

**RESOLUTION NO. 7890**

**CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO CREATE THE POSITION OF SENIOR FINANCIAL ANALYST IN THE ADMINISTRATIVE SERVICES DEPARTMENT, TO APPROVE THE CORRESPONDING JOB SPECIFICATION, AND TO UPDATE THE APPROPRIATE SALARY PAY TABLE**

**WHEREAS**, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

**WHEREAS**, the City desires to create the position of, and corresponding job specification for, Senior Financial Analyst in the Administrative Services Department, as detailed in the proposed Class Specifications & Attributes, attached hereto as Exhibit "A;" and

**WHEREAS**, the City, in consultation with the Human Resources Division and key personnel in the Administrative Services Department, have determined that it is proper to create the position of, and job specification for, Senior Financial Analyst.

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**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves and adopts the proposed amendment to the City's Salary Resolution and Position Classification Plan to create the position of Senior Financial Analyst in the Administrative Services Department.


**SECTION 2.** The City Council hereby approves and adopts the proposed job specification for the Senior Financial Analyst position, attached hereto as Exhibit "A."

**SECTION 3.** The City Council hereby approves and adopts the proposed updated Professional and Mid-Management Association (PMMA) Salary Pay Table, effective October 22, 2019, attached hereto as Exhibit "B."

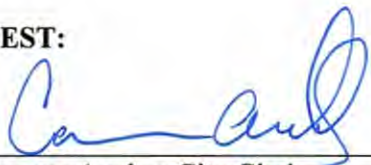
**SECTION 4.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED and ADOPTED** this 22<sup>nd</sup> day of October 2019.

**CITY OF SOUTH GATE:**


By:   
M. Belen Bernal, Mayor

**ATTEST:**

By:   
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**

By:   
Raul F. Salinas, City Attorney

*City of South Gate*  
CLASS SPECIFICATIONS AND ATTRIBUTES

**SENIOR FINANCIAL ANALYST**

**DESCRIPTION**

Under direction of the Director of Administrative Services, provides complex professional and technical support to the financial, budgeting and administrative functions of assigned programs or operations; performs related duties as required.

**CLASS CHARACTERISTICS**

The Senior Financial Analyst's primary function is to perform complex budget and financial analysis required to administer the City budgetary programs. Incumbent is responsible for the full scope of assigned projects, including managing special projects as assigned.

**SUPERVISION RECEIVED**

Works under the general supervision of the Deputy Director of Administrative Services/Finance.

**SUPERVISION EXERCISED**

None

**ESSENTIAL FUNCTIONS**

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

- Coordinates the preparation and administration of the operating budget, the capital improvement budget, the mid-year budget review, and any amendments as required.
- Determines the accuracy and completeness of department budget calculations.
- Assists in developing budget proposals that support City goals; recommend courses of action as needed.
- Assists the Director with preparing the City's revenue projections and expenditure estimates based on current economic and historical trends. Performs fund analysis.
- Anticipates, identifies and quantifies critical financial issues confronting departments; monitors resolution of short-term issues; participates in development of solutions to long-term issues.
- Assists in the creation of finance-related PowerPoint presentations.
- Prepares the Adopted Budget book, which includes creating budget charts and graphs.
- Monitors and reviews budget to actual revenue and expenditure data for accuracy. Identifies variances and coordinates corrective action with departments or finance staff. Prepares adjusting journal entries as needed to correct.
- Participates in the development and maintenance of internal controls for budget transactions;
- Prepares monthly, quarterly, annual, and ad hoc financial reports for the Director using Eden financial software.



- Assists in the preparation of quarterly financial status reports for the City Council.
- Conducts surveys and research regarding financial, accounting and budgeting issues.
- Analyzes, evaluates and summarizes complex and technical financial and management records for accuracy and conformance to procedures, rules and regulations.
- Maintains financial (i.e. fixed assets) and statistical databases and prepares statistical reports.
- Keeps up to date and informed regarding California statutory items, GASB and GFOA pronouncements, which may impact the City's financial reporting.
- Assists with Accounting duties, as needed, such as year-end closing, various GL reconciliations, bank reconciliations, other financial reports and the completion of the annual audit and the City's Comprehensive Annual Financial Report (CAFR)
- Assists with Accounting software transition and future updates.
- May perform duties of the Deputy Director of Administrative Services/Finance in his/her absence.
- Other duties as assigned.

## QUALIFICATIONS

### Education and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be: graduation from an accredited college or university with a Bachelor's degree in finance, business, accounting or related field and four (4) years of progressively responsible analytical, budget administration, accounting and finance experience. Possession of a CPA or a Master's Degree is preferred.

### License/Certification/Special Requirements

Possession of a valid California Class C Driver's License and a satisfactory driving record is required at time of appointment and throughout employment in this position.

### Knowledge, Skills, and Abilities

Knowledge of: principles and practices of governmental budgeting, accounting and public finance; capital and operating budget procedures; federal, state and local laws, rules and regulations governing public sector budget preparation;

**Skill and Ability to:** interpret and follow City and departmental policies, rules and regulations; assess the potential impact of social and economic trends on City programs; prioritize emerging issues and handle multiple tasks concurrently; apply a variety of policies and procedures where specific guidelines may not exist; maintain accurate filing and indexing systems; assess and effectively present the relative advantages and disadvantages of alternative courses of action; analyze and effectively present revenue and expenditure data and take effective action to resolve problems; assume responsibility and demonstrate initiative and follow-through; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

**ADDITIONAL INFORMATION:**

**CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM:**

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice Program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of the City's Administrative Regulations covering the use of City vehicles.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. Incumbents are not substantially exposed to adverse environmental conditions.

*SENIOR FINANCIAL ANALYST*  
Created, 10/22/19



**Salary Pay Table**  
**South Gate Professional and Mid-Management Employees**  
**Effective 10-22-2019**

<b>Exempt Classifications</b>		<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
609	RECREATION SUPERVISOR	5,655	5,938	6,235	6,547	6,874
613	CUSTOMER SERVICE SUPERVISOR	5,982	6,282	6,596	6,925	7,272
615	CODE ENFORCEMENT SUPERVISOR	6,082	6,386	6,705	7,040	7,392
621	SENIOR ACCOUNTANT	6,827	7,168	7,527	7,903	8,298
623	SENIOR PLANNER	7,028	7,379	7,748	8,135	8,542
626	EQUIP. MAINTENANCE SUPERINTENDENT	7,333	7,700	8,085	8,489	8,913
626	SENIOR FINANCIAL ANALYST	7,333	7,700	8,085	8,489	8,913
629	ELECTRIC & GEN MAINT SUPERINTENDENT	8,288	8,702	9,138	9,594	10,074
629	STREET & SEWER SUPERINTENDENT	8,288	8,702	9,138	9,594	10,074
630	WATER DIVISION MANAGER	9,294	9,758	10,246	10,759	11,297
631	SENIOR CIVIL ENGINEER	9,126	9,583	10,062	10,565	11,093

<b>Non-Exempt Classifications</b>		<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
601	ADMINISTRATIVE ASSISTANT	4,804	5,044	5,296	5,561	5,839
601	ASSISTANT PLANNER	4,804	5,044	5,296	5,561	5,839
601	MANAGEMENT ASSISTANT	4,804	5,044	5,296	5,561	5,839
606	HOUSING & GRANTS ANALYST	5,099	5,354	5,621	5,902	6,197
610	MANAGEMENT ANALYST	5,732	6,018	6,319	6,635	6,967
610	ADMINISTRATIVE ANALYST	5,732	6,018	6,319	6,635	6,967
610	ADMINISTRATIVE SERVICES COORDINATOR	5,732	6,018	6,319	6,635	6,967
610	BUDGET & PAYROLL ANALYST	5,732	6,018	6,319	6,635	6,967
611	TRAINING SPECIALIST	5,760	6,048	6,351	6,668	7,002
612	CRIME ANALYST	5,801	6,091	6,396	6,716	7,052
613	PURCHASING SUPERVISOR	5,982	6,282	6,596	6,925	7,272
615	ASSISTANT ENGINEER	6,082	6,386	6,705	7,040	7,392
619	SENIOR ADMINISTRATIVE ANALYST	6,631	6,963	7,311	7,676	8,060
622	ASSOCIATE ENGINEER	6,976	7,325	7,691	8,075	8,479
624	TECHNICAL SERVICES MANAGER	7,098	7,453	7,826	8,217	8,628
625	INFORMATION SYSTEMS ADMINISTRATOR	7,098	7,453	7,826	8,217	8,628
632	FAMILY VIOLENCE PROGRAM COORDINATOR	6,498	6,823	7,164	7,522	7,898
851	EXECUTIVE ASSISTANT TO POLICE CHIEF	5,898	6,192	6,502	6,827	7,168
851	EXECUTIVE ASSISTANT TO CITY ATTY (CONF)	5,898	6,192	6,502	6,827	7,168
851	EXECUTIVE ASSISTANT (CONF)	5,898	6,192	6,502	6,827	7,168
851	EXECUTIVE ASSISTANT TO CITY MGR (CONF)	5,898	6,192	6,502	6,827	7,168

<b>Exempt Classification (Pending Further Analysis)</b>		<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
602	ECONOMIC DEVELOPMENT SPECIALIST	4,922	5,168	5,426	5,698	5,982
614	ACCOUNTANT	6,043	6,345	6,663	6,996	7,346
617	POLICE RECORDS MANAGER	6,505	6,830	7,171	7,530	7,906
623	SENIOR ECONOMIC DEVELOPMENT SPECIALIST	7,028	7,379	7,748	8,135	8,542
628	SENIOR ENGINEER	8,014	8,415	8,836	9,278	9,742
633	CITY TRAFFIC ENGINEER	9,583	10,062	10,565	11,093	11,648


**RESOLUTION CERTIFICATION PAGE**

**STATE OF CALIFORNIA            )**  
**COUNTY OF LOS ANGELES    )     SS**  
**CITY OF SOUTH GATE         )**

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is four; that Resolution No. 7890 was adopted by the City Council at their Regular Meeting held on October 22, 2019, by the following vote:

Ayes:            Council Members:    Bernal, Rios, Davila and De Witt  
Noes:            Council Members:    None  
Absent:          Council Members:    Diaz  
Abstain:         Council Members:    None

Witness my hand and the seal of said City on November 13, 2019.

  
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Carmen Avalos, City Clerk  
City of South Gate, California