

STAFF REPORT TO COUNCIL

April 22, 2021

TO: Mayor and Council

FROM: Matt Flood, Assistant City Manager/Finance Officer

SUBJECT: Council Consideration to Add Position of Finance Clerk

Executive Summary

Staff is requesting Council to adopt a resolution authorizing the creation of the position of Finance Clerk, approving the job description and salary range, directing staff to advertise for the position.

Background

At the April 6, 2021 Council Meeting staff presented an item meant to create a new position that would assist various departments within the City. Council requested staff provide more information related to the proposal, which is provided below in a “Question, Answer” format, and bring it back for consideration at a future meeting.

Why is staff proposing a new position now?

Staff has actively been working on a plan to replenish staffing levels for years and it is for two main reasons. First, the staff levels were decreased significantly in the past years due to budgetary issues. This is an effective way of managing the finance of a municipality but creates issues if done long-term (such as projects not being taken on, processes getting delayed, and morale issues due to lack of staff). Therefore, and since the General Fund was healthy in last year’s financial standing, it is important to begin hiring the appropriate personnel as soon as possible.

Second, the significant and many upcoming projects Council has directed staff to take on in the next couple of years will require additional staff to manage them. This includes approximately \$16 million in water projects alone. Not hiring enough staff to take on such a large number of projects creates various issues, including those related to morale. The projects are primarily funded through state requirements which have significant requirements for administering and processing grant funds.

What is the position that is being proposed?

It is a non-management (FLSA Non-exempt) clerk position that will specialize in finance (accounting and bookkeeping) and will work 40 hours per week. The salary proposed is attached as an exhibit to the resolution and was determined by taking into account what similar positions get paid at other cities, market factors for employees in the finance industry, and the City of San Joaquin’s precedent in determining salaries of employees based on budgetary restrictions.

What will this individual be doing?

This individual will be performing tasks that are currently being done by the City Manager, Assistant City Manager, and City Clerk/Treasurer, so that they can more effectively focus on other tasks within their department. This could be a variety of things and will depend on the specific skill set that the individual brings to the city.

Will this position replace or make redundant any other position?

No.

Why can't current personnel perform the tasks and assignments that this new position would do?

As stated above, the City of San Joaquin is going to receive many new sources of funding over the next few years, including funds related to COVID-19 relief, for grant funded community programs (including gang prevention), and projects related to our water system. Despite the fact that we are a City with a smaller population, we are still subject to the mandates, rules, and regulations a larger city has. This is unfair to smaller cities but is of little concern to State and Federal regulators that create the rules for these programs. With (as noted at the previous meeting) the constantly changing landscape of governmental regulations that create unfunded mandates and onerous requirements for staff and Council, there is a dire need to increase the personnel resources available to the City Manager.

From what funds would this position be paid?

This position would perform tasks that deal with a variety of departments. Therefore, they would be funded with a similar equation used for the City Manager and Assistant City Manager position. This generally includes an even three-way split between the two main enterprise funds and the General Fund (i.e. approximately 33% water, 33% Sewer, and 33% General). This can change depending on what they are specifically working on, and it will ultimately be determined by the individual's individual capabilities and the exact tasks that they will be working on. In a small city, this tends to vary greatly due to the low number of staff and lack of specializations required to work in a small city (i.e. most small-city managers are generalists). Additionally, when they are working on qualified grant-funding activities, the grant will supplement and substitute the cost of their salary, creating an advantage for the city.

Recommendation

Staff recommends Council adopt Resolution 2021-11 creating the position of Finance Clerk.

RESOLUTION NO. 2021-11

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SAN JOAQUIN AUTHORIZING THE CREATION OF THE FINANCE
CLERK POSITION**

WHEREAS, the City Council of the City of San Joaquin is authorized and empowered to make decisions that preserve the health and safety of the community; and

WHEREAS, the City of San Joaquin, through the Council's direction and efforts, staff has procured funding from various programs that will greatly increase the quality and capacity of services offered; and

WHEREAS, in order to ensure the City is able to appropriately manage these coming funds, the hiring of employees to assist the applicable departments is necessary; and

WHEREAS, the first position staff is proposing would be a Finance Clerk that would assist the departments related to the City Manager's office, Finance, and Grant Management; and

WHEREAS, pursuant to CalPERS and CCR 570.5 guidelines, the City Council must approve and adopt adjustments made to the salary schedule, including when the City creates a position.

THEREFORE, BE IT RESOLVED, that the City Council of the City of San Joaquin does hereby approve the creation of the Finance Clerk Position and authorize the addition of one employee to the total amount of employees in the City.

BE IT FURTHER RESOLVED, that the job description and salary schedule for the Finance Clerk position is adopted, attached herein as Exhibits A and B, respectively.

BE IT FURTHER RESOLVED, that the City Council directs the City manager to advertise for and fill the position.

The foregoing resolution was adopted at a special meeting of the City Council of the City of San Joaquin the 22nd day of April 2021 and passed at said meeting the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Julia Hernandez, Mayor

ATTEST:

Lupe Estrada, City Clerk

CITY OF SAN JOAQUIN

FINANCE CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are 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 supervision, performs a variety of technical bookkeeping and accounting duties, which depending on the assigned duties, may include fund and account management, bank reconciliations, journal entries, accounts receivable, utility billing, other general accounting duties and administrative support functions; provides customer service in person and by telephone; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Finance Clerk** is a journey level classification in which incumbents are expected to perform the full scope of assigned duties, including bank reconciliation, journal entries, and related support duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Finance Officer in that the latter has overall responsibility for the day-to-day operations of the Finance Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Assistant City Manager/Finance Officer. May provide minimal guidance and advice to employees whose activities affect the Finance Department.

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

- Performs a variety of clerical and technical accounting and bookkeeping duties, which include fund and account management, bank reconciliations, journal entries, accounts receivable, utility billing, provides customer services in person and by telephone; performs cashiering duties; performs a variety of administrative support and clerical functions.
- Assists in the day-to-day activities of the Finance department relating to data entry, payroll processing, and loan servicing; reviews, evaluates, and recommends improvements to administrative and financial internal control systems and procedures to ensure audit compliance; directs and participates in the preparation of a variety of records and reports ensuring timeliness, accuracy and compliance with appropriate laws, ordinances and regulations.
- Assists with the preparation of the City's budgets, reconciles the City's bank accounts on a monthly basis, processes payroll, works with the Human Resources Department to ensure the correct benefits are received, utilized, and tracked.

- Prepares month-end reports; participates in preparing quarterly periodic and other financial reports due to County, State, or Federal agencies; assist with the financial audits and in compiling the Year-End Financial Statements, payroll process, general ledger, and bank reconciliation.
- Assists in accounts receivable and accounts payable (AR/AP); sorts and distributes invoices from vendors; enters all pertinent information into the City's computer system; obtains signature of Finance Officer or City Manager when needed, assists in creating various AR/AP reports.
- Receives utility and permit payments and fees; issues receipts; balances cash and prepares daily bank deposits; gathers payments and documents from the mail and over the counter; performs data entry and posts receipts to various City accounts and funds; manages the collection of overdue accounts as necessary.
- Performs customer service duties; answers and routes calls as appropriate; receives the public at the front counter; answers questions and processes requests; assists in sorting and processing mail; maintains a variety of records and files; prepares a variety of correspondence; opens and closes City Hall daily; backs up the computer system daily.
- Establishes 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: *(The following are 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 a **Finance Clerk**. A typical way of obtaining the required qualifications is to possess a Bachelor's Degree in Accounting, Finance, Business, or similar field; or an Associate Degree in the abovementioned fields with a minimum of four years working in a position with similar duties to those listed above; or a high school diploma or equivalent supplemented by college level course work in accounting or a related field and six years working in a position with similar duties to those listed above.

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:

Modern principles and practices of accounting and bookkeeping, including Generally Accepted Accounting Principles (GAAP); report writing; basic governmental accounting; standard office and administrative procedures and practices; bank deposits and cash handling procedures; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; 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:

Prepare, maintain, and reconcile various financial, accounting, and statistical records; learn and excel in computer applications and software for accounts payable/receivable and reporting; keep accurate records; write reports and perform tracking specific to assigned department; respond to questions from the public and City personnel regarding policies and procedures for assigned area; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet, and software applications, including billing and financial systems.

EXHIBIT B

FINANCE CLERK SALARY FY 20-21

Position	2020-21		
	Annually	Monthly	Hourly
Minimum Wage	\$ 24,960.00	\$ 2,080.00	\$ 12.00
Finance Clerk	\$ 43,680.00	\$ 3,640.00	\$ 21.00