

# OFFICE OF THE CHIEF FINANCIAL OFFICER

*October 2014 Update  
Submitted November 17, 2014*

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 15<sup>th</sup> 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 September 25, 2014 through October 31, 2014 are found below.

## **POSITIONS AND CLASSIFICATIONS**

### **Actions Completed to Date:**

No new positions or classifications were created.

## **RESTRUCTURING**

### **Actions Completed to Date:**

- Organizational scan of existing City resources with respect to those departments that fall within the office of the Chief Financial Officer completed
- Office of the Chief Financial Officer established
- Office of Grants Management established
- Office of the Chief Financial Officer transitional organizational configuration developed
- Job classification, positions and compensation benchmarking and validation process conducted
- Compensation framework drafted
- Initial framework for POA tracking and monitoring of restructuring initiatives established
- Notified Citywide Department leadership on Finance restructuring process
- Accounting and Treasury functions process redesign resulting in more timely and accurate bank and other account reconciliations

### **Communication, Strategy and Initial Implementation (November 2014-January 2015):**

- Present Office of the Chief Financial Officer restructuring plan to employees

- Finalize implementation/rollout strategy for Office of the Chief Financial Officer restructuring
- Coordinate with Human Resources Department on the timetable for implementation
- Collaborate with the Chief Learning Officer to finalize training and development needs
- Appoint Office of the Chief Financial Officer executive leadership
- Begin recruitment for middle management (Managers and Supervisors) positions
- Develop communication plan to keep employees informed on restructuring implementation timetable and progress
- Realign finance staff reporting structures citywide
- Consolidate payroll, benefits, unemployment insurance, and works' compensation administrative functions into Office of the Chief Financial Officer

**Implementation (February 2015- October 2015):**

- Align and adjust Office of the Chief Financial Officer implementation strategy with the ERP (Finance and HR) implementation plan
- Identify training and development needs for implementation of the ERP systems
- Implement new performance management system for employees, supervisors and managers in Office of the Chief Financial Officer
- Recruit, interview and select remaining Office of the Chief Financial Officer staff
- Continue to assess new organization configuration and make adjustments as necessary
- Transmit additional Civil Service Rule revisions to Civil Service Commission
- Finance Directive development

**Office of the Chief Financial Officer**

