

CITY OF CLOVERDALE

CITY COUNCIL

RESOLUTION NO. 45-2019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE AMENDING THE CITY PERSONNEL SYSTEM TO UPDATE THE CITY CLERK AND FINANCE & HUMAN RESOURCES ANALYST CLASSIFICATIONS

WHEREAS, Cloverdale Municipal Code (CMC) 2.48.030(c) directs the preparation, maintenance, and revision of a position classification plan; and

WHEREAS, CMC 2.48.030(d) directs the preparation, administration, and revision of a plan of compensation correlated with the classification plan; and

WHEREAS, from time to time it is necessary to update these plans to update existing classifications or create new ones to accurately reflect the job duties required by the City; and

WHEREAS, in order to attract and maintain a strong, professional workforce it is important to compensate employees in a competitive way and in a way that appropriately recognizes their responsibilities; and

WHEREAS, the City requires an update of the Deputy City Clerk / HR Tech position including the revision of its title to "City Clerk" and

WHEREAS, the City requires a position carrying out the responsibilities of a City Clerk in order to meet the needs of the City Council and its citizens; and

WHEREAS, the City requires an update of the Accountant Analyst classification, including the revision of its title to "Finance and Human Resources (HR) Analyst"; and

WHEREAS, the City requires a Finance and Human Resources (HR) Analyst formally referred as Accountant Analyst to ensure the prudent financial oversight of the City's activities and implementation of the City's Human Resources System.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City Cloverdale does hereby amend the City's Personnel System to update the City Clerk classification with a position description attached as Exhibit A and establishes the salary range of \$7,448.13 - \$9,053.25 per month which may be amended from time to time based on Council action for unaffiliated employees; and

BE IT FURTHER RESOLVED, that the City Council City of Cloverdale does hereby amend the City's Personnel System to update the classification of Finance and Human Resources Analyst with a position description attached as Exhibit B and establishes the salary range of \$6,681.32 - \$8,121.19 per month which may be amended from time to time based on Council action for unaffiliated employees; and


BE IT FURTHER RESOLVED, that compensation for these positions may be expressed either in terms of monthly salary or corresponding hourly rates.

The foregoing Resolution No. 45-2019, was duly introduced and adopted by the City Council of the City of Cloverdale at its regular meeting held on June 12, 2019, by the following roll call vote:

Ayes: (4) Councilmember Brigham, Councilmember Turner, Vice Mayor Wolter and Mayor Bagby
Noes: (0) None
Absent: (1) Councilmember Cruz
Abstain: (0) None

APPROVED:

ATTEST:



Melanie Bagby, Mayor



Maria McArthur, Interim City Clerk

Attachment:

Exhibit A - City Clerk Classification

Exhibit B - Finance and Human Resources Analyst Classification

FLSA: EXEMPT

City of Cloverdale

CITY CLERK

The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.

DEFINITION

Under the administrative direction of the City Manager, plans, manages, oversees and directs the operations and services performed by the City Clerk's Department; administers municipal elections in coordination with the County; provides policy guidance and professional assistance to City departments; ensures compliance with Conflict of Interest laws and FPPC regulations; plans, directs, and oversees the development, implementation and maintenance of records management; coordinates activities with other City officials and outside agencies; provides complex staff support to the City Council and City Manager; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The City Clerk is a full-time, administrative management level classification, which exercises full responsibility for all functions and operations of the City Clerk including responsibility for overall policy development, program planning, fiscal management, and administrative duties. The incumbent manages the administration of the City Council and Planning Commission agenda review processes and the preparation of agendas; attends meetings and prepares minutes for legislative bodies; administers the commission appointment process; develops and maintains the systems for managing a citywide document and records management program including records retention and destruction; administers municipal elections and enforces federal, state, and local laws, including campaign financing, public records, meeting notices, and conflict of interest management.

Incumbent provides complex technical and administrative support and advisement to the City Manager, Management Team, City Council, and employees on matters related risk management, city clerk, and the City's policies and procedures.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Administrative principles and methods including goal setting, program development and implementation and budgeting.
- Current principles, practices and techniques of municipal records management.
- Laws and regulations regarding the maintenance, retention, destruction, and release of records and information.

- Applicable federal, state and local laws, codes and regulations . pertaining to the conflict of interest, fair political practices, open meeting notices and municipal elections
- Procedural requirements as they relate to claims processing.
- Principles, methods and practices of risk management.
- Current office procedures, equipment and computer software applications.
- Techniques and methodologies for conducting research and surveys.
- Proper business English usage, spelling, grammar and punctuation.
- Business and statistical mathematics.

Ability to:

- Attend evening meetings as required
- Understand, interpret, explain and apply a variety of complex policies, procedures, , and applicable laws, codes, and regulations.
- Prepare clear, concise, and accurate correspondence, documentation, records, reports, and meeting minutes.
- Accurately and promptly provide information to the public, employees and other agencies.
- Investigate and obtain basic data necessary to evaluate solutions to complex problems.
- Exercise independent judgment, discretion, initiative and political awareness.
- Collect and analyze statistical data; conduct research and special projects as assigned.
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- Operate office equipment and computer terminals, including related software applications such as Microsoft Word, Excel, and Outlook, at a high level of skill and accuracy.
- Establish and maintain effective working relationships with employees, supervisors, outside agencies and the public.
- Communicate effectively both orally and in writing.
- Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Meet deadlines and handle multiple work projects.

EXAMPLES OF DUTIES

- Responsible for all City Clerk’s Office activities and services as directed by State law and City ordinance, including activities associated with the production, publication, and maintenance of City records, legislative agendas, and minutes relating to City Council, Planning Commission, Subcommittees and other board and commission activities; coordinates activities with other City officials, departments, outside agencies, organizations and the public.
- Develops, implements and maintains departmental goals, objectives, policies, and procedures; advising the public, elected officials and staff in the interpretation of City and department policies.
- Coordinates a comprehensive, centralized citywide records management program to ensure proper records retention, maintenance, and disposition practices are incorporated into City record keeping practices; ensures availability of records to City staff and the public; provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections and local government legislative processes and actions; analyzes, enforces, and explains laws and regulations related to

public records, meeting notification, archival research, municipal elections, campaign financing, and conflict of interest.

- Works with City Council, City Manager, City staff, Planning Commission and the public to plan and prepare City agendas; oversees preparation and distribution of the agendas, Council/Commission packets and supporting documentation; receives and reviews agenda items to ensure that all submittals are complete and in compliance with established procedures and the Brown Act.
- Attends all meetings of the City Council, Planning Commission, Subcommittees and other boards and commissions as assigned and keeps all related records of the legislative proceedings; maintains and disseminates all actions, including minutes, ordinances, resolutions, contracts, deeds, bonds, vital records, correspondence, and reports ensuring timely preparation; participates in writing contracts resolutions, ordinances, and other legal documents; makes necessary corrections to resolutions, ordinances, contracts, and leases prepared by City departments; monitors legal documentation of City Council and Planning Commission actions for accuracy of intent; maintains, indexes, and files all City records; prepares certified copies of City documents for elected officials, staff, and the public; oversees the codification of all City ordinances and the maintenance of the consolidated codes reflecting the legislative actions of the City Council.
- Coordinates meeting and event planning of regional boards and committees for the City Council and City Manager.
- Accepts and/or processes subpoenas, appeals, lawsuits, and claims against the City; certifies affidavits, documents, and depositions pertaining to City affairs and business, which may be used in court; serves as the custodian of the City Seal.
- Coordinates the bid opening process and monitors the City's related performance bond activities; records legal documents of the City.
- Prepares, manages, and coordinates the City Clerk's ' Office budgets.
- Administers provisions of the Political Reform Act of 1974 as it pertains to local government, including the filing of campaign statements and Statements of Economic Interest for all elected and appointed officials and other designated employees.
- Establishes positive working relationships with and serves as a resource to representatives of community organizations, state/local agencies and associations, City management and staff; develops and coordinates communications with the community to increase citizen accessibility to City records and information; maintains and updates information on the City's websites.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of municipal records management and elections; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints.

- Conducts special projects as assigned by the City Manager.
- Responsible for claims and accident handling, in conjunction with REMIF.
- Liaison with REMIF to administer City's general liability, workers comp, automobile, property and other insurance coverages.
- Reviews and tracks certificates of insurance.
- Reviews contracts and agreements for proper risk transference and hold harmless clauses.
- Coordinates with other City staff, community groups, and individuals on Special Events Insurance.
- Prepares and updates liability release forms for various City programs and activities

EDUCATION AND EXPERIENCE

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. Requires high school diploma or GED; 2 years of college or technical school business/executive coursework and a knowledge of administrative skills; plus 3 years of related administrative or governmental experience. Possession of or ability to obtain within 24 months, a Certified Municipal Clerk designation is highly desirable.

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.

City Clerk Salary Schedule

Position	Step	Hourly	Biweekly	Monthly	Annually
City Clerk	1	\$42.97	\$3,437.60	\$7,448.13	\$89,377.56
	2	\$45.1185	\$3,609.48	\$7,820.54	\$93,846.44
	3	\$47.3744	\$3,789.95	\$8,211.56	\$98,538.76
	4	\$49.7431	\$3,979.45	\$8,622.14	\$103,465.70
	5	\$52.2303	\$4,178.42	\$9,053.25	\$108,638.98

FLSA: EXEMPT

**CITY OF CLOVERDALE
FINANCE & HUMAN RESOURCES (H R) ANALYST**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general direction, applies principles of accounting to analyze past and present municipal financial operations; assists in the planning, development and control of the City's accounting system; performs professional level accounting duties, including direct supervision of the general accounting, cashiering, payroll, accounts payable, and accounts receivable functions; prepares financial and statistical statements in accordance with Generally Accepted Accounting Principles (GAAP) and governmental accounting standards; assists in auditing City funds and accounts; assists in estimating future revenues and expenditures to prepare budgets.

DISTINGUISHING CHARACTERISTICS:

The Finance & Human Resources Analyst is the journey level professional classification in which incumbents are expected to perform the full scope of professional accounting duties with minimum supervision. Successful performance requires a thorough knowledge of governmental accounting procedures and the ability to exercise sound independent judgment. The classification is distinguished from the next higher classification of Finance Director in that the latter has overall responsibility for the Finance Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Finance Director. May exercise functional and technical supervision of assigned personnel.

ESSENTIAL FUNCTIONS (include but are not limited to the following):

- Performs professional level accounting duties, including direct supervision of the general accounting, cashiering, payroll, accounts payable, and accounts receivable functions; prepares financial and statistical statements in accordance with Generally Accepted Accounting Principles (GAAP) and governmental accounting standards; assists in auditing City funds and accounts.

- Compiles the monthly balance sheets, cash receipts, and disbursement statements; prepares journal entries and adjustments to the general ledger; prepares a variety of financial and statistical reports, including year-end and month-end reporting.
- Compiles and prepares financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; establishes and maintains complete files and records related to assigned functions; participates in the maintenance of various computer files and records; inputs and retrieves a variety of fiscal and statistical information.
- Assists in preparing annual budgets and budget reports; performs revenue and expenditure forecasting.
- Prepares financial analyses, cost studies and other special financial projects, including overseeing the work of consultants; utilizes cost allocation systems.
- Performs costing and research related to employee negotiations.
- Maintains employment, compensation, and benefits records.
- Administer personnel, benefits and leave program for City Council, city staff and general public.
- Assist with implementation of human resources policies and programs, including personnel rules, policies and procedures, labor contracts, benefit and training programs, and all human resources services.
- Maintains sound budgetary control over City departmental expenditures; reviews accounting system conformity and compliance with sound accounting procedures and legal requirements.
- Conducts internal audits; works in conjunction with private auditors or outside consultants; verifies the classification of funds and accounts; verifies and checks accuracy of off-line computer generated reports.
- Advises operating departments on established City accounting procedures and regulations; attends meetings and conferences as required.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS (Minimal qualifications necessary for entry into the classification):

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Accountant. A typical way of obtaining the required qualifications is to possess two years of responsible professional accounting experience, preferably in a public agency setting, and a bachelor's degree in accounting, business administration, finance or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and basic principles of accounting as applied to Governmental Accounting Standards (GASB); principles and practices of municipal government accounting and budgeting, including forecast methodologies; principles and practices of automated financial systems; account analyses; financial statement preparation; auditing; basic billing and collection procedures; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office practices methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Apply accounting principles and practices to a wide variety of standard and non-standard transactions; set-up, maintain and reconcile financial documents, reports and transactions; prepare a variety of financial statements, reports and analyses; analyze, post balance, and reconcile financial data, ledgers, and accounts; prepare the City's payroll and all related functions; review the work of assigned support staff; quickly and accurately perform mathematical calculations; interpret, explain, and apply applicable laws, codes, and regulations; accurately read, interpret, and record data; organize, prioritize, and follow-up on work assignments; work independently and as part of a team in an environment with multiple demands and high volume while maintaining accuracy and taking responsibility for work

products; train and assist less experienced personnel; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; maintain confidentiality as required; follow written and verbal directions; observe safety principles and work in a safe manner; effectively communicate, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and a variety of applicable word processing, spreadsheet, database and other software applications, including financial and accounting systems; perform public sector accounting, auditing and budget work; perform revenue and expenditure projections; make public presentations.

Finance & HR Analyst Salary Schedule

Position	Step	Hourly	Biweekly	Monthly	Annually
Finance & HR Analyst	1	\$38.5461	\$3,083.69	\$6,681.32	\$80,175.85
	2	\$40.4734	\$3,237.87	\$7,015.39	\$84,184.64
	3	\$42.4971	\$3,399.76	\$7,366.16	\$88,393.87
	4	\$44.6219	\$3,569.75	\$7,734.46	\$92,813.57
	5	\$46.8530	\$3,748.24	\$8,121.19	\$97,454.25