

RESOLUTION NO. 2024 -25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH
AMENDING THE CITY'S CLASSIFICATION PLAN
BY ADDING THE CLASSIFICATIONS OF
CAPITAL PROJECTS SUPERVISOR AND REAL TIME CRIME CENTER SUPERVISOR

WHEREAS, the City Council of Huntington Beach wishes to amend the City's Classification Plan;

NOW, THEREFORE, the City Council of the City of Huntington Beach does hereby resolve that the Classification Plan be amended as follows:

A. Add the new classification of CAPITAL PROJECTS SUPERVISOR and establish compensation at \$101,953.28 - \$136,626.88 as set forth in Exhibit A, which is attached hereto and incorporated by this reference.

B. Add the new classification of REAL TIME CRIME CENTER SUPERVISOR and establish compensation at \$83,555.68 - \$111,970.56 as set forth in Exhibit B, which is attached hereto and incorporated by this reference.

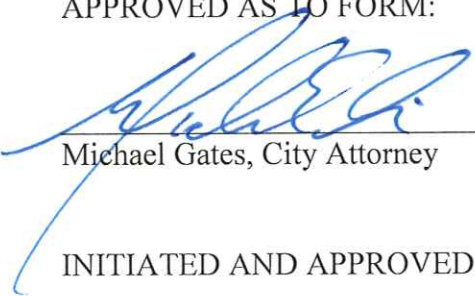
PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the ____ day of _____, 2024.

Mayor

REVIEWED AND APPROVED:


Eric Parra, Interim City Manager

APPROVED AS TO FORM:



Michael Gates, City Attorney

INITIATED AND APPROVED:



Marissa Sur,
Director of Human Resources

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CAPITAL PROJECTS SUPERVISOR

PERSONNEL COMMISSION APPROVAL: APRIL 17, 2024

COUNCIL APPROVAL:

JOB CODE:	913
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT
EEOC CODE:	PROFESSIONALS

JOB SUMMARY

Under administrative direction, plans, supervises and coordinates the operations of staff that perform construction project management and contract administration work, and develops, manages and coordinates assigned construction projects.

SUPERVISION RECEIVED

Reports to: Construction Manager or as assigned by the Director of Public Works
Supervises: Professional staff

DISTINGUISHING CHARACTERISTICS

Differs from Construction Manager in that Capital Projects Supervisor is responsible for exercising supervisory authority over the Capital Projects Administrators and performs professional level construction project management and contract administration work while the Construction Manager oversees all activities associated with assigned construction projects, including contract administration, project management, surveying, and inspections.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, prioritizes, assigns, coordinates, supervises, and evaluates the activities of Capital Project Administrators
- Assists in establishing the master schedule for construction projects
- Participates in the selection of staff, provides or coordinates staff training, works with employees to correct deficiencies, administers discipline when necessary
- Ensures work quality and adherence to established policies and procedures
- Administers and facilitates assigned construction projects

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CAPITAL PROJECTS SUPERVISOR

- Writes Request-For-Proposals (RFPs) and Request for Council Action (RCAs)
- Evaluates professional service consultant proposals, issues and monitors task orders for various project assignments
- Oversees day-to-day construction administration activities for both City and outside agency projects
- Researches, analyzes data and monitors City's adherence to government required codes and regulations
- Approves progress payments and other disbursements
- Visits construction sites to ensure compliance with provisions of contracts
- Interfaces with Public Works Inspectors to ensure contractor work is compliant with plans and specifications
- Evaluates and monitors schedules, budgets, and estimates
- Authorizes and processes extra-work, time-and-material directives issued to contractors
- Documents, prepares, reviews, and presents justifications for change order requests to Construction Manager for approval
- Negotiates and resolves construction disputes; makes on-site inspections
- Coordinates contract administration activities and maintains communication with stakeholders, including other departments, contractors, and various agencies
- Interfaces and coordinates with utility companies on capital improvement projects with established underground utility districts
- Represents department at various public outreach and town hall meetings with residents and businesses
- Prepares reimbursement reports for various funding agencies; monitor projects for adherence to Federal and State labor laws
- Reports to work as scheduled and works various hours, including nights and weekends as deemed necessary by manager/supervisor to conform with changing priorities and meet deadlines
- Travels to construction sites and other locations during the course of work
- Maintains regular and consistent attendance record
- Performs related duties and responsibilities as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CAPITAL PROJECTS SUPERVISOR

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of construction management and contract administration
- Applicable local, state, and federal laws, codes, ordinances, rules, and regulations governing public works construction projects
- Correlating American Public Works Association (APWA) Greenbook and Caltrans standard specifications
- Scheduling practices
- Principles and practices of supervision, including employee development and evaluation
- Modern principles of civil engineering principles and design applicable to construction projects
- Street, highway, traffic control, water and sewer construction and maintenance practices
- Conflict resolution techniques

Ability to:

- Plan, coordinate, and supervise Capital Improvement Program activities and personnel
- Oversee and manage public works construction projects
- Effectively monitor outside contracts and contractors
- Interpret and apply construction management policies, procedures, laws, rules and regulations and administrative and departmental policies and procedures
- Ensure that all phases of a project are completed in a timely manner and comply with specifications, timetables, and financial guidelines
- Work independently while exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs
- Research, collect, compile, and analyze information and data
- Maintain and update records, logs, and reports
- Understand and follow verbal and written instructions
- Communicate clearly and concisely, both orally and in writing
- Operate a variety of office equipment including computers and associated business software applications.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Travel to offsite locations within a reasonable time frame

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CLASS SPECIFICATION



TITLE: CAPITAL PROJECTS SUPERVISOR

Education: Bachelor's degree from an accredited college or university in construction management or other related field.

Experience: Five (5) years' professional experience in construction project management, contract administration, or similar field, at least two (2) years of which involved public works capital projects.

Licenses/Certifications:

A valid California Class C driver license with an acceptable driving record required at time of hire and throughout employment.

Certification as a Professional Construction Manager preferred.

Registration in the State of California as a Professional Engineer desirable.

SPECIAL CONDITIONS

Employees who may drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice Program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to work in and around bodies of water, including the ocean, lakes, and storm-water discharge systems. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires near vision in reading correspondence, plans, specifications, and other information. Acute hearing is required when providing telephone

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CLASS SPECIFICATION



TITLE: CAPITAL PROJECTS SUPERVISOR

service and communicating in person. May require walking on uneven ground and working around machinery, fumes, dirt, and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: REAL TIME CRIME CENTER SUPERVISOR

PERSONNEL COMMISSION APPROVAL: CITY COUNCIL APPROVAL:	APRIL 17, 2024
JOB CODE: EMPLOYMENT STATUS: UNIT REPRESENTATION: FLSA STATUS: EEOC CODE:	0914 REGULAR FULL-TIME HBMT NON-EXEMPT TECHNICIANS

JOB SUMMARY

Under general direction, provides responsible and complex oversight of staff and support to assigned personnel in the Police Department Real Time Crime Center (RTCC) by utilizing available technology and information systems. Participates in proactive monitoring of available resources to aid in the prevention of crime. Adheres to, interprets, and applies Huntington Beach Police Department orders, directives, and best practices as well as pertinent federal, state, and local laws, codes, and regulations.

SUPERVISION RECEIVED AND EXERCISED

Report to: Police Captain or as assigned by the Police Chief
Supervises: Technical staff

DISTINGUISHING CHARACTERISTICS

The Real Time Crime Center Supervisor differs from the Real Time Crime Center Specialist in that the Supervisor performs the full range of supervision of staff in addition to performing duties of the Specialist.

EXAMPLES OF ESSENTIAL DUTIES:

- Leads a team of RTCC Specialists including coordinating training, scheduling, task delegation, performance evaluations, and other administrative functions
- Coordinates efforts of supervised shifts with directives from the RTCC Commander
- Monitors team workload and acts as a point of contact for requests within the Police Department
- Assists with the development of agency tactics, strategies and planning response to real

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CLASS SPECIFICATION



TITLE: REAL TIME CRIME CENTER SUPERVISOR

time data and crime trends

- Monitors RTCC information systems and dispatch frequencies in real time and provides assistance to officers as issues arise; identifies suspicious criminal activity and assists in effective response
- Assists agency with investigations by utilizing publicly available and specialized software provided for data mining and link analysis
- Operates and monitors internal and external surveillance cameras, alarms, and surveillance programs; reports any operational issues promptly
- Operates an Unmanned Aerial Vehicle (UAV)
- Effectively maneuvers multiple surveillance cameras to obtain a better understanding of situations, documents events, and assists with investigations regarding suspicious activity, property damage, or acts of violence
- Operates a variety of equipment for broadcasting of video and audio; maintains computers used to control multi-media devices and playback systems
- Maintains contact with units on assignment; monitors multiple radio frequencies; relays emergency and non-emergency information to public safety personnel
- Manages the collection of criminal intelligence data for entry into various information storage and retrieval systems; maintains inventory of media resources
- Creates written, verbal and video communications related to emergencies, intelligence information, and other public safety information; creates, edits, and disseminates department videos and written guidance, trend reports, media analysis, policy analysis, department newsletters, and various other communications to staff and the public
- Prepares intelligence reports, briefings, and summaries of investigations and operations; completes incident and after-action reports
- Participates in emergency planning, preparation, and response for live content feeds
- Researches new technological advances and recommends changes and new strategies to improve and increase effectiveness
- Tracks and analyzes intelligence at the local, state, and federal level to determine potential impact on the agency
- Provides customer service to police department staff by answering questions, addressing problems, providing technical guidance for their presentations and training staff in use and benefits of media systems
- Reports to work as scheduled and works various hours, including nights and weekends as required
- Maintains a regular and consistent attendance record

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CLASS SPECIFICATION



TITLE: REAL TIME CRIME CENTER SUPERVISOR

- Performs other related duties, as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Operational procedures, services, and activities of a Real Time Crime Center and/or Communications/Dispatch Center
- Modern public safety communications equipment including computer aided dispatch systems and multi-channel radio systems
- Law enforcement and emergency services procedures for responding to reported incidents
- Methods and techniques for receiving, prioritizing, and dispatching emergency and non-emergency calls for service
- Pertinent federal, state, and local laws, codes, and regulations
- Personnel management and supervisory practices
- Principles of intelligence gathering and analysis
- Incident Command System (ICS) and National Incident Management System (NIMS)
- Video production and post-production processing; file conversions for various platforms
- Web and social media dynamics, new media analytics, design, and marketing
- Third-party media delivery tools and their functions
- Methods and techniques of telephone etiquette and conflict resolution
- English usage, spelling, grammar, and punctuation
- Effective customer service and public relations techniques

Ability to:

- Work evenings, weekends, and holidays as required and be available for emergency situations for live content feeds
- Supervise, train, and evaluate assigned personnel
- Analyze information and intelligence, identify solutions, project consequences of

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CLASS SPECIFICATION



TITLE: REAL TIME CRIME CENTER SUPERVISOR

proposed actions, make recommendations and participate in the implementation process in support of goals

- Provide information to police units quickly and effectively, and speak clearly and concisely in an understandable voice via radio, telephone, and in person
- Hear and distinguish radio voice traffic within normal levels and over background noise
- Understand operations, obey safety rules, maintain confidentiality, and analyze problems, systems, and equipment
- Edit photographic images, videos, and multimedia products for optimal downloading and displaying in web browsers and broadcast media
- Accurately record and edit sound and effectively integrate sound into multimedia products
- Compile, arrange, and present information in a clear and concise manner
- Read and interpret maps and other navigational resources and give directions
- Work under pressure, think quickly, calmly, and clearly in emergency situations and perform multiple tasks simultaneously
- Maintain composure, alertness and concentration while working for extended periods of time
- Communicate effectively, both verbally and in writing, work cooperatively with other departments, city employees, city officials, outside agencies, contractors, and community members
- Effectively represent the city to outside individuals and agencies to accomplish the goals and objectives of the unit

Education: Bachelor's degree from an accredited college or university with a preference for Criminal Justice or similar studies.

Experience: Five (5) years of law enforcement-related experience in crime analysis, investigations, intelligence, police dispatch, or other related area including some lead or supervisory experience.

License/Certificates: A valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.

Within six (6) months of appointment, must successfully complete CLETS requirements (training provided by the Department).

Within one (1) year of appointment, must successfully obtain FAA license to operate UAVs.

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CLASS SPECIFICATION



TITLE: REAL TIME CRIME CENTER SUPERVISOR

Certification in Crime & Intelligence Analysis preferred; POST Public Safety Dispatcher Certificate preferred

SPECIAL CONDITIONS

Employees who may drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

Shift Assignment: Must be available to work all assigned shifts, including evenings, weekends, and holidays.

Background Investigation: Must successfully pass a comprehensive background investigation including a polygraph.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Work is performed in an emergency Real Time Crime Center environment and may require occasional travel to off-site facilities. Job duties involve sitting or standing for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate office equipment, including a personal computer and keyboard. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer. Employee must be able to safely lift and carry files, reports, and equipment weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers. The position involves extensive public contact requiring hearing and verbal communication over the radio, telephone, and various media sources. Incumbent must maintain professional composure and use good judgment in pressure situations.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.