



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

TO: PERSONNEL COMMISSION

FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: REVISIONS TO FACILITIES MAINTENANCE TECHNICIAN JOB CLASSIFICATION

DATE: APRIL 17, 2019

The **Facilities Maintenance Technician** is a job classification position in the Public Works Department represented by the Municipal Employees Association (MEA).

Updates to the **Facilities Maintenance Technician** class specification are required to 1) refresh the job duties; 2) update the minimum qualifications; 3) provide notification of having to participate in the DMV Employee Pull Notice Program 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary and 5) expand the physical tasks and environmental conditions.. The requested modifications are intended to reflect the present hiring/appointment standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same. The changes will not affect the status of the current incumbents.

The Public Works and Human Resources Departments reviewed the recommended changes. The City and MEA have met and conferred regarding the proposed changes to this classification.

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

STAFF RECOMMENDATION

Job Class Title: Facilities Maintenance Technician

Pay Grade MEA391

Recommendation: Approve changes to update the job class specification

Attachment: Facilities Maintenance Technician Job Class Specification

Cc: T. Hopkins, Director of Public Works
J. Thompson, General Services Manager
J. Graham, MEA President
G. Daniel, Teamsters Representative