

RESOLUTION NO. 2024-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH
MODIFYING SALARY AND BENEFITS FOR NON-REPRESENTED EMPLOYEES BY
ADDING THE DEPUTY PUBLIC WORKS DIRECTOR / CITY ENGINEER
CLASSIFICATION AND ESTABLISHING THE COMPENSATION

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 Deputy Public Works Director/City Engineer as reflected in Exhibit "A" attached hereto and incorporated by this reference.

SECTION 2. The salary range for the Deputy Public Works Director/ City Engineer shall be reflected in the Non-Associated Appointed Executive Management Salary Schedule – Exhibit B.

SECTION 3. 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 _____ day of _____, 2024

Mayor

REVIEWED AND APPROVED

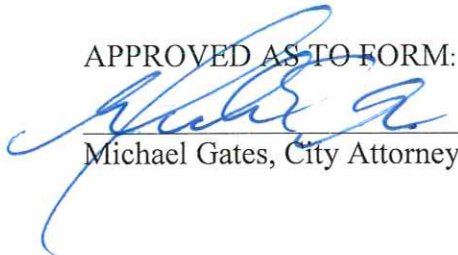
INITIATED AND APPROVED

Eric Parra, Interim City Manager



Marissa Sur, Director of Human Resources

APPROVED AS TO FORM:



Michael Gates, City Attorney



CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY PUBLIC WORKS DIRECTOR / CITY ENGINEER

PERSONNEL COMMISSION APPROVAL: CITY COUNCIL APPROVAL:	NOT APPLICABLE
JOB CODE: EMPLOYMENT STATUS: UNIT REPRESENTATION: FLSA STATUS: EEOC CODE:	0912 REGULAR FULL-TIME NON-ASSOCIATED EXEMPT OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under administrative direction, provides oversight and direction of the Engineering and Transportation Divisions within the Public Works Department; assists in coordinating assigned activities with other City departments, divisions, outside agencies, and the public; provides highly responsible and complex professional assistance to the Public Works Director in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Report to: Director of Public Works

Supervises: Professional, technical, and administrative support staff

DISTINGUISHING CHARACTERISTICS

The Deputy Public Works Director/City Engineer is designated as "at-will" and is excluded from the competitive service of the city and the city's Classification Plan.

Deputy Public Works Director/City Engineer differs from the Director of Public Works in that the Deputy Public Works Director/City Engineer assists with the management of the Engineering and Transportation Divisions while the Director of Public Works is responsible for the overall administration of the department as well as planning, organizing, and directing all City public works projects and responsibilities.

EXAMPLES OF ESSENTIAL DUTIES:

- Oversees the operation of the Engineering and Transportation Divisions' activities and programs; sets objectives and monitors performance of subordinate staff

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY PUBLIC WORKS DIRECTOR / CITY ENGINEER

engaged in defined duties and activities

- Directs the development of timely division goals, policies and strategic plans; manages the allocation of resources and service levels to meet the city and citizens needs
- Advises the Director on all engineering, construction, transportation, environment services, and development services matters, and assists in resolving complex and sensitive issues
- Supervises, coordinates, and reviews all public works engineering activities; determines scope of projects; reviews plans of private contractors; reviews and signs engineering drawings; makes technical engineering decisions; and establishes technical criteria and standards
- Reviews proposed private development plans and conditions of approval
- Supervises, coordinates, and reviews the traffic engineering, surveying, mapping, plan check, contract administration, and construction inspections
- Supervises and participates in preparation and administration of the annual capital improvement program and budget; identifies short and long range needs to meet the city's goals and objectives to provide quality infrastructure
- Confers with public and/or other agencies on regional transportation planning and construction projects, special engineering problems, and large regional infrastructure projects
- Provides training, coaching, and evaluation of assigned staff
- Locates regional, state, and federal funding grants; completes funding applications
- Confers with contractors and engineers regarding proposals, specifications, and project issues; confers with community groups regarding proposed improvements
- Assists in resolving work problems and interprets departmental policies to staff, other departments, and the public
- Coordinates the Divisions' activities with other city departments, divisions, sections, and with outside agencies
- Serves as staff to a variety of city commissions, boards, and committees on public works engineering matters; represents the city at a variety of meetings
- Prepares a variety of reports, correspondence, and special studies
- Responds to difficult citizen inquiries and complaints

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY PUBLIC WORKS DIRECTOR / CITY ENGINEER

- Serves as Interim Director, as required
- Attends leadership, management, and public works training to stay abreast of industry best practices
- Reports to work as scheduled and works various hours, including nights and weekends as required
- Maintains a regular and consistent attendance record
- Performs other related duties, as required

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:

- Principles and operations of public works engineering, maintenance, and administration
- Ordinances, resolutions, and laws affecting public works operations
- Advanced principles and practices of civil engineering including capital improvement program management, land development and subdivision, transportation planning, traffic engineering, and traffic operations
- Principles and practices of public administration, including municipal budgeting, research, analysis, report writing, and presentation
- Principles and practices of effective leadership and employee supervision, including selection, training, mentoring, work evaluation, and discipline
- Strategic planning and performance measurement
- English usage, spelling, grammar, and punctuation
- Effective customer service techniques

Ability to:

- Provide management leadership to professional, technical, and administrative support staff

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY PUBLIC WORKS DIRECTOR / CITY ENGINEER

- Manage, supervise, train, and evaluate assigned personnel
- Develop, implement, and administer goals, objectives and procedures for providing effective public works services
- Maintain the confidence and cooperation of a variety of public officials, employees, and the public
- Prepare and administer large and complex budgets
- Allocate limited resources in a cost-effective manner
- Collect relevant information, evaluate realistic options and responses, and implement appropriate course of action
- Research, analyze and evaluate new service delivery methods, procedures, and techniques
- Prepare clear and concise reports
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations related to public works projects
- Administer contracts and ensure compliance with contract provisions
- Communicate effectively, tactfully, and positively, both orally and in writing
- Establish effective working relationships with those contacted in the course of work

Education: Bachelor's degree from an accredited college or university with major course work in Civil Engineering. Master's degree in a related field is desirable.

Experience: Seven (7) years of progressively responsible professional experience in municipal civil engineering programs, at least two (2) years of which at a supervisory or management level over professional engineering staff, preferably for a California municipality or other public sector organization.

License/Certificates: A valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.

Possession of current licensing as a Registered Professional Engineer in Civil Engineering issued by the State Board of Registration for Professional Engineers in the State of California.

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.

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TITLE: DEPUTY PUBLIC WORKS DIRECTOR / CITY ENGINEER

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 is performed in an office environment and may require occasional travel to off-site facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers. This position may be required to assist staff in performing field work that requires driving a vehicle, walking on uneven ground, and in varying outdoor temperatures. The incumbent must maintain professional composure and use good judgment in pressure situations.

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

EXHIBIT 1
NON-ASSOCIATED APPOINTED EXECUTIVE MANAGEMENT SALARY SCHEDULE
Effective January 1, 2025*

			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	297	106.51	111.84	117.43	123.30	129.47	135.94	142.74
0015	Fire Chief	297	106.51	111.84	117.43	123.30	129.47	135.94	142.74
0011	Police Chief	297	106.51	111.84	117.43	123.30	129.47	135.94	142.74
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	267	79.02	82.98	87.12	91.48	96.05	100.86	105.90
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
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
0699	Deputy Community Prosecutor	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72

*Per Resolution No. 2024-04 adopted January 16, 2024, the range for the Assistant City Manager, Fire Chief and Police Chief were amended.

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	267	79.02	82.98	87.12	91.48	96.05	100.86	105.90
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
0699	Deputy Community Prosecutor	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72

*Per Resolution No. 2024-__ adopted ____, 2024, the range for the Deputy Public Works Director/City Engineer is established.