

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To: Matthew J. Fertal  
Dept: City Manager  
Subject: APPOINTMENT:  
          SENIOR ACCOUNTANT

From: John D.R. Clark  
Dept: Human Resources  
Date: January 8, 2008

OBJECTIVE

To request City Council approval to appoint a new Senior Accountant at Step "G" of the salary range.

BACKGROUND

The current Municipal Code allows the City Manager to appoint new employees at any of the first three steps of the established salary range. The City Council, by minute order, can approve the hiring of an employee at any step in the salary range.

DISCUSSION

The Finance Director is requesting Step "G" placement of a highly qualified Senior Accountant candidate, who is a practicing Chief Financial Officer, with over ten years of accounting, financial statement knowledge, controller and financial analysis experience. She also has extensive experience establishing accounting practices for new departments, accounts payable and receivables, and auditing functions. She appears to be an excellent fit for the current vacancy in the Accounting Division, where many of this position's responsibilities require extensive experience and knowledge of accounting principles and financial statements.

FISCAL IMPACT

None anticipated, as the Finance Department has included this position in its Fiscal Year 2007-08 Budget request.

COMMUNITY VISION IMPLEMENTATION

Effectively managing the City's finances supports the work of the Finance Department, and all city departments in successfully meeting their goals of the 2005 – 2010 Strategic Plan.

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RECOMMENDATION

It is recommended that the City Council:

- Approve appointment of a Senior Accountant candidate at Step "G" of salary range E171.

JOHN D.R. CLARK  
Director of Human Resources

By: JANY H. LEE  
Principal Personnel Analyst