

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Human Resources Generalist (Confidential)

Pay Class: 27 Basic

FLSA Non-Exempt

DEFINITION

Under the supervision of the Human Resources Director, performs a wide-variety of personnel tasks including aspects of recruitment, interpreting and explaining employment laws, policies, contracts and procedures, administering and monitoring employee benefits, various leaves and workers' compensation; conducts surveys and research; participates in various committees; assists in tracking the operating budget; prepares and processes payroll and other duties as assigned. This position is designated "confidential" due to access to/knowledge of the employee's personnel/pay/medical files and labor/employee relations.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Assists with recruitment and selection processes and strategies; prepares job announcements and descriptions; reviews employment applications for qualifications and completeness; proctors and verifies examinations; establishes and maintains eligibility lists; compiles interview questions; schedules interview panels; participates in interviews and advises panel members on selection criteria; conducts reference checks and schedules psychological and physical exam.
- Advises departments on personnel issues based on rules and regulations related to the City of Coalinga's policies and procedures, Americans with Disabilities Act, Fair Labor & Standards Act, Family Medical Leave Act, California Family Rights Act, Equal Employment Opportunity, Age Discrimination in Employment Act, and other employment-related laws and statutes.
- Maintains current group insurance records; provides benefit information and brochures to employees. Assists with annual open enrollment for health and welfare benefits; enrolls and disenrolls employees and dependents; prepares and mails correspondence to employees regarding health benefits and premiums changes; prepares monthly reports of group health enrollments, issues COBRA notices; assists with researching and resolving group insurance complaints/problems.
- Processes, updates and monitors workers' compensations claims; prepares workers' compensation reports; prepares annual report of industrial injuries; works with workers' compensation plan administrator in tracking workers' compensation leaves and modified work assignments; provides case management report to Human Resources Director on status and progress of open claims.
- Processes long-term paid and unpaid leaves; prepares related correspondence and oversees related records, including family medical and disability leaves and COBRA notification.

Knowledge of: Principles and practices of human resources administration; employment laws and regulations governing public sector human resources administration; principles of testing and test development, general mathematics, including basic statistical concepts; correct use of English grammar, spelling and punctuation, basic office equipment including, but not limited to, a fax machine, computer, copy machine, binding machine, Microsoft Word, Outlook, Publisher, Excel and PowerPoint; multi-line telephone, scanner, and digital camera..

Skill and Ability to: Perform a variety of highly specialized and responsible personnel work; type a minimum of 40 words per minute with accuracy; accurately record and process important employment and labor relations data and maintain strict confidentiality; effectively prioritize and manage time; keep organized; meet deadlines; multi-task with speed and accuracy; follow directions; be flexible, creative and follow-through with constructive ideas; exercise independent thinking within the limits of policies, standards, and precedents; understand, interpret, explain and apply policies, procedures, and regulations; be detail oriented; read employment law publications, policies, contracts, and directives; write personnel policies, procedures, recruiting brochures, flyers, correspondence; use computers and various software programs, develop and maintain detailed databases and spreadsheets; type at an adequate speed to perform job duties; and work effectively with frequent interruptions and under stressful circumstances; maintain unquestionable integrity; and have excellent attendance and be punctual.

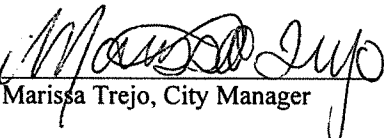
ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer video screen; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing

Approved by:  9/28/22
Marissa Trejo, City Manager Date

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Financial Services Supervisor

Pay Class: 31 Basic

FLSA Exempt

DEFINITION

Under general direction of the Financial Services Director, performs a variety of complex, technical and clerical accounting duties in support of the Financial Services Department. Provides close to general supervision to employees assigned to accounts receivable, accounts payable, utility billing, business licenses and customer service; assists with payroll; oversees the daily maintenance and processing of financial recordkeeping activities relating to the general ledger; and completes other duties as required.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: *Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.*

- Oversees a full range of financial recordkeeping and reporting duties, including general ledger, accounts receivable, accounts payable, business licenses, utility billing and customer service.
- Performs difficult and detailed calculations, recordkeeping and reconciliation.
- Researches, compiles and analyzes data related to a variety of special projects; composes correspondence, assists in the preparation of a variety of financial documents, reports and special projects; develops statistical charts; monitors various accounts; sets up files and spreadsheets.
- Coordinates financial activities with other City departments and outside agencies; responds to questions and provides information; researches, interprets and explains policies, procedures and regulations to City staff and the public.
- Assists the Human Resources Department with payroll by monitoring payroll accounts, ensuring timely reconciliation and timely payment of all mandated payroll taxes, overseeing bi-weekly electronic file transfers of automatic deposits, deferred compensation, benefits, etc; maintains various payroll tables.
- Assists in the coordination of the annual external audit; interfaces with auditors and reviews the general ledger for unusual postings and transactions.
- Assists the City Manager and other management personnel in preparation of City budget; gathers costs and factors in variable circumstances in making budget calculations; provides costs and payroll analysis required by management involved in labor negotiations.

- Oversees the utility billing functions of the city; monitors reading of meters and recording of water and natural gas consumption; responds to non-routine utility and customer related inquiries and complaints; authorizes adjustments to customer utility accounts.
- Reviews accounts payable and accounts receivable postings, deposit entries, payroll distribution; prepares and posts journal entries; posts fund transfers, auditor entries and adjusting journal entries; prints year end reports; closes old year and posts new year budget balances.
- Selects, trains, supervises and evaluates assigned staff; prioritizes work, assigns duties and verifies work for accuracy, neatness, and conformance to policies and procedures; studies work flow and standardizes procedures to improve efficiency of subordinates.
- Performs other related work as required.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Education: Graduation from high school; plus specialized coursework or training in finance or accounting systems, or other related areas; Associate's Degree in accounting is highly desirable.

Experience: Five (5) years of increasingly responsible accounting and general financial recordkeeping experience related to above duties AND two (2) years of supervisory experience OR an equivalent combination of education, training, and experience.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation and a physical examination including a drug test; and be bondable.

NOTE: It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: The following are a representative sample of the KSAs necessary to perform essential tasks of the position.

Knowledge of: Budgeting and municipal and fiscal accounting practices, methods, forms, techniques and procedures; automated information systems and methods, including spreadsheets and other accounting and business software; business math and elementary statistical methods and techniques; public administration, municipal organization and department operations including applicable laws and regulations; processing and reconciling payroll, accounts receivable, accounts payable, utility billing, business licenses and other financial transactions; internal control principles and methods of application; principles of supervision, training and evaluations; modern office practices and procedures.

Skill and Ability to: Be proficient in word processing, spreadsheets, data bank and presentations;

develop, recommend, install, and evaluate complex accounting systems, procedures, and internal controls; analyze and prepare complex financial statements and reports; plan, direct and evaluate the work of subordinates; analyze and interpret complex laws, regulations and codes; express ideas clearly both orally and in writing in the English language; work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; maintain strict confidentiality and unquestionable integrity; have excellent attendance and be punctual; develop effective working relationships with supervisors, fellow employees, and the public; bilingual in English and Spanish is highly desirable.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer monitor; sitting for extended periods of time; occasional walking to other offices and standing for brief periods; bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer, typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by: Marissa Trejo 9/28/22
Marissa Trejo, City Manager Date