



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

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO PARKING TRAFFIC CONTROL OFFICER JOB CLASSIFICATION
DATE: APRIL 17, 2019

The **Parking Traffic Control Officer** is non-sworn enforcement job classification position in the Police Department represented by the Municipal Employees Association (MEA).

Updates to the **Parking Traffic Control Officer** class specification are required to 1) refresh the job duties; 2) update the minimum qualifications; 3) provide notification of having to participate in the DMV Employee Pull Notice Program and 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification 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 Police and Human Resources Departments reviewed the recommended changes to the job classification. The City and MEA have met and conferred regarding 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

Job Class Title: Parking Traffic Control Officer
Pay Grade MEA262
Recommendation: Approve changes to update the job class specification

Attachment: Parking Traffic Control Officer Job Class Specification

Cc: R. Handy, Police Chief
K. Miller, Police Admin Division Services Manager
J. Graham, MEA President
G. Daniel, Teamsters Representative