

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSISTANT CITY ATTORNEY

PERSONNEL COMMISSION APPROVAL:
COUNCIL APPROVAL:

APRIL 16, 2025 (REVISED)
APRIL, 2000

JOB CODE:
EMPLOYMENT STATUS:
UNIT REPRESENTATION:
FLSA STATUS:
EEOC CODE:

0078
REGULAR FULL-TIME
MEO
EXEMPT
PROFESSIONALS

JOB SUMMARY

Directs, manages, supervises, and coordinates the programs and activities of an assigned division within the City Attorney's Office; assists the City Attorney in providing legal advice and representation to City government, its officials, and employees; represents the City in litigation both as a plaintiff and defendant in civil litigation; drafts various contracts, ordinances, and resolutions; and provides responsible and complex administrative support to the City Attorney.

EXAMPLES OF ESSENTIAL DUTIES

Assumes management responsibility for all services and activities for an assigned division within the City Attorney's Office; participates in the development and implementation of goals, objectives, policies, and priorities for assigned activities; recommends and administers policies and procedures; evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; implements improvements; selects, trains, motivates, and evaluates assigned legal personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; plans, directs, coordinates, and reviews the work plan for the assigned division; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; participates in selecting outside counsel to represent the City; supervises outside counsel; performs a full range of transactional duties; researches, drafts, reviews, and negotiates leases, contracts, and agreements; drafts, reviews, evaluates, revises, and recommends City ordinances, policies and procedures; explains City policies and issues to employees, elected officials, and the general public; performs legal research and provides legal opinions to departments, boards, commissions, agencies and established committees; attends meetings with City staff and/or members of the public on behalf of the City and provides legal advice during the meetings; attends meetings of public bodies and serves as legal advisor and provides legal advice during meetings of public bodies; performs the full range of litigation work;

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handles all aspects of assigned cases/claims including investigation, pleading preparation, discovery, law and motion, court appearances, settlement negotiations, legal research, witness preparation, and trials; participates in the development and administration of the division budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; directs and implements adjustments as necessary; serves as liaison for the assigned division with other City departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues; provides responsible staff assistance to the City Attorney; prepares and presents staff reports and other necessary correspondence; attends and participates in professional groups and committees; responds to citizen inquiries regarding all types of legal issues including those concerning City business; performs related duties and responsibilities 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: Legal principles, practices, and procedures of civil, criminal, constitutional, and administrative law; duties, powers, and limitations of a city government; judicial procedures and rules of evidence; methods and techniques of legal research; legal precedents and court decisions affecting local government; statutes and codes applicable to civil proceedings; principles of municipal budget preparation and administration; principles of supervision, training, and performance evaluation; pertinent Federal, State, and local laws, codes, and regulations.

Ability to: Provide administrative and professional leadership and direction for the assigned division; prepare and administer large and complex budgets; select, supervise, train, and evaluate staff; prepare clear and concise administrative and financial reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; give sound legal advice and counsel; research, analyze and apply legal principles, facts, evidence and precedents to legal problems; draft legal documents such as ordinances, resolutions and contracts; effectively represent City laws and policies with citizens, organizations, and other government agencies; present statements of law, fact, and argument clearly and logically; prepare and present difficult cases in court; conduct research on complex legal problems and prepare sound legal opinions; communicate concisely and clearly both orally and in

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writing; establish and maintain effective working relationships with those contacted in the course of work.

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

Experience: Five (5) years of increasingly responsible experience in city or related government law, including trial experience, and two years of administrative or supervisory responsibility.

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at time of appointment and throughout employment.

Active membership in the State Bar of California.

SPECIAL CONDITIONS

Employees regularly assigned/required to 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 -- See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Rev. March 2025 ma

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CITY ENGINEER

PERSONNEL COMMISSION APPROVAL:	APRIL 16, 2025 (REVISED)
COUNCIL APPROVAL:	JULY 1, 2000
JOB CODE:	0024
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT
EEOC CODE:	OFFICIALS & ADMINISTRATORS

JOB SUMMARY

This classification exists to direct, manage, administer and strategically plan the City's capital improvement program consisting of: street construction and rehabilitation, sewer facilities, sewer lift and storm drain pump stations, drainage and flood control infrastructure, potable water production, storage, transmission and distribution facilities, construction of new and the rehabilitation of existing public buildings. The position coordinates the private development civil engineering review, approval and entitlement process and administers the construction, inspection and surveying of all public works capital improvement projects for all client departments and oversees the encroachment permit issuance process, filing and dissemination of all public works records.

DISTINGUISHING CHARACTERISTICS

This is a division head level position working under the administrative direction of the Director of Public Works. The City Engineer is responsible for the City's civil engineering design, inspection, construction administration, surveying, right-of-way encroachment permitting, development plan review and approval processes. As one of four operating division heads, the City Engineer is a critically important advisor to the Director of Public Works on all engineering matters affecting the City. Reporting directly to the Director of Public Works, the City Engineer leads a group of engineering professionals, supervisors, office and field technical staff and coordinates the Division's efforts with other City departments.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes and directs civil engineering and planning activities related to the City's public works engineering and land development projects and provides advance master planning for the City's development; performs and oversees highly responsible and complex technical staff functions for these activities

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CLASS SPECIFICATION



TITLE: CITY ENGINEER

- Directs the work of civil engineering staff and consultants in accomplishing projects
- Develops and carries out programs and projects intended to expand, rehabilitate, replace or renew the City's infrastructure
- Conducts and/or participates in community and other meetings
- Responds to citizen complaints and conducts community meetings to resolve complaints
- Interacts closely and effectively with other agencies and utility companies; interacts effectively with staff of other City client and/or support departments
- Analyzes developers' project applications and environmental reviews, for adequacy and consistency with the City's policies
- Establishes a collegial relationship and interacts effectively and collaboratively with supervisory staff in the department
- May act as chairperson of, or assign staff to, various project and utility coordinating committees and other relevant staff committees
- Supervises, trains, evaluates the performance of and disciplines subordinate staff
- Performs a pivotal role in the preparation of the departmental budget
- Makes recommendations on staffing and equipment for the Engineering Division and capital projects
- Monitors expenditures to maintain budgetary control and accurately forecasts the Engineering Division's revenues and expenditures
- Works closely with the Public Works Department's administrative unit to properly fund the Division's activities in concert with other needs of the department
- Develops, plans and implements action on adopted policies contained in such documents as the City's Circulation Element, Air Quality Element, the Orange County Congestion Management Plan, the SCAG Growth Management Plan, Regional Mobility Plan and Air Quality Management Plan
- Facilitates updates to master plan documents
- Independently monitors and advises the Director of Public Works on the need to update and reports on the status of the achievement of the goals and objectives of master plans
- Attends all meetings, study sessions and workshops of the City Planning Commission, City Council and Public Works Commission unless otherwise excused by the Director of Public Works based on appropriate subordinate staff providing such coverage
- Presents written and oral testimony; responds to questions and makes recommendations
- Participates and/or assigns staff to participate in all regular City staff design and development review committee meetings providing expertise in civil engineering issues related to development submittals
- Monitors state and federal legislation related to contemporary public works issues and applies for grants administered by regional, federal and state agencies

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TITLE: CITY ENGINEER

- Leads the Division in applications for Measure M transportation projects
- Researches and provides comprehensive and concise written reports on highly complex and difficult municipal civil engineering matters; presents the results of such reports, in a concise, understandable manner, to both technical and non-technical audiences, in a variety of both hostile and supportive settings
- Researches and specifies proper equipment to effectively and efficiently carry out the City's Engineering programs and activities
- Travels to offsite locations within and outside the City
- Performs 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:

- Extensive knowledge of, and skills in, civil engineering principles, methods and practices as they apply to the planning, design and construction of municipal public works infrastructure and ancillary facilities
- Principles of supervision and management
- Safety issues and liability reduction
- Standard plans and design specifications relating to public works construction and contract administration
- Municipal finance and budgeting
- Considerable knowledge of laws and regulations governing the design and construction of public works facilities
- Contracts and consultant coordination
- Municipal government and issues of concern to developers, property owners, contractors, private engineers and others when dealing with the City on public works matters
- Working knowledge of grants and grant applications
- Computer operations, including word processing and spreadsheet programs
- National Pollutant Discharge Elimination System (NPDES) requirements and NPDES Best Management Practices.

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TITLE: CITY ENGINEER

Ability to:

- Plan, coordinate and supervise program activities and personnel
- Conduct engineering research and analyses
- Evaluate preliminary engineering designs, plan check submittals, development submittals and related documents
- Compose and supervise the preparation of detailed reports, recommendations, correspondence and specifications
- Read, interpret and supervise preparation of plans, manuals and specifications
- Ensure that safety and professional work standards are met
- Communicate and interact at an exceptionally high level of effectiveness, both orally and in writing, with elected and appointed officials, the public, other public agencies, contractors, developers and staff
- Prepare clear and concise oral and written reports on highly complex, technical issues
- Conduct effective meetings; prepare and administer budgets
- Prepare and adhere to project schedules
- Maintain a high degree of flexibility with regard to changing work priorities on numerous, active public works projects
- Effectively manage multiple projects, simultaneously.

Education: A Bachelor of Science degree from an accredited college or university, with major coursework in civil engineering is required.

Experience: Seven (7) years of progressively responsible, professional experience in municipal civil engineering programs, at least 3 years of which must be at a supervisory level over professional engineering staff required. Predominant experience working directly for local governmental agencies is preferred. Experience in a variety of municipal engineering and public works programs is highly desirable.

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

California license to practice civil engineering as a Professional Engineer (PE) required; or registration as a PE in another state and must obtain California registration within twelve months of employment.

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TITLE: CITY ENGINEER

SPECIAL CONDITIONS

Employees regularly assigned/required to 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

See physical task questionnaires.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

0210

Rev. 5-22-06

Rev. 03/25

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CIVILIAN POLICE SERVICES COMMANDER

PERSONNEL COMMISSION APPROVAL:
COUNCIL APPROVAL:

APRIL 16, 2025 (REVISED)
NOVEMBER 15, 2022

JOB CODE:
EMPLOYMENT STATUS:
UNIT REPRESENTATION:
FLSA STATUS:
EEOC CODE:

0841
REGULAR FULL-TIME
MEO
EXEMPT
OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under administrative leadership, directs divisional operations and performs broad administrative command responsibilities within the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Chief of Police
Supervises Professional and Administrative Support personnel

DISTINGUISHING CHARACTERISTICS

This is a single-position classification responsible for the administrative command of various assigned areas of Police Department operations.

EXAMPLES OF ESSENTIAL DUTIES

- Manages assigned department operations by planning, organizing, directing, coordinating, controlling, and evaluating the work of the division to ensure effective service delivery in achieving the mission of the department
- Directs and evaluates the support services division of the Police Department through subordinate managers; develops and implements management controls and reviews systems for managing operations effectively; evaluates and reviews facilities use and recommends modifications
- Ensures compliance of departmental programs and processes with local, state and federal regulations, and other applicable requirements; analyzes, or directs the analysis of, proposed legislation, laws, regulations, and other provisions to assess the impact on departmental operations; understand and interpret laws, regulations and

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TITLE: CIVILIAN POLICE SERVICES COMMANDER

- legal provisions for departmental management; and evaluate and direct changes to department-wide policies, procedures and practices
- Administers fiscal services through accounting and budget professional and support staff to develop, install, and administer accounting and budgeting systems; reports financial conditions, projects revenues and expenditures, and ensures adherence to City accounting, budgeting and reporting requirements
 - Directs the analysis, design, implementation, and maintenance of the Department's information system infrastructure, defining short and long range information systems requirements for the department; consults with department staff and other stakeholders on current and future system needs
 - Prepares and/or directs the preparation of, and reviews, a variety of highly sensitive and/or confidential documents such as memos, reports, contracts, and business correspondence to inform, secure approval, or respond to the City Council, City Manager, City Attorney, other departments, external regulatory agencies, and departmental management
 - Supervises the analysis of existing departmental policies, programs, systems and procedures related to personnel, finance, information systems, fleet maintenance, and facility management and maintenance issues
 - Selects, trains, motivates, and evaluates performance of assigned personnel; provides or coordinates staff training, provides assistance in improving skills and abilities; resolves staffing conflicts and works with employees to correct deficiencies; implements discipline and termination procedures; assists subordinate command staff with personnel management and oversight responsibilities
 - Participates in the development of and implementation of departmental goals, objectives, programs, policies, and priorities; identifies opportunities for improving service delivery methods and procedures; identifies resource needs
 - Interfaces with staff and other governmental agencies regarding requirements for obtaining program funds, effective grant administration and monitoring procedures; develops and manages assigned contracts and program budgets
 - Collaborates with other police management staff regarding department-wide administrative operations to achieve optimal departmental and city-wide performance and outcomes; coordinates division activities with those of other departments and divisions
 - Communicates both orally and in writing with City personnel, the general public, elected officials, and other law enforcement personnel; makes public presentations
 - Establishes and maintains effective working relationships with those contacted in the performance of required duties
 - Oversees select portions of police emergency operations

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TITLE: CIVILIAN POLICE SERVICES COMMANDER

- Attends leadership and police management training to stay abreast of industry best practices
- Travels to offsite locations throughout and outside of the City
- Develops processes to ensure business continuity in the event of a disaster
- Performs other related duties and responsibilities as required

The preceding duties have been provided as examples of the essential types of work performed 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:

- Policies, principles and practices of public administration and municipal government mechanisms
- Pertinent Federal, State, and local laws, codes, and regulations
- Functions of police department operations
- Principles and practices of municipal budget preparation and grant administration
- Principles of supervision, training, and performance evaluation
- Operations, services, activities and evolving trends of comprehensive police department information systems including network, computer aided dispatch, mobile communication systems, telecommunications, voice and data systems and related services
- Customer service and conflict resolution techniques
- Effective managerial principles, practices and techniques
- Methods and techniques of research, analysis, and statistical and analytical report preparation
- Methods and techniques of contract negotiation and administration
- English usage, spelling and grammar; principles of public speaking
- Principles and procedures for financial record keeping and reporting
- Contemporary principals and practices of data-driven policing

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CLASS SPECIFICATION



TITLE: CIVILIAN POLICE SERVICES COMMANDER

Ability to:

- Oversee, direct, and coordinate the work of subordinate staff; select, supervise, train, and evaluate staff; ensure safety and professional work standards are met
- Plan, coordinate and oversee program activities, projects, work schedules and personnel; prioritize activities to meet established deadlines
- Organize and coordinate projects and
- Read, interpret and implement policies, laws, ordinances, rules and regulations
- Perform complex administrative duties involving the use of independent judgment and initiative
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate and interact effectively both verbally and in writing with elected officials, the public, and staff
- Analyze complex issues and problems, develop and evaluate solutions, project consequences of proposed actions and implement recommendations in support of goals
- Deliver quality customer service
- Negotiate and administer various contracts and grants; prepare and administer assigned budgets
- Operate a variety of office equipment including computers and associated computer software applications

Education: A bachelor's degree in public or business administration, criminal justice, police science or a closely related field from an accredited university or college. A master's degree in a related field, preferred.

Experience: Seven (7) years' increasingly responsible, management-level law enforcement experience, which includes three (3) years direct supervisory experience overseeing one or more police operational divisions.

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record is required at time of appointment and throughout employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to 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: CIVILIAN POLICE SERVICES COMMANDER

Background Investigation: Must successfully pass a comprehensive background review, screening, and investigation.

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

The incumbent 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 indoors. The incumbent sits for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work is performed in a general office environment. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. 03/16/2016 JD
Rev 03/15/2023 PA
Rev 03/21/2025 MA

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COUNCIL POLICY ANALYST

PERSONNEL COMMISSION APPROVAL:
CITY COUNCIL APPROVAL:

APRIL 16, 2025 (REVISED)
DECEMBER 21, 2021

JOB CODE:
EMPLOYMENT STATUS:
UNIT REPRESENTATION:
FLSA STATUS:
EEOC CODE:

0633
REGULAR FULL-TIME
MEO
EXEMPT
PROFESSIONALS

JOB SUMMARY

Under general direction, provides professional and analytical assistance to the City Council including policy analysis and formulation, researching and responding to inquiries from residents, drafting written communications involving strategy and procedures on behalf of elected officials, and serves as a representative of the elected officials regarding certain functions.

SUPERVISION RECEIVED AND EXERCISED

Reports to: City Manager / Assistant City Manager

DISTINGUISHING CHARACTERISTICS

This is a journey level classification responsible for providing policy analysis and recommendations on matters of concern to the City Council. This position differs from Administrative Analyst in that the Administrative Analyst is a generalist classification supporting a specific City department, division, or section.

EXAMPLES OF ESSENTIAL DUTIES:

- Works with the City Council to manage projects, track priorities, goals and progress
- Analyzes and reviews current and proposed Council policy and legislation as requested by the City Council or as assigned by the City Manager
- Briefs and prepares Councilmembers for Council meetings, press events, and community meetings; prepares talking points for Councilmembers and attends meetings or events
- Responds to a variety of citizen inquiries or complaints and coordinates with Councilmembers and City staff to respond in a consistent and timely manner

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TITLE: COUNCIL POLICY ANALYST

- Provides communication support such as drafting correspondence, memoranda or reports for routine to complex matters related to neighborhood or community concerns, pending issues before the City Council; state or federal legislation; or other matters
- Studies public policy issues and urban problems and works with citizens, public officials and others to assist Council to develop solutions; provides analysis of the problem, prepares and recommends alternative course of action with supporting argument for or against, and drafts legislation for consideration by the City Council
- Prepares written memoranda and reports which articulate the Council's proposals, priorities, and position on matters pending before the City Council
- Ensures that assigned program/project activities and services comply with relevant federal, state, and local laws, policies, and regulations
- Coordinates activities with the Office of the City Clerk and other departments who provide regular assistance to the Council, in support of Council initiatives
- Travels to offsite locations within and outside of the city
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in public administration
- Reports to work as scheduled; works a variety of schedules including evenings, weekends, and holidays as required
- Performs other related duties as assigned

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 practices of public administration
- Public policy issues and development
- The operations and organization of municipal government, including city governmental structure and legislative processes
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports
- Current economic, social and political trends and operating problems of municipal government

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CLASS SPECIFICATION



TITLE: COUNCIL POLICY ANALYST

- Research and reporting methods, techniques and procedures
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations
- Modern office procedures, methods, computer equipment, and computer applications
- English usage, spelling, vocabulary, grammar, and punctuation
- Techniques for effectively representing the City Council in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with the public

Ability to:

- Perform responsible and difficult administrative work with accuracy, speed and initiative
- Collect, synthesize and analyze a wide variety of information
- Analyze and interpret pending legislation and make sound policy recommendations
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations
- Evaluate and present verbal and written conclusions on a wide variety of public policy issues
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports
- Assemble, organize and present technical, factual, and statistical information and data succinctly in an interesting and effective manner
- Recommend and implement goals, objectives, and practices for providing effective and efficient services
- Establish, maintain and foster effective working relationships with City and government officials, staff, community leaders, residents, and the general public
- Respond to inquiries, complaints, and requests for information in a fair, tactful, and timely manner
- Communicate effectively, both orally and in writing, with a wide spectrum of people and organizations

Education: Bachelor's degree from an accredited college or university in public administration, political science, other related field. Master's degree in public administration is desirable.

Experience: Four (4) years' professional-level management analyst experience within a municipality (preferred) or other public sector agency.

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout

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TITLE: COUNCIL POLICY ANALYST

employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to 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

The incumbent 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 primarily indoors. The incumbent sits for prolonged periods. Stands and walks to retrieve work files or to other departments or office locations. Leans, bends and stoops to perform work behind a desk or to retrieve information. Pushes, turns or twists to move chair or body from desk. Reaches to place or retrieve files or open file drawers or cabinets. Light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Requires vision to read correspondence, view various media and other information. Requires hearing and speech to communicate in person, before groups, and over the telephone. When work is performed outdoors or at events, there is full exposure to various weather conditions. May require walking on uneven ground and working around machinery, equipment, fumes, dirt and gas.

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

Est. December, 2021
Rev. March, 2025 ma

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DETENTION ADMINISTRATOR

PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)

COUNCIL APPROVAL: JUNE, 2003

JOB CODE: 0486

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

EEOC CODE: PROFESSIONALS

JOB SUMMARY

Manages the 24-hour a day, 7 days per week operation of the Huntington Beach Police Department Jail.

DISTINGUISHING CHARACTERISTICS

This is a civilian, mid-management position reporting to the Administrative Operations Division Commander. The Detention Administrator has full responsibility for the safe operation of the jail facility, ensuring that all state and federal laws are followed in the booking, housing and transportation of all inmates. This title does not supersede the authority of the Police Chief, as referenced in Title 15 of the State of California Penal Code.

EXAMPLES OF ESSENTIAL DUTIES

Ensure the welfare and safety of all inmates confined within the facility; supervise all subordinate personnel within the jail facility. Other duties include, but are not limited to, staffing the jail at established minimums as set by the department; prepare and maintain an accurate and acceptable annual budget; establish effective work schedules; write performance evaluations; prepare requests for state and federal grants; investigate grievances and citizen's complaints; facilitate training of jail personnel at levels set by the Board of Corrections; ensure compliance of all Federal, State and local laws and regulations; ensure the successful completion of the annual fire and health inspections and the Board of Correction bi-annual inspections for facility certification; ensure all equipment and facilities are maintained in good working order, including the booking, housing and sobering cells, trusty's quarters, restrooms, kitchens and storage areas; establish and maintain a regular schedule for Trusty and Pay-to-Stay programs, including

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CLASS SPECIFICATION



TITLE: DETENTION ADMINISTRATOR

work to be performed inside and outside the facility by trusty's; establish and maintain a continuous inventory of food and medical supplies for inmates; maintain inventories of all property including uniforms, bedding, clothing, utensils and other materials issued inmates and employees; travels to offsite locations within and outside of the city. May be required to testify in court.

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: Federal, State and local ordinances regarding the housing and care of inmates; use of effective restraint techniques; principles and practices of jail management; effective supervisory practices and techniques.

Ability to: Maintain professional, cooperative and harmonious relationships with inmates and members of the jail staff; effectively select, train, supervise and evaluate personnel in the many functions of the jail; create and maintain effective working schedules; effectively communicate policies and procedure, as well as related Federal, State and local laws; write state and federal grants; research, analyze and evaluate new equipment, programs, techniques, methods and procedures; create revenue generating programs; communicate effectively, both verbally and in writing; commit to providing quality customer service.

Education: A bachelor's degree in business administration, public administration, criminal justice or related field.

Other: Must have successfully completed the State of California Detention Officer Supervisory Course or equivalent.

Experience: Five (5) years' experience within the jail unit of a law enforcement agency, including two (2) years in a supervisory position.

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CLASS SPECIFICATION



TITLE: DETENTION ADMINISTRATOR

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

SPECIAL CONDITIONS:

Employees regularly assigned/required to 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

Work involves exposure to potential physical harm. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to work any shift, including weekends and holidays. Employee accommodations for physical disabilities will be considered on a case-by-case basis.

Rev. 03/2025 MA

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION TECHNOLOGY SUPERVISOR

PERSONNEL COMMISSION APPROVAL: CITY COUNCIL APPROVAL:	APRIL 16, 2025 (REVISED) DECEMBER 7, 2021
JOB CODE: EMPLOYMENT STATUS: UNIT REPRESENTATION: FLSA STATUS: EEOC CODE:	0632 REGULAR FULL-TIME MEO EXEMPT PROFESSIONALS

JOB SUMMARY

Under general direction, plans and supervises the work and activities of the customer support section within the Information Services Division of the Administrative Services Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Senior Information Technology Manager

Supervises: Professional, technical, and other service support staff

DISTINGUISHING CHARACTERISTICS

Differs from the Information Technology Manager in that the Information Technology Supervisor is responsible for day-to-day supervision of assigned staff and activities while the Information Technology Manager manages multiple work groups and is responsible for the short and long-term strategic planning for technology functions for the City.

EXAMPLES OF ESSENTIAL DUTIES:

- Supervises staff efforts in the analysis, evaluation, design, and implementation of all end user appliances, including PC/desktop, mobile devices and the help desk/call center
- Assists with the design, development, and implementation of end user appliance configuration and setup
- Recommends, develops and implements security guidelines, policies, and solutions
- Responsible for the Citywide help desk ticketing system; assigns tickets to staff, escalates as needed, and ensures timely resolution for requests and issues
- Assists with broadband and connectivity citywide
- Participates in development of strategic plans, objectives and priorities for assigned work unit(s)/operational area(s)

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION TECHNOLOGY SUPERVISOR

- Supervises the work of staff; determines staffing needs and work strategies; supervises professional, technical and/or other employees directly and ensures adequate resources to perform their duties; ensures that assigned operations and activities comply with organization goals and objectives
- Participates in formulation and development of plans, policies and project programs to meet short and long-term needs of the City
- Develops key performance indicators (KPIs) and reports for City management staff
- Reviews and evaluates feasibility of projects and initiatives; works with managers and technical staff to plan for implementation of new systems; participates in the study of new technology to determine its utility, consistency with technology standards, relevance for meeting City business and operational requirements and expected return on investment
- May direct and coordinate the planning, development, implementation and administration of a variety of projects, including cross-department and City-wide projects; coordinates project activities with other programs, departments and outside agencies; may serve as the initial project advisor or manager for major projects City wide
- Participate in development and administration of annual budget; approves and tracks expenditures; reviews, approves and researches costs for new hardware, software and other items; reviews, approves and prepares cost/benefit analyses, reports and recommendations
- Assists with the development of operational and/or functional standards, practices, policies and procedures; participates in the development and implementation of strategic department goals, policies and priorities
- Collaborates with staff in information technology infrastructure, architecture, systems, networks, software and resources for the assigned work unit/operational area, using various technology tools that may involve or cross multiple platforms
- Designs, directs and oversees work unit quality assurance activities
- Meets and consults with customers and vendors regarding service delivery needs; oversees and participates in the design, development, delivery and/or implementation of IT products to meet those needs
- Procures services and goods required; develops specifications for requests for proposal pertaining to external services; reviews submissions and provides recommendations on vendor selection
- Manages projects that vary in size and scope, and require varying levels of staff and resource support. Prepares reports, correspondence and other documents; participates on committees and task forces; attends meetings, conferences and training sessions
- Attends leadership, supervisory and information technology training to stay abreast of industry best practices
- Travels to offsite locations within and outside of the City

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION TECHNOLOGY SUPERVISOR

- Assists with development of processes to ensure business continuity in the event of a disaster
- Reports to work as scheduled; works a variety of schedules including evenings, weekends, and holidays as required
- Performs other related duties as assigned.

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:

- Computer hardware and software systems similar to those being used by the City's Information Services Division, including business applications, operating systems, and network systems
- Principles, practices and techniques of project management, including organizing and managing a project, developing schedules, identifying critical paths, breaking down a project into individual tasks, and delegating assignments to project staff
- Data security, cryptography, security information, end user security, and antivirus
- Voice over IP (VoIP) phone systems (basic)
- E-mail and communication systems
- Mobility and remote access
- System center configuration management (SCCM) and mobile device management (MDM)
- Principles and practices of public administration, including budgeting, staff development, and customer service
- Principles and practices of efficient help desk/call center ticketing processes used in an enterprise environment
- Principles and practices of effective supervision and leadership
- Principles, methods and techniques used in designing, developing, testing and implementing information technology applications, systems and networks
- Operations, services, concepts, terms and activities common to a comprehensive, state-of-the-art information technology program
- Information technology development lifecycle and design principles using flowcharting techniques and prototype development tools

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION TECHNOLOGY SUPERVISOR

- Methods and techniques of evaluating business need requirements to provide technology solutions
- Operational characteristics of local and wide area network systems and operational characteristics of communication systems, equipment and devices, Wi-Fi networks, and mobile broadband
- Tools and equipment used in testing the functionality of computer systems
- Principles and methods of troubleshooting computer hardware, software and network problems
- Principles and practices of customer service
- Methods and techniques of developing and presenting technical documentation and training materials
- Principles and practices of information technology documentation and record keeping
- Modern office procedures, methods and equipment.

Ability to:

- Plan, organize and effectively supervise information technology staff responsible for related applications, systems and/or networks
- Oversee the development and maintenance of information technology help desk and desktop support systems
- Assist with development and maintenance of comprehensive procedures manuals and documentation
- Assist with development and administration of budgets
- Coordinate and administer a variety of information technology projects
- Gather and evaluate information in order to reason logically, draw valid conclusions, take appropriate actions and/or make appropriate recommendations
- Work effectively in time-sensitive situations to meet deadlines; coordinate multiple projects and complex tasks concurrently
- Interpret and apply complex and technical information pertaining to computer and network systems
- Adapt quickly to changes in policies, procedures, assignments and work locations
- Communicate effectively, both verbally and in writing, technical information with a wide variety of users
- Establish and maintain effective working relationships with those encountered during the course of the work
- Respond to inquiries, complaints, and requests for information in a professional, fair, tactful, and timely manner

Education: A Bachelor's degree from an accredited college or university. Major or coursework in computer science, information systems technology, or other directly related field is desirable.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION TECHNOLOGY SUPERVISOR

Experience: Four (4) years' experience in a complex information technology systems environment with related experience in area of responsibility, including two (2) years' supervisory experience.

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to 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.

Employees must be able to respond to emergency services call out.

Employees must pass a comprehensive background check.

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 indoors. The incumbent sits for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work is performed in a general office environment.

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

Est. November, 2021
Rev. March, 2025 ma

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MANAGEMENT ANALYST

PERSONNEL COMMISSION APPROVAL: COUNCIL APPROVAL:	APRIL 16, 2025 (REVISED) NOVEMBER 15, 2022
JOB CODE: EMPLOYMENT STATUS: UNIT REPRESENTATION: FLSA STATUS: EEOC CODE:	0771 REGULAR FULL-TIME MEO EXEMPT PROFESSIONALS

JOB SUMMARY

Under general direction, performs a variety of professional level research, administrative, and analytical duties in support of assigned department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Manager or as designated by Department Head

DISTINGUISHING CHARACTERISTICS

Management Analyst is the journey-level classification in the Management Analyst series. Positions assigned to this class require knowledge of the profession's generally accepted principles, theories, and best practices to perform assigned work.

EXAMPLES OF ESSENTIAL DUTIES

- Performs a variety of professional analyses, studies, and research projects including those regarding budget, finance, and operating issues
- Identifies issues; collects data; analyzes alternatives and makes recommendations
- Prepares and presents reports
- Serves as team member when assigned to special projects
- Assists with the development of policies and procedures
- Participates in program implementation and monitoring activities
- Provides assistance in developing department budget
- Collects and analyzes financial data; reviews and analyzes budget requests
- Creates data tracking and reporting systems
- Assists in the preparation of fiscal impact and other special financial analyses

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MANAGEMENT ANALYST

- Participates in research, evaluation, and negotiation of proposed contractual obligations and agreements
- Analyzes federal, state, and local legislative proposals for impact on assigned operations; prepares analysis and briefings on enacted legislation, judicial interpretations, and regulatory agency directives; ensures departmental compliance
- Coordinates assigned activities with other City departments, divisions, units, boards, committees, task forces, external organizations, and the general public
- Responds to and resolves inquiries and complaints
- Attends and participates in professional group meetings
- Stays abreast of new trends and innovations in assigned field
- Creates and uses spreadsheets, databases, and other personal computer software to develop and maintain departmental management information systems
- Works various hours, including nights and weekends, as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Reports to work as scheduled; maintains satisfactory attendance record
- Performs other related work as assigned

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 practices of public administration
- Pertinent Federal, State, and local codes, laws, and regulations
- Principles of budget preparation and administration and grant application and administration
- Principles and practices of program development and administration, contract negotiation, preparation, and monitoring
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs of assignment
- Methods and techniques of research, analysis, and statistical and analytical report preparation

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MANAGEMENT ANALYST

- English usage, spelling, grammar, and punctuation
- Principles and practices of customer service, public relations, public information, and program education and promotion
- Principles and procedures of financial record keeping and reporting
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications

Ability to:

- Perform professional level administrative support duties involving the use of independent judgment and personal initiative
- Organize, coordinate, and prioritize activities to meet established dead lines;
- Participate in the development and implementation of goals, objectives, and procedures for assigned areas
- Participate in budget preparation and administration for assigned areas
- Interpret and apply administrative rules and departmental policies and procedures
- Prepare clear and concise administrative and financial reports
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Understand the organization and operation of the assigned area as necessary to assume assigned responsibilities
- Operate a variety of office equipment including computers and associated business software applications
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective relationships with those contacted in the course of work
- Conduct business offsite and travel to various locations within a reasonable timeframe

Education: Bachelor's degree from an accredited college or university in business, public administration or other related field.

Experience: Two years' professional-level management analyst experience within a municipality or other public sector agency, or one year professional-level management analyst experience with a municipality or other public sector agency and a master's degree in a related field.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MANAGEMENT ANALYST

Licenses/Certifications: When assigned to Public Works, possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to 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

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

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10-20 pounds).

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MANAGEMENT ANALYST

Rev. 5/2018

Rev. 1/18/23

Rev. 03/2025 ma

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MULTIMEDIA COORDINATOR

PERSONNEL COMMISSION APPROVAL: COUNCIL APPROVAL:	APRIL 16, 2025 (REVISED) JUNE 26, 2023
JOB CODE: EMPLOYMENT STATUS: UNIT REPRESENTATION: FLSA STATUS: EEOC CODE:	0910 REGULAR FULL-TIME MEO EXEMPT PROFESSIONALS

JOB SUMMARY

Under general supervision, plans, coordinates, and administers the operations of the City's Huntington Beach Cable Television (HBTv), YouTube Channel, and online digital content.

SUPERVISION RECEIVED AND EXERCISED

Report to: Public Affairs Manager or as designed by Department Head.

Supervises: Provides lead direction and/or functional supervision to contract or part-time staff

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification where incumbents are required to perform highly technical production and administration of programming and streaming for the City's HBTv program.

EXAMPLES OF ESSENTIAL DUTIES:

- Produce and direct video productions, including script writing, editing, lighting, audio design, voice-specialists, and formal design
- Produces, directs, technically operates, and broadcasts seminars and performances
- Directs the production of live audio/video City productions, including, but not limited to, community events, town halls, commission meetings, and other events
- Directs programming and coordinates operation of contractors, cameras, equipment, graphics, and technical setup
- Builds and schedules HBTv programming. Assists with oversight of the City's TV website, YouTube Channel, and other City video content

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MULTIMEDIA COORDINATOR

- Oversees the development of the HBTv production facility, including equipment acquisition and replacement. Makes recommendations on equipment selection for the facility
- Schedules the use of HBTv production facilities for live, taped, and remote productions
- Working with Public Affairs Manager, makes recommendations on the City's annual HBTv program budget including projection of future needs for new equipment, repairs, maintenance as well as programming related expenditures. Monitors expenditures
- Keeps abreast of changes in cable-related technology; informs Public Affairs Manager of changes and makes adjustments accordingly
- Oversees the work of contractors performing media related functions as appropriate and address any issues to Public Affairs Manager
- Provides direction to part-time and intern staff on video production and digital content development
- Monitors and reports on industry and legislative matters impacting the City's cable television policies, programs, and applications
- Travels to offsite locations within and outside of the city
- Reports to work as scheduled and works various hours, including nights and weekends as required
- Maintains 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 methods of cable television technology and TV production
- Principles and methods of managing a government access channel

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MULTIMEDIA COORDINATOR

- Current federal, state and local laws and practices regulating government access channels and cable television systems
- Video and related television production equipment
- Budget and expenditure monitoring
- Contracts administration
- Public Relations techniques
- Report writing and project management
- Recordkeeping principles and procedures and general office practices
- English usage, spelling, grammar, and punctuation
- Effective customer service techniques

Ability to:

- Plan, administer and coordinate the operation of City's public cable channel TV station and production
- Operate a variety of complex video and digital composing programs and equipment and troubleshoot as required
- Read and interpret complex statutes, guidelines and regulations
- Accommodate scheduled evening and weekend productions to provide on-site coordination, service and assistance
- Plan, organize, and schedule work independently and maintain work effectiveness with multiple deadlines and frequent changes in workload and priority of assignments
- Meet deadlines and successfully manage timelines for multiple projects
- Exercise judgment, decisiveness and creativity involved in the evaluation of information, identify potential problems, and recommend creative solutions for assigned projects
- Communicate effectively, both orally and in writing
- Establish and maintain effective and cooperative working relationships with City employees, public agencies, vendors, and the general public
- Provide effective customer service to internal and external customers

Education: A bachelor's degree from an accredited college or university in communications, television/video/film production, public relations, public or business administration, or related field. An additional three (3) years (for a total of six years) of directly related experience in addition to an associate's degree in a related field may be substituted for the bachelor's degree.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MULTIMEDIA COORDINATOR

Experience: Three (3) years of recent, full-time experience in multimedia production/broadcasting.

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

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

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

This position may require evening and weekend work. Must be available to attend meetings, make public presentations and travel to various work sites.

Work is performed in a general office environment and/or television production studio, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work may necessitate some lifting, carrying, pushing and/or pulling of objects, materials, and equipment up to 50 pounds.

When work is performed outdoors or at events, there is full exposure to various weather conditions.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MULTIMEDIA COORDINATOR

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

Rev. March 2025 ma

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: NETWORK SYSTEMS ADMINISTRATOR

PERSONNEL COMMISSION APPROVAL:	APRIL 16, 2025 (REVISED)
COUNCIL APPROVAL:	MAY, 2003
JOB CODE:	0490
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT
EEOC CODE:	OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under general supervision, performs duties related to all facets of the City's data network, and performs other duties as assigned. **See Systems Environment attached (pages 4 – 5.)**

DISTINGUISHING CHARACTERISTICS

This position is an advanced journey level class reporting to the Communications Manager.

EXAMPLES OF ESSENTIAL DUTIES

Serves as technical resource in the development, maintenance, and security of the LAN/WAN environment. May supervise communications staff. Stays current on latest innovations in voice and data trends; hardware and software. Assist in designs and implements strategies to ensure City data security and integrity; Assists manager with development of the communications budget, including gathering cost estimates for equipment, materials and supplies; recommends adjustments as necessary. Assists in maintaining security of the network, including security related hardware and software such as routers, firewalls, and monitoring and filtering software; Maintains diagrams, charts, and documentation on all facets of the city's network and voice systems. Installs, troubleshoots, and maintains data cable plant. Stays current on federal, state, and local laws affecting the field of communications; Prepares cost estimates and justification for new or enhanced system modifications; assist in preparation of technical specs and requests for proposals for vendor services; assists in evaluation of bids; provides recommendations as required; Investigates, analyzes, and resolves network and voice system security and performance problems. Recommends and implements changes and improvements. Cross trains with other communications staff. Assists voice side of

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: NETWORK SYSTEMS ADMINISTRATOR

division whenever necessary; Provides EOC assistance as necessary. Travels to offsite locations within and outside of the city. Is available on a call out basis, working outside normal business hours as needed.

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: Operations, services, characteristics and activities of a comprehensive local and wide area network program; Operations, services, characteristics and activities of a comprehensive voice system; Network principles, practices and protocols; Operational characteristics of computer systems, applications, and peripheral equipment; Principles and practices of voice and data system testing, analysis, and security administration; Methods and techniques of resolving complex network system compatibility and integration issues; Operational characteristics of multiple operating systems and platforms; Structured horizontal and vertical cabling systems; Wireless analog and digital communications systems; Principles of budget preparation and control; Principles of supervision, training and performance evaluation; Pertinent Federal, State, and local laws, codes, and regulations.

Ability to: Serve as technical resource in the development and implementation of strategic networked systems; Select, supervise, train, direct and coordinate the work of lower level staff; Perform highly complex network systems analysis, design, development and implementation duties; Read, interpret and apply complex technical publications, manuals, and related documents; Analyze and troubleshoot complex LAN/WAN operating, hardware, and software problems; Prepare clear and concise technical reports and diagrams; Communicate clearly and concisely, orally and in writing, conveying complex technical information in easily understood format; Establish and maintain effective working relationships with those contacted in the course of work.

Education: A bachelor's degree in computer science, information systems, or a closely related field.

Experience: Five (5) years in a direct technical support role for complex LAN/WAN environments; Two years of administrative, supervisory responsibility.

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: NETWORK SYSTEMS ADMINISTRATOR

employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to 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.

Must be able to respond to emergency services call out.

Must pass a comprehensive background check.

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 – Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift light objects (up to 15 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: NETWORK SYSTEMS ADMINISTRATOR

CITY OF HUNTINGTON BEACH INFORMATION SYSTEMS DEPARTMENT

JOB SPECIFICATION

January 2008

SYSTEMS ENVIRONMENT:

Network

With approximately 1000 users, the City operates under a Windows 2003 network with all Cisco hardware, including a Cisco 6509 core switch and Cisco Pix Firewalls. Remote sites are connected via Frame Relay or fractional T-1 lines. The internal network consists of a mixture of 1Gb and 100Mb Fast Ethernet switches and routers. TCP/IP protocol is used with address resolution via DNS and WINS with DHCP. Critical devices are monitored via Cisco Works and Ipswitch Whatsup! Gold.

Public Safety

The Police Department operates under the county's 800MHz system and uses Intergraph's CAD/RMS running on Windows 2003 Servers utilizing Microsoft SQL Server. The City has an internal radio group responsible for maintaining the police radios which consist of ASTRO spectra 800's in police vehicles and portable XTS 3000's. MDCs in these vehicles consist of Motorola MW800s and Panasonic Toughbooks. Motorola is currently under contract to install an independent wireless network utilizing 802.11b & g to operate in conjunction with the existing 800MHz infrastructure. The Fire Department currently contracts with City of Anaheim for CAD services, uses Firehouse for RMS and Telestaff for scheduling.

Business Systems

The City utilizes JD Edwards OneWorld Xe ERP system on Windows 2003 server and MS SQL for all of the City's financials, Kronos for timecard/payroll system, and Cityview for the support of permitting, inspection, code enforcement, plan check, and business licensing. Office Automation is achieved through Microsoft Exchange 2003 Server and Office 2003 Professional. Citrix software provides thin client support for remote desktop applications. The City also runs a custom utility billing system called Utiligy which integrates with a Radex meter reading system and uses Crystal reports to produce bills and notices. Application development is performed with Microsoft Visual Studio 2005

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: NETWORK SYSTEMS ADMINISTRATOR

utilizing technologies including C#, Visual Basic, JavaScript, XML, CSS, and AJAX.

Operations

The City's current desktop and hardware standards include Windows 2000 Pro, Windows XP, and Sever 2003 running on Dell Power/Edge servers and Dell Optiplex workstations. The City utilizes a NetApp NAS Group for file sharing and database backups. Backups are performed with Syncsort Backup Express software and a Spectra Logic Gator 12000 tape library. The City is also implementing a NetApp SAN solution to enhance storage capabilities. The City also uses VMWare for server and workstation virtualization. Virus protection is provided by Symantec Anti-virus software.

Geographic Information Systems:

The City utilizes ESRI's ArcGIS software running on Windows Server 2003 and XP, with the data consisting of over 300 layers stored in an SDE database utilizing MS SQL Server 2005. The GIS currently hosts a COM based desktop application as well as an ArcIMS based Internet application. The GIS Division is currently developing web based applications in ASP.NET and ArcGIS Server.

Web Site:

Connectivity is over two channelized T-1's and content filtering is provided by 8E6 R2000. The City continually expands the uses for its website and plans to tie many of its business applications to the web, such as paying utility bills and the purchase of basic permits. The City has also implemented a robust intranet environment know as "SurfNet". Currently, the City uses Adobe Contribute for content management, Cold Fusion MX for website application development, and IIS 6.0 web servers that run on Windows 2003.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PERMIT AND PLAN CHECK MANAGER

PERSONNEL COMMISSION APPROVAL:	APRIL 16, 2025 (REVISED)
COUNCIL APPROVAL:	SEPTEMBER 5, 2006

JOB CODE:	0098
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT
EEOC CODE:	PROFESSIONALS

JOB SUMMARY

The fundamental reason this Division Head classification exists is to manage, organize and direct the activities of the Building and Safety Department's Permit and Plan Check Services Division. The incumbent serves as the Building Official in the Director's absence.

DISTINGUISHING CHARACTERISTICS

The incumbent works under the supervision of the Building and Safety Director and directly supervises staff in the Permit and Plan Check Services Division of the Building and Safety Department.

EXAMPLES OF ESSENTIAL DUTIES

Manages, directs and organizes the Permit and Plan Check Services Division; coordinates plan check activities with other City Departments; examines and directs the review of the more complex buildings and structures to determine compliance with pertinent codes and standards; travels to offsite locations within and outside of the city; consults with architects, engineers, designers, contractors and homeowners concerning pertinent building regulations and State laws; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures; prepares the division budget and monitors expenditures of funds; coordinates division activities with other departments; selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; responds to the most difficult inquires and complaints; responsible for recommending and drafting model code and ordinance changes; prepares systematic identification and assessment of earthquake hazards in existing structures and new construction; participates in the purpose and process of building permitting; deals with difficult people in a constructive professional and public meetings as required; provides technical and administrative assistance to the Building and Safety Director; administers, interprets and enforces the provisions of the building codes, municipal regulations and other codes as they relate to building matters; develops and presents reports, memoranda,

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CLASS SPECIFICATION



TITLE: PERMIT AND PLAN CHECK MANAGER

letters and other forms of correspondence; participates in developing and delivering presentations to Council, Boards and Commissions; develops programs for outside groups, educating citizens manner; delivers and promotes quality customer service; 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. Management reserves the right to 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 practices of organization, administration and personnel management; professional standards, principles, and practices of building plan checking; building construction methods and materials; the adopted building code, disability and energy regulations and other applicable legislation; principles and practices of supervision; training and performance evaluation; modern office procedures and methods; quality service practices; computer equipment; engineering statistics and advanced math; safety issues and liability reduction.

Ability to: administer and conduct a variety of building plan check and related code activities; analyze problems, identify alternative solutions, project consequences of proposed actions and implement discussion and persuasion; read, interpret and analyze construction plans, blueprints, manuals and specifications; develop departmental process and regulations; communicate effectively in both oral and written form; write detailed reports, recommendations, correspondence and specifications; establish and maintain cooperative and effective working relationships with those contacted in the course of work; provide and utilize written and oral instruction; ensure professional work standards are met; deliver quality customer service; propose and administer change.

Education: Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering or related field.

Experience: Five (5) years of increasingly responsible experience performing building plan checking, including two (2) years of experience in a supervisory capacity.

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

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TITLE: PERMIT AND PLAN CHECK MANAGER

Certification by the International Code Council (ICC) and California Building Officials (CALBO) as a Building Plans Examiner CBC; professional engineer (PE) license as a Civil Engineer from the State of California

SPECIAL CONDITIONS

Employees regularly assigned/required to 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 -- Work involves detailed concentration for long periods of time in a modified office environment and may involve outdoor work sites. Reasonable employee accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. March 2025/ma

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PUBLIC AFFAIRS MANAGER

PERSONNEL COMMISSION APPROVAL: COUNCIL APPROVAL:	APRIL 16, 2025 (REVISED) DECEMBER 21, 2021
JOB CODE: EMPLOYMENT STATUS: UNIT REPRESENTATION: FLSA STATUS: EEOC CODE:	0620 REGULAR FULL-TIME MEO EXEMPT PROFESSIONALS

JOB SUMMARY

Under general direction, plans, organizes, and implements a comprehensive communications, community relations, and marketing program for the City; oversees public information staff and programs to create an enhanced understanding and awareness of City events, programs, services, policies and projects.

SUPERVISION RECEIVED AND EXERCISED

Reports to: City Manager / Assistant City Manager

Supervises: Professional, paraprofessional, and/or administrative support staff

DISTINGUISHING CHARACTERISTICS

Differs from Community Relations Officer in that the Public Affairs Manager coordinates the City's overall public information function and short and long-term strategic planning while the Community Relations Officer focuses on a specific assigned activities and events, or specific departmental outreach.

EXAMPLES OF ESSENTIAL DUTIES:

- Assumes management responsibility for all services and activities pertaining to the City's public communications and marketing efforts, including participating in the development and implementation of strategic goals, policies, and priorities for the function as a whole
- Develops and produces public information programs to ensure the public is kept informed of current City programs, services, policies, projects and events through outlets such as the City's Municipal Access Channel, internet and City's website, social media, printed publications, and special events

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PUBLIC AFFAIRS MANAGER

- Manages the City's message through various media; performs public and media relations duties, prepares press releases and conducts press briefings, may represent the City at various community functions
- Plans and oversees development of City-wide marketing materials, publications, and other outreach materials, including newsletters, general interest materials, banners, website content, and brochures
- Develops, researches, writes, and edits City publications; discusses layout and design issues with graphic designer; proofs or edits drafts; oversees printing and distribution to citizens, employees, businesses, other agencies, elected and appointed officials
- Plans, develops, organizes and implements programs for the responses to proposed local, State, and Federal legislative, regulatory and policy matters affecting City operations
- Maintains effective communications with Congressional, State legislative and municipal association offices; represents and advocates for the City's interests
- Participates in the development and administration of the assigned program budget; forecasts additional funds needed; directs the monitoring of an approves expenditures; recommends adjustments as necessary
- Participates on and/or represents the City at a variety of committees, commissions, meetings, hearings, and other functions; provides staff support as directed
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; meets and confers with citizens to remedy problems and discuss City policies and procedures
- Monitors operations and activities of assigned programs; recommends improvements and modifications and prepares various reports
- Selects, trains, organizes, supervises and evaluates the work of assigned staff; conducts performance reviews, counsels employees, and recommends disciplinary action as necessary
- Participates in the development and management of the City's image, including review of materials developed by other departments for public distribution and marketing programs, projects, and issues of importance to the City
- Manages the City's on-location film programs; coordinates the issuance of film permits; participate in determining and developing City processes and procedures for filming projects; receives and resolves complaints; works with local and regional film commissions as required
- Works with the City's emergency response program on community relations efforts, including ensuring availability of public information materials, conducting workshops, meeting with other agencies, and planning public communication strategies during response efforts; maintains and updates the City's Crisis Communication Plan

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CLASS SPECIFICATION



TITLE: PUBLIC AFFAIRS MANAGER

- Coordinates and integrates program services and activities with other agencies and City departments
- Prepares requests for qualifications and requests for proposals; negotiates and administers contracts for and coordinates and monitors work performed by outside consultants
- Stays abreast of new trends and innovations in the field of public relations programs; researches emerging products and enhancements and their applicability to City needs
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval
- Reports to work as scheduled; works a variety of schedules including evenings, weekends, and holidays as required
- Travels to offsite locations within and outside of the city
- Performs other related duties as assigned.

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, practices and techniques used in the conduct of an effective public affairs program, including public relations, marketing and advertising, strategic communications, and community relations
- Principles, practices, and procedures related to media relations, reporting, and news writing
- Recent and on-going developments, current literature, and sources of information related to public relations
- Principles and practices of graphic design, photography, video production, and internet technology
- Principles, practices and techniques of advanced project management, including organizing and managing a project, developing schedules, identifying critical paths, breaking down a project into individual tasks, and delegating assignments to project staff

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CLASS SPECIFICATION



TITLE: PUBLIC AFFAIRS MANAGER

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports
- Current economic, social and political trends and operating problems of municipal government
- Research and reporting methods, techniques and procedures
- Methods for monitoring and measuring results of marketing and outreach
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations
- Principles and practices of budget development, administration, and accountability
- Modern office procedures, methods, computer equipment, and computer applications
- English usage, spelling, vocabulary, grammar, and punctuation
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with news media, and the public

Ability to:

- Develop, plan, coordinate, and implement a variety of public affairs programs and activities suited to the needs of the community and City
- Establish and maintain effective working relationships with City and government officials, staff, legislators, consultants, community leaders, residents, the media, and the general public
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques
- Effectively strategize and identify the best tactics and approaches for public relations in the areas of external and internal communications, community outreach, and marketing
- Recommend and implement goals, objectives, and practices for providing effective and efficient services
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations
- Plan, organize, schedule, assign, review, and evaluate the work of staff and contractors
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PUBLIC AFFAIRS MANAGER

- Assemble, organize and present technical, factual, and statistical information and data succinctly in an interesting and effective manner
- Respond to inquiries, complaints, and requests for information in a fair, tactful, and timely manner
- Communicate effectively, both orally and in writing, with a wide spectrum of people and organizations
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

Education: A bachelor's degree from an accredited college or university in public administration, public relations, marketing, communications or other directly related field. A master's degree in a related field is desirable.

Experience: Five (5) years of progressively responsible experience in public relations, communications, media relations, and marketing for a government agency, including at least two (2) years in a supervisory capacity.

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to 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

The incumbent 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.

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CLASS SPECIFICATION



TITLE: PUBLIC AFFAIRS MANAGER

Work is performed primarily indoors. The incumbent sits for prolonged periods. Stands and walks to retrieve work files or to other departments or office locations. Leans, bends and stoops to perform work behind a desk or to retrieve information. Pushes, turns or twists to move chair or body from desk. Reaches to place or retrieve files or open file drawers or cabinets. Light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Requires vision to read correspondence, view various media and other information. Requires hearing and speech to communicate in person, before groups, and over the telephone. When work is performed outdoors or at events, there is full exposure to various weather conditions. May require walking on uneven ground and working around machinery, equipment, fumes, dirt and gas.

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

Drafted November, 2021
Rev. March 2025 ma

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: REAL ESTATE AND PROJECT MANAGER

**PERSONNEL COMMISSION
APPROVAL:**
COUNCIL APPROVAL:

APRIL 16, 2025 (REVISED)
NOVEMBER 17, 2014

JOB CODE: 0839
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under general direction, plans, organizes, coordinates and administers the City's real estate interests and assists with related economic development projects.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Deputy Director of Community Development

EXAMPLES OF ESSENTIAL DUTIES

- Oversees the real estate acquisition and disposal, property management, and relocation and lease activities of the City
- Coordinates, reviews and evaluates work of third-party contractors, including appraisers, market analysis and title companies
- Evaluates property appraisal, feasibility analysis and land reuse appraisals submitted by contractors and makes recommendations on acceptance or rejection of reports
- Conducts preliminary and final negotiations with property owners, developers, financial representatives and others for the acquisition, disposition and development of properties for all City purposes
- Assists the Deputy Director in negotiations Secures, examines and interprets property records and title reports
- Coordinates the preparation and processing of documents for acquiring, recording, leasing and disposing of property, including opening and coordinating escrows, obtaining and reviewing legal descriptions and related maps, planned sketches, and other materials as needed
- Coordinates relocation assistance
- Travels to offsite locations throughout and outside of the city

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: REAL ESTATE AND PROJECT MANAGER

- Prepares variety of contracts involving the valuation and sale or exchange of properties, property management and security, demolition contracts and utility relocation
- Prepares City meeting agenda items and documentation pertaining to real estate relocation, property disposition, and development matters
- Prepares annual budget estimates for real estate activities
- Prepares and maintains city's real estate records and files
- Works on special projects regarding economic development activities
- Prepares comprehensive technical reports concerning real property activities
- 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, practices, economics and legal requirements pertaining to the acquisition, disposition and development of property for public purposes
- Federal, state, and local laws rules, and regulations pertaining to real estate and its transfer, relocation, fair appraisal and fair negotiation practices, acquisition of land by eminent domain and right of way
- Factors involved in appraising property and principles underlying the appraisal process
- Methods of describing real property
- Deed and tract restrictions, zoning ordinances, tax and improvement assignments, easements and encroachments and the effect on property values
- The effect of economic trends on property value and price and the construction cost of real property management
- Principles and practices of contract administration and monitoring
- Quality customer service practices

Ability to:

- Collect, analyze and interpret economic, technical and statistical data relating to real property

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: REAL ESTATE AND PROJECT MANAGER

- Analyze and categorize information, evaluate problems and identify alternative solutions, project consequences of proposed actions and recommend implementation options
- Exercise sound judgment, decisiveness and creativity in the performance of complex technical and analytical review processes
- Communicate effectively both orally and in writing
- Write detailed reports, recommendations, correspondence and specifications; develop and effectively manage contractual agreements
- Monitor contractor performance in accordance with contract specifications and guidelines
- Conduct successful negotiations for the acquisition, disposition, development and/or lease of public and/or private property
- Review and interpret accurate appraisals and titles of real properties
- Establish and maintain cooperative and effective working relationships with those contacted in the course work
- Commit to providing quality customer service

Education: A bachelor's degree from an accredited college or university in civil engineering, public or business administration, economics or other directly related field.

Experience: Four (4) years' progressively responsible experience in the management of public sector real property including appraisal and negotiation for acquisition, rental and sale of real property, and right-of-way work. Experience in economic development project management desirable.

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at time of appointment and throughout employment.

Possession of a current State of California Real Estate Broker's license is desirable.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

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

Work is performed indoors and outdoors. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: REAL ESTATE AND PROJECT MANAGER

When work is performed outdoors, there is full exposure to various weather and temperature conditions. Exposure to noise, dust, grease, smoke, fumes and gases; work at heights and/or in confined spaces. Requires sufficient physical ability and mobility to stand or sit for prolonged periods, walk on uneven terrain, loose soil, and sloped surfaces. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices.

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

SPECIAL CONDITIONS

Employees regularly assigned/required to 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.

Revised/Title Change 11-17-14/JD

Rev. March 2025 ma

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR CIVIL ENGINEER

PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)
COUNCIL APPROVAL: JUNE 4, 2007

JOB CODE: 0069
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under direction, performs professional engineering duties in support of the City's engineering projects; functional areas of responsibility include capital improvements, development review, water engineering, infrastructure, and water quality; serves as project manager for assigned design and development projects; and coordinates the work of internal and external project staff.

EXAMPLES OF ESSENTIAL DUTIES

Plans, assigns, reviews and participates in the design, preparation and checking of construction plans, site investigations, cost estimates, specifications and reports for capital improvement projects including construction, public improvement and repair of public facilities; determines structural sections, line and grades for construction projects; investigates and evaluates proposed systems and construction sites; serves as project manager for assigned public works and water infrastructure projects; determines and defines scope of work; reviews design proposals; oversees and monitors the performance of contractors and consultants to ensure compliance with project specifications and budgets; reviews and approves progress payments; prepares engineering feasibility studies and cost estimates; recommends and requests tests to determine soil bearing and geological conditions at proposed construction sites; confers with other department employees and representatives of government agencies, public utilities and contractors to obtain information pertaining to the preparation of plans, specifications and cost estimates as well as the coordination of contract requirements; reviews manufacturers' specifications and confers with representatives of material suppliers and contractors and other department personnel concerning design criteria; prepares specifications for construction contracts; analyzes bids and recommends contract awards; interprets specifications, drawings and details of construction and installation for field personnel; reviews proposals and recommendations for design changes or modifications and coordinates the required changes; prepares reports pertaining to the progress of design, construction and other activities; functions as a departmental representative at various City

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR CIVIL ENGINEER

meetings; travels to offsite locations within and outside of the city; may supervise the work of assigned technical staff.

When assigned to storm water quality management, the incumbent performs some of the above tasks, plus may also perform the following: oversees development and implementation of City-wide Storm Water Quality Management Plan; establishes and manages storm water quality monitoring programs to substantially comply with the City's National Pollution Discharge Elimination System (NPDES), Storm Water Permit and government regulations; determines line and grades for storm water management construction projects; investigates and evaluates proposed systems and construction sites; reviews development plans for compliance with City's storm water quality goals and NPDES Permit and prepares annual NPDES status reports; reviews environmental documents and Storm Water Pollution Prevention Plans (SWPPP); recommends projects and programs related to storm water quality management; works cooperatively with other city department and government agencies in the planning, design and implementation of storm water quality programs and projects.

When assigned to development review, performs professional engineering duties in support of the City's Grading Program by reviewing and approving grading permits for significant residential and commercial development and re-development projects; performs plan checks and conducts meetings with developers and engineers to ensure permit requirements are incorporated into plans; reviews and plan checks Water Quality Management Plans and Hydrology and Hydraulic reports for development projects to ensure compliance with mandated requirements; processes private development projects initiated by the Planning Department; tracks the progress of entitlement documents for other compliance reviews; issues permits; and 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: Modern principles and practices of civil engineering as related to the preparation of plans and specifications for a wide variety of public works projects; thorough knowledge of land and engineering survey systems, methods and techniques; construction materials and approved standards of safety as related to structural designs and specifications; supervisory methods and practices; methods of preparing engineering project designs, plans, specifications, estimates, reports and recommendations; seismic codes and standards; advanced mathematics and physics; field engineering including surveying, construction and

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR CIVIL ENGINEER

inspection practices; project management techniques; project budget development and monitoring; research and report writing methods and techniques; water quality standards; grading permit requirements; municipal codes and zoning ordinances; and water system design principles and practices. If assigned to storm water quality management, knowledge of NPDES permits and construction criteria is required.

Ability to: Adapt approved engineering methods and standards to the design and construction of a variety of public works projects; plan advanced projects and prepare related designs, estimates and specifications; perform difficult engineering computations and to make comprehensive recommendations for the solution of engineering problems, supervise the work of internal staff and external contracted services; interpret and apply applicable laws and regulations; conduct engineering research and compile/analyze data; analyze complex engineering projects and determine the most feasible approach; conduct plan check reviews; read blueprints, drawings, and specifications; perform field work and conduct job site inspections; communicate effectively both verbally and in writing; organize a large variety of projects and activities; establish and maintain cooperative and effective relationships with those contacted in the course of work.

Education: A bachelor's degree in civil or environmental engineering from an accredited college or university.

Experience: Four (4) years of related experience

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Registration as a Professional Engineer (PE) from the State of California; or registration as a PE in another state and the ability to obtain California registration within twelve (12) months of employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to 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 -- Work involves light to moderate work in an office setting. There is a frequent need to sit and an infrequent need to stand, walk

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR CIVIL ENGINEER

and to lift objects 10 to 20 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Rev. March 2025 ma

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR COMMUNITY AND LIBRARY SERVICES SUPERVISOR

PERSONNEL COMMISSION APPROVAL:	APRIL 16, 2025 (REVISED)
CITY COUNCIL APPROVAL:	NOVEMBER 15, 2022
JOB CODE:	0782
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT
EEOC CODE:	PROFESSIONALS

JOB SUMMARY

Under general direction, plan, organize, promote, budget, schedule, direct, evaluate, and coordinate assigned Community and Library Services programs with an emphasis on assigned program area. This is an advanced level classification in the supervisor series. Incumbents also coordinate and oversee work performed by less experienced personnel as assigned.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Community and Library Services Manager

Supervises: Exercises technical, functional, and direct supervision over paraprofessional, technical, administrative/clerical support, and volunteer staff.

DISTINGUISHING CHARACTERISTICS

The Senior Community and Library Services Supervisor is distinguished from the Community and Library Services Supervisor in that the Senior Supervisor independently performs more difficult and technical assignments and projects requiring specialized skills. Incumbent performs broad oversight, supervision, and direction for Cultural, Human, and Community services and programs offered to residents throughout the City.

EXAMPLES OF ESSENTIAL DUTIES:

- Supervises, plans, coordinates, and oversees a variety of community services programs
- Analyzes the organization's mission, goals, and strategic plan for appropriateness and implementation; evaluates program effectiveness and adjusts as required
- Oversees marketing, contract development, monitoring, and sponsorship development; identifies, cultivates, and solicits financial support from grants, sponsors, foundations,

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR COMMUNITY AND LIBRARY SERVICES SUPERVISOR

and individual and corporate members; develops and oversees the annual fundraising programs

- Plans, organizes, directs, and evaluates assigned portions of city-wide Community Services programs, activities, and events in the assigned area
- Serves as a staff member or representative to foundations and city-appointed commissions, committees, and/or task forces
- Supervises full and part-time staff including hiring and retention, staff training and development, and performance appraisals; provides supervision to others assigned to assist in events production including site set-up and break down
- Develops promotional and program materials; makes public presentations on services offered; gathers and disseminates information regarding community services, programs, goals, and community needs; conducts public presentations to community groups
- Coordinates the activities of the assigned area with city-sponsored, co-sponsored, and community-sponsored activities
- Attends professional training to stay abreast of industry best practices
- Travels to offsite locations throughout and outside of the city
- Reports to work as scheduled and works various hours, including nights and weekends as required
- Maintains regular and consistent attendance record
- Performs other related duties as assigned

If assigned to Art Center, also:

- Oversees the operations of the Art Center, including performing arts, visual arts, special events or museum programs
- Liaisons with the Huntington Beach Art Foundation
- Develops and recommends policies for the Art Center and related programs; oversees program development, marketing and implementation
- Develops, plans, and implements artistic, cultural, and educational programs that include art exhibitions, gallery/studio tours, lectures, poetry readings, and an active studio program
- Determines and implements annual exhibition plan; plans and develops related special programs for each exhibition; directs development of arts classes, oversees recruitment of teachers and instructors, and provides guidance to developers of art
- Oversees maintenance of Art Center facilities and equipment; arranges for necessary repairs; assists with the development of the program's operating budget
- Serves as the City's primary liaison with community groups, business organizations, corporate partners, government agencies, other City departments, the media and the public for cultural affairs

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CLASS SPECIFICATION



TITLE: SENIOR COMMUNITY AND LIBRARY SERVICES SUPERVISOR

If assigned to Senior Center in Central Park, also:

- Supervises the operations, centers, and staff of human services and recreation programs serving the needs of senior, low income, and other targeted resident groups
- Educates residents and community organizations on aging and health issues and the availability of community resources to meet their needs
- Works closely with the Huntington Beach Council on Aging to ensure proper alignment with agency mission and goals
- Networks with outside agencies, for profit and non-profit as well as government entities that can enhance our delivery of service; develops strategies with local large medical groups to provide on-going funding of key programs, including fitness and care management
- Develops and recommends policies for the Senior Center in Central Park and related programs; oversees program development, marketing and implementation
- Manages operations within the senior or recreation services center including events and activities; works with staff and outside service providers to develop new center programs and classes; reviews client progress with case management staff
- Ensures delivery of services including educational and direct services such as meals to homes, case management, and transportation; organizes fund and food raising programs; solicits and collects donations

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:

- City and departmental policies and procedures
- Principles and practices of event programming scheduling; contemporary activities
- Principles and practices of marketing and public relations
- Principles of supervision, training, and performance evaluation
- Grant research and writing techniques and nonprofit organizational supervision
- Budget development and control
- Project management techniques
- Fundraising techniques

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR COMMUNITY AND LIBRARY SERVICES SUPERVISOR

- Standard office principles and procedures, methods, and equipment, including computers and applicable software, such as word processing, spreadsheets, and databases
- Exceptional customer service techniques
- Recreation, social, and human services, event coordination and/or education activities suitable for a wide range of age groups and individuals of diverse backgrounds
- General operations of a museum or arts organization, community recreation facilities and/or event venues

Ability to:

- Schedule, organize, administer and supervise events and programs
- Form cooperative relationships and partnerships with others who do not have a direct reporting relationship
- Maintain accurate records; record and retrieve information
- Analyze situations, identify problems, and recommend solutions
- Implement effective fundraising events; solicit community involvement of center performances and activities
- Develop and implement a broad range of cultural and educational programs
- Operate personal computer including standard software applications and presentation graphics
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate effectively with others both verbally and in writing
- Ensure adherence to safe work practices and procedures
- Work flexible hours including evenings and weekends
- Meet critical deadlines; make decisions under pressure

Education: A bachelor's degree in public administration, organizational leadership, recreation and leisure services, human or social services, fine arts or a related field.

Experience: Five (5) years of experience in community center management, arts and museum management, public relations, recreation, events, or related experience, including three (3) years of supervisory experience.

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at time of appointment and throughout employment.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR COMMUNITY AND LIBRARY SERVICES SUPERVISOR

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 is performed in a general office environment combined with outdoor locations. Work involves detailed concentration for long periods of time in a modified office environment and sitting for extended periods. The incumbent uses a computer keyboard and related office equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. Requires near vision in reading correspondence, plans, specifications and other information; hearing and speech to communicate in person, before groups, and over the telephone with co-workers, contractors, and the general public. When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, and extreme temperatures.

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

Rev. 1/2024 pja

Rev. 3/2025 ma

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR INFORMATION TECHNOLOGY MANAGER

PERSONNEL COMMISSION APPROVAL: COUNCIL APPROVAL:	APRIL 16, 2025 (REVISED) NOVEMBER 2, 2020
JOB CODE: EMPLOYMENT STATUS: UNIT REPRESENTATION: FLSA STATUS: EEOC CODE:	0627 REGULAR FULL-TIME MEO EXEMPT OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under general direction, responsible for directing, planning, organizing, and managing information technology systems and telecommunications in the Information Services department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Chief Information Officer

Supervises: Professional, management and technical staff

DISTINGUISHING CHARACTERISTICS

Differs from Chief Information Officer in that the Senior Information Technology Manager manages the work of the Information Services department, including enterprise information technology network, infrastructure, data, voice, customer service (including technical support and help desk operations), enterprise information technology business systems, and public safety systems, while the Chief Information Officer is responsible for the overall management and coordination of the Information Services department, and the short and long-term strategic planning for technology functions for the City.

Differs from Information Technology Manager in that the Senior Information Technology Manager exercises full supervisory and managerial authority over all Information Services Division operations, while the Information Technology Manager exercises supervisory and managerial authority over specified sections, teams, or programs.

EXAMPLES OF ESSENTIAL DUTIES:

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CLASS SPECIFICATION



TITLE: SENIOR INFORMATION TECHNOLOGY MANAGER

- Manages assigned operations of the Information Services Division, including leading the development and implementation of strategic goals, policies, and priorities for the department as a whole
- Assists the Chief Information Officer in determining organizational structure, staffing needs, and work strategies to meet the short and long-term needs of the City
- Develops operational and/or functional standards, practices, policies, and procedures affecting the operation of Information Services, including the development and implementation of a City technology plan
- Through subsidiary managers and supervisors, exercises oversight and general management of the information technology infrastructure of the City; selects, manages, evaluates, and coaches Information Technology Managers
- Supervises the work of professional, management, technical and/or other employees directly or through subordinate supervisors to ensure adequate resources to perform their duties; ensures that assigned operations and activities comply with organization goals and objectives
- Works with executive management on Citywide initiatives and prepares technical and non-technical data and information for presentations to stakeholders, including the Executive Team, City Council, County-wide agency leaders, and other officials regarding technology initiatives, strategies, policies, and procedures
- Reviews and evaluates feasibility of major projects and initiatives; works with managers and technical staff to plan for implementation of new systems; participates in the study of new technology to determine its utility, consistency with technology standards, relevance for meeting City business and operational requirements and expected return on investment
- Directs and coordinates the planning, development, implementation, and administration of a variety of projects to enhance and/or upgrade information technology systems, including interdepartmental and enterprise project.
- Develops and implements network and server related infrastructure, including security guidelines, policies, and solutions; designs and implements enterprise storage and processing solutions; responsible for broadband and connectivity citywide; works closely with telecommunication vendors and internet service providers to develop and implement network connectivity solutions
- Develops and administers annual budget; approves and tracks expenditures; reviews, approves and researches costs for new hardware, software, and other items; reviews, approves and prepares cost/benefit analyses, reports, and recommendations
- Assumes responsibility for procurement of services and goods required; develops specifications for requests for proposal pertaining to external services; reviews submissions and provides recommendations on vendor selection

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR INFORMATION TECHNOLOGY MANAGER

- Meets and consults with customers and vendors regarding service delivery needs; oversees and participates in the design, development, delivery and/or implementation of IT products to meet those needs
- Designs, directs, and oversees department quality assurance activities
- Prepares reports, correspondence and other documents; participates on committees and task forces; attends meetings, conferences and training sessions
- Attends leadership, management, supervisory, and information technology training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Travels to offsite locations throughout and outside of the city
- Reports to work as scheduled; works a variety of schedules including evenings, weekends, and holidays as required
- Performs other related duties as assigned

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:

- Hardware and software systems on client-server platforms and insight on current trends in information technology.
- Knowledge of municipal operations is helpful but not required.
- Theories, principles, and practices of local and wide area networks (LAN/WAN), physical/logical networks, Wi-Fi networks, Fiber Channel (FC) networks, and mobile broadband.
- Data security, next-generation firewalls, cryptography, and security information and event management (SIEM).
- Storage area network (SAN).
- Voice over IP (VoIP) phone systems.
- Advanced operational characteristics of e-mail and communication systems, equipment, and devices.
- Data center systems including servers, uninterruptable power supplies, backup,

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CLASS SPECIFICATION



TITLE: SENIOR INFORMATION TECHNOLOGY MANAGER

- disaster recovery, and monitoring systems.
- Remote and teleworker management.
- Computer hardware and software systems similar to those being used by the City, including business applications, operating systems, and network systems.
- Principles and practices of effective management, supervision and leadership.
- Principles and practices of public administration, including budgeting, staff development, customer service and human resource management.
- Principles, practices and techniques of advanced project management, including organizing and managing a project, developing schedules, identifying critical paths, breaking down a project into individual tasks, and delegating assignments to project staff.
- Advanced principles, methods and techniques used in designing, developing, testing and implementing information technology applications, systems, and networks.
- Advanced operations, services, concepts, terms and activities common to a comprehensive, state-of-the-art information technology program.
- Advanced methods and techniques of evaluating business need requirements to provide technology solutions.
- Advanced principles and practices of information technology documentation and record keeping.
- Methods and techniques of developing and presenting technical documentation and training materials.
- Database concepts.
- Principles and practices of customer service.
- Modern office procedures, methods and equipment.

Ability to:

- Oversee the development and maintenance of the City's information technology systems.
- Plan, organize, and manage the work of the Information Services Division, including supervising and leading information technology staff responsible for applications, systems, and networks.
- Develop and implement policy.
- Develop and maintain comprehensive procedures manuals and documentation.
- Develop and administer budgets.
- Coordinate and administer a variety of information technology projects concurrently.
- Gather and evaluate information in order to reason logically, draw valid conclusions, take appropriate actions and/or make appropriate recommendations.
- Communicate technical information to a wide variety of users.

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CLASS SPECIFICATION



TITLE: SENIOR INFORMATION TECHNOLOGY MANAGER

- Interpret and apply complex and technical information pertaining to computer and network systems.
- Adapt quickly to changes in policies, procedures, assignments and work locations.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

Education: A bachelor's degree from an accredited college or university in computer science, information technology, or other directly related field. Master's degree desirable.

Experience: Seven (7) years' experience in a complex information technology systems environment, including at least three (3) years' experience supervising technical and professional information technology staff. Knowledge of municipal operations is desirable.

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at time of appointment and throughout employment.

Certification in information technology or a related area from a governmental agency, recognized professional organization, or other certifying body is desirable.

SPECIAL CONDITIONS

Employees regularly assigned/required to 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.

Must be able to respond to emergency services call out.

Must pass a comprehensive background investigation.

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.

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CLASS SPECIFICATION



TITLE: SENIOR INFORMATION TECHNOLOGY MANAGER

Work is performed indoors. The incumbent sits for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work is performed in a general office environment.

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

Rev. March 2025/ma

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: TRAFFIC AND TRANSPORTATION MANAGER

PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)
COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE:	0865
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT
EEOC CODE:	OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under administrative direction, directs, manages, administers and strategically plans for the City's traffic engineering, transportation planning and signs, traffic signals and street painting programs.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Deputy Director of Public Works

Supervises: Professionals, Technicians, Skilled Craft, Service/Maintenance, and clerical staff

DISTINGUISHING CHARACTERISTICS

This is a single incumbent classification that acts as the division head over the Transportation Division.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes, and directs the traffic engineering and transportation planning activities related to the City's public works engineering and land development project
- Provides advance transportation planning for the City's orderly development
- Performs and oversees highly responsible and complex technical staff functions for these activities
- Plans, directs and organizes the work of traffic and transportation engineering staff and consultants in accomplishing relevant projects in the Public Works Department's Capital Improvement Program
- Develops and carries out programs in transportation demand management (TDM) and congestion management (CMP), including conduct of community and other meetings to successfully implement such programs

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: TRAFFIC AND TRANSPORTATION MANAGER

- Anticipates and responds to citizen complaints and conducts community meetings as necessary to resolve such complaints
- Interacts closely with other agencies impacting the City's transportation functions, as well as department staff and other City departments which deal with traffic and transportation matters
- Analyzes developers' traffic impact analyses and the traffic and transportation sections of proposed development environmental impact reports for adequacy and consistency with City policies
- Supervises, trains, evaluates performance, and disciplines subordinate staff as necessary
- Participates in the preparation of relevant portions of the departmental budget
- Makes recommendations on staffing, equipment and capital projects
- Monitors expenditures to maintain budgetary control and accurately forecasts the Transportation Division's revenues and expenditures
- Develops, plans and implements action on adopted policies contained in such documents as the City's Circulation Element, Air Quality Element, and Orange County Congestion Management Plan
- Ensures accurate and continuous traffic-related record keeping, including traffic signal warrants and priorities, traffic counting programs, traffic signal timing charts, traffic accident records and statistics and speed zoning
- Attends all meetings, study sessions, and workshops of the City Planning Commission, City Council and Public Works Commission and relevant department meetings, unless otherwise excused
- Presents written and oral testimony, responds to questions, and makes recommendations
- Monitors State and Federal legislation related to traffic and transportation issues and applies for grants where available
- May attend Technical Advisory Committee meeting of the OCTA and lead or assist the Engineering Division in applications for Measure M projects
- Researches and provides comprehensive and concise written reports on highly complex transportation and traffic engineering matters
- Presents report results to both technical and non-technical audiences
- Researches and specifies proper equipment to effectively carry out and maintain the City's traffic signs, signals, street lighting and street painting programs
- Travels to off-site locations within and outside the City

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.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: TRAFFIC AND TRANSPORTATION MANAGER

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:

- Transportation planning and modeling
- Traffic engineering principles, methods and practices as they apply to the planning of municipal transportation systems and ancillary facilities
- Principles of personnel management and supervision
- Traffic safety issues and liability reduction
- California Vehicle Code, State Traffic Manual and Federal Manual on Uniform Traffic Control Devices
- Laws and regulations governing the design and construction of traffic and transportation improvement
- Contract and consultant coordination; municipal government and issues of concern for those involved
- Grants and grant application
- Municipal finance and budgeting
- Public works contract design specifications and contract administration
- Blueprint and plan reading and interpretation
- Computer operations including spreadsheet preparation
- Practices in maintenance of traffic signals, street painting, sign installation, and maintenance
- Effective oral and written communication practices
- And principles and practices of quality customer service

Ability to:

- Plan, coordinate, and supervise program activities and personnel performing a variety of functions
- Communicate effectively, both orally and in writing, with elected officials, the public, contractors, developers and staff
- Compose detailed reports and recommendations, correspondence and specifications
- Interact effectively with a variety of individuals and groups including elected officials, employees and members of the general public
- Effectively supervise and lead staff members
- Deliver quality customer service

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: TRAFFIC AND TRANSPORTATION MANAGER

Education: A bachelor's degree from an accredited college or university with major coursework in civil engineering, traffic engineering, transportation planning, urban and regional planning or related field.

Experience: Six (6) years of related professional level experience, including supervision of professional and technical staff.

Licenses/Certifications: Possession of a valid Class C California driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to 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 is performed indoors and outdoors. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches and grasps. When work is performed outdoors, there is full exposure to the elements and the incumbent may be exposed to heat and cold, extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent stands, and walks on level and uneven/slippery surfaces, twists, bends, pushes, pulls, crouches, crawls, climbs ladders, reaches, grasps, lifts and carries items weighing 50 pounds or less.

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

Est. Sept/1998

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: TRAFFIC AND TRANSPORTATION MANAGER

Rev. Mar/2023
Rev. Mar. 2025 sr

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: UTILITIES MANAGER

PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)

COUNCIL APPROVAL: AUGUST 18, 2004

JOB CODE: 0483

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

EEOC CODE: OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under administrative direction, manages the activities and operations of the Utilities Division within the Public Works Department.

SUPERVISION RECEIVED AND EXERCISED

Reports To: Director of Public Works

Supervises: Supervisory, technical, and office support staff

DISTINGUISHING CHARACTERISTICS

This single-position classification manages the functions and programs of a major division within a department. It is distinguished from the supervisor classification in that the latter exercises supervisory authority over assigned crews within the division.

EXAMPLES OF ESSENTIAL DUTIES

- Manages all operations of the Utilities Division including: potable water production, quality, transmission and distribution; wastewater systems, including system pumping, maintenance, repair, and line replacement; meter reading and maintenance; storm drain pump and wastewater lift station operation and maintenance; wastewater line cleaning; SCADA and telemetry systems
- Manages the maintenance and operation of water supply and production facilities to keep an adequate supply and pressure of potable water in the distribution system at all times to meet the needs of the City

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: UTILITIES MANAGER

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures
- Recommends, within departmental policy, appropriate service delivery and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures
- Plans, directs, coordinates, and reviews the work plan for Utilities Division staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures
- Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments
- Serves as the liaison for the Utilities Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues; maintains liaison with the Orange County Water District, Metropolitan Water District, Municipal Water District of Orange County and the Orange County Sanitation District to protect the City's interests
- Prepares and presents staff reports and other necessary correspondence
- Provides contractual services to West Orange County Water Board; may serve as or oversee the Contract Manager, Board Engineer, and General Manager of the West Orange County Water Board
- Coordinates with engineering professionals to assure development of needed capital projects and maintenance of system plans and records
- Conducts a variety of organizational studies, investigations, and operational studies
- Coordinates and consults with management to secure an appropriate rate structure and timely, cost-effective fee collection service
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of public administration and water and wastewater system operations and maintenance
- Responds to and resolves difficult and sensitive citizen inquiries and complaints
- Travels to off-site locations within and outside the City
- Performs related duties and responsibilities as required

The preceding duties have been provided as examples of the essential types of work

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: UTILITIES MANAGER

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:

- Policies, procedures, and practices of a municipal potable water supply and distribution system, wastewater collection and pumping system, and flood control pumping station system
- Principles and practices of engineering and construction, including estimating costs and contract administration; construction, operation, and maintenance methods and techniques as applied to municipal wastewater systems, storm drain pump stations and potable water supply, distribution and development
- Principles and practices of municipal budget preparation and public administration
- Principles of supervision, training, and performance evaluation; safety regulations, practices and procedures
- Federal, State, and local laws, codes, and regulations related to utilities operations
- Customer service and conflict resolution techniques

Ability to:

- Manage a comprehensive potable water production, quality, distribution, meter reading and maintenance program, storm drain pump station operation and maintenance program and wastewater collection and pumping program
- Oversee, direct, and coordinate the work of subordinate staff; select, supervise, train, and evaluate staff
- Participate in the development and administration of division goals, objectives, and procedures
- Prepare and administer large program budgets; prepare clear and concise administrative and financial reports
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: UTILITIES MANAGER

evaluate new service delivery methods and techniques

- Interpret and apply Federal, State, and local policies, laws, and regulations
- Work safely; respond to emergency and problem situations in an effective manner
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Education: A bachelor's degree from an accredited college or university with major course work in mathematics, civil engineering, hydraulic engineering, environmental engineering, mechanical engineering, physics or other closely related field. A master's degree in business or public administration desirable

Experience: Five (5) years' increasingly responsible operational experience related to water systems, including three (3) years' progressively responsible supervisory experience.

Licenses/Certifications: Possession of a valid California Class C driver's license and an acceptable driving record are required at time of appointment and throughout employment.

State of California Grade II Water Treatment Certificate and/or Grade III Distribution Certificate preferred. Registration as a Civil Engineer in the State of California preferred.

SPECIAL CONDITIONS

Employees regularly assigned to 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

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: UTILITIES MANAGER

duties to be performed.

Work is performed indoors and outdoors. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Established 5-21-03

Revised 8-18-04

Revised 10-20-10

Rev. 03/25 sr