



Human Resources Board Annual Update

Finance Department

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Finance Director

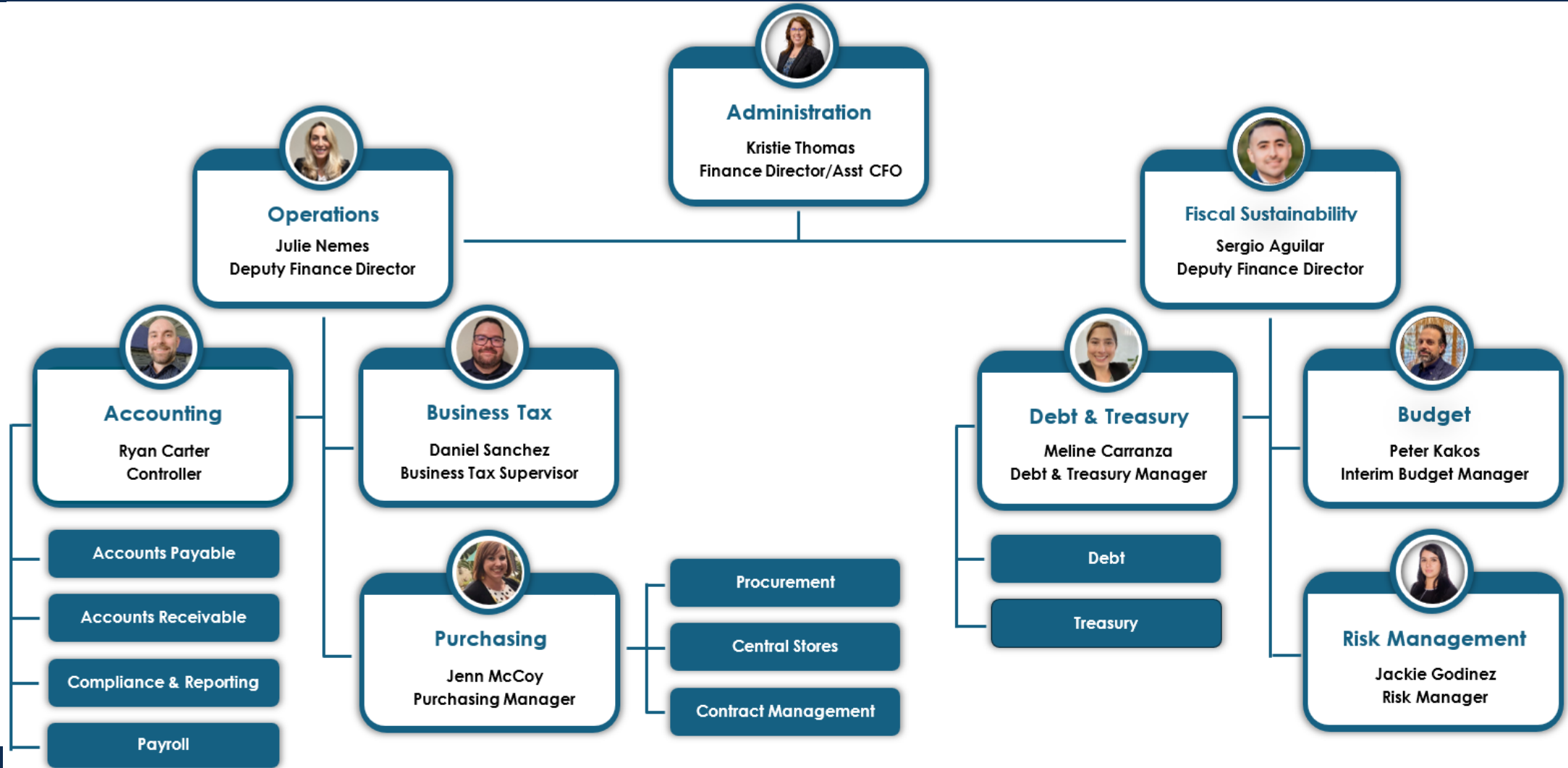
March 3, 2025

Mission

The mission of the Finance Department is to provide **fiduciary control** of the City's assets, perform **fiscally related services**, and provide **accurate, timely and useful financial information** to support the delivery of municipal services to the City organization and the public.



Organizational Chart



Position Statistics

Positions	
Approved	76.50
Funded	72.50
Filled	66.00
Vacant	6.50
Active Recruitment	4.50

Position Types	
Full Time ⁽¹⁾	67.00
Part Time Benefitted ⁽²⁾	1.50
Temporary Staff	1.00
Consultant ⁽³⁾	1.00
Intern/Fellow ⁽³⁾	3.00

(1) Excludes unfunded positions

(2) 1.0 FTE converted during FY

(3) Supplements existing staff levels

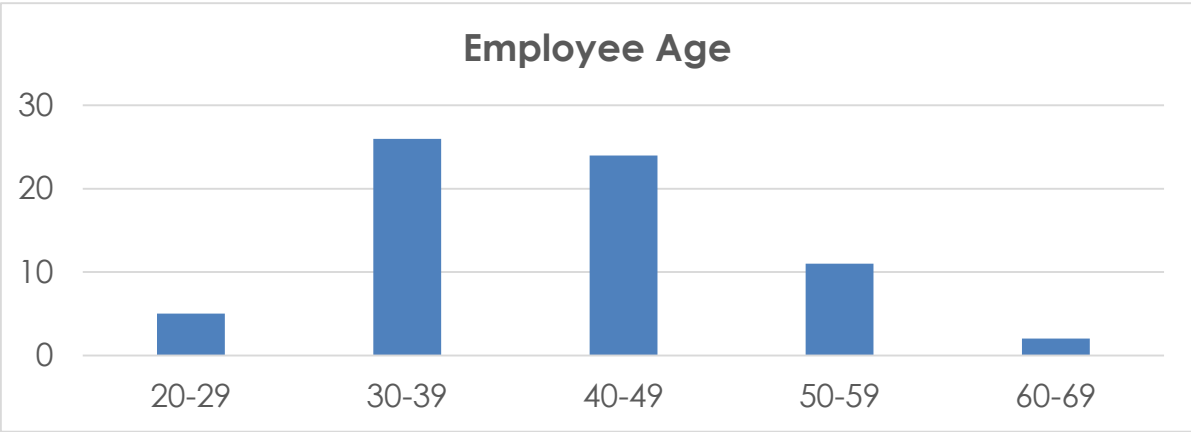
2024 Turnover	
Internal Promotions	5.00
Resignations	3.00
Retirements	3.00
Failure to Meet Probation	2.00

Classification	
Exempt	40.00
Non-Exempt	36.50



Employee Demographics

Ethnicity	Female		Male		Total	
	Count	Percentage	Count	Percentage	Count	Percentage
Asian	2	4%	1	2%	3	7%
Black	3	7%	1	2%	4	9%
Hispanic	22	48%	11	24%	33	72%
Other	1	2%	-	-	1	2%
White	18	39%	9	20%	27	59%
Total	46	68%	22	32%	68	100%



Recruitment

Efforts & Challenges

- Participation in GROW program
- Networking
 - Professional Organizations
 - LinkedIn
- Challenges
 - Hard-to-recruit positions
 - High-level and entry-level
 - Part-time
 - Compensation

Strategies

- Targeting new demographics
 - Converted 1.0 FTE entry-level position to (2) 0.5 FTE part-time benefitted positions
 - Parents, students, retirees
- External Recruitments
 - Deputy Finance Director
 - Budget Manager



Employee Development

- Orientation and one-on-one policy, process, and job training for new employees
- Technical Training and Opportunities
 - Professional Organizations
 - Membership with resources
 - Monthly meetings and annual conferences
 - Professional certifications
 - Active CPA licenses – continuing education requirements
 - Software training (Excel, etc.)
 - Subject matter training
- Soft skills training & continuous improvement
 - HR Training Courses
 - All supervisors enrolled in HR's *Foundations of Supervision*
 - Includes 360° evaluations
 - All managers and leadership undergoing 360° evaluations



How Can HR Assist Our Department?

Continue:

- Job Studies & Recommendations (several completed in 2024)
 - Reclassifications
 - Job description updates
 - Position requirement adjustments
- Compensation studies (several completed in 2024)
- Employee Training Program – great!

New:

- Find strategies to shorten hiring process
 - Entry-level positions with high-turnover and lengthy hiring timeline
 - Increases reliance on temp agencies and need for constant training
 - Medical clearance – streamline for sedentary positions?
- Upward annual evaluations (supervisor, manager, leadership) – gain feedback from subordinates

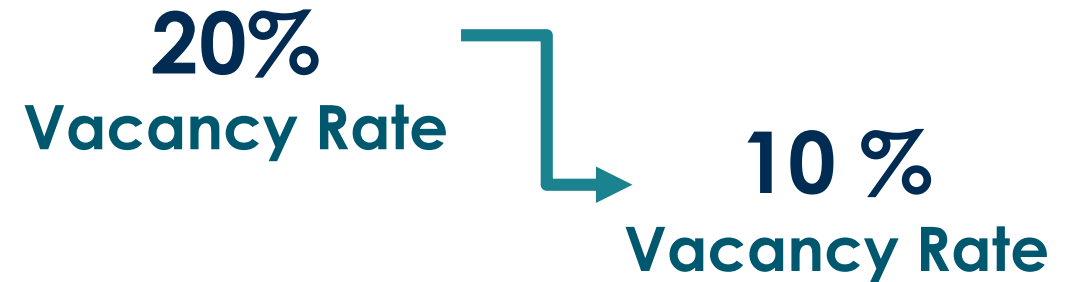


Department Strategies

Employee Engagement

- Biweekly team meetings with subordinates
- Biweekly Finance Leadership meetings
- Quarterly strategic meetings
- Annual Departmental celebrations

2024 Accomplishment



2025 Structured Program Goals

- Employee Development
- Leadership Development
- Succession Planning