



CITY OF RIVERSIDE HUMAN RESOURCES BOARD

FINANCE DEPARTMENT

Human Resources Board
April 8, 2019

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.



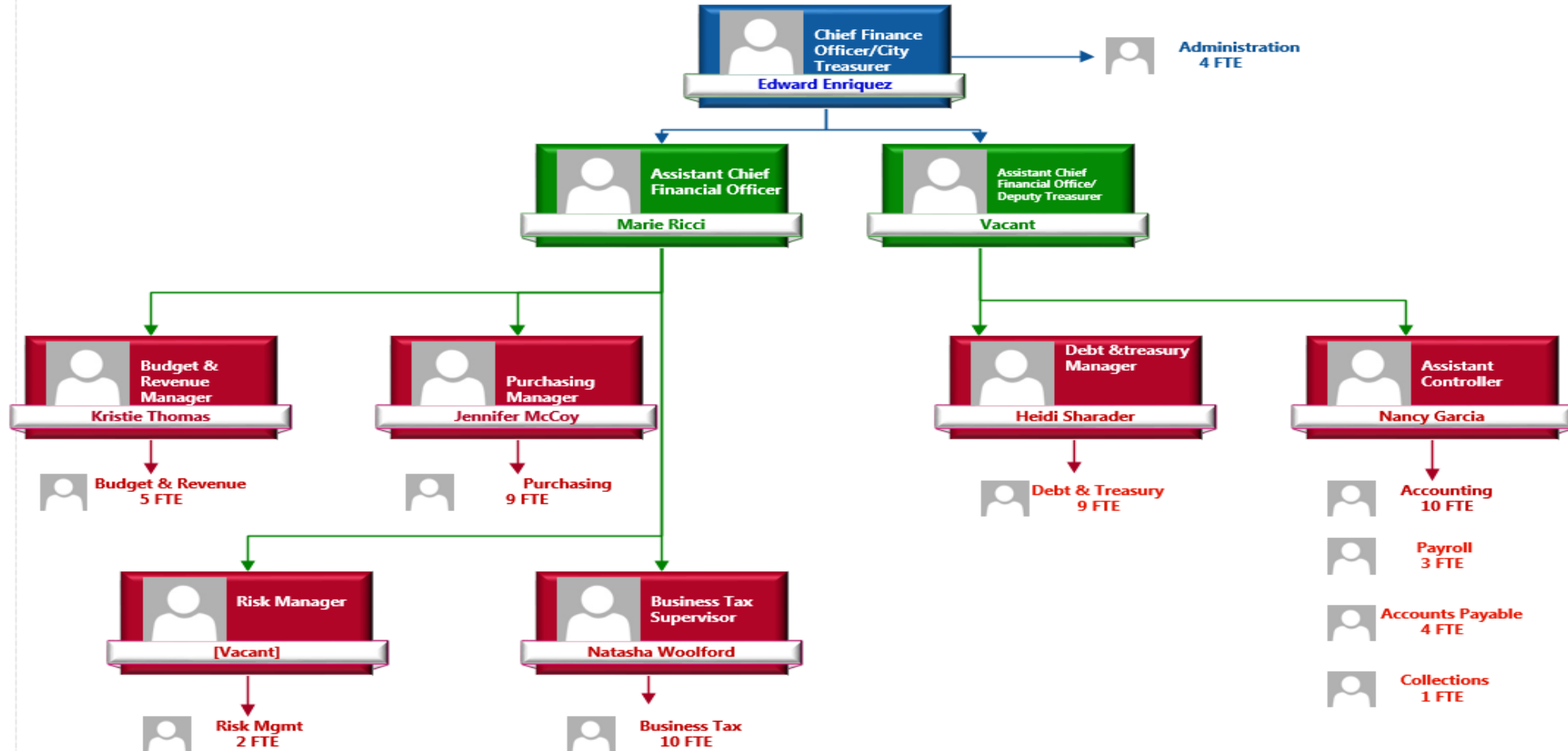
WHO WE ARE

The Finance team is comprised of 57 FTE in seven divisions:

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



WHO WE ARE



WHAT WE DO

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



CURRENT/PROJECTED EMPLOYMENT AND TURNOVER STATISTICS

| | 2014 | 2015 | 2016 | 2017 | 2018 |
|-------------------------|------------|-----------|------------|-----------|------------|
| End of Temporary | 0 | 0 | 0 | 0 | 1 |
| Probationary | 0 | 0 | 0 | 0 | 0 |
| Layoff | 0 | 0 | 0 | 0 | 0 |
| Resignation | 3 | 1 | 3 | 1 | 3 |
| Retirement | 3 | 1 | 4 | 2 | 3 |
| Termination | 0 | 0 | 0 | 0 | 0 |
| Termination of Contract | 0 | 0 | 0 | 0 | 0 |
| Deceased | 0 | 0 | 0 | 0 | 0 |
| Total | 6 | 2 | 7 | 4 | 7 |
| Turn over Rate % | 12% | 4% | 14% | 8% | 14% |

| Positions | | Position Types | |
|-----------------|----|----------------|----|
| Funded | 57 | Full Time | 52 |
| Filled | 52 | ¾ Time | 0 |
| Vacant | 6 | RESET | 0 |
| | | Temporary | 1 |
| Classifications | | Intern | 0 |
| Exempt | 33 | Volunteer | 0 |
| Non-Exempt | 25 | | |



DIVERSITY

| Ethnicity | Female | | Male | | Total | |
|------------------|-----------|------------|-----------|------------|-----------|-------------|
| | | | | | | |
| Caucasian | 17 | 32.96% | 8 | 15.38% | 25 | 48% |
| Hispanic/Latino | 14 | 26.92% | 6 | 11.50% | 20 | 38% |
| African American | 2 | 3.84% | 0 | 0% | 2 | 4% |
| Indian/Alaskan | 0 | 0% | 0 | 0% | 0 | 0% |
| Asian | 4 | 7.69% | 0 | 0% | 4 | 8% |
| Other | 1 | 1.92% | 0 | 0% | 1 | 2% |
| 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
- Procurement Series
- Business Tax Series
- Office Specialist Series
- Treasury Series
- Financial Analyst

RIVERSIDE 2.1 GOALS

1. Ensure effective management of the City's investment portfolio with a goal of increasing returns on investment.
2. Ensure a reliable financial system.
3. Project, monitor and manage the City's major revenues and expenditures and provide financial indicators in order to provide a comprehensive view of the City's financial health.
4. Streamline business processes to maximize revenue, realize cost savings and improve customer service.
5. Streamline processes to improve customer service and operational efficiency in Risk Management.
6. Implement an effective and efficient contract management process applicable to all City procurement contracts and agreements.
7. Transform Business Tax administration to enhance customer service and improve compliance through proactive and business-friendly practices.



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*



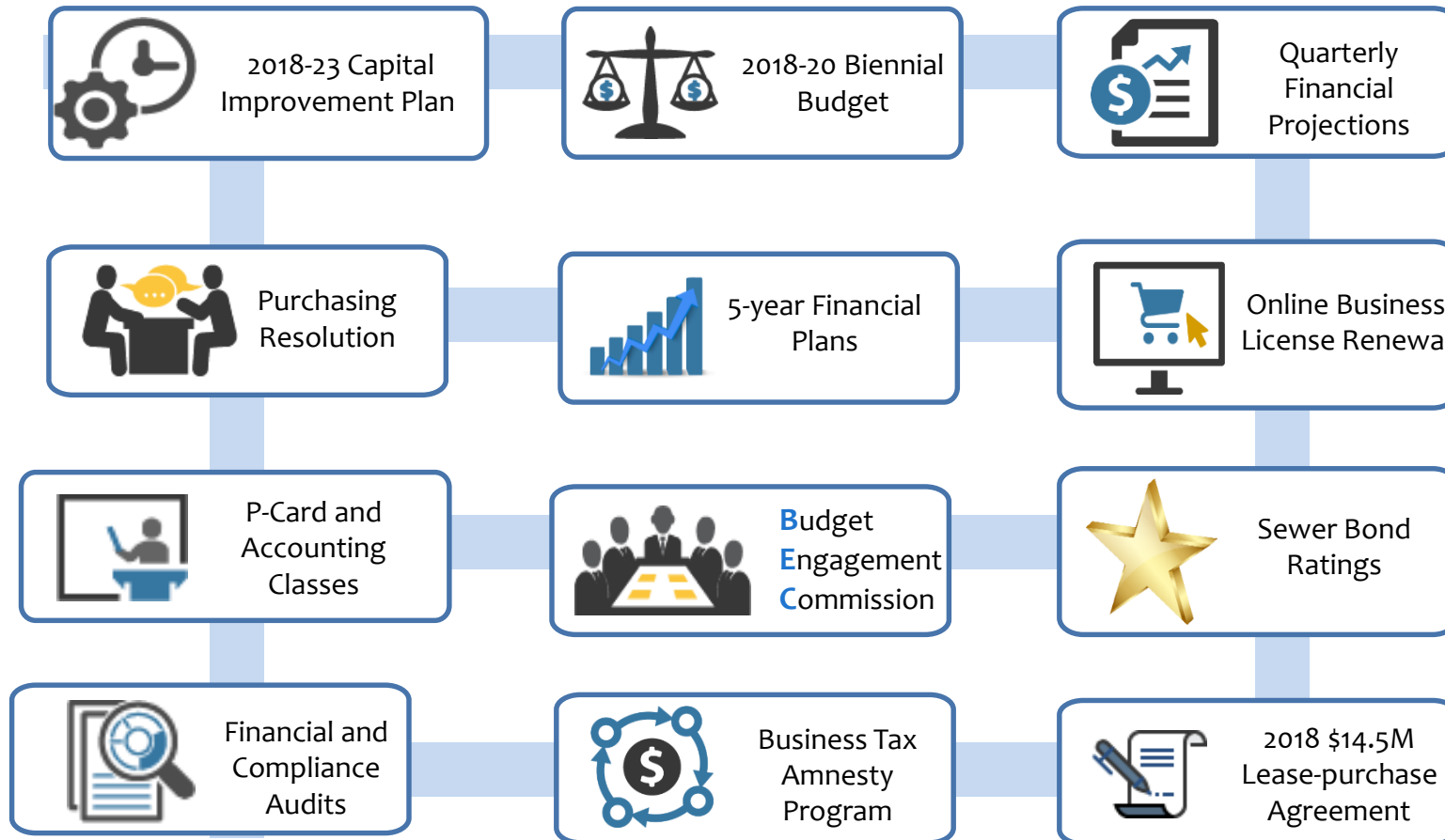
*Excellence Award for
Fiscal Year 18/19
Operating Budget*



*Excellence Award
for Fiscal Year 18/19
Capital Budget*



ACCOMPLISHMENTS AND HIGHLIGHTS



ISSUES AND CHALLENGES

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

THANK YOU!

