

CITY OF RIVERSIDE HUMAN RESOURCES BOARD

FINANCE DEPARTMENT

Human Resources Board
December 6, 2021

OUR VISION

The vision of the Finance Department is to be a **leader** in the development and implementation of **innovative** financial processes which **inspire** and support our team and internal and external customers and result in **exemplary** services and solutions to our customers and stakeholders.

OUR VISION

1. Financial Leadership

- Leverage employee and customer experience, knowledge and creativity in the design of new business policies and processes, services, and solutions within City finances.

2. Innovate

- Design and implement innovative business policies and processes that promote operational efficiency, effectiveness and transparency.

3. Inspire

- Inspire employees to produce creative ideas, products, and services that are supportive of internal and external customers goals and objectives.

4. Accuracy and Transparency

- Produce accurate and transparent financial data for the City Council, community and City staff to support decision-making and enhance knowledge of the City's finances.



OUR MISSION

The mission of the Finance Department is to:

1. Provide fiduciary control of the City's assets;
2. Perform fiscally related services efficiently and effectively; and
3. Provide accurate, timely and useful financial information to support the delivery of municipal services to the City organization.



WHO WE ARE

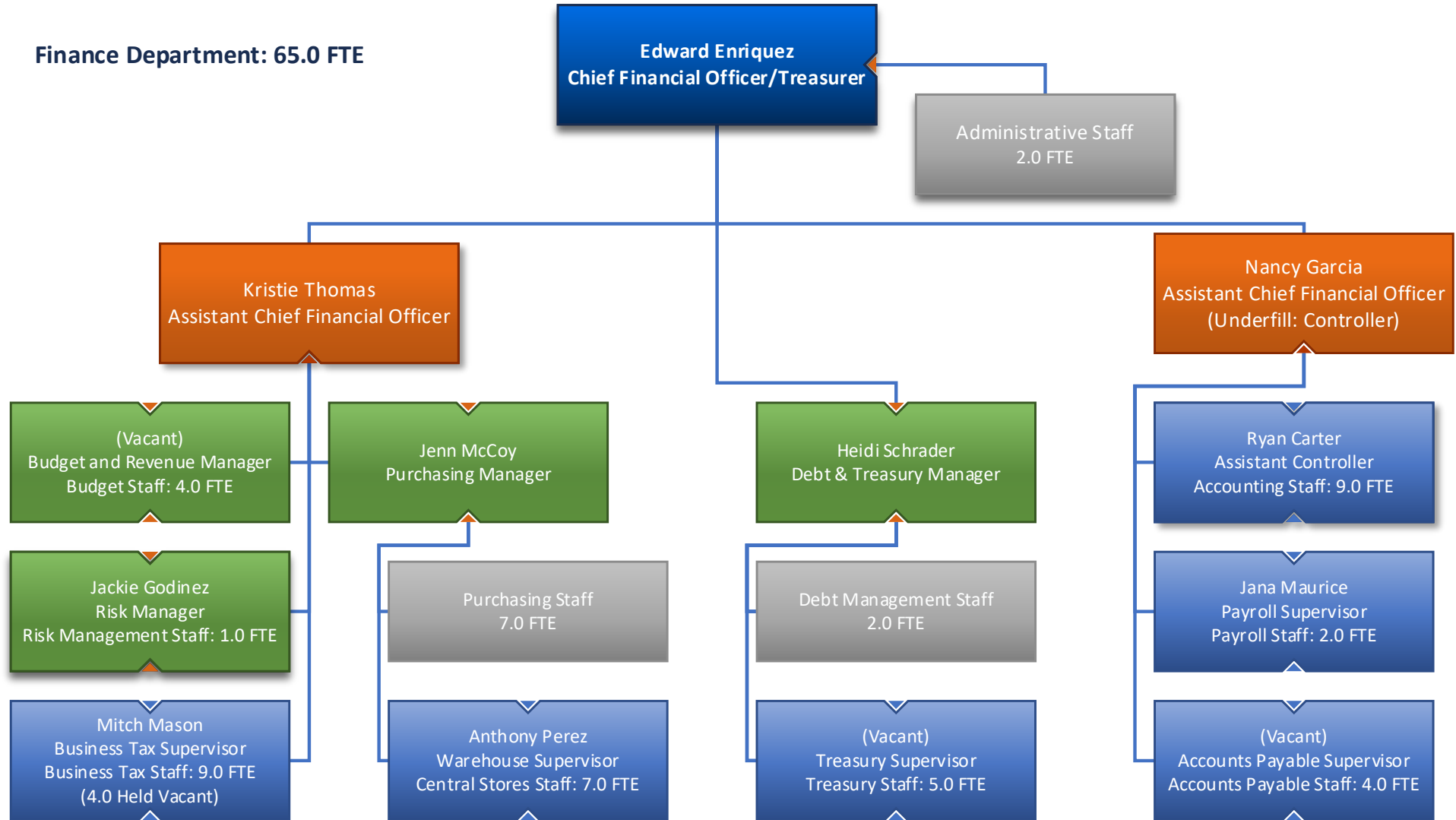
The Finance team is comprised of 65 FTE in seven divisions:

1. Administration
2. Debt & Treasury
3. Budget & Revenue
4. Risk Management
5. Purchasing & Central Stores
6. Accounting
7. Business Tax



WHO WE ARE

Finance Department: 65.0 FTE



WHAT WE DO



5-Year Capital
Improvement
Plan



Cost
Allocation
Plan



Biennial
Budget



Annual Financial
Reports



Public Budget
Meetings



Business
Licenses



Investment
Portfolio



Debt
Instruments



Bids



Purchase Orders



Billing
Invoices



Fixed Assets



Payroll
Checks



Employees



Centralized Cashiering



Active
Technology Projects



Credit Card
Transactions



Central Stores

CURRENT/PROJECTED EMPLOYMENT AND TURNOVER STATISTICS

	2016	2017	2018	2019	2020
End of Temporary	0	0	1	0	0
Probationary	0	0	0	0	0
Layoff	0	0	0	0	0
Resignation	3	1	3	5	2
Retirement	4	2	3	4	0
Termination	0	0	0	0	0
Termination of Contract	0	0	0	0	0
Deceased	0	0	0	0	0
Total	7	4	7	9	2
Turn over Rate %	14%	8%	14%	18%	4%

Positions		Position Types	
Funded	66	Full Time	52
Filled	54	¾ Time	0
Vacant	12	RESET	0
		Temporary	0
Classifications		Intern	0
Exempt	19	Volunteer	0
Non-Exempt	35		



DIVERSITY

Ethnicity	Female		Male		Total	
Caucasian	17	32.07%	9	16.98%	25	49.05%
Hispanic/Latino	14	26.41%	9	17.00%	20	43.39%
African American	1	1.88%	0	0%	1	1.88%
Indian/Alaskan	0	0%	0	0%	0	0%
Asian	3	5.66%	0	0%	3	5.66%
Other	0	0%	0	0%	0	0%
Total	38	73%	14	27%	52	100%

EMPLOYEE DEVELOPMENT (ORIENTATION & DEVELOPMENT)

Our Employees receive the following avenues of Development and Training:

- ❖ Professional Licenses/Certifications
 - Certified Public Accountant (CPA) License
 - Certified Public Procurement Officer (CPPO)
- ❖ Professional Organization Training
 - California Society of Municipal Finance Officers (CSFMO)
 - Government Finance Officers Association (GFOA)
 - Public Agency Risk Management Association (PARMA)
- ❖ Industry Training from Consultants and Partners
 - Investments
 - Debt Training
 - Community Facilities District (CFD) and Special Assessment
- ❖ Regulatory Requirements
- ❖ Career Growth
- ❖ Cross Training within Divisions



RECRUITMENT/ PROMOTIONAL OPPORTUNITY

Finance adheres to the Human Resources Policy and Procedure Manual, Requesting and Recruiting for Personnel, I-1 in order to recruit and/or promote from a diverse and highly qualified applicant pool.

Promotional path within classifications:

- Accountant Series
- Office Specialist Series
- Business Tax Series
- Procurement Series
- Treasury Series
- Inventory Control Series
- Financial Analyst



DEPARTMENT HIGHLIGHTS

The Finance Department has received five awards this year, which signifies our commitment to industry best practices and standards:

1. Popular Annual Financial Report
2. Comprehensive Annual Financial Report
3. Procurement
4. California Society of Municipal Finance Officers



*Certificate of Achievement
for Excellence in Financial
Reporting*



*Achievement of Excellence
in Procurement*



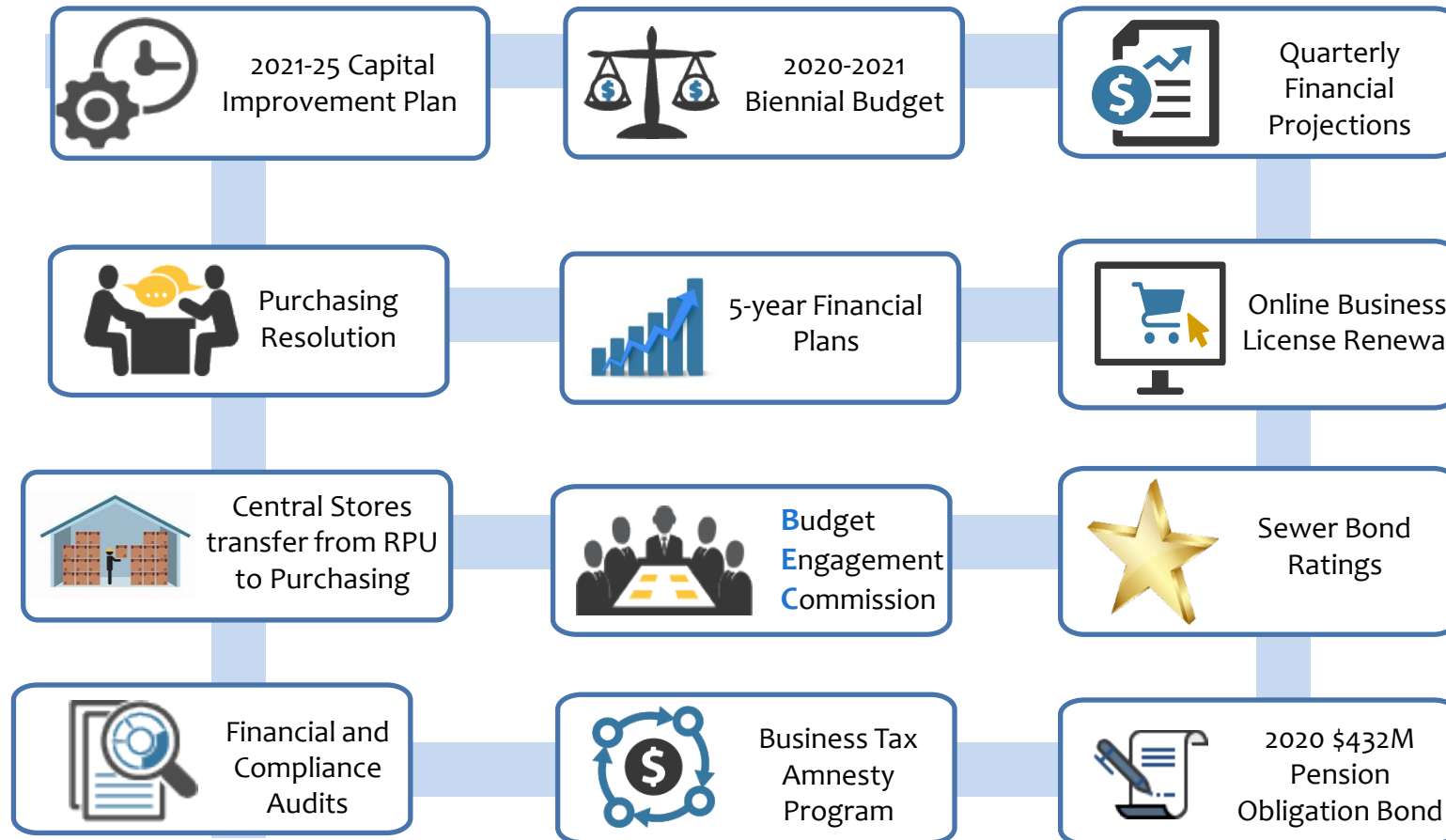
*Excellence Award for
Operating Budget*



*Excellence Award
Capital Budget*



ACCOMPLISHMENTS AND HIGHLIGHTS



ISSUES AND CHALLENGES

1. The CalPERS Challenge/General Fund Transfer
2. Employee Retention and Morale
3. Succession Planning
4. Knowledge Sharing and Cross Training
5. Recruitment

THANK YOU!

