



STAFF REPORT

AGENDA NO: 8e

MEETING DATE: November 18, 2019

To: Honorable Mayor and City Council

Date: November 18, 2019

From: Sonya Morrison, Human Resources Director – (650) 558-7209

Subject: Adoption of a Resolution Approving the Addition of One New Full-time Equivalent Management Analyst Position

RECOMMENDATION

Staff recommends the City Council adopt a resolution approving the addition of one new full-time equivalent (1.0 FTE) Management Analyst position in the Finance Department.

BACKGROUND

The Finance Department's staffing is insufficient to adequately meet the City's financial service needs, particularly at the City-wide level. There is a need for an analyst level position to bring some focused resources to the budget process and the development of financial reports, and to assist in analysis of financial data. The department currently lacks the capacity to systematically identify financial trends and anomalies at the City level and determine their impact, both on the budget and the City's financial position as a whole. In addition to these critical technical needs, there is also a need for resources to ensure that departmental needs are being met, so that operational budgets can be reliably monitored and adjusted in a timely manner. Many of these responsibilities are currently undertaken by the Deputy Director and Finance Director.

DISCUSSION

Currently the Deputy Finance Director and the General Ledger (GL) group monitor the financial trends and anomalies that affect the City's financial position as a whole. They do this in addition to the myriad other tasks that they are responsible for, including the implementation of a City-wide Enterprise Resources Planning (ERP) system – a completely integrated finance, payroll, and human resources system for the City. This unit is also responsible for staying abreast of federal and state legislative changes, as well as ensuring compliance with accounting and reporting regulations promulgated by the Governmental Accounting Standards Board (GASB), participating in rate-setting activities, and maintaining the billing system for the City's water and wastewater utilities. Public records requests, especially in the area of personnel costs, are also consuming more staff time. The culmination of these workload demands exceeds the capacity of current staffing levels. Removing the responsibility for some of these tasks to a more appropriate Management Analyst position will increase the efficiency and effectiveness of the department.

There is an increased need for an Analyst to work with the departments on the front-end so that the financial reporting process is facilitated at the back-end, with fewer manual processes required and a smoother financial reporting process. Resources devoted to working directly with departments will effectively reduce errors in the financial data prior to the compilation of financial reports, where errors are less efficiently handled. Currently, this responsibility falls on the Deputy Director and the GL group, who cannot dedicate the time needed to ensure a robust, comprehensive, and thoughtful process in this area.

The Management Analyst position will also assist the budgeting process by keeping track of mid-year changes – a task currently performed by the Finance Director – and accurately administering the position control budgeting system for the City (currently a manual process that will be greatly assisted with the new ERP).

By transferring duties not appropriately assigned to the Deputy Director and Director of the Finance Department to the new position, the expanded capacity within the department would allow more appropriate attention to (among other tasks) the timely completion of staff performance evaluations; compliance with the City's records and retention procedures; cross-training in critical functional areas; coordination with the City's economic development efforts; and other miscellaneous administrative tasks.

The change will increase the City's total FTE count by one, to 215.27 FTE.

Notification of the additional Management Analyst position has been provided to the appropriate bargaining unit.

FISCAL IMPACT

The total estimated annual cost of an additional 1.0 FTE Management Analyst position (wages and benefits) is approximately \$162,000 per year. The amount of additional funding needed for the remainder of the current fiscal year's budget is dependent on how quickly the new position can be filled. An appropriate budget adjustment will be determined and included in the Fiscal Year 2019-20 Mid-Year Report.

Exhibit:

- Resolution