



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

TO: PERSONNEL COMMISSION

FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: REVISIONS TO SENIOR FACILITIES MAINTENANCE TECHNICIAN JOB CLASSIFICATION

DATE: APRIL 17, 2019

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

Updates to the **Senior Facilities Maintenance Technician** class specification are required to: 1) refresh the job duties 2) revise the minimum qualifications 3) provide notification of having to participate in the DMV Employee Pull Notice Program 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary and 5) update the physical characteristics to be legally compliant with ADA/FEHA. The requested modifications do not materially change the fundamental nature of the work performed. The pay grade remains the same. The changes will not affect the status of the current incumbents.

The Public Works and Human Resources Departments collaborated on the recommended changes. The City and MEA have met and conferred regarding the proposed changes.

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

STAFF RECOMMENDATION

Job Class Title: Senior Facilities Maintenance Technician

Pay Grade: MEA343

Recommendation: Approve changes to update the job class specification

Attachment: Senior Facilities Maintenance Technician Job Class Specification

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