



ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7

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**ORIGINATING SECTION:** ADMINISTRATIVE SERVICES  
**CONTACT PERSON:** OSBORN SOLITEI

**AGENDA DATE:** March 20, 2019

**ITEM NO. 9b**

**SUBJECT:** Personnel Action: Financial Analyst, Zone 7

**SUMMARY:**

- Zone 7 continues to assess the staffing needs of the Agency as we maintain a lean, cost-effective organizational model aligned with our goals.
- The agency would benefit by adding one additional Financial Analyst position to existing staff. This will replace a vacant staff analyst position.
- This professional classification was established in August 2018 (Resolution No. 18-56) to enhance the following Agency functions: budget development, coordination of the capital improvement budgets, development of rates and fees, complex and technical financial analyses on debt issuances and cash flow analysis on various Agency funds.
- One Financial Analyst has been filled and is assigned the following duties; development of rates and fees, (wholesale water rate study), budget development, continuing debt disclosure annual report, financial planning & modeling for major projects, State Water Contractor (SWC) project analysis, SWC Audit Finance Committee meetings, SWC Independent Audit Association (IAA) meetings, financial system security administrator, etc. The Financial Analyst may perform other related duties at an equivalent level.
- The proposed Financial Analyst will perform the following duties; quarterly revenue & expenditure reports, monthly budget variance analysis, County operating budget, capital improvement plan, capital project funding analysis, monthly water billing report, cash flow analysis, annual connection fee adjustments, annual year end audits, etc. The Financial Analyst may perform other related duties at an equivalent level.
- The cost for the Financial Analyst position is approximately \$203,163 per year, including benefits.
- Funding for the additional Financial Analyst position will be transferred from the vacant Staff Analyst position cost of approximately \$180,369 per year and the \$56,123 savings from the vacant Financial & Systems Services Manager, resulting in a total savings of approximately \$33,329.

**FUNDING:** The cost for the Financial Analyst position is approximately \$203,163 per year, including benefits. These costs will come from Fund 100 – Water Enterprise.

**RECOMMENDED ACTION:** Staff recommends that the Board adopt the attached Resolution to approve the addition of one unfunded position at the existing salary schedule.

**ATTACHMENT:** Zone 7 Board Resolution

ZONE 7  
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS

RESOLUTION NO.

INTRODUCED BY  
SECONDED BY

*Personnel Action: Financial Analyst, Zone 7*

WHEREAS, Zone 7 was established in 1957 to provide flood protection services and to furnish water for municipal, industrial and agricultural uses in eastern Alameda County;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby approve the following personnel action:

*Approve one unfunded position of Financial Analyst, Zone 7; and*

BE IT FURTHER RESOLVED that the General Manager of Zone 7 is hereby authorized and directed to approve and sign the salary schedule for this position; and

BE IT FURTHER RESOLVED that the Auditor Controller of Alameda County is authorized and directed to draw the necessary payroll warrants from Zone 7 funds in accordance with the adopted schedule.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on March 20, 2019.

By: \_\_\_\_\_  
President, Board of Directors