

OFFICE OF THE CHIEF FINANCIAL OFFICER

*December 2017 Update
Submitted January 22, 2018*

Emergency Manager Order No. 41 established a centralized financial management structure. The order granted restructuring powers and responsibilities to various members of the executive branch. The order also made the following stipulations:

1. "The Human Resources Director shall file any employment position or new classification that is created on or after the date of this Order with the City Clerk and the Council on the 15th day of each month (or if such date is not a business day, the next succeeding business day), commencing on November 17, 2014. Such report shall include the compensation range of that employment position. Any new position that is created and filled shall be within available appropriations."
2. "For transparency, the Executive Branch department of the City described herein shall prepare a monthly report describing actions taken pursuant to this order on the 15th day of each month (or if such date is not a business day, the next succeeding business day) commencing on November 17, 2014. This report shall be filed with the City Clerk and City Council and posted on the City's website."

Both reports for the period of December 1st – December 31st are found below.

POSITIONS AND CLASSIFICATIONS

- The Office of the CFO posted the following positions in the month of December:
 - Administrative Officer (Program Analyst IV)
 - Accounting Technician IV
- As of December 31st, the OCFO has filled the following positions:

Accountant I	1
Accountant II	17
Accountant III	18
Accountant IV	7
Accountant Manager III	2
Accountant Manager IV	3
Accounting Technician I	3
Accounting Technician II	8
Accounting Technician III	3
Accounting Technician IV	4
Administrative Assistant II	8
Administrative Assistant III	6
Agency Chief Financial Officer	7
Appraiser I	7
Appraiser II	15
Appraiser III	3
Appraiser IV	2

Appraiser Manager III	1
Assessors Board Coordinator (Administrative Assistant IV)	1
Auditor III	7
Auditor IV	5
Auditor Manager IV	1
Budget Analyst II	6
Budget Analyst III	4
Budget Analyst IV	3
Budget Analyst Manager IV	2
Clerk I	10
Clerk II	9
Clerk III	23
Clerk IV	11
Clerk Manager II	1
Contracting and Procurement Specialist I	2
Contracting and Procurement Specialist II	1
Contracting and Procurement Specialist III	6
Contracting and Procurement Specialist III (e-Procurement)	1
Contracting and Procurement Specialist IV	2
Data / Management Analyst III (Program Analyst III)	2
Data / Management Analyst IV (Program Analyst IV)	1
Director (Program Analyst Manager IV)	1
Financial Analyst I	2
Financial Analyst II	12
Financial Analyst III	13
Financial Analyst IV	5
Financial Analyst Manager III	2
Financial Analyst Manager IV	1
Procurement Assistant III	1
Procurement Assistant V	1
Program Analysis Officer (Assistant Director)	1
Program Analyst I	1
Program Analyst II	1
Program Analyst III	3
Program Analyst IV	3
Program Management Officer (Program Analyst Manager III)	2
Supervisory Accountant III	7
Supervisory Accountant IV	2
Supervisory Appraiser III	4
Supervisory Appraiser IV	2
Supervisory Auditor IV	3

Supervisory Budget Analyst IV	2
Supervisory Clerk II	5
Supervisory Contracting and Procurement Specialist IV	3
Supervisory Financial Analyst III	2
Supervisory Financial Analyst IV	1
Supervisory Tax and Revenue Examiner II	2
Supervisory Teller I	1
Systems Accountant IV (Accountant IV)	1
Tax and Revenue Examiner I	3
Tax and Revenue Examiner II	10
Tax and Revenue Examiner II (Bilingual)	1
Teller I	2
Teller II	6
Teller III	2
Grand Total	321

RESTRUCTURING

- No activities occurred in the month of December.