



# Staff Report

DATE: February 12, 2024  
TO: MAYOR AND CITY COUNCIL  
FROM: MICHAEL BLAY, CITY MANAGER  
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SUBJECT: CONSIDER APPROVAL OF A TITLE CHANGE AND REVISED JOB SPECIFICATIONS  
FOR THE FINANCE OFFICER CLASSIFICATION

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## **RECOMMENDED ACTION:**

It is recommended that the City Council approve the title change from Finance Officer to Finance Manager and the revisions to the job specifications for the Finance Manager classification, **effective March 31, 2024**.

## **GOAL STATEMENT**

The proposed action supports the City's goal to correctly classify employees based on the job duties performed.

## **BACKGROUND**

The City of Upland's Merit System Rules and Regulations establish the personnel system for the City of Upland and provide for an equitable and uniform procedure for dealing with personnel matters through a department of personnel and provide for employment within the City of Upland on a merit basis, so the best qualified person shall be brought into the service of the City.

In addition to establishing an equitable and uniform procedure for dealing with personnel matters, the Merit System Rules and Regulations establishes a classification plan for personnel. This classification plan provides a group of jobs by commonality of duties, responsibilities, and functions for each job specification within the plan.

From time-to-time, as may be deemed necessary to carry out the intent and purposes of the City, the Council may revise the classification plan covering all positions in the competitive service.

## **ISSUES AND ANALYSIS**

The revisions to the job specifications for the Finance Manager are needed to accurately reflect the duties the position is performing and to accurately title the position. The attached document shows a redline version of all proposed changes to the specifications for the series.

Although, all job specifications were reviewed as part of the Classification and Compensation Study the City conducted in January 2023, the current incumbent has announced their retirement and as such the City would like to ensure the next candidate has the needed qualifications and experience to successfully lead the Finance Division and manage the budget for the City.

This position is part of the Non-Represented/Confidential unit.

## **ENVIRONMENTAL DETERMINATION**

The proposed action is not subject to the California Environmental Quality Act (CEQA). Section 15378 of the CEQA Guidelines defines a project subject to CEQA. The proposed action is not included within the definition of a "project" and thus is exempt.

## **FISCAL IMPACTS**

There is no fiscal impact associated with this action.

## **ALTERNATIVES**

Provide alternative direction to staff.

**CEQA:** Not a Project.