



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

TO: PERSONNEL COMMISSION

FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: REVISIONS TO OFFICE ASSISTANT I JOB CLASSIFICATION

DATE: APRIL 17, 2019

Office Assistant I is the entry-level clerical job classification represented by the Municipal Employees Association (MEA). Positions may be employed in various departments throughout the City.

Updates to the **Office Assistant I** 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 and 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary. 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 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:	Office Assistant I
Pay Grade	MEA306
Recommendation:	Approve changes to update the job class specification

Attachment: Office Assistant I Job Class Specification

Cc: J. Graham, MEA President
G. Daniel, Teamsters Representative