

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

10-26-06

FINANCE SPECIALIST, 1552

Summary of Duties: Advises City Administrative Officer on fiscal and financial management issues; may supervise or act as a lead worker over a staff performing this work; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and performs related work.

Distinguishing Features: An employee of this class is responsible for advising the City Administrative Officer on highly important and complex fiscal and financial management questions where errors in judgment could have serious effect on the City's financial operation. An employee in this class is responsible for analyzing the planning of financing City operations and obtaining optimum utilization of the City's financial resources. In discussions with City officials on such matters, a Finance Specialist represents the City Administrative Officer. An employee of this class receives assignments in general terms, and work is reviewed for its adequacy in solving problems and meeting policy requirements.

Examples of Duties: A Finance Specialist:

- Advises and recommends to the City Administrative Officer, Mayor, and Council on the development of sound fiscal policies and long-range financial planning;
- Analyzes economic and revenue trends;
- Estimates revenue from existing sources as well as recommends alternative sources of revenue;
- Analyzes and recommends alternative fiscal policies;
- Analyzes cash flow data to determine the cash level necessary to meet demands on the treasury and to develop investment policies for surplus funds;
- Analyzes fund balances and cost-revenue ratios for existing and projected levels of service for use in long-range planning and to anticipate financial problems;
- Provides information, advice, and recommendations on debt management issues, including borrowing policies;
- Analyzes and recommends on debt management policies, debt service schedules, marketing the City's municipal instruments and issuing bonds;
- Develops methods of financing capital improvement projects;
- Reviews existing and proposed legislation of the State and Federal governments, ordinances, and Charter provisions relating to financial matters, including revenue and taxation, for their relationships to the City's fiscal policy and their effect on the City's financial operation;
- Drafts proposed legislation dealing with fiscal and financial matters;
- Confers with and advises the Mayor, Council, and other City officials on special fiscal and financial problems;

- Identifies and analyzes “best practices” in comparable jurisdictions for incorporation into the City’s financial practices and procedures;
- Performs special assignments as directed;
- May supervise or act as a lead worker over a staff performing this work;
- Represents the City Administrative Officer before the Council and Council committees and in discussion with elected officials, City officers, and representatives of other public and private agencies; and

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Finance Specialist must have the following knowledge and abilities:

Knowledge of:

- The principles, methods and techniques of public finance including budgeting, expenditures, revenues, indebtedness, taxation, and fiscal policy;
- The principles of economics and methods of economic analysis; and
- Major principles, practices, methods and techniques of financial management.

The ability to:

- Analyze and interpret general economic factors affecting the City’s financial operation;
- Perform independent research and interpret statistical computations, charts, and diagrams;
- Prepare and present oral and written reports, advice, and recommendations concisely, logically, and convincingly; and
- Deal tactfully and effectively with elected officials, City officers, representatives of public and private agencies, and employees.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

Minimum Requirements:

Graduation from a recognized four-year college or university and three years of professional experience in fiscal and financial management, one year of which must have been in a class at least at the level of Administrative Analyst.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all the duties, responsibilities and required qualifications of any position shall be.