



**DATE:** June 13, 2024  
**TO:** Personnel Commission  
**FROM:** Director of Human Resources  
**SUBJECT:** Review and Approve the Revised Job Description for Accounting Manager

### **RECOMMENDATION**

That the Personnel Commission reviews and approves the revisions to the job description for the Accounting Manager classification and adopts the revised classification to the City's Classification Plan.

### **SUMMARY**

The job description for Accounting Manager has been updated to remove an unessential qualifier to better align with the City's operational needs.

### **BACKGROUND/DISCUSSION**

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department reviews all job descriptions with the respective operating departments, updates each to align with the City's Classification Plan, and ensures that the needs of the department are met.

The Accounting Manager class is a division head assigned to the Finance Department. The incumbent is responsible to perform a variety of finance and accounting tasks involving complex governmental accounting and reporting processes. The Accounting Manager exercises direct supervision over professional, technical and/or support staff. The current job description for Accounting Manager includes a requirement for the possession and maintenance of a Certified Public Accountant (CPA) License. Human Resources staff conducted an analysis of the position in conjunction with a recent recruitment and confirmed that the duties of Accounting Manager rely heavily on experience and exposure to government fund accounting instead of the existing requirement of auditing or tax preparation that require a CPA license.

With the last documented revision to the job description made in August 2011, it was determined that possession of CPA license is not a requirement for a candidate to successfully perform the essential functions of the job. As stated, this minimum qualification is misleading and should be omitted from the job description to remove the unnecessary qualifier.

In addition to clarifying the original intention that a CPA is not a minimum qualification for the role, the proposed revision will aid in identifying qualified and available candidates during future recruitment campaigns for the City.

**STRATEGIC ROADMAP**

This agenda item supports the City Council’s Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning and structure of the City’s Classification Plan to address operational needs.

*Prepared by:* Salina Flores, Human Resources Manager

*Recommended by:* Ian Tecson, Deputy Director of Human Resources  
Brittney Frye, Director of Human Resources

Approved by:



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for Regina Youngblood, Assistant City Manager