narrative and statistical reports;
7. Plans and proposes modification in the structure of retirement and other employee benefit plans for labor negotiations; provides management consultation to other divisions;
8. Provides leadership and technical assistance to committees, commissions or boards, either directly or through professional and supervisory staff;
9. Attends meetings and conferences and represents the department on committees directed; participates and represents the department on administrative service matters;

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10. Designs and implements an automated and integrated financial accounting system; organizes and administers effective accounts receivables and payables reporting and collection procedures;
11. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline;
2. Principles and practices of general, fund, and government accounting, including financial statement preparation and methods of financial reporting;
3. Principles and practices of business computer user applications;
4. Applicable city, state and federal laws and regulations;
5. Organizational planning techniques, including staffing and goals and objectives and work standards development;
6. Laws regulating the investment of public funds;
7. Administrative principles and practices, including goal setting, program and budget development and implementation and employee supervision.

Skill in:

1. Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff;
2. Strong leadership and interpersonal relations;
3. Analyzing and making sound recommendations on complex financial data;

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4. Planning, organizing and directing a wide variety of financial programs and activities;
5. Evaluating financial programs and providing recommendations for improvements;
6. Understanding, interpreting, explaining and applying city, state and federal laws regulating City financial accounting, reporting and recordkeeping, investment of funds and borrowing;
7. Developing and implementing financial procedures and controls;
8. Performing complicated mathematical calculations;
9. Evaluating the earning potential of tax-exempt investments and directing investment activities;
10. Preparing clear, concise and complete financial statements, reports and other written materials;
11. Exercising sound, independent judgment within general policy guidelines;
12. Representing the City effectively in contacts with governmental and regulatory agencies, outside consultants and counsel, and business and professional groups;
13. Establishing and maintaining effective working relationships with all levels of City management and the City Council.
14. Plans, directs, and coordinates work performed by multiple work units, including accounting, payroll, audit, budget, purchasing, and business licenses.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a four-year college or university with major coursework in accounting, business administration, finance or a closely related field and six (6) years of professional experience in accounting or financial management, of which at least two (2) years included the supervision of professional level staff. Related

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experience in a public agency and/or a master's degree in accounting or business administration is highly desirable.

OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record.

Finance Organization Chart (Hi-Level)

December 2021



