



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** REVISIONS TO ADMINISTRATIVE AIDE JOB CLASSIFICATION  
**DATE:** AUGUST 21, 2019

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**Administrative Aide** is the advanced-level classification in the administrative support job series, represented by the Municipal Employees Association (MEA). Positions may be employed in various departments throughout the City.

Modifications to the **Administrative Aide** class specification are required to 1) refresh the job duties 2) update the minimum qualifications 3) remove language regarding flexible staffing 4) provide notification of having to participate in the DMV Employee Pull Notice Program and 5) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary.

The requested modifications are intended to reflect the present hiring/appointment standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same. The changes will not affect the status of the current incumbents.

The City and MEA have discussed the proposed changes to this classification.

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

**STAFF RECOMMENDATION**

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**Job Class Title:** Administrative Aide  
**Pay Grade:** MEA428  
**Recommendation:** Approve changes to update the job class specification

**Attachment:** Administrative Aide Job Class Specification

**Cc:** Terry Tintle, Chief Steward, Teamsters