



## STAFF REPORT

**DATE:** APRIL 28, 2026

**TO:** MAYOR AND CITY COUNCIL

**FROM:** ALEXA DAVIS, ASSISTANT CITY MANAGER  
GABRIELLE SWAIN, ADMINISTRATIVE AIDE

**SUBJECT:** PERSONNEL RESOLUTION UPDATE

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### OVERVIEW

For City Council consideration is a resolution amending the City's authorized position plan to address current operational needs and upcoming staffing transitions. The proposed action would authorize one Accountant position to support a transition within the Administrative Services Department, as the existing Senior Accountant is expected to advance to the Administrative Services Director role following an anticipated retirement on July 10, 2026. In addition, the proposed action would establish one full-time Office Assistant position by consolidating the two existing part-time Office Assistant roles to maintain continuity in administrative support.

### BACKGROUND AND ANALYSIS

The City periodically reviews its Authorized Position Plan to ensure staffing levels and classifications align with operational needs and service delivery priorities.

#### Administrative Services Department

With an anticipated retirement, the City is preparing for a transition within the Administrative Services Department. A promotional opportunity is expected to occur, advancing the current Senior Accountant to the Director role responsibilities following this retirement. To support this transition and maintain continuity in financial operations, staff recommends authorizing an Accountant position within the Classified Employee Group and adopting an updated job description. This position will provide necessary support for core accounting functions, assist with workload distribution during the transition period, and ensure the continued accuracy and timeliness of financial processes. The Accountant classification provides flexibility to meet current needs and supports professional development as departmental responsibilities evolve and the employee builds additional knowledge and experience with future opportunity to advance to a senior level role.

Once the transition is completed in mid-July and the promotional opportunity is filled, the Senior Accountant position will not be an authorized position, and the Accountant classification will remain to support the ongoing operational needs of the department.

### Administration

In anticipation of an upcoming vacancy within the Administration Department, staff has evaluated administrative support needs. Currently, two part-time Office Assistant positions provide support for front counter operations, Administration and City Clerk functions and general administrative tasks. With an expected vacancy of one part-time position, this presents an opportunity to consolidate these positions into one single full-time Office Assistant position within the Classified Employee Group.

This approach maintains consistency and efficiency in daily operations, while also supporting staff retention. As part of this change, the two existing part-time Office Assistant positions would be removed and replaced with one single full-time Office Assistant position to maintain continuity in customer service and administrative support. These part-time positions currently receive CalPERS pension benefits; converting one position to full-time would provide the employee with full-time health benefits, which is an added cost. The total hours worked by a full-time employee are fewer than the combined hours of two part-time employees in the role, resulting in a minimal overall fiscal impact.

The job description for the Office Assistant classification is established and no significant changes to the duties and responsibilities are proposed.

These proposed changes reflect the City's ongoing efforts to proactively manage staffing resources, support succession planning and retention, and ensure efficient service delivery to the community.

### FISCAL IMPACT

This action does not increase the total number of authorized positions. Any cost differences between the classifications will be accommodated within the adopted budget. The reclassification from Senior Accountant to Accountant is expected to generate savings, while the consolidation of two part-time positions into one full-time Office Assistant may result in a minor cost increase. Overall, the net fiscal impact is anticipated to be cost-neutral or result in modest savings.

### PUBLIC OUTREACH

This report has been posted and noticed as required; all of the City's employee groups were notified of this item.

## **RECOMMENDATION**

It is recommended that the City Council approve Resolution No. 2621 amending the City's authorized position plan to authorize one Accountant position to support an upcoming transition within the Administrative Services Department, and to remove two part-time Office Assistant positions and add one full-time Office Assistant position to align staffing with current operational needs and maintain continuity in administrative support functions.

### ***Attachments:***

- A- Resolution 2621 – Resolution Amending the Classification Plan and Authorized Positions

ATTACHMENT A

**CITY OF ROLLING HILLS ESTATES  
LOS ANGELES COUNTY, CALIFORNIA**

**RESOLUTION NO. 2621**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ESTATES, AMENDING RESOLUTION NO. 2601 ESTABLISHING THE NUMBER OF AUTHORIZED POSITIONS OF THE CLASSIFIED EMPLOYEE GROUP IN THE CITY SERVICE**

The City Council of the City of Rolling Hills Estates resolves as follows:

**SECTION 1.** Findings.

- A. The City's Authorized Position Plan is reviewed periodically to ensure staffing resources are aligned with current operational needs and service delivery priorities.
- B. The City is seeking to implement staffing adjustments across two departments to support operational efficiency and succession planning and respond to evolving organizational needs.
- C. Within the Administrative Services Department, the Senior Accountant position is anticipated to be vacant in the near term as part of the City's succession planning efforts.
- D. The Accountant classification within the Classified Employee Group is well-suited to meet the current operational needs while providing opportunities for professional development and growth.
- E. Within the Administration & Support Department, two (2) part-time Office Assistant positions within the Classified Employee Group currently support departmental operations, with one position anticipated to become vacant in the near term.
- F. The consolidation of these part-time positions into one (1) full-time Office Assistant position will continue to meet the current operational needs of the Department.

**SECTION 2.** Classifications. The Accountant job classification is described in the updated job description attached to this resolution in Exhibit A-1. The Office Assistant classification will remain as established within the City's Classification Plan.

**SECTION 3.** Amendment to Resolution No. 2601. City Council Resolution No. 2601 regarding the Classified Employee Group is amended to authorize the addition of one Accountant position and one (1) full-time Office Assistant position in lieu of two (2) part-time Office Assistant positions, effective upon the vacancy of one (1) part-time Office Assistant position.

**SECTION 4.** The City Clerk is directed to certify to the passage and adoption of this Resolution.

APPROVED AND ADOPTED this 28th day of April, 2026.

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FRANK V ZERUNYAN, MAYOR

ATTEST:

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LAUREN PETTIT, CITY CLERK

I HEREBY CERTIFY that the foregoing Resolution No. 2621 was duly and regularly adopted by the City Council of the City of Rolling Hills Estates at a regular meeting held thereof on the 28<sup>th</sup> day of April, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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LAUREN PETTIT, CITY CLERK

RESOLUTION NO. 2621  
AUTHORIZING THE NUMBER OF AUTHORIZED POSITIONS OF THE CLASSIFIED  
EMPLOYEE GROUP IN THE CITY SERVICE



# Rolling Hills Estates

## JOB INFORMATION

### Job Title: Accountant

<b>Department</b>	<b>Administrative Services</b>		
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Designation:</b>	<b>Classified</b>
<b>Reports to:</b>	<b>Adm Services Director</b>	<b>Supervises:</b>	<b>N/A</b>
<b>Work Location:</b>	<b>City Hall Office Building</b>	<b>Work Setting:</b>	<b>Office</b>
<b>Work Days:</b>	<b>Monday-Thursday Alternate Fridays</b>	<b>Work Hours:</b>	<b>9/80 Schedule 7:30 am – 5:30 pm 7:30 am – 4:30 pm</b>

## POSITION SUMMARY

Under the general supervision of the Administrative Services Director, this position performs a variety of professional accounting duties in support of the City's financial operations, including but not limited to payroll, accounts payable and receivable, journal entries, grant accounting, general ledger analysis, business license support and financial reporting. Ensure compliance with applicable governmental accounting standards, laws and regulations. Provides analytical support with financial systems and reporting functions, as directed by the Administrative Services Director. May serve duties of Administrative Services Director in the Director's absence.

## DUTIES

The following duties are representative and not intended to cover all assigned responsibilities:

- Process and review payroll in compliance with applicable laws, regulations, and reporting requirements
- Perform accounts payable and/or accounts receivable functions, including invoice processing, payment issuance, and receipting
- Prepare, review, and post journal entries; reconcile general ledger accounts and subsidiary ledgers
- Maintain accurate financial records and ensure proper documentation of transactions
- Assist in preparation of financial reports, including monthly, quarterly, and annual reports
- Support preparation of the City's annual budget and Annual Comprehensive Financial Report (ACFR)

- Assist with grant accounting, including tracking expenditures and ensuring compliance with grant requirements
- Coordinate with external auditors and provide requested documentation and analysis
- Monitor and help maintain internal controls and accounting procedures
- Provide support for business license administration and related financial processes
- Research accounting issues, analyze financial data, and recommend solutions
- Respond to inquiries from the public, vendors, and City staff in a professional manner
- Perform related duties as assigned

## **QUALIFICATIONS**

### **Education and Experience:**

- Bachelor's Degree from an accredited college or university with a major in accounting, finance or related field is highly desirable
- Four (4) years of progressively responsible professional accounting experience, preferably in a government agency
- An equivalent combination of education and experience may be considered

### **Certifications/Licenses:**

- Possession of a valid California Driver's License and a satisfactory driving record

### **Knowledge of:**

- Principles and practices of governmental accounting, including GASB standards
- Payroll processing, accounts payable, and accounts receivable procedures
- Financial reporting and general ledger systems
- Internal control practices and auditing principles
- Applicable federal, state, and local laws, regulations, and reporting requirements
- Accounting/Payroll systems (e.g., Superion eFinancePLUS or similar)
- Modern office practices, methods, and computer equipment
- Microsoft Office applications, particularly Excel and Word
- Business English, grammar, and professional communication practices

### **Ability to:**

- Perform professional accounting work with accuracy and attention to detail
- Analyze financial data, identify issues, and develop effective solutions
- Prepare clear and concise financial reports
- Interpret and apply laws, regulations, and policies
- Maintain and reconcile complex financial records
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with City staff, officials, vendors, and the public
- Provide a high level of customer service

- Exercise sound judgment and maintain confidentiality
- Work independently and collaboratively in a team environment
- Adapt to changing priorities and meet deadlines

### **Disaster Service Worker**

In accordance with California Government Code, all City employees are designated as Disaster Service Workers and may be required to respond to emergencies or disasters.

### **PHYSICAL REQUIREMENTS**

Moderate; Typical office setting with prolonged periods of sitting; may require some driving to different locations; Performs work involving lifting, pushing and/or pulling of objects which may weigh up to 25 pounds. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. Ability to be present at work during normal business hours. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

*The City of Rolling Hills Estates is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, age, disability, medical condition, genetic information, military or veteran status, or any other status protected by law. The City provides reasonable accommodations in accordance with applicable federal and state laws.*

*Please contact Human Resources for more information or to submit a request for reasonable accommodation.*

### **ADDITIONAL COMMENTS (including clarification of any of the above)**

#### **Must successfully complete the following prior to appointment:**

- Reference checks
- LiveScan fingerprint background investigation
- Verification of employment eligibility in accordance with federal law (E-Verify)