Staff Reports Details (With Text)

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Title:	Classification Specification and Salary Range for Senior Accountant				
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Attachments:	1. ATCH 1 - Resolution, 2. EX A - Senior Accountant Class Spec				

Date	Ver.	Action By	Action	Result
6/19/2018	1	CITY COUNCIL OF THE CITY OF NAPA	approved	Pass

To: Honorable Mayor and Members of City Council

From: Jennifer Brizel, Human Resources Director

Prepared By: Jennifer Brizel, Human Resources Director

TITLE:
Classification Specification and Salary Range for Senior Accountant

RECOMMENDED ACTION:
Adopt a resolution amending the City Classification Plan by adopting the new classification and salary range for Senior Accountant.

DISCUSSION:
The Finance Department requested Human Resources conduct a study to review the classification structure within the Accounting Division to evaluate the work load and reporting structure.

The Human Resources Department reviewed the roles and responsibilities of the Accountant, Accounting and Audit Supervisor, Finance Analyst and Finance Manager positions and determined there was a significant gap in complexity and role responsibility between the Accountant and the higher-level positions within the unit. Major functions will include, (as noted in the typical tasks section of the class description):

- Plan, direct, coordinate and review the work of assigned staff and programs which include general accounting, audit coordination and cash management.
- Supervise, train and evaluate assigned staff; make recommendations for the selection of new employees; provide or coordinate staff training; provide expertise and direction to staff.
- Participates in the City's annual audit and the preparation of the City's Comprehensive Annual Financial Report (CAFR). Prepares or oversees the preparation of financial reports and

analytical accounting, statistical and narrative reports for use by departments, City Management, Council and other agencies.
- Participates in the research, evaluation and implementation of new Governmental Accounting Standards Board (GASB) statements.
- Recommend, develop and implement departmental policies and procedures related to accounting activities; review, recommend and implement improvements to accounting methods, budgeting and reporting procedures; ensure conformity to policies and increases effectiveness of financial procedures.

A new classification of Senior Accountant will ensure succession planning and provide a career path to Finance Manager, which is a hard-to-fill position. Given the quality of internal talent, the department wishes to maximize their staffing resources and provide learning and growth opportunities. The Senior Accountant level would provide an incumbent supervisory experience and greater complexity of work to enhance the level of budgetary support within the Department. The Senior Accountant role would allow the Finance Manager to off-load some technical accounting work providing more time for strategic planning, audit management, internal controls, and process improvement. Administrative, Professional and Management (AMP) bargaining survey agencies were evaluated to determine a salary recommendation according to the external market. Survey data for the Senior Accountant role resulted in an average salary of $101,776 annually and a median salary of $97,313.

Staff also reviewed internal equity and determined that the scope of the Senior Accountant was aligned with the City's Management Analyst II position, in that, both classifications have similar levels of education and experience, and:

- Perform research and/or data gathering activities;
- Analyze and interpret data collected and prepare periodic or special reports
- Make recommendations on the formulation of operating policies and procedures; and;
- Oversee the day-to-day administrative functions including budget monitoring, purchasing, supervision of staff.

Aligning the Senior Accountant with the Management Analyst Salary Range 5160, $84,332.04-$101,892 Annually will ensure internal equity and falls within 5% of the external market rate.

This recommendation has been provided to the AMP review. No issues were raised by the bargaining group.

The Civil Service Commission approved the recommended classification at their meeting on June 18, 2018.

FINANCIAL IMPACTS:
No additional funding is required beyond that already allocated and approved in the City budget.

CEQA:
The Human Resources Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060 (c).

DOCUMENTS ATTACHED:

ATCH 1 - Resolution
EX A - Proposed Senior Accountant Classification Specification

NOTIFICATION:
Bargaining Unit - AMP
Department Directors and Managers