

# CITY OF RIVERSIDE HUMAN RESOURCES BOARD

November 6, 2017



## OUR MISSION

The mission of the Finance Department is to support the delivery of municipal services to the City's organization and the public.

- provide **fiduciary control** of the City's assets,
- perform **fiscally related services** efficiently and effectively,
- provide **accurate, timely and useful financial information**





## COMING SOON!



### Resource Enhancements

- Debt management software
- Investment management software
- ERP needs analysis
- Risk management staffing
- Business tax staffing
- Cost allocation software

### Improved Business Processes

- In-house Risk Management
- Fiscal policies and procedures library
- Enhanced internal financial reporting and dashboards
- Debt management
- Investment management
- Position control

### Customer Service

- Training program
- PAFR (Pocket CAFR)
- OpenGov
- Online invoice payments
- Financial health indicators
- Forms digitization and online approval routing
- Online filing for general liability claims
- Bilingual correspondence

## PROPOSED FINANCE DEPARTMENT ORG STRUCTURE (60 FTEs)

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<div> <div>Administration (4 FTEs) Chief Financial Officer / City Treasurer Senior Administrative Assistant</div> <div> <div>Assistant Chief Financial Officer</div> <div> <div>Budget (5 FTEs)</div> <div>Purchasing (9 FTEs)</div> <div>Risk Management (5 FTEs)</div> <div>Business Tax (10 FTEs)</div> </div> </div> <div> <div>Controller/Deputy Treasurer</div> <div> <div>Treasury/Debt/Investments (9 FTEs)</div> <div>Accounts Payable (5 FTEs)</div> <div>Payroll (3 FTEs)</div> <div>General Accounting, Financial Reporting and Analysis (11 FTEs)</div> </div> </div> </div>									
Budget and Revenue Manager	Purchasing Manager	Risk Manager	Business Tax Supervisor	Manager of Debt and Treasury Admin	Assistant Controller				
Principal Analyst	Senior Procurement & Contract Specialist (2)	Risk Management Specialist (3)	Revenue Specialist	Treasury Supervisor	Accounts Payable Supervisor	Senior Accountant (Payroll Supervisor)	Principal Accountant	Senior Financial Analyst	
Senior Management Analyst (2)	Procurement & Contract Specialist (3)	Senior Office Specialist	Business Tax Inspector (2)	Principal Analyst - Debt	Accounting Technician (2)	Accounting Technician	Senior Accountant	Account Clerk II	
Analyst	Administrative Analyst		Senior Business Tax Rep (3)	Treasury Specialist	Account Clerk II (2)	Account Clerk II	Accountant II (2)	Collections Rep II	
	Senior Office Specialist		Business Tax Rep II	Financial Analyst (2)			Senior Accounting Technician		
	Office Specialist		Business Tax Rep I (2)	Revenue Rep (3)			Accounting Technician		
Customer Service Centric - Group of Independent Operations (29 FTEs)					Process Driven - General Ledger (27 FTEs)				

## WHAT WE DO

These are **just a few** of the services and products that Finance staff provide!

- Debt Administration
- Cash & Investment management
- Operating and Capital Budgets
- Financial impact analysis
- Delinquent account collections
- Business Licenses
- General liability claims
- Accounts Payable
- Receivable invoicing
- Cash receipt processing
- Financial reporting
- Cost Allocation
- Fixed assets
- Purchasing
- Payroll



## EMPLOYEE STATISTICS

As of FY 2017/2018

Positions		Position Types	
Funded	60	Full Time	59
Filled	49	¾ Time	1
Vacant	11	RESET	0
Classifications		Temporary	0
		Intern	0
		Volunteer	0
Exempt	19		
Non-Exempt	41		



## DIVERSITY

As of FY 2017/2018

Ethnicity	Female		Male		Total	
Caucasian	18	37%	7	14%	25	51%
Hispanic/Latino	11	22%	5	10%	16	33%
African American	4	8%	0	0%	4	8%
Indian/Alaskan	0	0%	0	0%	0	0%
Asian	4	8%	0	0%	4	8%
Other	0	0%	0	0%	0	0%
<b>Total</b>	<b>37</b>	<b>75%</b>	<b>12</b>	<b>25%</b>	<b>49</b>	<b>100%</b>

\* 11 positions vacant as of the date of this report.

## Current And Projected Employment and turnover Statistics

As of FY 2017/2018

	2013	2014	2015	2016	2017
End of Temporary	0	0	0	0	1
Probationary	0	0	0	0	0
Layoff	0	0	0	0	0
Resignation	0	3	1	3	1
Retirement	0	3	1	4	2
Termination	0	0	0	0	0
Termination of Contract	0	0	0	0	0
Deceased	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>4</b>
<b>Turn over Rate %</b>	<b>0%</b>	<b>12%</b>	<b>4%</b>	<b>14%</b>	<b>8%</b>

## Employee Development (Orientation and 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)
  - Risk and Insurance Management Society (RIMS)
- Industry Training from Consultants and Partners
  - Community Facilities District (CFD) and Special Assessment District Training
  - Investments
  - Federal Grants
- 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.

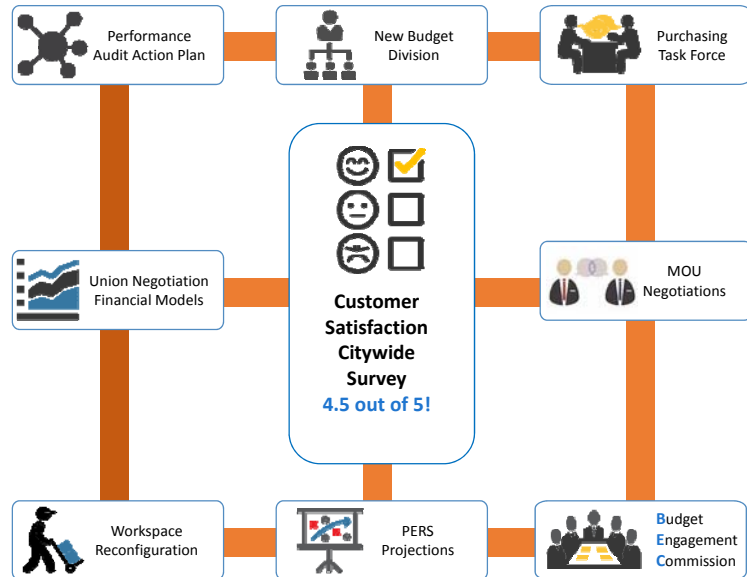
### Promotional path within classifications:

- Accountant Series
- Analyst Series
- Procurement Series
- Business Tax Series
- Risk Management Series
- Treasury Series

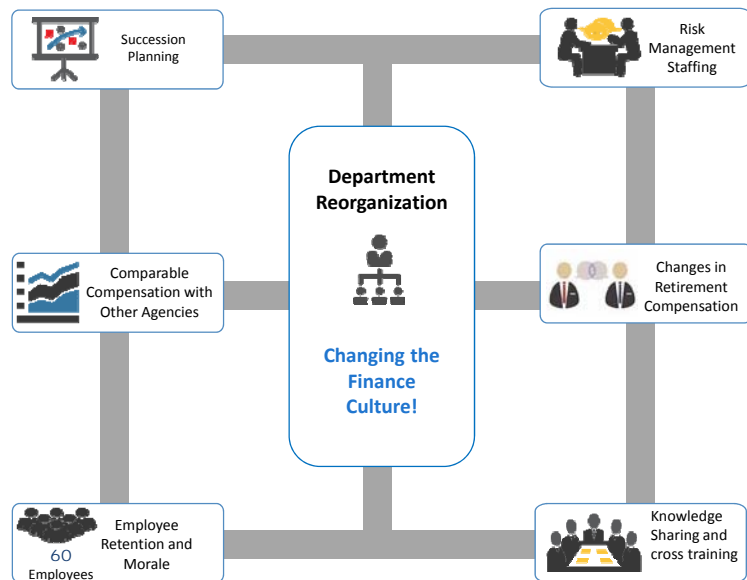
### Currently, implementing a departmental reorganization:

- Work efficiencies
- Better career opportunities for staff
- Better departmental oversight (communication)
- Promotes customer service

## ACCOMPLISHMENTS AND SUCCESSES



## ISSUES AND CHALLENGES



FINANCE

