

RESOLUTION NO. 8439

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING RESOLUTION NO. 4144, ADOPTED DECEMBER 12, 1966, BY THE ADDITION OF RESOLUTION NO. 8439, AND CREATING THE ADMINISTRATIVE ANALYST AND ACCOUNTING & TREASURER ASSISTANT JOB CLASSIFICATIONS

THE COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1: That Resolution No. 4144, adopted on December 12, 1966, and the Position Classification Plan prepared by Griffenhagen-Kroeger, Inc. bearing date of April 1966, as amended by the City Council, covering important and essential duties, job-related and essential qualifications for the following positions and classifications attached Exhibits "1" and "2":

**ADMINISTRATIVE ANALYST
ACCOUNTING & TREASURY ASSISTANT**

Resolution No. 8439 is hereby adopted and approved as the new official job classification and definitions, prescribing important and essential duties, job-related and essential qualifications for the positions and classifications set forth above. Copies of Resolution No. 8439 are now on file in the office of the City Clerk. Said Resolution No. 8439 is hereby incorporated in and made a part of the Position Classification and Salary Plan for the City of San Fernando.

SECTION 2: The City Clerk shall certify to the adoption of this resolution and shall cause this Resolution and certification to be filed in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED this 16th day of March 2026.



Joel Fajardo, Mayor of the City of San
Fernando, California

ATTEST:



Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8439, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 16th day of March 2026, by the following vote of the City Council:

- AYES:** Mendoza, Garcia, Fajardo - 3
- NAYS:** None
- ABSENT:** Lopez, Solorio - 2
- ABSTAINED:** None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 16th day of March 2026.



 Julia Fritz, City Clerk

JOB SPECIFICATION

CLASS TITLE	ADOPTION	
ADMINISTRATIVE ANALYST	RESOLUTION NO. 8439	EFFECTIVE DATE 03/16/26
	FLSA DESIGNATION NON-EXEMPT	EMPLOYMENT

GENERAL PURPOSE

Under general direction, provides primary support for a department or division, performing a wide range of administrative support duties such as financial, statistical, administrative functions in support of a City department's projects and programs; assists with researching and drafting policies and procedures; may serve as primary contact at public counter and over the phone; reviews service requests and supporting documents for sufficiency and compliance with City requirements and regulations; issues work orders as authorized, maintains department specific reports, records and files, performs paraprofessional analysis and fund monitoring of department budgets and expenditures and assists with the preparation of the department budget; assists in preparing reports and recommendations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The classification is the entry level/intermediate-level class in the Management Analyst series. An Administrative Analyst performs technical and administrative duties in support of the assigned department. Employees in this class assist higher-level management or supervisory staff in various management tasks and projections covering a range of issues. The class works independently to perform responsible analytical work in support of City and department financial, budgetary and other strategic goals and objectives. Incumbents provide advanced administrative support to the department as well as work at a public counter providing customer support and issuing work orders and processing service requests. Incumbents must provide accurate information and use judgement interpreting and applying routine rules and regulations, department policies and precedents to specific cases or issues.

This position typically reports to a Department Head or other Management Staff. The incumbent may provide work direction and guidance to office support staff. The Administrative Analyst is distinguished from the Management Analyst in that an incumbent in the latter class typically services other professional staff, is responsible for assisting with the development and management of budgets and assist with other departmental administration functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists with planning, organizing and conducting administrative, management and program analyses; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management; prepares reports of study conclusions; assists with developing implementation plans and assists in implementing policies and procedures; recommends legislative or

ESSENTIAL DUTIES AND RESPONSIBILITIES

- policy change documents and presentation materials for management; assists with drafting staff reports and resolutions applicable to areas of responsibility and may make presentations to the City Council.
2. May assist with conducting program/process research, evaluation, measurement and analysis; prepares, analyzes and submits financial and program activity reports for distribution within the department and to other agencies; analyzes and documents business processes, evaluates alternatives and recommends best-practice solutions; discusses findings with management; assists with preparing reports of study conclusions; assist with developing implementation plans and assists in implementing processes, policies and procedures.
 3. Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.
 4. Assist management staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection, research and analysis; assist with preparing draft reports and technical documents; provide project assistance for less complex projects.
 5. Assist with drafting proposed contracts and agreements and a variety of other supporting documents; assists with supervision of the Request for Proposal process for department including conducting research for the development of the Scope of Work for contract terms; assist with reporting contract performance and expenditures; processes contract invoices for payment within guidelines and authority limits; compiles and reports contract problems and disputes; assist with assigned enterprise and grant funds, reports and documents.
 6. Assists with the coordination and participates in the preparation, review, and evaluation and monitoring of departmental capital improvement plans (CIP) and budget submittals packages; meets with managers to determine funding needs; assist with identifying potential sources of funding and forecasts multi-year fund requirements; recommends inclusion of projects in the City-wide CIP; assist with monitoring CIP revenues/expenditures and process of projects; recommends amendments and adjustments as required based on actual revenues and project implementation issues.
 7. Coordinates departmental purchasing including maintaining and ordering supplies and equipment; verifies the accuracy of receipts and invoices including routing for signature and compiling complex detailed documentation; processes, scans and routes invoices for payment.
 8. Assists with drafting for management review a wide variety of materials on assigned issues, including agenda and other reports, procedures, manuals, handbooks, newsletters, communication memoranda, proposed Code or ordinance changes and other materials; assist with collecting background information, input and feedback and prepares recommendations and a variety of other supporting materials.
 9. Assists with developing and monitoring departmental and grant budgets; assists with maintaining adequate account balances by tracking expenditures, encumbrances and creating budget expenditure forecasts; assists with calculating budget usage and fund percentages; assist with tracking multiple funding sources and maintains separate budget and expense tracking programs based on funding source;

ESSENTIAL DUTIES AND RESPONSIBILITIES

runs general budget reports through spreadsheets and financial systems and calculates budgets based on the City's fiscal cycles and funding sources; assist with researching and corrects discrepancies; processes budgetary adjustments and transfers when warranted; assists in synchronizing the timing of expenditures with budget.

10. Assists with the preparation and submittal of a variety of monthly, quarterly and annual local, state and federal reports including those needed for grant, financial and regulatory compliance; assists with data collection required for reporting regarding department activities, special projects and enterprise or grant-funded projects and programs; and assists with review of reporting requirements and works with staff to ensure and verify reliability of data.
11. Receives and reviews work orders and service requests, plans and associated documents from customers; reviews, logs and processes work orders and service requests; responds to customer and public inquiries and complaints; explains interprets standards and procedures to resolve problems and ensure adherence to procedures; assist with investigations, analyzes and prepares recommendations in response to public complaints and requests; calculates and verifies fees; issues work orders as authorized.
12. Provides support for department-specific functions and programs, including coordinating department's training and professional development as assigned; represents the department and the City in developing and maintaining partnerships with other municipalities and agencies.
13. May attend and serve as recording secretary to assigned commissions; makes all meeting arrangements including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; prepares and distributes decision letters and outcome notices.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Principles, practices and methods of administrative, organizational and procedural analysis.
2. Principles, practices and methods of financial and statistical analysis and financial forecasting.
3. Principles, practices and methods of public sector financing and budget development and implementation.
4. Principles and practices of public administration, including purchasing, contracting and maintaining public records.
5. Principles, tools and techniques of project planning and management.
6. Research methods and data analysis techniques.
7. Safety policies, practices, equipment and supplies applicable to the work.

MINIMUM QUALIFICATIONS

8. Applicable federal and state laws, rules and regulations.
9. Basic principles and practices of organization and culture change.
10. Principles and practices of sound business communications.
11. Rules, regulations, policies and procedures applicable to specialized department functions and programs in areas of assigned responsibility.

ABILITY TO:

1. Analyze procedural, operational, financial or budgetary problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret data, either in statistical or narrative form.
3. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
4. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
5. Communicate effectively, both orally and in writing.
6. Understand, interpret, explain and apply applicable laws, codes and ordinances.
7. Represent the City effectively in dealings with other municipalities, agencies and the public.
8. Present proposals and recommendations clearly, logically and persuasively.
9. Operate a two way radio, computer, standard business software and a variety of computer software programs and databases related to area of assignment.
10. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
11. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is any equivalent combination of the following training and experience:

Graduation from high school or GED equivalent, and five years of progressively responsible experience in administrative support functions; or an equivalent combination of training and experience. Experience in a public agency is preferred and/or an associate degree are highly desirable.

MINIMUM QUALIFICATIONS

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

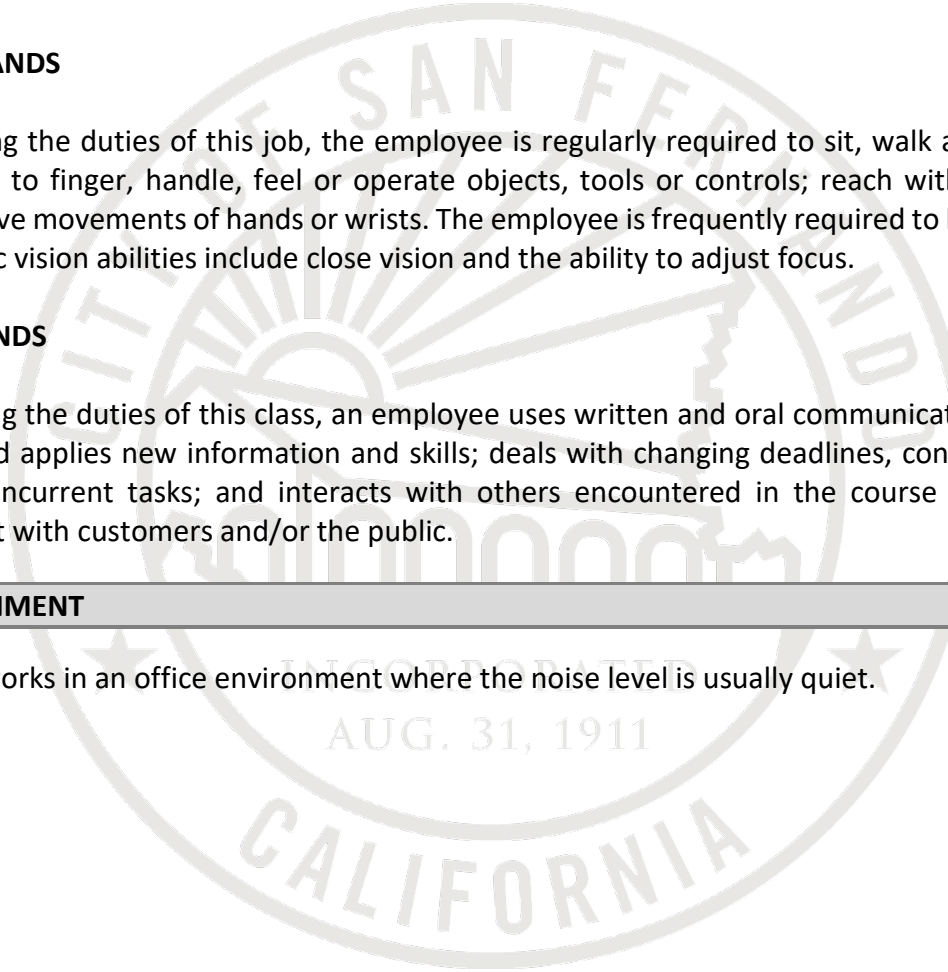
While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided. Specific vision abilities include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills and basic math; learns and applies new information and skills; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet.



JOB SPECIFICATION

CLASS TITLE	ADOPTION	
ACCOUNTING & TREASURER ASSISTANT	RESOLUTION NO. 8439	EFFECTIVE DATE 03/16/26
	FLSA DESIGNATION NON-EXEMPT	

GENERAL PURPOSE

Under general supervision, performs a variety of accounting support, cashiering, and treasury-related functions. Responsibilities include receiving, verifying, and posting payments; reconciling deposits; assisting with investment portfolio administration; preparing financial reports; and providing support for cash management and investment activities. Assist with customer service at the public counter and over the phone, processing while supporting department-related administrative functions such as requisition entry and maintaining accurate financial records.

DISTINGUISHING CHARACTERISTICS

The Accounting & Treasurer Assistant performs journey-level paraprofessional functions in accounting and treasury operations. Work requires knowledge of accounting techniques, cash handling, and investment principles, with the ability to solve routine to moderately complex problems. Duties and responsibilities are carried out with considerable independence within a framework of established policies and procedures.

This position reports to the Director of Administrative Services or assigned supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs accounting support and cashiering duties; receives, verifies and posts customer utility, parking citation, building permit and other miscellaneous fees and payments; in-person, over-the-phone, direct deposit and mail-in cashiering and related accounting support and administrative duties required to process payments and make deposits. Verifies online daily transactions issued to the City’s building permit software.
2. Administers ongoing relationships with the City’s banking institutions; works with banks to resolve transaction errors and problems and ensure accurate cash balancing.
3. Assists in administering the City’s investment portfolios; using investment administration software, reviews and verifies information for and maintains and updates investment and portfolio records; assists in monitoring market and economic conditions; prepares monthly treasury and portfolio reports and provides monthly investments and cash reports.
4. Assists in the preparation of a variety of financial forecasts, investment, financial, and statistical reports and presentation materials regarding areas of assigned responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

5. Reviews and validates routine and special check runs; maintains custody of warrants until approved by the City Council for disbursement.
6. Collects, verifies, and reconciles all daily cash deposits, by various departments but not limited to the police department and recreation and community services.
7. Operates office machines, including computers, typewriters, fax machines, 10 key adding machines and duplicating machines as needed to accomplish assigned tasks.
8. Assists at the public counter, answers telephones, and assists visitors and callers by providing a variety of information where judgment, knowledge, and interpretation of policies and procedures may be necessary.
9. Assists with inputting data and supports the preparation and processes requisitions, purchase orders and check requests; provides assistance with verifying the accuracy of receipts of invoices; creates spreadsheets and monitors purchases of non- department inventories and resources (e.g. office supplies, paper stock, etc.)

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Basic principles, practices and terminology associated with operations of financial and investment markets.
2. Basic principles and practices used in evaluating investment vehicles and making investment decisions.
3. City ordinances, codes, procedures and practices regarding the City's investment policy governing the investment and management of public funds.
4. Laws and regulations relating to the financial administration of public agencies.
5. Operations of the City's various financial and customer billing systems.
6. Principles and practices of effective customer service and customer-oriented telephone etiquette.
7. Bookkeeping and elementary accounting practices and procedures.
8. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
9. Safety policies and safe work practices applicable to the work.
10. Records management, recordkeeping, filing and basic purchasing practices and procedures.
11. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

MINIMUM QUALIFICATIONS

ABILITY TO:

1. Perform routine cash management analyses to forecast funds available for investment and cash disbursement needs for City and department programs and functions.
2. Perform routine mathematical calculations and analyses and prepare clear, concise and comprehensive financial and treasury statements, reports and written materials.
3. Represent the City effectively in dealings with banking and investment professionals and elected officials.
4. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
5. Reach sound decisions in accordance with City policies and procedures.
6. Communicate effectively, both orally and in writing.
7. Understand and follow written and oral instructions.
8. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and at least three years of progressively responsible experience in treasury operations and administrative support of investment programs; or an equivalent combination of training and experience, are required. Experience in a public agency is preferred.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program are required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

PHYSICAL AND MENTAL DEMANDS

Specific vision abilities required for this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment involving a public counter where the noise level is usually quiet.

