



Office of the City Manager

CONSENT CALENDAR
April 25, 2017

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Sarah Reynoso, Director of Human Resources

Subject: Classification and Salary: Treasury Manager

RECOMMENDATION

Adopt a Resolution amending Resolution No. 67,484-N.S. Classification and Salary Resolution for Public Employees Union Local One to re-establish the classification of Treasury Manager with a monthly salary range of \$9,647 - \$11,725 effective April 25, 2017.

FISCAL IMPACTS OF RECOMMENDATION

The estimated total cost (salary and benefits) of this proposal for FY2018 for one position is approximately \$240,048. The Finance Department will fund the cost of this position from the General Fund.

CURRENT SITUATION AND ITS EFFECTS

The Director of Finance has requested that the City re-establish the Treasury Manager classification in the Finance Department to manage the activities of the Treasury Division. This classification had not been used for many years when it was abolished in May 2004, but changes in recent years have led to the need to re-establish this classification.

The Finance Department has five Divisions consisting of Accounting, Revenue Collection, General Services, Treasury and Administration, with a total staff of 45 employees. In 2012, the City retained the Management Partners, a local government consulting firm, to review the revenue collection function in the Finance Department. The firm reviewed the department's organizational structure and made several recommendations to increase the efficiency and effectiveness of the revenue collection function. The City Auditor agreed with the Management Partner's assessment and recommended reorganizing the revenue collection and revenue development functions into a single division that would allow better coordination of similar functions, as well as sharing of resources.

As a result of the reorganization, the Treasury Division is managed by a Revenue Collection Manager that is responsible for all Treasury functions, which includes:

managing the City's centralized cashing operations; recording all city receipts and revenues; conducting revenue audits, sales and use tax compliance reviews; and monitoring all City tax payments and audits for uncollected tax revenue; coordinating short and long-term cash needs; managing the City's liquidity in terms of investment of surplus funds; and providing guidance and effective ways of safeguarding city's liquid assets. The Revenue Collection Division is managed by another Revenue Collection Manager who is responsible for providing billing and preparing property tax rolls for inclusion in the annual property tax bill; processing Transfer Tax, Seismic Retrofit, low-income, and private sewer lateral refunds; preparing and processing business licenses, permits for parking, taxis, street vendors; and maintaining the City's land database.

Within the last several years, new responsibilities were added to the Treasury Division, which include: managing the City's banking relationships, online payments, and Payment Card Industry compliance; administering the Sweetened Beverage Tax, the short-term dwelling units taxes (STR), the current medicinal cannabis tax, and the new recreational cannabis tax that was approved in California in the November 2016 election.

Due to the more recent changes in responsibilities between the two Revenue Collection Manager positions, which include a wider scope of responsibility in the Treasury Division, the Finance Director has requested to re-establish the Treasury Manager classification. The proposed classification reflects current responsibilities and activities of the Revenue Collection Manager position assigned to the Treasury Division, which now includes managing revenue audits and revenue development, treasury operations, investments of surplus funds, and collection of delinquent accounts. Furthermore, staff is revising the Revenue Collection Manager classification to retain the responsibilities of the current incumbent in the Revenue Collection Division and removing the responsibilities assigned to Treasury Division assignment. Thus, rather than having two Revenue Collection Manager positions performing different assignments, there would be one Revenue Collection Manager and one Treasury Manager.

The Treasury Manager classification will be placed in unit M (Public Employees Union Local One) because it is a managerial classification. The position will be in the Finance Department and the incumbent will exercise substantial independent judgment and discretion regarding investments. In addition, this classification will be assisting the Director of Finance in high level financial decisions.

BACKGROUND

The Personnel Board discussed the proposal at its March 6, 2017 meeting and voted (Yes: Dixon, Murray, Wenk, Howard, Bartlow; Absent: Hunt, Kidd) to recommend the following to the City Council:

1. Re-establish the classification of Treasury Manager, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible for Administrative Leave, in Representation Unit M (Management), with a 5-step monthly salary range of \$9,647 - \$10,128 - \$10,635 - \$11,166 - \$11,725.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to create the necessary classification and salary schedule to accommodate new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Kimberly Castillo, Senior Human Resources Analyst, 981-6820

Attachments:

1. Class Specification – Treasury Manager
2. Resolution
Exhibit A: Salary Schedule

City of Berkeley
Class Code 1462
2017

Treasury Manager

DEFINITION

Under administrative direction, plans, organizes, and directs the activities of the Treasury Division of the City's Finance Department; and performs related work as assigned.

CLASS CHARACTERISTICS

This single position classification in the Finance Department is a division-level manager responsible for managing professional and support staff and operational activities of the Treasury Division. The incumbent in this classification is responsible for receipt, recordation, deposit, and investment of City monies. It also assists the Finance Director in investing short and long-term investment of surplus City funds; maintains fiscal accountability for all City monies; manages City's banking relationship; coordinates implementation of the City's online payment program, and serves as the operational lead for Payment Card Industry compliance. The incumbent also has oversight of the City's centralized cashiering operation, revenue development and audit; and collection of delinquent accounts. Responsibilities allow for a high degree of administrative discretion and independence in their execution. This class is distinguished from the Director of Finance in that the latter has overall management responsibility for all functions of the Finance Department, which includes Administration, Accounting, Treasury, Revenue Collection, and General Services.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s), and is not intended to be an all-inclusive list of duties. The omission of a specific duty does not exclude it from the position if the work is consistent with the class concept, or is similar or closely related to another duty.

1. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Division; plans and administers the division's budget;
2. Plans, organizes, assigns, directs, reviews, and evaluates the work of assigned staff; participates in the selection of staff and provides for their training and professional development;
3. Assists the Finance Director in selecting investment vehicles in accordance and within City policies and evaluates economic and financial trends; assists the Finance Director in managing the City's pooled investment portfolio and the retiree medical trust fund portfolios;
4. Assists the Finance Director in preparing, monitoring, and adjusting City-wide revenue

projections;

5. Manages the discovery and audit activities to identify businesses operating in the City without a valid business license, and/or with non-payment or underpayment of various taxes, as well as manages the annual verification audit of Utility Users Tax telecommunication services providers;
6. Plans, develops, implements, and administers procedures for receipt of money from the public for licenses, fees, taxes, including accounts receivable and revenues received from other City departments;
7. Manages the collection of delinquent revenue due the City including "hard" collection accounts and returned checks, etc.; manages the audit of technical and administrative collection processes and procedures necessary to prevail in Small Claims Court on behalf of the City, including presenting the City's case, as needed;
8. Coordinates with the City Attorney's Office to ensure all administrative procedures are completed successfully and in a timely fashion relative to all other legal collection processes on behalf of the City, such as unpaid taxes, rents and bankruptcies;
9. Responds to inquiries and resolves complaints related to Treasury Division matters; interprets and explains ordinances and procedures to City staff and the public; and
10. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and practices of effective employee supervision including selection, training, evaluation, discipline, motivation, team building, and employee development programs;
2. Developing and implementing goals and objectives; utilizing work plans to guide division and employee performance;
3. Principles and methods of finance areas such as investments, revenue development and auditing, revenue forecasting methods, and collections;
4. Principles and practices of billing, accounting, collection of delinquent accounts receivables, and payment remittance processing for CA municipal governments;
5. Laws and regulations related to various tools (or mechanisms) of municipal account collection, including property and judgment liens;
6. Automated financial applications within Municipal Financial Systems;

7. Municipal budget development and administration; and
8. Appropriate internal accounting and cash handling controls.

Ability to:

1. Maintain cooperative working relationships with a variety of citizens and City staff; and successfully motivate staff and develop a strong customer service ethic in the workplace;
2. Verify and reconcile financial data and accounts in a municipal accounting system;
3. Interpret, explain, and apply laws and regulations governing municipal accounts receivable and revenue processing;
4. Develop and implement goals and objectives; and apply them to guide and define division/unit and employee performance through the use of division/unit and individual work plans;
5. Analyze financial and accounting reports and make appropriate recommendations to the Finance Director on projected revenue;
6. Develop records, systems, and procedures to ensure internal control of revenue billing, cash handling, and collection operations;
7. Plan, organize assign, direct review, and evaluate the work of assigned staff;
8. Evaluate new processes and systems and make sound policy recommendations based upon a good understanding of the applicable technology and a thorough cost/benefit analysis;
9. Exercise sound independent judgment within general policy guidelines;
10. Communicate effectively orally and in writing; prepare clear, concise, and complete reports and other written materials; and make verbal and multi-media presentations of technical information;
11. Prepare and administer a division budget; and
12. Implement and maintain accurate record maintenance systems.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Possession of a bachelor's degree from an accredited college or university in accounting, finance, business or public administration, or a closely related field; and five (5) years of progressively responsible professional accounting, finance, or investment operations

experience and two (2) years of which must have been at the management or supervisory level.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

CLASSIFICATION HISTORY:

Treasury Manager	
Classification Code	1462
Classification Established	11/1977
Classification Revised	May 1990
Classification Abolished	May 2004
Classification Re-established	April 2017
FLSA Status	Exempt
Administrative Leave/Overtime	Administrative Leave
Representation Unit	M
Probationary Period	One Year
Workers' Compensation Code	8810

RESOLUTION NO. ##,###-N.S.

CLASSIFICATION: TREASURY MANAGER

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Director of Finance had requested the Human Resources Department to re-establish the Treasury Manager classification; and

WHEREAS, Department of Finance and Human Resources Department have completed a classification review; and

WHEREAS, the Personnel Board recommended on March 6, 2017 to establish the classification of Treasury Manager, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible for Administrative Leave, Representation Unit M (Management), with a monthly salary range of \$9,647 - \$10,128 - \$10,635 - \$11,166-\$11,725 effective April 25, 2017.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 67,484-N.S., Classification and Salary Resolution for Public Employees Union Local One is amended to re-establish the classification of Treasury Manager with a salary range as shown in Exhibit A, effective April 25, 2017.

Exhibit A

Salary Schedule									
Job Code	Unit	Class	FLSA	STEP A	STEP B	STEP C	STEP D	STEP E	EFFECTIVE DATE
1462	M	Treasury Manager	EXEMPT	\$9,647	\$10,128	\$10,635	\$11,166	\$11,725	4/25/17

