

RESOLUTION NO. 2024-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH MODIFYING SALARY AND BENEFITS FOR NON-REPRESENTED EMPLOYEES BY ADDING THE SENIOR DEPUTY COMMUNITY PROSECUTOR CLASSIFICATION AND ESTABLISHING THE COMPENSATION AND AMENDING THE NON-ELECTED NON-REPRESENTED EMPLOYEES PAY SCHEDULE TO UPDATE THE COMPENSATION RANGE FOR THE CHIEF ASSISTANT CITY ATTORNEY AND DEPUTY COMMUNITY PROSECUTOR

WHEREAS, the City Council of the City of Huntington Beach desires to modify the salary and benefits for non-represented employees upon adoption of this resolution;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Huntington Beach as follows:

SECTION 1. Salaries and Benefits for Non-Represented employees is hereby amended to include the Senior Deputy Community Prosecutor as reflected in Exhibit A, attached hereto and incorporated by this reference.

SECTION 2. The salary range for the Senior Deputy Community Prosecutor shall be reflected in the Non-Associated Appointed Executive Management Salary Schedule – Exhibit B.

SECTION 3. The salary range for the Chief Assistant City Attorney shall be modified as reflected in the Non-Associated Appointed Executive Management Salary Schedule – Exhibit B.

SECTION 4. The salary range for the Deputy Community Prosecutor shall be modified as reflected in the Non-Associated Appointed Executive Management Salary Schedule – Exhibit B.

SECTION 5. All other benefits and salary ranges established and reflected in the Non-Associated Employees Pay and Benefits Resolution 2022-09, shall continue unless modified by City Council action.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the 4th day of June, 2024.

Mayor

REVIEWED AND APPROVED

Eric Parra, Interim City Manager

INITIATED AND APPROVED



Marissa Sur, Director of Human Resources

APPROVED AS TO FORM:



Michael Gates, City Attorney



CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR DEPUTY COMMUNITY PROSECUTOR

PERSONNEL COMMISSION APPROVAL: NOT APPLICABLE

COUNCIL APPROVAL:

JOB CODE:

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: NON-ASSOCIATED

FLSA STATUS: EXEMPT

EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under administrative direction of the City Attorney, the Senior Deputy Community Prosecutor represents the people of the City of Huntington Beach in the Superior Court; prosecutes jury and non-jury trials involving misdemeanor criminal cases.

SUPERVISION RECEIVED AND EXERCISED

Reports to: City Attorney or as directed by the City Attorney

Supervises: May provide lead direction to less experienced prosecutors/attorneys and/or administrative support staff

DISTINGUISHING CHARACTERISTICS

This classification is designated as "at will" and is excluded from the competitive service and the City's Classification Plan. Senior Deputy Community Prosecutor differs from Deputy Community Prosecutor in that the Senior may provide direction and assistance to the Deputy Community Prosecutor or Deputy City Attorney I levels. The incumbent at this level should be able to perform duties with minimal instruction or assistance and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL DUTIES

- Under the direction of the City Attorney, leads the City's prosecutorial efforts for Municipal Law and Penal Code violations that occur in Huntington Beach
- Under the direction of the City Attorney, works with the Huntington Beach Police Department, the Orange County District Attorney's Office, and meets/works with

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CLASS SPECIFICATION



TITLE: SENIOR DEPUTY COMMUNITY PROSECUTOR

the community, to prosecute a variety of Huntington Beach criminal misdemeanor cases involving, property crime, public intoxication, theft, fraud, shoplifting, drug possession, trespassing, etc., on behalf of the City in support of local law enforcement

- Reviews law enforcement arrest and incident reports and cases to determine whether to file, reject, or to refer for an office hearing or mediation; implement office policies and procedures relating to the disposition of cases
- Reviews criminal misdemeanor cases; researches, reviews and drafts motions; interviews victims and witnesses; represents the People in arraignments and pretrial conferences; conducts court hearings, trials, motions, and restitution hearings
- Provides lead direction when responding to inquiries from police and other attorneys; researches legal issues and provides legal opinions and advice to law enforcement personnel; trains law enforcement personnel on developments and effective prosecution techniques
- Assists other prosecutors in all phases of legal work on the more complex cases; attends community and other meetings where prosecution matters are discussed
- Prepares a variety of reports and studies related to current trends and legal developments in criminal prosecution
- Conceptualizes and reviews criminal misdemeanor cases; drafts complaints and motions, briefs and legal memoranda; interviews witnesses; represents the City in arraignments and pretrial conferences; presents cases in court, including all phases of pretrial, trial and appellate work
- Confers with City department representatives to provide advice and counsel on prosecution laws and ordinances affecting their work; researches legal issues and provides legal opinions and advice to law enforcement personnel; develops and conducts training programs with and for other departments and agencies
- Leads the coordination of special projects and teams related to area of assignment
- Leads the development and implementation of department goals, objectives, policies, procedures and work standards related to area of assignment
- Represents the City in meetings where prosecution matters are discussed with various boards and committees
- Develops and implement creative strategies and responses to deter crime locally, including modifications to codes and ordinances
- Maintains effective and extensive professional relationships with representatives of other local, state and federal agencies
- Reports to work as scheduled, works a variety of schedules including evenings, weekends, and holidays as required

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- Performs other such legal duties as may be required by the City Attorney.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Criminal and civil trial procedures and practices
- Procedures and practices of superior court system, including civil and criminal divisions
- Federal Constitution, Federal laws, State laws, State Penal Codes, City Charter and Municipal Codes, and Municipal Zoning Codes
- Organization, function, and legal limitations on the authority of various City departments and enforcement and procedural issues
- State and Federal constitutional and statutory provisions relating to crime and municipalities
- Accepted legal principles and court decisions
- Judicial procedure, rules of civil and criminal procedure, and rules of criminal and civil evidence
- Principles of criminal and civil law
- Principles of basic supervision, training, and performance evaluation
- Principles and techniques to maintain effective team interaction

Ability to:

- Work under the City Attorney and with other City Attorney staff to effectively represent the City in the local prosecution of crimes,
- Successfully conduct Criminal Trials, with a demonstrable history of trial experience in both felonies and misdemeanors
- Successfully and effectively prosecute cases pursuant to current Federal, State and local laws, Ordinances, Codes and regulations
- Analyze, appraise, and organize facts, evidence, and precedents and presents them in oral and written reports
- Review, discuss, and advise regarding legal policy issues

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TITLE: SENIOR DEPUTY COMMUNITY PROSECUTOR

- Work cooperatively with other employees, customers, clients, and the public
- Demonstrate judgment in determining when to appeal, when to negotiate, and when to pursue major actions
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling
- Perform a broad range of supervisory responsibilities over others
- Review and check the work of others to ensure accuracy
- Communicate orally with customers, clients, and the public using a telephone and in group and face-to-face, one-to-one settings

Education: Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree

Experience: Five (5) years' increasingly responsible experience in criminal, municipal or related government law, including significant trial experience prosecuting misdemeanor and felony cases to verdict.

License/Certification: Active membership in the State Bar of California.

Possession of a valid California Class C driver license with an acceptable driving record by time of appointment.

SPECIAL CONDITIONS

Employees who may drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves detailed concentration for long periods of time in a modified office environment and sitting for extended periods. The incumbent must be able to meet the

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physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed. Work is primarily performed indoors. In an office environment, the work requires sitting at a desk or table for prolonged periods of time and daily use of a computer, keyboard, mouse and screen. The incumbent uses a computer and related equipment and sits, stands, walks, climbs, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

EXHIBIT B
NON-ASSOCIATED APPOINTED EXECUTIVE MANAGEMENT SALARY SCHEDULE
Effective _____, 2024*

			Starting Point				Control Point		High Point
Job No	Description	Pay Range	A	B	C	D	E	F	G

EXECUTIVE MANAGEMENT

0591	City Manager	NA0591	Per Contract				139.86		153.85
0029	Interim City Manager	289	98.36	103.28	108.44	113.87	119.56	125.54	131.82
0925	Interim City Manager/Police Chief	NA0591	Per Contract						153.85

DEPARTMENT HEADS

0592	Assistant City Manager	293	102.36	107.47	112.85	118.49	124.42	130.64	137.17
0015	Fire Chief	293	102.36	107.47	112.85	118.49	124.42	130.64	137.17
0011	Police Chief	293	102.36	107.47	112.85	118.49	124.42	130.64	137.17
0518	Chief Financial Officer	269	80.61	84.64	88.88	93.32	97.99	102.88	108.03
0479	Chief Information Officer	269	80.61	84.64	88.88	93.32	97.99	102.88	108.03
0589	Community Development Director	269	80.61	84.64	88.88	93.32	97.99	102.88	108.03
0574	Director of Human Resources	269	80.61	84.64	88.88	93.32	97.99	102.88	108.03
0801	Director of Community & Library Services	269	80.61	84.64	88.88	93.32	97.99	102.88	108.03
0010	Director of Public Works	269	80.61	84.64	88.88	93.32	97.99	102.88	108.03

CONTRACT NON-DEPARTMENT HEADS

0593	Chief Assistant City Attorney	282	91.74	96.33	101.15	106.21	111.52	117.09	122.95
0778	Director of Homelessness & Behavioral Health Services	258	72.26	75.87	79.66	83.64	87.83	92.22	96.83
0845	Deputy Director of Public Works	258	72.26	75.87	79.66	83.64	87.83	92.22	96.83
0912	Deputy Public Works Director/ City Engineer	258	72.26	75.87	79.66	83.64	87.83	92.22	96.83
0900	Assistant Chief Financial Officer	249	66.07	69.37	72.84	76.48	80.30	84.32	88.53
0850	Deputy Director of Administrative Services	249	66.07	69.37	72.84	76.48	80.30	84.32	88.53
0855	Deputy Director of Community & Library Services	249	66.07	69.37	72.84	76.48	80.30	84.32	88.53
0840	Deputy Director of Community Development	249	66.07	69.37	72.84	76.48	80.30	84.32	88.53
0779	Deputy City Manager	249	66.07	69.37	72.84	76.48	80.30	84.32	88.53
0906	Deputy City Treasurer	249	66.07	69.37	72.84	76.48	80.30	84.32	88.53
	Senior Deputy Community Prosecutor	225	52.03	54.63	57.37	60.23	63.24	66.41	69.73
0699	Deputy Community Prosecutor	216	47.57	49.95	52.45	55.07	57.83	60.72	63.75

*Per Resolution No. 2024-__ adopted _____, 2024, the range for the Senior Deputy Community Prosecutor is established and the range for Chief Assistant City Attorney and Deputy Community Prosecutor are amended.