



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

TO: PERSONNEL COMMISSION

FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: REVISIONS TO MAINTENANCE SERVICE WORKER JOB CLASS SPECIFICATION

DATE: AUGUST 21, 2019

The **Maintenance Worker** is an entry-level job classification represented by the Municipal Employees Association (MEA).

The current class specification is being revised to 1) refresh the job duties indicating specific duties according to assignment; 2) reflect experience requirements; 3) update flexible staffing requirements; 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary and 5) provide notification of participating in the DMV Employee Pull Notice Program. The requested modifications do not change the fundamental nature of the job. The current pay grade remains the same.

The recommended changes to the job classification specification were reviewed by the affected departments and Human Resources. The City and MEA 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

Job Class Title: Maintenance Worker

Pay Grade: MEA394

Affected Employees: None

Recommendation: Approve changes to update job class specification

Attachment: Maintenance Service Worker Job Class Specification

Cc: Tom Herbel, Acting Director of Public Works
Marie Knight, Director of Community Services
Terry Tintle, Chief Steward, Teamsters