

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**DIRECTOR OF FINANCE & ADMINISTRATIVE SERVICES**

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission:	12/12/2018
Classification Series:	Finance/Human Resources	Approved by City Council:	01/15/2019
FLSA Status:	Exempt	Resolution No.:	2019-01

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under administrative direction, plans, organizes, directs the finance activities, auditing, budget preparation, cost accounting, purchasing activities, and administers the City's human resources and risk management programs and services; oversees various City tax and other revenue-producing programs; acts jointly with the City Manager as a spokesperson in the meet and confer process with represented City employees; develops goals, policies and procedures for finance, human resources and risk management related issues; is responsible for recruitment, classification, training, benefit administration, records management and employee relations activities; participation in special Citywide management functions and projects such as long-term capital budgeting, installation of data processing programs; and performs related duties as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Directs the preparation of the City budget; supervises the review of budget requests and the compilation of estimates and projections to reach a balanced budget. Assists the City Manager in directing the development and administration of the City's budget, which may include supervision of the preparation of the Executive Budget;
- Provides direct oversight of the management of the City Budget and City work program, including those information technology systems established to track progress of the City operations toward achieving established goals;
- Preparation and use of long range financial planning, recommending solutions for long-term fiscal sustainability;
- Oversees financial review/internal control audits of all City departments and selected community businesses;
- Directs financial divisions to study financial management and accounting methods for City functions to ensure a properly maintained budget and financial system;
- Oversees the review of revenue and expenditure reports in comparison with planned budget and recommends control necessary to keep budget in balance;
- Directs the preparation of the Comprehensive Annual Financial Report (CAFR), special financial reports and analyses, and reports required by State and other governmental agencies;

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### DIRECTOR OF FINANCE & ADMINISTRATIVE SERVICES

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission:	12/12/2018
Classification Series:	Finance/Human Resources	Approved by City Council:	01/15/2019
FLSA Status:	Exempt	Resolution No.:	2019-01

(Continued)

- Provides direction for the staff of the Finance and Human Resources Departments to assist other departments on financial and human resources issues;
- Oversees the general accounting system of the City;
- Oversees and is responsible for the disbursement of all monies;
- Directs the audit of all expenditures as to budget or Council authorization;
- Directs management to prepare and submit to the City Council periodically a register of audited demands in conformance with State law;
- Supervises the Computer Systems Administrator to plan, implement and maintain appropriate technology solutions;
- Evaluates policies, operating methods, and results of the program of motel-hotel tax, sales tax, cashiering, and data processing, including the preparation of regular and special reports covering the revision, improvement, or adjustment of these programs and related services, fees, or expenditures;
- Plans, organizes, staffs, directs, coordinates, prepares, and administers the budget for a centralized human resources system; formulates and recommends policies, regulations, and practices for carrying out comprehensive programs;
- Directs, coordinates, and supervises the administration of the City classification and salary plan, recruitment, examination, selection, training, affirmative action, performance evaluation, and benefit programs;
- Serves jointly with the City Manager as chief negotiators and participates in negotiations during meet and confer sessions with various employee organizations;
- Develops, revises, and implements procedures and policies to meet requirements of City departments, ordinances and state and federal laws;
- Administer special human resources programs including but not limited to employee recognition programs, unemployment insurance program, and tuition and education assistance;
- Consults with and advises City staff and Civil Service Commission on matters related to interpretation and implementation of human resources policies, rules, practices, ordinances, and resolutions on issues which affect human resources and employee relations programs;
- Counsel managers and employees on confidential and sensitive human resources issues and subjects;
- Develops, administers and coordinates the City's benefit plans, including health and dental insurance and the City's safety management and safety training programs;
- Supervises the analysis of City training needs and the development and evaluation of training programs;

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**DIRECTOR OF FINANCE & ADMINISTRATIVE SERVICES**

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission:	12/12/2018
Classification Series:	Finance/Human Resources	Approved by City Council:	01/15/2019
FLSA Status:	Exempt	Resolution No.:	2019-01

(Continued)

- Reviews and analyzes reports, legislation, court cases, and other information relating to human resources matters;
- Schedules, develops reports, and maintains records of proceedings for the Civil Service Commission;
- Provides administrative direction over the City's self-insurance programs for the identification, evaluation, and elimination or reduction of risks and liabilities;
- Coordinates case handling by consultants, law firms, and physicians, acting on behalf of the City;
- Makes recommendations based on negotiations with insurance companies for purchase of insurance or retention of risk in all areas of municipal liability, workers' compensation, property, and casualty;
- Analyzes, recommends, and monitors monetary reserves for claims adjudication; and
- Supervises the life insurance, state disability insurance, long-term disability insurance and other related programs.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Thorough knowledge of the principles, methods, and practices of municipal finance administration, public human resources administration, benefit administration, and employee relations, property, casualty, liability, workers' compensation, insurance, claims practices, and related California law;
- Use of long-range financial planning, recommending solutions for long-term fiscal sustainability;
- Working knowledge of the principles and practices of public administration;
- Ability to plan, organize, and direct work involved in finance and human resources administration;
- Ability to deal effectively with superiors and subordinates;
- Assign, and coordinate the activities of professional and clerical staff engaged in the administration of finance and human resources systems;
- Communicate effectively, both in written and oral form;
- Thorough knowledge of the approved principles and standard practices of centralized accounting, auditing, payroll, and revenue projection and management;
- Working knowledge of purchasing, information technology and the laws affecting municipal finance administration;

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**DIRECTOR OF FINANCE & ADMINISTRATIVE SERVICES**

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission:	12/12/2018
Classification Series:	Finance/Human Resources	Approved by City Council:	01/15/2019
FLSA Status:	Exempt	Resolution No.:	2019-01

(Continued)

- Ability to prepare and present oral and written reports;
- Knowledge of research methodology, including statistical and financial analysis, and report preparation;
- Knowledge of safety practices and procedures and insurance contracts;
- Operations of municipalities, elements of public relations and supervision;
- Ability to deal effectively and constructively with the general public, City staff, and representatives of various public and private agencies, including developing effective resolutions for human resources issues and employee concerns;
- Ability to analyze, interpret and apply insurance policy provisions to determine the existence and extent of liability;
- Analyze, classify, and rate risks, exposure and loss expectancies;
- Make presentations before legal agencies;
- Collect, interpret, and evaluate data; interact with personnel at all organizational levels; ability to implement and evaluate long-range plans for reducing City losses and costs associated with general liability, workers' compensation, property, health, and casualty exposures; and
- Maintain harmonious working relations with employees, management, and all segments of the insurance industry and the public.

**Skills:**

- Possesses skills and knowledge to use personal computer, to utilize word processing software for general correspondence, and spreadsheets to create financial reports.

**Ability to:**

- Compile and analyze financial records and reports;
- Maintain effective financial controls and prepare accurate and timely financial and statistical reports;
- Handle confidential information with discretion;
- Organize and administer departmental services in an effective and efficient manner;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective relationships with the City Council, staff, fellow employees, and the public;
- Plan assign, and direct the work of subordinate employees;
- Understand and interpret provisions of the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employees job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**DIRECTOR OF FINANCE & ADMINISTRATIVE SERVICES**

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission:	12/12/2018
Classification Series:	Finance/Human Resources	Approved by City Council:	01/15/2019
FLSA Status:	Exempt	Resolution No.:	2019-01

- Plan, organize and prioritize work duties and assignments;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- Initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service; and
- Assume responsibility for maintaining a safe working environment.

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's Degree from an accredited college or university with major coursework in accounting, finance, business administration, human resources, personnel management, public administration or a closely related field is required. Certified Public Accountant designation, Master's Degree or other accreditation in a related field is desirable.

**Experience:**

Six (6) years of professional and progressively responsible municipal administration experience in governmental Finance, Human Resources, or Public Administration including at least three (3) years in a management capacity.

**License:**

A valid California Class C Driver's License and a satisfactory driving record.

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.

**Bilingual Pay:**

Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.