



**CITY OF HUNTINGTON BEACH  
INTER-DEPARTMENTAL COMMUNICATION  
HUMAN RESOURCES**

**TO:** PERSONNEL COMMISSION

**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** REVISIONS TO CROSS-CONNECTION CONTROL SPECIALIST JOB CLASSIFICATION SPECIFICATION

**DATE:** AUGUST 21, 2019

---

The **Cross Connection Control Specialist** is a journey-level job classification within the Water Quality division of the Public Works Department and represented by the Municipal Employees Association (MEA).

Modifications to the **Cross Connection Control Specialist** class specification are recommended to 1) refresh the job duties 2) revise the qualifications specifying the experience required to perform the work 3) provide notification of DMV Employee Pull Notice Program participation and 4) include language stating the obligation to work as a Disaster Service Worker when necessary. The current pay grade remains the same.

The recommendation presented is based upon input from the Public Works and Human Resources Departments. The City has discussed the changes to this classification with the MEA.

At this time staff requests the Personnel Commission to approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

---

**Proposed Job Class Title:** Cross Connection Control Specialist

**Pay Grade:** MEA192

**Affected Employees:** None

**Recommendation:** Approve changes to update the job class specification

Attachment: Cross Connection Control Specialist Job Class Specification

cc: Tom Herbel, Acting Director of Public Works  
Brian Ragland, Utilities Manager  
Derek Smith, Water Quality Supervisor  
Terry Tintle, Chief Steward, Teamsters