



CITY MANAGER'S OFFICE
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DEPARTMENT OF
PERSONNEL

CITY OF SACRAMENTO
CALIFORNIA

921 TENTH STREET
SECOND FLOOR
SACRAMENTO, CA
95814-2693

PERSONNEL SERVICES DIVISION

916-449-5726

August 14, 1990

APPROVED
BY THE CITY COUNCIL

DONNA L. GILES
DIRECTOR OF
PERSONNEL

City Council
Sacramento, California

AUG 14 1990

Honorable Members in Session

OFFICE OF THE
CITY CLERK

SUBJECT: NEW EXEMPT CLASSIFICATION - FINANCIAL SYSTEMS MANAGER

SUMMARY

This report recommends the establishment of a new exempt classification entitled Financial Systems Manager. This position will be responsible for managing the Financial Systems Division of the Department of Finance which involves planning, directing, coordinating, and resolving the financial information system needs of the Department of Finance and to coordinate the development, design, implementation, and maintenance of financial systems affecting the Department.

BACKGROUND AND ANALYSIS

The Finance Department currently consists of five divisions, which include Administration, Accounting, Budget, Revenue, and Risk Management. The Department is proposing to reorganize and create a sixth division, Financial Systems. This is necessary due to the increasing involvement that the Finance Department has with the Data Management Department. The Finance Department has become a major client of Data Management and they are involved with many of the largest systems in the City including the Local Government Financial System (LGFS), payroll, and Utility Billing (UCIS). They are continually involved in the acquisition, implementation, and ongoing administration of these and many other systems.

The proposed classification of Financial Systems Manager has been developed to recognize that the responsibility of the new class is to manage the Financial Systems Division which involves assisting the Director in the development and implementation of goals, objectives, and policies relating to financial management systems; establishing and maintaining systems controls for financial systems which impact the department; analyzing the financial needs of City departments and assist in the development and implementation of financial systems which will meet those needs; and coordinating with the department of Data Management on the development and implementation of new financial systems or existing system modifications. This position will be responsible for the

management of a division including the direct supervision of professional, technical, and clerical positions and will report directly to the Director of Finance.

The proposed salary range for the new classification of Financial Systems Manager is \$3,891.33 - \$4,729.92 per month. This is the same salary range as Accounting Manager, a classification within the same department that has the same level of responsibility. It is proposed that the new classification be designated as exempt due to the reporting relationship with a department head and management due to the nature and level of the work.

FINANCIAL IMPACT

Funds for the proposed salary will be covered initially with General Funds returned as part of the budget cut restoration but after one year the costs will be folded into the cost allocation process. Via the cost allocation process, the General Fund and Enterprise Funds would share in the cost of the position.

POLICY CONSIDERATIONS

None.

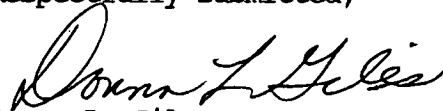
MBE/WBE EFFORTS

No impact.

RECOMMENDATION

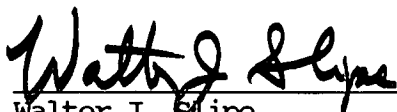
It is recommended that the City Council amend Resolution 90-008 to establish the new exempt classification of Financial Systems Manager to effect the salary of \$3,891.33 - \$4,729.92 per month, and to add the class to Management. It is also recommended that the City Council amend Resolution 90-156 to add the Conflict of Interest categories 2, 3, and 4 for the class.

Respectfully submitted,



Donna L. Giles
Director of Personnel

RECOMMENDATION APPROVED:



Walter J. Glipse
City Manager

Contact Person to
Answer Questions:
GERRIE GIFFIN, ADMINISTRATIVE TRAINEE
449-5726

All Districts
August 14, 1990

RESOLUTION NO. 90-641

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF August 14, 1990

AMENDING RESOLUTION 90-008 RELATING TO SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY, AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

APPROVED
BY THE CITY COUNCIL

AUG 14 1990

OFFICE OF THE
CITY CLERK

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 90-008 IS AMENDED AS FOLLOWS, EFFECTIVE AUGUST 18, 1990:

Section 1.

Exhibit A, Salary Schedules, Schedule #01, Management, salaries is amended by the addition of the classification of Financial Systems Manager with a salary of \$3,891.33 - \$4,729.92 per month.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by the addition of the classification of Financial Systems Manager to Management.

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended by the addition of the classification of Financial Systems Manager.

ATTEST:

CITY CLERK

MAYOR

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

RESOLUTION NO. 90-642

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF August 14, 1990

RESOLUTION AMENDING RESOLUTION 90-156 RELATING TO THE
CONFLICT OF INTEREST CODE FOR THE DEPARTMENT OF FINANCE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

That Resolution 90-156, Exhibit A, relating to Conflict of Interest is hereby amended to:

Add the following designated classification and disclosure categories in the Department of Finance:

<u>Designated Classification</u>	<u>Disclosure Categories</u>
Financial Systems Manager	2, 3, 4

ATTEST:

APPROVED
BY THE CITY COUNCIL
AUG 14 1990
OFFICE OF THE
CITY CLERK

CITY CLERK

MAYOR

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RESOLUTION NO.: _____

DATE ADOPTED: _____