



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** REVISIONS TO FIRE PROTECTION ANALYST JOB CLASS SPECIFICATION  
**DATE:** JUNE 19, 2019

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The **Fire Protection Analyst** is a journey-level job classification in the Fire Department represented by the Management Employees Organization (MEO).

An update of the job classification provides the opportunity to update the current class specification to 1) add essential duties required of every employee 2) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary and 3) provide notification of required participation in the DMV Employee Pull Notice Program.

The Fire and Human Resources Departments have reviewed the recommended changes to the job classification specification. The City and MEO have met and conferred regarding the 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:** Fire Protection Analyst  
**Pay Grade:** MEA597  
**Affected Employees:** None  
**Recommendation:** Approve changes to update job class specification

Attachment: Fire Protection Analyst Job Class Specification

Cc: David Segura, Fire Chief  
David McBride, Division Fire Chief  
Debra Jubinsky, MEO President  
Aaron Peardon, OCERS Business Representative