

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ASSISTANT CITY CLERK**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**  
**COUNCIL APPROVAL: APRIL 2, 2012 ADOPTED REVISIONS**

<b>JOB CODE:</b>	<b>0132</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>OFFICIALS &amp; ADMINISTRATORS</b>

**JOB SUMMARY**

Under the direction of the City Clerk, plans, organizes, and supervises the daily office operations of the City Clerk's Department.

**DISTINGUISHING CHARACTERISTICS**

The Assistant City Clerk classification is distinguished from the Senior Deputy City Clerk classification in that the Assistant City Clerk provides administrative oversight for the overall functioning of the department; while the Senior Deputy City Clerk performs specific assignments related to department operations.

The Assistant City Clerk classification is distinguished from the City Clerk in that the Assistant City Clerk manages the day-to-day operations of the department and assists the City Clerk in all phases of the work. The City Clerk is an elected official responsible for the overall functioning of the department, and serves as the legal custodian of records for the City.

**EXAMPLES OF ESSENTIAL DUTIES**

- Oversees the daily operations of maintaining official City documents and records, including, but not limited to; agendas, minutes, ordinances, resolutions, contracts, agreements, deeds and other legal documents and official records of the City Council, Redevelopment Agency and subsidiary authorities
- Manages the timely and proper distribution of the City Council agendas and all related documents; administers the public hearing and public notice processes;
- Supervises subordinate staff; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems; provides or coordinates staff training; works with employees to correct deficiencies
- Administers the records management system including maintenance, protection, retention and disposition of records to ensure compliance with federal, state, and local laws, rules and regulations

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#### **TITLE: ASSISTANT CITY CLERK**

- Works with video production consultant to ensure proper recording of City Council meetings; maintains archive of video recordings for access to public and other interested parties
- Serves as project manager and department representative for all computerized systems and software applications designed to electronically process and publish City Council agendas and staff reports, and manage and store scanned images
- Assists in the administration of City elections
- Administers the filing of Campaign Disclosure Statements and Statements of Economic Interests forms as required by the Fair Political Practices Commission
- Identifies opportunities for improving service delivery methods and procedures; implements improvements; develops and implements office systems and procedures; prepares procedures manuals
- Provides administrative support to the City Clerk; participates in the development, implementation and monitoring of goals, objectives and policies for the City Clerk's Office and city-wide related functions; implements resulting policies and procedures; serves as acting City Clerk in the City Clerk's absence; signs official documents as needed
- Supervises the passport processing function
- Interacts with various levels of City employees, government and elected officials, and the public to resolve problems and address complaints
- Reviews and approves invoices for payment
- Conducts research, reports findings and makes recommendations
- May perform Notary Public duties
- Performs 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:*

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**TITLE: ASSISTANT CITY CLERK**

#### **Knowledge of:**

- Federal, State and local laws, codes and regulations pertaining to notices, minutes, records, reports, agendas, materials, and correspondence for a municipality or other governmental organization, as well as open meetings for legislative bodies, elections and financial disclosure requirements
- Principles of supervision
- Federal, State and local laws, codes and regulations regarding access and dissemination of public records
- Computerized records storage and retrieval; imaging technology
- Laws, rules, and procedures of management, retention, and destruction of public records
- General office practices and procedures
- Municipal government structure and processes

#### **Ability to:**

- Plan, organize and monitor the work of a municipal clerk's office
- Understand, interpret, and apply laws, rules, regulations, policies, codes and ordinances
- Enforce municipal and election laws and procedures
- Operate computer equipment, including word processing, database and other types of software
- Assist the public, City officials, City staff and others in researching or obtaining City information
- Manage the maintenance of an effective record keeping, filing and imaging system for official records
- Communicate effectively both orally and in writing
- Interact professionally with various levels of employees, elected City officials and appointees, outside representatives, and the general public
- Use independent judgment and initiative to analyze situations, identify problems and recommend solutions
- Take appropriate notes to record minutes and other council actions
- Learn complex and technical information; handle multiple deadlines and multiple projects

**Education:** An Associate's degree from an accredited college or equivalent number of collegiate units in a related field. A Bachelor's degree from an accredited college or university in a related field may be substituted for experience on a year-for-year basis up to two (2) years.

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**TITLE: ASSISTANT CITY CLERK**

**Experience:** Five (5) years of increasingly responsible clerical, administrative support, or paraprofessional experience including records management, working within a City Clerk's office or with an elected/appointed Board of Directors. Two (2) years of supervisory or lead experience over clerical or administrative support personnel.

**Licenses/Certifications:** Must be able to obtain a Notary Public certification within six months of appointment. Certification as a Municipal Clerk (CMC) preferred.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS --** Work is performed in a general office environment and may involve extended periods of time at a computer keyboard or workstation. Requires sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment finger dexterity to type on a computer keyboard; and hearing and speaking to answer the telephone or answer questions of co-workers, subordinates, or the general public. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Tasks involve the ability to exert light physical effort in sedentary to light work but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 - 10 pounds). Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Must be able to work beyond a regular scheduled workday when required

Est. May 1999  
Rev. June 2002/bc  
Rev. August 2005/vb  
Rev. Sept 2010/jd  
Rev. March 2025/ma



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**CLASS SPECIFICATION**



**TITLE: ASSISTANT TO THE CITY MANAGER**

<b>PERSONNEL COMMISSION APPROVAL:</b> <b>COUNCIL APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b> <b>JANUARY 22, 2013</b>
<b>JOB CODE:</b> <b>EMPLOYMENT STATUS:</b> <b>UNIT REPRESENTATION:</b> <b>FLSA STATUS:</b> <b>EEOC CODE:</b>	<b>0057</b> <b>REGULAR FULL-TIME</b> <b>MEO</b> <b>EXEMPT</b> <b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general direction, provides professional-level managerial support to the City Manager and Assistant City Manager on a variety of difficult, complex and sensitive administrative matters; provides high-level research and analysis; reviews, reports, and monitors legislative and other intergovernmental activities.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: City Manager and/or Assistant City Manager

Supervises: Interns, volunteers and staff

**DISTINGUISHING CHARACTERISTICS**

The Assistant to the City Manager is an advanced journey level job class with responsibility for coordinating and overseeing a variety of complex and confidential matters including, but not limited to, legislative policy analysis and intra/inter-governmental relations. This classification is distinguished from the Assistant City Manager in that the Assistant City Manager exercises general direction over managerial, administrative, professional and clerical staff and serves as the City Manager in his or her absence.

**EXAMPLES OF ESSENTIAL DUTIES**

- Supports the City Manager, Assistant City Manager, and department directors on matters pertaining to assigned functions, programs and projects, prepares the City Manager's Office budget and oversees the expenditure of funds
- Conducts major analytical and research assignments, and develops recommendations on administrative and operational issues and problems with citywide impact

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**TITLE: ASSISTANT TO THE CITY MANAGER**

- Develops and assists in the development of strategies to accomplish City goals and objectives
- Provides guidance to City departments according to the directives of the City Manager; coordinates activities with those of other departments and outside agencies
- Directs and participates in the preparation of various documents, including but not limited to correspondence, reports, resolutions, ordinances, contracts, and presentation materials
- Researches, prepares and presents oral and written reports, responds to citizen inquiries
- Monitors, analyzes and evaluates legislation and other intergovernmental activities affecting the City; prepares and/or coordinates appropriate responses to legislation impacting City operations and/or the community at large
- Maintains effective and extensive professional relationships with representatives of other local, state and federal agencies
- Attends a variety of meetings and civic functions; serves as the City Manager's representative/staff liaison at meetings of City management and staff, commissions, committees and other organizations as needed
- Represents the city in multi-jurisdictional meetings and with community groups, advisory boards and other governmental agencies
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties 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**

*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 municipal government administration, including goal setting, program development, implementation and evaluation
- Municipal governance structure, practices and policies

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**TITLE: ASSISTANT TO THE CITY MANAGER**

- Pertinent Federal, State, and local laws, codes, and regulations
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs
- Public agency budgetary, contract administration, and City-wide administrative practices
- State and federal constitutional and statutory provisions relating to municipalities
- Methods and techniques of research, analysis, and statistical and analytical report preparation
- Methods and techniques of contract negotiation and administration
- Customer service and public relations
- English usage, spelling and grammar; principles of public speaking

**Ability to:**

- Develop alternative resolutions to problems and recommend a balanced use of strategic and administrative approaches in resolving issues.
- Analyze, appraise, and organize facts, data, and information and present findings and recommendations in oral and written reports
- Manage a variety of complex and challenging projects simultaneously to completion
- Exercise judgment, initiative, decisiveness, and creativity necessary in situations involving the direction, control and planning of multiple programs, and in critical or unexpected situations involving considerable risk or loss to the City
- Review, discuss, and advise regarding legislative and policy issues
- Interact with public officials; work cooperatively with employees, customers, clients, and the public
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling
- Communicate orally in group, face-to-face, and one-on-one settings
- Maintain accurate records; operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work

**Education:** A bachelor's degree in Public or Business Administration, Political Science or a closely related field from an accredited college or university is required. Master's degree in Business, Public Administration, Political Science, or a closely related field from an accredited college or university, is preferred.

**Experience:** Five (5) years' increasingly responsible experience conducting complex administrative analysis, managing legislative affairs, or other professional-level municipal management support activities including lead or supervisory experience. Master's degree

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may substitute for one (1) year of experience.

**Licenses/Certifications:**

Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

The incumbent 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 in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The incumbent sits for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of the general public, co-workers and subordinates. Must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds with the use of proper equipment.

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

Est. Dec. 2012

Rev. Nov. 2019/pa

Rev. Mar. 2025 ma

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ASSOCIATE CIVIL ENGINEER**

<b>PERSONNEL COMMISSION APPROVAL: COUNCIL APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED) OCTOBER 19, 2015</b>
<b>JOB CODE: EMPLOYMENT STATUS: UNIT REPRESENTATION: FLSA STATUS: EEOC CODE:</b>	<b>0123 REGULAR FULL-TIME MEO EXEMPT PROFESSIONAL</b>

**JOB SUMMARY**

Under moderate supervision, performs professional and technical engineering work in assigned area of responsibility such as plan and development review, contract administration and design, and provides technical staff assistance to higher level engineering staff.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Principal Civil Engineer

**DISTINGUISHING CHARACTERISTICS**

The Associate Civil Engineer position is distinguished from the Senior Civil Engineer position in that the latter has a higher and broader level of complex engineering expertise, responsibility and requires additional experience.

**EXAMPLES OF ESSENTIAL DUTIES**

- Assigns, reviews and participates in the design, preparation and checking of construction plans, site investigations, cost estimates, specifications and reports for the construction of public infrastructure improvements and repair of public facilities
- Determines structural sections, line and grades for construction projects
- Investigates and evaluates proposed systems and construction sites
- Construction contract administration
- Recommends and requests tests to determine soil bearing and geological conditions at proposed construction sites
- Confers with other department employees and representatives of government agencies, public utilities and contractors to obtain information pertaining to the preparation of plans, specifications and cost estimates and to the coordination of contract requirements
- Reviews manufacturers' specifications and confers with representatives of material suppliers and contractors and other department personnel concerning design criteria;

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**TITLE: ASSOCIATE CIVIL ENGINEER**

- Prepares specifications for construction contracts
- Analyzes bids and recommends contract awards
- Interprets specifications, drawings and details of construction and installation for field personnel
- Reviews proposals and recommendations for design changes or modifications and coordinates the required changes
- Prepares reports pertaining to the progress of design, construction and other activities
- Functions as a departmental representative at various city meetings
- Determines line and grades for storm water management construction projects
- Investigates and evaluates proposed BMPs systems and construction sites
- Reviews development plans for compliance with city's storm water quality goals and NPDES permit and prepares annual NPDES status reports
- Reviews environmental documents and storm water pollution prevention plans (SWPPP)
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- 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:**

- Modern principles and practices of civil engineering as related to the preparation of plans and specifications for a wide variety of public works projects
- Land and engineering survey systems, methods and techniques
- Construction materials and approved standards of safety as related to structural designs and specifications; construction contract administration
- Supervisory methods and practices

#### **Ability to:**

- Adapt approved engineering methods and standards to the design and construction of a variety of public works projects

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#### **TITLE: ASSOCIATE CIVIL ENGINEER**

- Plan advanced projects and prepare related designs, estimates and specifications; prepare construction plans using AutoCAD
- Perform difficult engineering computations and make comprehensive recommendations for the solution of engineering problems
- Supervise others
- Communicate effectively both orally and in writing
- Organize a large variety of projects and activities
- Establish and maintain cooperative and effective relationships with those contacted in the course of work

**Education:** A bachelor's degree in Civil Engineering from an accredited college or university.

**Experience:** Five (5) years' experience in the design or construction of public work projects, including a minimum of two (2) years as a professional engineer.

**Licenses/Certifications:** Possession of a valid California Class C driver's license with an acceptable driving record are required at the time of appointment and throughout employment.

Registration as a Professional Engineer (PE) from the State of California; or registration as a PE in another state and obtain California registration within twelve months of employment.

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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



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**TITLE: ASSOCIATE CIVIL ENGINEER**

conditions. Must be able to work in and around bodies of water, including the ocean, lakes, and stormwater discharge systems. Must utilize approved safety equipment and protective gear, including but not limited to, 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 service and communicating in person. This position is also expected to perform inspections of work in the field that may require walking on uneven ground, 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.

Est. 10/19/15 JD  
Rev Dec 2019 PA  
Rev Mar 2025 MA

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**CLASS SPECIFICATION**



**TITLE: ASSOCIATE PLANNER**

**PERSONNEL COMMISSION APPROVAL:  
COUNCIL APPROVAL:**

**APRIL 16, 2025 (REVISED)  
NOVEMBER, 1996**

**JOB CODE:  
EMPLOYMENT STATUS:  
UNIT REPRESENTATION:  
FLSA STATUS:  
EEOC CODE:**

**0071  
REGULAR FULL-TIME  
MEO  
EXEMPT  
PROFESSIONALS**

**JOB SUMMARY**

Under general supervision, performs a variety of journey-level professional urban planning assignments.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Planning Manager

**DISTINGUISHING CHARACTERISTICS**

The Planner series consists of five levels. The distinction amongst levels is determined according to the complexity of the work assigned, the range of supervision received and exercised, and the expertise required to perform the work at the designated level.

Associate Planner – This is the fully trained journey-level classification in the Planning Series. Incumbents are expected to perform the full range of planning work in accordance with established priorities and procedures and possess knowledge of the generally accepted principles, theories, and best practices required to perform the work.

The Senior Planner performs advanced journey-level professional planning and in addition to the full range of planning work, the Senior Planner supervises professional and technical staff.

**EXAMPLES OF ESSENTIAL DUTIES**

- Participates in a variety of planning projects
- Researches and investigates designated aspects of the general plan, special projects or code amendments and makes recommendations based on findings
- Researches, collects and analyzes data

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#### **TITLE: ASSOCIATE PLANNER**

- Writes special project reports or assigned portions of the general plan
- Prepares environmental impact studies related to public projects including the research and analysis of pertinent information
- Assists the public over the phone or at the counter
- Responds to incoming correspondence and assists individuals in completing various applications
- Performs routine plan checks at the counter as they relate to zoning and subdivision requirements
- Performs plan checks, including occasional field checks, in order to ensure that plans meet zoning and ordinance requirements before submission to the City Council, Planning Commission, Zoning Administrator, and/or other boards or appropriate committees
- Coordinates site, parking, and landscape plans as may be required and follows up on conditions of approval; checks preliminary subdivision maps
- Processes planning entitlement applications to the Zoning Administrator, Planning Commission, or City Council such as but not limited to Conditional Use Permits, variances and zoning text amendments
- Researches and prepares planning related reports, documents and agenda for City officials and other agencies and organizations
- Responds to planning related inquiries from the general public and other agencies and organizations
- Reviews major and minor planned development amendments, rezoning requests, land use plan amendments, entitlements and other proposals
- Conveys all aspects of processing entitlements for development, including environmental status
- Participates in community meetings; prepares and delivers presentations at public meetings
- Provides technical assistance to project participants
- Coordinates review of projects with other departments and agencies
- Interprets and applies the provisions of the Huntington Beach Zoning and Subdivision Ordinance, state planning and zoning laws, California Environmental Quality Act, Subdivision Map Act, local coastal program, Huntington Beach General Plan, Design Guidelines and various specific plans, ordinances and policies
- Conducts special studies to draft ordinances and updates to the General Plan
- Assists in the development of policies and procedures
- Performs technical work related to environmental impact reports
- Drafts written staff reports and recommendations with findings and conditions of approval
- Performs field work and research for planning and zoning issues
- Performs plan checks

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#### **TITLE: ASSOCIATE PLANNER**

- Participates and coordinates processing activities with other staff members, departments or agencies
- Serves as staff liaison to various committees/boards
- Reviews written work of other staff planners
- Provides guidance to junior level staff
- Prepares maps and graphics presentations for the department
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains regular and consistent attendance record
- Performs other related duties 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**

*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 urban and regional planning and zoning
- Applicable federal, state, and local laws, codes, and requirements including but not limited to California Planning and Zoning laws, California Environmental Quality Act, Subdivision Map Act, and California General Plan Guidelines
- Advanced concepts of site planning, drafting, urban design, architecture, landscaping, traffic and transportation engineering as they related to the processes of urban planning; plan specifications, blueprint, and map reading
- Principles of advanced mathematics and their application to planning work
- Modern office methods, practices, procedures, and equipment, including related computer hardware and software and graphics
- Research methods as applied to the collection and analysis of data pertinent to urban planning and environmental studies
- Principles and practices of effective customer service
- English usage, grammar, and punctuation
- Methods and techniques of effective technical report preparation and presentation

##### **Ability to:**

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#### **TITLE: ASSOCIATE PLANNER**

- Interpret planning and zoning programs to the general public; identify and respond to issues and concerns
- Read plans and specifications and make site visits as needed
- Conduct routine research projects, evaluate alternatives and make sound recommendations
- Read, interpret, apply, and explain technical written material and complex federal, state, and local policies, procedures, laws, regulations, ordinances and City planning policies and procedures
- Perform mathematical and planning computations with precision
- Operate modern office equipment, including computers and applicable software programs
- Establish and maintain a variety of filing, record keeping, and tracking systems
- Make sound decisions within established policy and procedural guidelines
- Organize work assignments, set priorities, and meet critical time deadlines
- Read and understand technical drawings and specifications
- Use tact, initiative, prudence and independent judgment within general policies, procedural and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate effectively, both verbally and in writing

**Education:** A bachelor's degree in Planning, Urban Planning, Landscape Architecture or other closely related field from an accredited college or university. A master's degree in Planning, Urban Planning, Landscape Architecture or other closely related field preferred.

**Experience:** Four (4) years of progressively responsible urban planning or directly related experience performing professional planning work; preferably including one (1) year in a lead role.

**Licenses/Certifications:** Possession of a valid California Class C driver's license with an acceptable driving record are required at the time of appointment and throughout employment.

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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.

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**TITLE: ASSOCIATE PLANNER**

**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 lifting objects weighing 15 pounds or less. Work involves detailed concentration and analytic data review for extended periods of time. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires vision in reading correspondence, plans, specifications and other information. Hearing and speaking required when providing telephone service and communicating in person. This position is also expected to perform inspections of work in the field that may require walking on uneven ground, 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.

Est. November, 1996  
Rev. April, 2021 pa  
Rev. March, 2025 ma

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: BUILDING INSPECTION MANAGER**

**PERSONNEL COMMISSION APPROVAL:**  
**COUNCIL APPROVAL:**

**APRIL 16, 2025 (Revised)**  
**NOVEMBER 15, 2022**

**JOB CODE:**

**0798**

**EMPLOYMENT STATUS:**

**REGULAR FULL-TIME**

**UNIT REPRESENTATION:**

**MEO**

**FLSA STATUS:**

**EXEMPT**

**EEOC CODE:**

**PROFESSIONALS**

**JOB SUMMARY**

Under general direction, manages, organizes and directs the activities of the Building Inspection section of the Permit Center and Building Division within the Community Development Department. The incumbent serves as the Building Official in their absence.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Building Official

Supervises: Professional and Technician staff

**DISTINGUISHING CHARACTERISTICS**

The incumbent is responsible for managing, planning, and coordinating operations and staff. It is distinguished from the supervisory classification in that this position determines direction, policy, procedure, and protocol while coordinating broad work priorities and managing staff. It differs from the Building Inspection Supervisor in that the Supervisor has a narrower scope of work.

**EXAMPLES OF ESSENTIAL DUTIES**

- Manages, directs and organizes building inspection activities, including structural, plumbing, mechanical, and electrical installations to ensure compliance with applicable codes and uniform application of the building inspection process
- Coordinates inspection activities with other city departments, plan check staff, contractors and developers



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**TITLE: BUILDING INSPECTION MANAGER**

- Assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures; ensures work quality and adherence to established policies and procedures
- Recommends goals and objectives; assists in the development of the division and department work plan
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures when necessary
- Responds to the most difficult customer inquiries and complaints; evaluates and takes corrective actions to resolve issues; responds to and resolves disputes regarding interpretation of structural, electrical, mechanical, and plumbing codes
- Manages the preparation of notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violations; writes stop work orders for work being done without permits or in an unsafe manner
- Recommends and drafts model code and ordinance changes
- Participates in professional, departmental, and public meetings as required; participates in developing and delivering presentations to City Council
- Provides technical and administrative assistance to the department head, deputy department head, and Building Official
- Administers, interprets and enforces the provisions of the adopted building, mechanical, plumbing and electrical codes, municipal regulations and other codes as they relate to building matters
- Prepares section budget and monitors expenditure of funds
- Reviews and approves plans and layouts, prior to issuance of permits
- Develops and presents reports, memoranda, letters and other forms of correspondence
- Develops programs for outside groups, educating citizens in the purpose and process of building permitting and inspection
- Stays abreast of inspection disciplines, policies, safety techniques and methods, codes, standards and regulations, applicable laws, and City goals, practices and policies
- Ensures timely performance of inspections to facilitate compliance with work standards and project completion timelines
- Delivers and promotes quality customer service
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as assigned.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: BUILDING INSPECTION MANAGER**

*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:**

- Federal, state, and local laws, rules and regulations pertaining to building inspections
- Building construction methods and materials including structural, electrical, plumbing and mechanical
- Principles and practices of organization, administration and personnel management
- Principles of building inspection, model codes, and zoning regulations
- Proper inspection methods and documentation practices
- Procedures involved in the enforcement of codes and ordinances
- Principles of supervision, training and performance evaluation
- Modern office procedures and methods; computer equipment
- Quality service practices
- Safety standards and methods of building construction

**Ability to:**

- Administer and conduct a variety of building inspection and related code enforcement activities
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement discussion and persuasion
- Manage and monitor the work of building inspection personnel
- Prepare and administer a budget; prepare and maintain records and reports of building inspection activities
- Prepare and review correspondence, studies, reports, and requests for council action
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Communicate, effectively both verbally and in writing with the general public, elected and appointed officials at all levels of government
- Ensure safety and professional work standards are met

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: BUILDING INSPECTION MANAGER**

- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Deliver quality customer service
- Propose and administer change

**Education:** Equivalent to an Associate's degree with coursework in civil or structural engineering, architecture, or construction technology. A Bachelor's degree is desirable.

**Experience:** Five (5) years of increasingly responsible experience in the inspection of public, commercial, industrial and residential buildings and facilities, including two (2) years in a supervisory capacity.

**Licenses/Certifications:** Possession of a valid California Class C driver's license with an acceptable driving record are required at the time of appointment and throughout employment.

Must possess and maintain a current

- Certification as a Combination Inspector from the International Code Council (ICC) or California Building Officials (CALBO)(Certifications by other approved model code organizations in the categories indicated may be accepted if they are determined by the Director to be equivalent).
- Certified Access Specialist (CASP) certification desirable

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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 regularly and frequently sit, stand, walk, climb, stoop,

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: BUILDING INSPECTION MANAGER**

crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. May require ascending and descending ladders/scaffolding and stairs. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is expected to perform inspections of work in the field that may require walking on even/uneven ground, walking 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.

Est. Sept/2006  
Rev Mar/2023  
Rev Mar/ 2025

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: BUILDING INSPECTION SUPERVISOR**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (Revised)**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

<b>JOB CODE:</b>	<b>0799</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

### **JOB SUMMARY**

Under general direction, plans and supervises the work and activities of the Building Inspection section of the Permit Center and Building Division within the Community Development Department.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: Building Inspection Manager, Building Official  
Supervises: Professional and Technician staff

### **DISTINGUISHING CHARACTERISTICS**

Differs from Principal Inspector in that the Inspection Supervisor is responsible for exercising full supervisory authority over inspection staff while the Principal Inspector performs highly specialized technical inspection work and acts in a lead capacity.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Plans, assigns, reviews and supervises the work of staff responsible for conducting building inspections, including structural, plumbing, mechanical, and electrical installations, to ensure compliance with applicable codes and uniform application of the building inspection process
- Establishes schedules and methods for providing inspection services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly
- Participates in staff selection; trains and mentors staff
- Evaluates work of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies and administers discipline when necessary
- Ensures work quality and adherence to established policies and procedures

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: BUILDING INSPECTION SUPERVISOR**

- Assists in developing policies and staff procedures and division goals and objectives
- Coordinates inspection functions with inspectors, contractors, developers, plan check staff, and personnel from various other City departments
- Assists with budgeting and monitoring assigned budgets
- Participates in department and project meetings
- Assists with writing plan changes or memorandum to support or decline changes
- Leads quality assurance and quality control activities
- Addresses the most difficult customer inquiries and complaints; evaluates and recommends corrective actions to resolve issues; responds to and resolves disputes regarding the interpretation of structural, electrical, mechanical, and plumbing codes
- May perform the most difficult building inspections
- Reviews and approves plans and layouts, prior to issuance of permits
- Assists and advises contractors and homeowners regarding pertinent regulations
- Oversees the preparation of notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violations; writes stop work orders for work being done without permits or in an unsafe manner
- Assembles and writes reports and maintains records of work performed
- Stays abreast of inspection disciplines, policies, safety techniques and methods, codes, standards and regulations, applicable laws, and City goals, practices and policies
- Ensures timely performance of inspections to facilitate compliance with work standards and project completion timelines
- Provides high quality and responsive customer service
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties 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:**

*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:**

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: BUILDING INSPECTION SUPERVISOR**

- Federal, state, and local laws, rules and regulations pertaining to building or public works inspections
- Building construction methods and materials including structural, electrical, plumbing and mechanical
- Public Works methods and materials including process facilities and utilities, infrastructure, and rehabilitation
- Zoning regulations
- California code and local laws relating to the building constructions
- Proper inspection methods and documentation practices
- Procedures involved in the enforcement of codes and ordinances
- Methods and techniques applied to the design and construction of residential, commercial and industrial buildings
- Safety standards and methods of building construction and public works projects
- Administrative principles and techniques, including budgeting, planning, safety, staff organization, employee growth and development
- Principles and practices of supervision

#### **Ability to:**

- Plan, organize, and monitor the work of building inspection personnel
- Conduct inspections, issue citations, notices and orders, and pursue compliance of violations
- Read and interpret building plans and specifications and enforce their application
- Prepare and maintain records and reports of building inspection activities
- Prepare and to present clear oral and written reports
- Exercise judgment and creativity in analyzing situations, identifying problems and recommending resolutions
- Supervise and train others
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Travel to offsite locations within a reasonable timeframe

**Education:** Equivalent to an associate's degree with coursework in construction technology, civil or structural engineering, or architecture.

**Experience:** Five (5) years' experience inspecting public, commercial, industrial and residential buildings and facilities; including two (2) years' at the supervisory, lead, or advanced journey level.

**Licenses/Certifications:** Possession of a valid California Class C driver's license with an acceptable driving record are required at the time of appointment and throughout employment.



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: BUILDING INSPECTION SUPERVISOR**

Must possess and maintain a current

- Certification as a Combination Inspector from the International Code Council (ICC) or California Building Officials (CALBO). (Certifications by other approved model code organizations in the categories indicated may be accepted if determined by the Director to be equivalent).
- Certified Access Specialist (CAsP) certification desirable

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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 regularly and frequently 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. May require ascending and descending ladders/scaffolding and stairs. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is expected to perform inspections of work in the field that may require walking on even/uneven ground, walking 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.

Est. 09/05/06  
Rev. 11/10/15 jd  
Rev 8/2019 jd  
Rev 3/2023 pa

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: BUILDING INSPECTION SUPERVISOR**

Rev 3/2025 ma

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: BUILDING OFFICIAL**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

**JOB CODE: 0797**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**EEOC CODE: OFFICIALS & ADMINISTRATORS**

**JOB SUMMARY**

Under administrative direction, oversees the operations, services and activities of the Permit Center and Building Division within the Community Development Department; serves as the City's Building Official.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Deputy Director of Community Development or as designated by the Director of Community Development

Supervises: Professional, Supervisory, and Technician staff

**DISTINGUISHING CHARACTERISTICS**

This is a division manager position in the Community Development Department having overall responsibility for the administration and interpretation of a variety of Federal, State and Municipal codes related to building inspection, plan check services, and permitting.

**EXAMPLES OF ESSENTIAL DUTIES**

- Provides overall management of the Building and Permit Center Division, oversees the work of staff engaged in building inspections, plan check services, and permit issuance activities
- Applies advanced and complex technical knowledge in the review of plans and specifications for conformance to the requirements of building and other requisite codes, ordinances, and/or regulations adopted by the city
- Develops and implements division goals and objectives; recommends new policies and procedures and implements changes to existing operational policies and procedures

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: BUILDING OFFICIAL**

- Develops and administers the division budget; monitors expenditures
- Prepares written and oral presentations for the City Council, city administration, business and civic organizations regarding division projects and activities
- Directs the plan review of complex buildings and structures to determine compliance with pertinent codes, requirements and standards
- Interacts with architects, engineers, designers, contractors and homeowners concerning pertinent building regulations, local building codes, State and Federal laws related to building, building safety standards and construction practices
- Assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures
- Selects, trains, motivates and evaluates work of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures
- Responds to difficult and complex inquiries, disputes and complaints related to permitting, building codes and regulations
- Recommends and drafts model code and ordinance changes
- Prepares reports and provides systematic identification and assessment of earthquake hazards in existing structures and new construction
- Plans, directs and operates the Building & Safety emergency/disaster response program for building safety assessment and public assistance
- Acts as liaison between the division and other City divisions and department, and outside agencies; administers and directs coordination with fire and health agencies as required; serve as staff on a variety of committees as assigned; participate in professional organizations related to assignment
- Provides technical and administrative assistance to the Community Development Director and Deputy Director
- Administers, interprets and enforces the provisions of the building codes, municipal regulations and other applicable codes as they relate to building inspection and plan check matters
- Collaborates with other department managers to achieve optimal departmental and City-wide performance and outcomes
- Conducts operational studies, develops and presents reports, memoranda, letters and other forms of correspondence
- Attends leadership, management, supervisory and other related training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Travels to offsite locations
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Reports to work as scheduled; maintains satisfactory attendance record
- Performs other related duties as required

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: BUILDING OFFICIAL**

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City reserves the right to 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:**

- Pertinent Federal, State and local laws, codes and regulations including California Building, Plumbing, Mechanical, Electrical and Fire Codes
- Municipal codes, zoning plans, ordinances regulations enforceable by the City
- Professional standards, principles, and practices of building plan checking, inspections, and permitting
- Building construction methods and materials, principles of structural design, engineering statistics, advanced mathematics and building inspection;
- Adopted building code, disability and energy regulations and other applicable legislation
- Principles and practices of public policy, organization, management, administration, budgeting, effective supervision, training and personnel management
- Principles and practices of supervision
- Modern office procedures and methods
- Quality customer service practices
- Safety issues and liability reduction

#### **Ability to:**

- Exercise management authority over staff engaged in building inspections, plan check services, permit issuance, and code enforcement activities
- Administer and conduct a variety of building plan check and related code activities
- Analyze and categorize information, evaluate problems and identify alternative solutions, project consequences of proposed actions and recommend implementation options
- Read, interpret and analyze construction plans, blueprints, manuals and specifications; utilize consulting and advisory data and information involving technical, legal, economic, operational and organizational analytics

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: BUILDING OFFICIAL**

- Develop and modify departmental budgets, policies, procedures and regulations
- Exercise sound judgment, decisiveness and creativity in the performance of complex technical and analytical review processes and oversight of division programs; communicate effectively both orally and in writing
- Write detailed reports, recommendations, correspondence and specifications; develop and effectively manage contractual agreements
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Manage and direct staff, ensure professional work standards are met, deliver quality customer service
- Act as custodian of records for Building Inspection, Permitting and Plan Check

**Education:** A bachelor's degree from an accredited college or university is required. A degree in civil or structural engineering, architecture, construction technology or other directly related field and a master's degree is desirable.

**Experience:** Five (5) years of increasingly responsible experience performing building plan checking, building inspection, or municipal building construction, including two (2) years' experience in a supervisory capacity.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Certification as a Building Official by the International Code Council (ICC) or an equivalent nationally recognized organization required.

Certification as a Building Plans Examiner by the International Code Council (ICC) or an equivalent nationally recognized organization preferred.

State of California registration as a Professional Engineer (PE) desirable.

### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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; due to the performance of field duties that may require operation of a City vehicle.

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: BUILDING OFFICIAL**

**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**

The incumbent 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. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather and temperature conditions. Exposure to noise, dust, grease, smoke, fumes and gases; work at heights and/or in confined spaces. Requires sufficient physical ability and mobility to stand or sit for prolonged periods, walk on uneven terrain, loose soil, and sloped surfaces. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices.

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

Est. 09/13

Rev. 01/19 jd

Rev. 08/21 pa

Rev. 03/23 pa

Rev. 03/25 ma



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CAPITAL PROJECTS ADMINISTRATOR**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

<b>JOB CODE:</b>	<b>0867</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under administrative direction, develops, manages and coordinates assigned construction projects.

**SUPERVISION RECEIVED**

Reports to: Construction Manager

**DISTINGUISHING CHARACTERISTICS**

Differs from Construction Manager in that Capital Projects Administrator performs professional level construction project management and contract administration work while Construction Manager oversees all activities associated with assigned construction projects, including contract administration, project management, surveying, and inspections.

**EXAMPLES OF ESSENTIAL DUTIES**

- Administers and facilitates assigned construction projects
- 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

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CAPITAL PROJECTS ADMINISTRATOR**

- 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
- Develops and implements performance measurement reports for monitoring projects
- Performs project risk assessments, mitigation and monitoring to evaluate consequences of changes either in design or construction and advises as appropriate
- Interfaces and coordinates with design for assessing existing utilities during design and their relocation prior to construction
- 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:**

*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:*

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CAPITAL PROJECTS ADMINISTRATOR**

**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
- 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:**

- Oversee and manage public works construction projects
- Interpret and apply construction management policies, procedures, laws, rules and regulations and administrative and departmental policies and procedures
- Insure 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

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

**Experience:** Three years' professional experience in construction project management or contract administration.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CAPITAL PROJECTS ADMINISTRATOR**

**Licenses/Certifications:** Possession of a valid California Class C driver's license with an acceptable driving record are required at the time of appointment and throughout employment.

Certification as a Professional Construction Manager preferred.

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

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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 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: CAPITAL PROJECTS ADMINISTRATOR**

Est. Feb/2002  
Rev. Apr/2019  
Rev Jan/2023  
Rev Mar/2025

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CAPITAL PROJECTS SUPERVISOR**

**PERSONNEL COMMISSION APPROVAL:**  
**COUNCIL APPROVAL:**

**APRIL 16, 2025 (REVISED)**  
**JUNE 4, 2024**

**JOB CODE:**  
**EMPLOYMENT STATUS:**  
**UNIT REPRESENTATION:**  
**FLSA STATUS:**  
**EEOC CODE:**

**0913**  
**REGULAR FULL-TIME**  
**MEO**  
**EXEMPT**  
**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 AND EXERCISED**

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
- Writes Request-For-Proposals (RFPs) and Request for Council Action (RCAs)

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CAPITAL PROJECTS SUPERVISOR**

- 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 founding 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:**

*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:*



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CAPITAL PROJECTS SUPERVISOR**

**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

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

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CAPITAL PROJECTS SUPERVISOR**

**Experience:** Five (5) years of 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:** Possession of a valid California Class C driver's license with an acceptable driving record are required at the time of appointment and throughout employment.

Certification as a Professional Construction Manager preferred.

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

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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 service and communicating in person. May require walking on uneven ground and working around machinery, fumes, dirt, and gas and in varying temperatures.

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: CAPITAL PROJECTS SUPERVISOR**

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

Est. June 2024

Rev. March 2025 ma

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CHIEF LITIGATION COUNSEL**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b>
<b>COUNCIL APPROVAL:</b>	<b>NOVEMBER 15, 2022</b>
<b>JOB CODE:</b>	<b>0777</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under the direction of the City Attorney, leads the City's trial and litigation efforts in all civil lawsuits, either for prosecution of or in the defense, on behalf of the City of Huntington Beach. Works with other attorneys who are litigating cases on behalf of the City.

**SUPERVISION RECEIVED**

Reports to: City Attorney and the Chief Assistant City Attorney

**DISTINGUISHING CHARACTERISTICS**

Differs from other attorney classes in the City Attorney's Office in that the Chief Litigation Counsel focuses on litigation activity and trying cases in court.

**EXAMPLES OF ESSENTIAL DUTIES**

- Handles litigation in State and Federal courts and administrative tribunals, including preparing pleadings, motions, and discovery documents, taking depositions, arguing motions, attending conferences and hearings, and trying cases before juries, court, and administrative hearing officers
- Advises the City Attorney and the City Council, as appropriate, concerning litigation to which the City is a party including litigation assigned to outside counsel by the City Attorney
- Provides direction, supervision, and oversight to all other attorneys in the City Attorney's

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: CHIEF LITIGATION COUNSEL**

- office who are working on, or are assigned to, litigating lawsuits
- Manages and oversees, daily litigation activities, including court calendars, document management, case management, and legal support staff training regarding litigation protocol and procedure
- Controls and manages City expenditures for outside counsel as assigned by the City Attorney
- Advises the City Attorney concerning changes in law or practice that may affect City liability
- Conducts, supervises, or arranges for investigations related to assigned casework
- Confers with City department representatives to provide advice and counsel on prosecution laws and ordinances affecting their work; researches legal issues and provides legal opinions and advice; prepares legal reports and opinions; consults and confers with other attorneys, court officials, and law enforcement agency in the preparation and trial of assigned casework
- Researches, analyzes, and interprets existing laws, court decisions, pending legislation and other legal authorities
- Assists in the coordination of special projects and teams related to area of assignment
- Assists in the development and implementation of department goals, objectives, policies, procedures and work standards related to area of assignment
- Represents the City in meetings where litigation matters are discussed with various boards and committees as assigned by the City Attorney
- Maintains effective and extensive professional relationships with legal representatives of other local, state and federal agencies
- Reports to work as scheduled, works a variety of schedules including evenings, weekends, and/or holidays as required
- Performs other such legal duties as may be required by the City Attorney

*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:**

- Trial practice and preparation

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: CHIEF LITIGATION COUNSEL**

- Jury selection (voir dire)
- California Evidence Code
- Preparing and arguing Motions in Limine before trial
- Effective selection and retention of trial experts
- Effective direct and cross examination
- Principles, practices and procedures of contract, tort, public entity, government tort, personal injury, employment, and other areas of civil law
- Principles of judicial and trial procedures and rules of evidence
- Principles and practices of constitutional, civil and administrative law and procedures
- Superior and Federal court systems and proceedings and administrative procedures necessary to try cases in State and Federal courts and before a wide range of administrative boards
- Litigation management and strategies
- California civil and Appellate procedures
- Federal and state laws, Penal Codes, City Charter and Municipal Codes, and Municipal Zoning Codes
- Organization, function, and legal limitations on the authority, enforcement and procedural issues of various City departments
- Federal and state constitutional and statutory provisions related to municipalities
- Accepted legal principles and court decisions

#### **Ability to:**

- Take direction and supervision from the City Attorney and Chief Assistant City Attorney
- Direct and supervise other attorneys working on litigation
- Try to completion jury and bench trials
- Select a jury
- Prepare witnesses for depositions and trial, prepare experts to testify at trial
- Conduct direct and cross examination of witnesses at trial
- Prepare written discovery and responses to written discovery
- Prepare a variety of motions, including Motions for Summary Judgment
- Research, analyze and apply legal principles, facts evidence and precedents to legal cases
- Represent the City effectively and persuasively in courts and administrative hearings
- Analyze, appraise, and organize facts, evidence, and precedents and present them in oral and written reports
- Consistently prepare and present statements of law, fact and argument clearly, logically and persuasively both orally and in writing
- Litigate cases, manage litigation processes, and oversee the work of others who are

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: CHIEF LITIGATION COUNSEL**

- trying cases
- Review, discuss, and advise the City Attorney, City Council and City Manager regarding legal policy issues
- Exhibit a high degree of integrity and sound judgment in the performance of assigned work tasks
- Work cooperatively with other employees, customers, clients, and the public
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling
- Maintain confidentiality of sensitive information
- Oversee the work of other legal and paraprofessional staff
- Communicate orally with customers, clients, and the public using a telephone and in group and face-to-face, one-to-one settings

**Education:** Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

**Experience:** Minimum of five (5) years increasingly responsible experience in the litigation and trying of cases in the State of California with a minimum of taking lead role in five (5) jury and three (3) bench trials to verdict in Superior Court. Admission to practice in the State and Federal jurisdictional courts.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment. Active membership in the State Bar of California.

### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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.



**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: CHIEF LITIGATION COUNSEL**

**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 involves detailed concentration for long periods of time in a modified office environment and sitting for extended periods. The incumbent 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 primarily performed indoors. In an office environment, the work requires sitting at a desk or table for prolonged periods of time and daily use of a computer, keyboard, mouse and screen. The incumbent uses a computer and related equipment and sits, stands, walks, climbs, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less.

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

Est. 12/19/16 MW

Rev. 3/5/21 PA

Rev 1/18/23 PA

Rev. 03/17/25 MA

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CODE ENFORCEMENT MANAGER**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

**JOB CODE: 0793**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**EEOC CODE: OFFICIALS & ADMINISTRATORS**

**JOB SUMMARY**

Under general direction, plans, supervises, and manages the work and activities of the Code Enforcement section within the Community Development Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Director or Deputy Director of Community Development

Supervises: Principal Code Enforcement Officer, Senior Code Enforcement Officer, Code Enforcement Officer, Code Enforcement Technician, other administrative support staff as assigned

**DISTINGUISHING CHARACTERISTICS**

Differs from Principal Code Enforcement Officer in that Code Enforcement Manager is responsible for exercising supervisory authority over all code enforcement staff while the Principal Code Enforcement Officer oversees the work of other code enforcement staff in a lead capacity.

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans, assigns, supervises, and manages the work of staff responsible for the inspection, investigation, and enforcement of State and City codes and ordinances relating to public nuisances, including but not limited to zoning, building, weeds, and signs
- Establishes schedules and timelines for providing code enforcement services; determines staffing needs for assigned activities and projects and identifies resource needs

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CODE ENFORCEMENT MANAGER**

- Coordinates work projects and programs with various city officials, department personnel, and other agencies
- Assists with the development and administration of the section budget; prepares annual CDBG Code Enforcement personnel funding request and quarterly report
- Participates in the development and implementation of goals, objectives, policies and procedures; recommends and implements resulting policies and procedures
- Investigates complaints for compliance with municipal codes; issues notices and orders; issues citations
- Supervises the preparation of code enforcement cases for legal action; provides testimony for administrative hearings, City Council or Planning Commission hearings, and court proceedings
- Participates in and coordinates joint inspections of properties with other agencies and City departments; researches property ownership, zoning, building and parcel histories
- Interprets building and planning project entitlements
- Compiles statistics and prepares periodic reports; prepares and reviews staff reports
- Gives presentations on code enforcement activities to local civic, educational, professional, community and neighborhood groups, the City Council and Planning Commission
- Confers with commercial and residential property owners, developers, contractors, attorneys, homeowner associations, property managers, citizen groups, outside agencies and City staff to interpret codes and resolve problems; responds to public inquiries regarding code enforcement matters
- Performs personnel administrative functions; counsels subordinates on compliance with procedures, rules and regulations; evaluates performance and assesses discipline as needed
- Stays abreast of code enforcement disciplines, policies, safety techniques and methods, codes, standards and regulations, applicable laws, and City goals, practices and policies
- Travels to offsite locations
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Reports to work as scheduled; maintains a satisfactory attendance record
- 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.*

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CODE ENFORCEMENT MANAGER**

**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:**

- Federal, state, and local laws, rules and regulations pertaining to municipal code enforcement
- Uniform Building and Housing Codes, California State Administrative Code, and other local, state and federal laws regulating building construction, zoning, housing and occupancy standards
- Local municipal, zoning, sign, housing and property maintenance ordinances and codes
- Principles and practices of municipal planning
- Administrative principles and techniques, including budgeting, planning, safety, staff organization and development
- Principles and practices of supervision

**Ability to:**

- Plan, organize, and monitor the work of code enforcement personnel
- Perform inspections and searches, issue citations, notices and orders
- Read maps, plans, and legal descriptions
- Interpret and explain legislation, zoning, law and policies related to coding enforcement
- Prepare and maintain records and reports of code enforcement activities
- Communicate effectively orally and in writing
- Exercise judgment and creativity in making conclusions and recommendations
- Operate computers
- Meet productivity demands
- Analyze situations, identify problems, and recommend solutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of employees and outside representatives
- Travel to offsite locations within a reasonable timeframe
- Conduct on-site inspections and pursue compliance of violations

**Education:** High school diploma or equivalent supplemented by one year (30 semester

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CODE ENFORCEMENT MANAGER**

units or equivalent) of college level course work in criminal justice, public administration, planning, engineering and/or other directly related subjects. Bachelor's degree in related field is preferred.

**Experience:** Five years' experience inspecting, investigating and enforcing municipal or other public jurisdiction laws and ordinances governing residential, commercial and industrial properties, including two years in a lead or supervisory role.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Penal Code 832 Certification required at time of appointment.

Code Enforcement Officer Certification by the California Code Enforcement Officers Association (CACEO) or by the International Code Council/American Association of Code Enforcement (ICC/AACE) required.

Community College Code Enforcement Certificate of Proficiency may be substituted for the required CACEO or ICC/AACE certification.

**SPECIAL CONDITIONS**

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

**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. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CODE ENFORCEMENT MANAGER**

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

Est 4/14  
Rev 1/19 jd  
Rev 1/23 pa  
Rev 3/25 ma

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: COMMUNITY AND LIBRARY SERVICES MANAGER**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**  
**COUNCIL APPROVAL: NOVEMBER 15, 2022**

**JOB CODE: 0781**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEO**  
**FLSA STATUS: EXEMPT**  
**EEOC CODE: PROFESSIONALS**

**JOB SUMMARY**

Under administrative direction, oversees the operations, services, programs, and activities of a major division within the Community and Library Services Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Deputy Director of Community and Library Services  
Supervises: Assigned supervisory, administrative and clerical staff

**DISTINGUISHING CHARACTERISTICS**

Community and Library Services Manager may be assigned to manage any of three divisions. The facilities and events division consists of beach parking and camping, parking meters, sports complex operations, concessions and specific events. The programs and services division includes senior citizens services, and parks and recreation services and activities. The library and cultural services division consists of all library services, arts and cultural programs at the Art Center and the Theater at the Central Library.

Assignments may be interchanged if deemed necessary by the Director of Community and Library Services.

**EXAMPLES OF ESSENTIAL DUTIES**

- Directs and manages staff in supervising, coordinating and administering operations of assigned division:

**Facilities and Events Division**

- Oversees the operations of the City's beach parking, downtown parking structure, and camping facilities. Acts as liaison between City and downtown businesses including major hotels



## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: COMMUNITY AND LIBRARY SERVICES MANAGER**

- Oversees the operations of the City's 45 acre Central Park Sports Complex
- Oversees the City and non-City sponsored events and special promotions on public property. Acts as liaison between City and event promoters, various government agencies, corporate partners, and community members
- Acts as the liaison between the City and a wide variety of private concessionaires including, but not limited to restaurants, snack bars, equestrian centers and golf courses

#### Programs and Services Division

- Oversees the operations of human services and recreation programs at the Senior Center in Central Park, Edison and Murdy Community Centers, City Gym & Pool and the Art Center, which provide various recreation, athletic, and community programs
- Acts as liaison between several community groups such as sports organizations and non-profit organizations, other City departments, and school district officials
- Maintains close contact with school officials and community groups regarding program offerings and coordination of services
- Oversees the SANDS Recreation Guide with over 125 independent contractors

#### Library and Cultural Services Division

- Oversees the operations of library services, including programs and activities at the library branches and the Art Center
- Maintains close contact with school officials and other community groups, as well as the Programs and Services Division, regarding program offerings and coordination of services
- Serves as the primary contact with the State Library of California, for library specific grants and programs
- Coordinates the Library's participation in the CA State Library Broadband program, providing high-speed internet access to all library locations through membership in CENIC
- Represents the Library on the Santiago Library System Executive Committee and helps set policy for cooperative programs with other Orange County Public Libraries
- Performs outreach to the community, community organizations and schools; provides informational presentations on library services, programs, and collections
- Keeps abreast of current trends and innovative practices in library science and information technology by reviewing professional literature and participating in professional organizations

#### Examples of Essential Duties for All Divisions

- Prepares requests for proposals; oversees consultants in the preparation of plans and reports

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: COMMUNITY AND LIBRARY SERVICES MANAGER**

- Reviews facility needs and coordinates with various departments to assist in planning for facility development and projects
- Plans, directs, coordinates, and reviews a division's work plan; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; recommends appropriate service delivery and staffing levels
- Oversees and participates in the development and administration of the department's annual budget, including the forecasting of funds needed for staffing, equipment, materials, and facilities; monitors and approves expenditures; develops strategies for funding division projects and programs
- Interacts with other divisions, departments, and outside agencies; represents the department on a variety of boards, commissions, foundations, and committees
- Participates in the assessment, planning, and evaluation of citizen-based facilities, programs and services
- Responds to and resolves sensitive and difficult public inquiries and concerns
- Manages the development, implementation, and administration of goals, objectives, policies, procedures and priorities for community services programs and other assigned projects
- Monitors and evaluates the efficiency and effectiveness of service delivery practices and procedures; recommends and administers appropriate service delivery methods and staffing levels
- Plans, directs, coordinates, and reviews work plans; selects, trains, motivates, and evaluates assigned personnel; implements corrective action plans and administers discipline
- Provides responsible staff assistance to the Community Services Director
- Conducts a variety of organizational and operational studies and investigations; prepares and presents staff reports and other necessary correspondence
- Collaborates with other department staff to achieve optimal departmental and city-wide performance and outcomes
- Attends leadership, management, supervisory and other relevant training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Monitors department's maintenance and professional services contracts for compliance
- Participates in the negotiation, development, and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities
- Acts on behalf of the Director of Community Services in his/her/their absence, as delegated

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: COMMUNITY AND LIBRARY SERVICES MANAGER**

- Performs other related duties 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**

*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 facilities development and construction; and project management
- Principles and practices of recreational planning and operational characteristics of community services and recreational programs and activities
- Applicable federal, state, and local laws, codes and regulations governing the management and administration of community services and recreation programs
- Facilities management oversight
- Principles and practices of public administration and municipal government operations including budget preparation and administration
- Supervision principles, training, and performance evaluation practices
- Principles and practices of program and project development and implementation
- Community services funding mechanisms and sources; methods and techniques of grant application and administration; contract negotiations and management

**Ability to:**

- Manage a community services division
- Oversee, direct, and coordinate the work of assigned staff and professional consultants
- Select, supervise, train, and evaluate assigned staff
- Participate in the development and administration of division goals, objectives, and procedures
- Prepare and administer large program and/or capital project budgets
- Prepare accurate, clear, and concise administrative and analytical reports
- Design and implement effective public relations programs
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Interpret and apply federal, state, and local policies, laws, and regulations
- Communicate clearly and concisely, both orally and in writing

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: COMMUNITY AND LIBRARY SERVICES MANAGER**

- Establish and maintain effective working relationships with those contacted in the course of work.
- Travel to offsite locations within a reasonable timeframe

**Education:** Bachelor's Degree from an accredited college or university with major course work in recreation studies, human services and/or cultural services, public administration, library science or other closely related field. Master's degree in library & information science preferred for the Library & Cultural Services Manager position.

**Experience:** Five (5) years' increasingly responsible experience related to municipal recreation programming, human services, cultural services, library services or education administration, including three years' progressively responsible community services and/or library administrative and supervisory experience.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

The incumbent 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 primarily indoors. The incumbent sits for prolonged periods. Stands and walks to retrieve work files or to other departments or office locations. Leans, bends and stoops to perform work behind a desk or to retrieve information. Pushes, turns or twists to move chair or body from desk. Reaches to place or retrieve files or open file drawers or cabinets. Light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Requires vision to read correspondence, plans, specifications and other information. Requires hearing and speech to communicate in

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: COMMUNITY AND LIBRARY SERVICES MANAGER**

person, before groups, and over the telephone. When work is performed outdoors, there is full exposure to various weather conditions. Incumbent must wear approved safety equipment and protective gear including but not limited to hard hats, respirators, and/or hearing protective devices. May require walking on uneven ground and working around machinery, fumes, dirt and gas

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

Rev. 9/2017 jd  
Rev. 8/2019 jd  
Rev. Dec 2019 pa  
Rev. Nov. 2020 pa  
Rev. Jan 2023 pa  
Rev. 03/25 sr

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CONSTRUCTION MANAGER**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: APRIL 2001**

**JOB CODE: 0097**

**EMPLOYMENT STATUS: REGULAR, FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**EEOC CODE: PROFESSIONALS**

**JOB SUMMARY**

Under administrative direction from the Deputy Public Works Director/City Engineer, plans, organizes and manages the activities and operations of the Construction Engineering Section in the Public Works Department, including surveying, inspections, and contract administration.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Deputy Public Works Director/City Engineer

Supervises: Capital Projects Supervisor, Capital Projects Administrator, Senior Construction Inspector, Lead Construction Inspector, Construction Inspector, Senior Survey Technician, Survey Technician

**DISTINGUISHING CHARACTERISTICS**

This is a major section head in the Public Works Department having overall responsibility for the administration and planning of designated engineering and construction projects.

**EXAMPLES OF ESSENTIAL DUTIES**

- Provides overall management of the Construction Engineering Section through staff engaged in contracts administration, construction inspections, surveying and engineering field data collection and reduction

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CONSTRUCTION MANAGER**

- Assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures; meets with staff and other stakeholders to identify and resolve problems
- Develops and implements goals, objectives, policies, and priorities for assigned programs and projects
- Directs and oversees field surveys and inspection of public works construction projects and the inspection of privately funded public works construction within the City
- Oversees and participates in the development and administration of the section's annual budget and capital improvement program budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures and implements adjustments
- Ensures the compliance of public works projects with construction plans and specifications; ensures that privately financed public improvement construction projects comply with City standards; monitors City construction contract costs and change orders
- Recommends for approval engineering plans and specifications
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; administers discipline as needed
- Oversees constructability review and guidance relating to advertising, bidding, and construction of public works/capital improvements and public facility projects
- Serves as a liaison with other department divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues
- Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies and procedures as appropriate
- Attends and participates in professional association meetings; maintains awareness of new trends and developments in the field of construction, surveying, and engineering; incorporates new developments as appropriate
- Responds to and resolves difficult and sensitive citizen inquiries and complaints
- Performs 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,*



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CONSTRUCTION MANAGER**

*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:**

- Theories, principles, and practices of civil engineering, construction management, and program development and administration
- Modern principles and practices related to the variety of projects in public works
- Survey and inspection methods
- Safety standards related to structural design, specifications and inspection
- Applicable local, state, and federal laws, ordinances, and codes governing the National Pollution Discharge Elimination System (NPDES) environmental, engineering, construction equipment and materials, prevailing wage, and construction standards
- Contract negotiations and administration related to engineering projects
- Engineering plan review and analysis; construction inspection procedures and techniques
- Public works safety programs
- Municipal budget preparation and administration
- Modern management theory

**Ability to:**

- Manage, organize and coordinate multiple construction projects
- Exercise management authority over staff engaged in contracts administration, construction inspections, survey and engineering field data collection and reduction activities
- Interpret and apply federal, state, and local policies, laws, and regulations; ensure safety and professional work standards are met
- Analyze complex issues and problems, develop and evaluate solutions, project consequences of proposed actions and implement recommendations in support of goals
- Negotiate and administer various contracts and grants; prepare and administer large program budgets
- Maintain detailed project management records and documentation
- Provide quality customer service to internal and external customers
- Recommend engineering plans and specifications for approval

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CONSTRUCTION MANAGER**

- Develop specifications for contracts and proposals, interpret contract language, and monitor contract compliance
- Negotiate and make recommendations for construction change orders and settlement of construction claims
- Research, analyze, and evaluate new service delivery methods and techniques
- Communicate and interact effectively both verbally and in writing with elected officials, the public, and staff
- Establish and maintain effective working relationships with those contacted in the course of work
- Operate office equipment including computers and supporting word processing, spreadsheet, and specialized engineering software programs

**Education:** A bachelor's degree in civil engineering, architecture, construction management or other related field from an accredited university or college.

**Experience:** Five (5) years' experience managing major construction, engineering or architectural contracts, including two (2) years' administrative and supervisory responsibility.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment. State of California registration as a Civil Engineer preferred.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

The incumbent 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. The incumbent uses a computer keyboard and

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: CONSTRUCTION MANAGER**

related equipment and sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear including but not limited to hard hats, respirators, and/or hearing protective devices.

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

Est. 03/2001

Rev. 12/2013 jd

Rev. 03/2025 ma

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CYBER INFORMATION SECURITY OFFICER**

<b>PERSONNEL COMMISSION APPROVAL:</b> <b>CITY COUNCIL APPROVAL:</b>	<b>ARPRIL 16, 2025 (REVISED)</b> <b>NOVEMBER 15, 2022</b>
<b>JOB CODE:</b> <b>EMPLOYMENT STATUS:</b> <b>UNIT REPRESENTATION:</b> <b>FLSA STATUS:</b> <b>EEOC CODE:</b>	<b>0830</b> <b>REGULAR FULL-TIME</b> <b>MEO</b> <b>EXEMPT</b> <b>PROFESSIONALS</b>

**JOB SUMMARY**

Under limited direction, performs advanced, specialized work and technical expertise promoting and supporting information and cyber security procedures and systems processes. Manages complex security projects, supporting teams, and related programs.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Information Technology Manager, Chief Information Officer  
Supervises: Professional and technical staff

**DISTINGUISHING CHARACTERISTICS**

Incumbent develops, implements, and coordinates cyber information security procedures and programs for the City's Information Services Department. This position exercises lead responsibility for monitoring, coordinating, and developing solutions for cyber security functions, in collaboration with the Information Technology Manager and Chief Information Officer, whereas the Information Technology Manager exercises full supervisory and managerial authority over assigned operational functions within the department, and facilitates the short and long-term strategic planning for technology functions for the City with the Chief Information Officer.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Serves as a technical expert providing guidance and direction to other professional staff and resolving complex problems involving cyber security; participates in developing strategic plans for information, security, and applications development
- Provides leadership and manages the development and delivery of information security and privacy standards, architecture, and systems to provide information security and privacy guidance across one or more departments

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CYBER INFORMATION SECURITY OFFICER**

- Manages incident response and business continuity procedures to respond to and recover from information security and privacy incidents; evaluates and selects information security applications and systems
- Implements processes and methods for auditing and addressing non-compliance to information security and privacy standards; recommends mitigation of non-compliant environments
- Answers questions and provides information to customer departments; analyzes questions and recommends appropriate corrective action as necessary
- Coordinates with systems, network and/or database administrators to implement application or system design specifications and coordinates integration across multiple platforms and technologies
- Manages and participates in the planning and implementation of security and privacy administration for all information security and privacy projects; makes recommendations and oversees the implementation of changes to work methods and procedures to make more effective or to strengthen information security and privacy measures
- Aligns information security and privacy tasks to the priorities established by the City or the information security program; monitors assets to detect security and privacy vulnerabilities and incidents
- Assists management in stakeholder engagements, resource acquisition, strategic planning, interdepartmental collaboration, and office development
- Establishes strategic goals that support the department or Citywide objectives by gathering pertinent business, financial, service, and operations information.
- Defines and maintains City network; and assists in the design and implementation of strategies to ensure City data security and integrity: conducts research on latest security threats and uses new security products to help maintain the integrity of the City's network; develops security procedures and policies
- Follows, maintains, and implements internal control, network security and other security systems for computer and telecommunication data, systems and hardware protection
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays in the event of needing to respond to a cybersecurity incident or as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties 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.*

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CYBER INFORMATION SECURITY OFFICER**

**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:**

- Application of information security and/or privacy architecture and engineering, including applying principles, techniques, procedures, and tools to the design and implementation guidance of security and privacy controls
- Hardware and software systems on client-server platforms and insight on current trends in information technology
- Data security, next-generation firewalls, cryptography, and security information and event management (SIEM)
- Advanced operational characteristics of e-mail and communication systems, equipment, and devices
- Data center systems including servers, uninterruptable power supplies, backup, disaster recovery, and monitoring systems
- Computer hardware and software systems similar to those being used by the City, including business applications, operating systems, and network systems
- Principles and practices of effective management, supervision, and leadership
- Principles and practices of public administration, including budgeting, staff development, customer service and human resource management
- Principles, practices, and techniques of advanced project management, including organizing and managing a project, developing schedules, identifying critical paths, breaking down a project into individual tasks, and delegating assignments to project staff
- Advanced principles, methods and techniques used in designing, developing, testing, and implementing information technology applications, systems, and networks
- Advanced operations, services, concepts, terms, and activities common to a comprehensive, state-of-the-art information technology program
- Advanced methods and techniques of evaluating business need requirements to provide technology solutions
- Advanced principles and practices of information technology documentation and record keeping

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CYBER INFORMATION SECURITY OFFICER**

- Methods and techniques of developing and presenting technical documentation and training materials
- Modern office procedures, methods and equipment
- Exceptional customer service techniques

**Ability to:**

- Oversee the development and maintenance of the City's information technology systems and security programs
- Develop and implement cyber security policy
- Develop and maintain comprehensive procedures manuals and documentation
- Coordinate and administer a variety of information technology projects concurrently
- Gather and evaluate information in order to reason logically, draw valid conclusions, take appropriate actions and/or make appropriate recommendations
- Communicate technical information to a wide variety of users
- Interpret and apply complex and technical information pertaining to computer and network systems
- Adapt quickly to changes in policies, procedures, assignments, and work locations.
- Communicate effectively, both verbally and in writing
- Establish and maintain effective working relationships with those encountered during the course of the work
- Meet critical deadlines; make decisions under pressure

**Education:** Bachelor's degree from an accredited college or university in computer science, information technology, or other directly related field. Master's degree desirable.

**Experience:** Four (4) years' experience in a complex information technology systems environment, including at least two (2) years' experience developing and implementing cyber information security systems.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Certified Information Systems Security Professional (CISSP) or other related cyber security certificate is desirable.

**SPECIAL CONDITIONS**



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CYBER INFORMATION SECURITY OFFICER**

Employees must be able to respond to emergency services call out.

Employees must pass a comprehensive public safety background investigation conducted by the Police Department.

Employees regularly assigned/required to 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. The incumbent sits for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work is performed in a general office environment.

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

Rev. 03/25 sr



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: DEPUTY CITY ATTORNEY I**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

**JOB CODE: 0081**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**EEOC CODE: PROFESSIONALS**

**JOB SUMMARY**

Under general direction from the City Attorney and Chief Assistant City Attorneys, performs a wide range of professional legal duties ranging in difficulty from routine to intermediate complexity depending on the level of assignment. All attorneys who work in the office are expected to be highly competent and professional attorneys, taking a high level of ownership of his or her work, and be able to deliver, in a professional manner at all times, high quality work product and results, efficiently.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: City Attorney or Chief Assistant City Attorneys, as specified.

**DISTINGUISHING CHARACTERISTICS**

Deputy City Attorney I is the entry-level classification in the Deputy City Attorney series. Differs from Deputy City Attorney II in that Deputy City Attorney I requires knowledge of the profession's basic principles and theories to perform routine legal work while Deputy City Attorney II performs the full range of legal work commensurate with experience requirements.

**EXAMPLES OF ESSENTIAL DUTIES**

- Timely responds to the needs presented while working in the City Attorney's Office in a professional, responsible, efficient manner in accordance with office policy as set by the City Attorney
- Performs a full range of legal research, writing, and other law-related transactional duties
- Drafts, reviews, and negotiates leases, contracts, and agreements

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: DEPUTY CITY ATTORNEY I**

- Drafts, reviews, evaluates, revises, and recommends City ordinances, resolutions, policies and procedures
- Performs legal research, analysis, interprets laws, rulings and regulations, and prepares legal opinions to departments, boards, commissions, agencies and established committees as directed by the City Attorney or the Chief Assistant City Attorneys
- Attends meetings with City staff and/or members of the public on behalf of the City and provides legal advice during the meetings as directed by the City Attorney or the Chief Assistant City Attorneys
- Handles all aspects of assigned cases or claims including investigation, pleading preparation, discovery, law and motion, court appearances, settlement negotiations, legal research, witness preparation, and trials for tort defense, writ actions, Pitchess motions, appellate work, civil rights actions, code enforcement, nuisance abatement, administrative actions, and employee grievances, as directed by the City Attorney or the Chief Assistant City Attorneys
- May supervise support staff and interns, provide work assignments and direction, review and evaluate work product as directed by the City Attorney or the Chief Assistant City Attorneys
- Attends and participates in professional groups and committees
- Responds to citizen inquiries regarding various types of legal issues including those concerning City business
- Attends professional training to stay abreast of industry best practice
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Commutes or travels to offsite locations for work within and outside the City
- Performs other related duties 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**

*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:**

- Laws, legal principles, practices, and procedures of civil, criminal, constitutional, and administrative law

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: DEPUTY CITY ATTORNEY I**

- Judicial procedures and rules of evidence
- Duties, powers, and limitations of a city government
- Methods and techniques of legal research, competent legal analysis, writing and grammar
- Pertinent Federal, State, and local laws, codes, and regulations

#### **Ability to:**

- Maintain and demonstrate in all conduct and work a high level of professionalism, responsibility, and efficiency
- Be a skilled communicator who can translate complex or technical information into understandable terms and communicate concisely and clearly both orally and in writing
- Perform a variety of legal work in assigned area of practice
- Be dependable, self-motivated, highly ethical, and ready to provide competent and practical legal advice on a range of municipal topics
- Conduct high-level legal research, analysis, and writing
- Apply statutes and codes applicable to civil proceedings
- Properly interpret and make decisions advancing the best interest of the City in accordance with laws, regulations, and policies
- Present statements of law, fact, and argument clearly and logically
- Effectively apply legal knowledge and principles in court
- Prepare clear and concise legal documents and briefs
- Establish and maintain positive and effective working relationships in the course of work and across departments

**Education:** Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

**Experience:** Two (2) years' experience as a practicing attorney, preferably within a municipal law office or a private firm that has contracted with a public agency for legal services.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Current member in good standing with the California State Bar Association.

#### **SPECIAL CONDITIONS**

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: DEPUTY CITY ATTORNEY I**

Employees regularly assigned/required to 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.

### **FLEXIBLE STAFFING/RECLASSIFICATION**

At the discretion of the City Attorney, positions may be filled at the level of Deputy City Attorney I or Deputy City Attorney II depending upon the level of skill and experience required of the department.

Deputy City Attorney I incumbents may be recommended for reclassification upon meeting the minimum qualifications of Deputy City Attorney II, specifically:

Four (4) years' experience as a practicing attorney, preferably within a municipal law office or a private firm that has contracted with a public agency for legal services.

Reclassification is not automatic. Consideration is subject to the review, recommendation and approval of the City Attorney based upon operational and staffing requirements.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent 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 primarily indoors. The incumbent sits for prolonged periods. Stands and walks to retrieve work files or to other departments or office locations. Leans, bends and stoops to perform work behind a desk or to retrieve information. Pushes, turns or twists to move chair or body from desk. Reaches to place or retrieve files or open file drawers or cabinets. Light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Requires near vision in reading correspondence, plans, specifications, legal documents and other information. Acute hearing and oral skills required when communicating by telephone or in person.

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: DEPUTY CITY ATTORNEY I**

Rev. Nov 2019/pa  
Rev. Mar 2023/pa  
Rev. 03/25 sr

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: DEPUTY CITY ATTORNEY II**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

**JOB CODE: 0776**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**EEOC CODE: PROFESSIONALS**

**JOB SUMMARY**

Under general direction from the City Attorney and Chief Assistant City Attorneys, performs a wide range of professional legal duties ranging in difficulty from intermediate to specialized and highly complex depending on the level of assignment. All attorneys who work in the office are expected to be highly competent and professional attorneys, taking a high level of ownership of his or her work, and be able to deliver, in a professional manner at all times, high quality work product and results, efficiently.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: City Attorney or Chief Assistant City Attorneys, as specified.

**DISTINGUISHING CHARACTERISTICS**

Deputy City Attorney II is the journey level classification in the Deputy City Attorney series. Differs from Deputy City Attorney I in that Deputy City Attorney II performs the most complex legal work and functions as a highly experienced practitioner and may provide direction and assistance to less experienced attorneys at the Deputy City Attorney I level.

**EXAMPLES OF ESSENTIAL DUTIES**

- Timely responds to the needs presented while working in the City Attorney's Office in a professional, responsible, efficient manner in accordance with office policy as set by the City Attorney
- Performs a full range of legal research, writing, and other law-related transactional duties
- Drafts, reviews, and negotiates leases, contracts, and agreements

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: DEPUTY CITY ATTORNEY II**

- Drafts, reviews, evaluates, revises, and recommends City ordinances, resolutions, policies and procedures
- Performs legal research, analysis, interprets laws, rulings and regulations, and prepares legal opinions to departments, boards, commissions, agencies and established committees as directed by the City Attorney or the Chief Assistant City Attorneys
- Attends meetings with City staff and/or members of the public on behalf of the City and provides legal advice during the meetings as directed by the City Attorney or the Chief Assistant City Attorneys
- Handles all aspects of assigned cases or claims including investigation, pleading preparation, discovery, law and motion, court appearances, settlement negotiations, legal research, witness preparation, and trials for tort defense, writ actions, Pitchess motions, appellate work, civil rights actions, code enforcement, nuisance abatement, administrative actions, and employee grievances, as directed by the City Attorney or the Chief Assistant City Attorneys
- May indirectly supervise other less experienced attorneys, support staff, and interns, provide work assignments and direction, review and evaluate work product as directed by the City Attorney or the Chief Assistant City Attorneys
- May participate in selecting outside counsel to represent the City; as assigned, may supervise outside counsel
- Attends and participates in professional groups and committees
- Responds to citizen inquiries regarding various types of legal issues including those concerning City business
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Commutes or travels to offsite locations for work within and outside the City
- 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**

*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:**



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: DEPUTY CITY ATTORNEY II**

- -Laws, legal principles, practices, and procedures of civil, criminal, constitutional, and administrative law
- Judicial procedures and rules of evidence
- Duties, powers, and limitations of a city government
- Methods and techniques of legal research, competent legal analysis, writing and grammar
- Pertinent Federal, State, and local laws, codes, and regulations
- Principles of municipal budget preparation and administration
- Principles of basic supervision, training, and performance evaluation

**Ability to:**

- Maintain and demonstrate in all conduct and work a high level of professionalism, responsibility, and efficiency
- Be a skilled communicator who can translate complex or technical information into understandable terms and communicate concisely and clearly both orally and in writing
- Perform the most complex and specialized legal work in assigned area of practice
- Be dependable, self-motivated, highly ethical, and ready to provide competent and practical legal advice on a range of municipal topics
- Conduct high-level legal research, analysis, and writing
- Apply statutes and codes applicable to civil proceedings
- Properly interpret and make decisions advancing the best interest of the City in accordance with laws, regulations, and policies
- Present statements of law, fact, and argument clearly and logically
- Effectively apply legal knowledge and principles in court
- Prepare clear and concise legal documents and briefs
- Conduct research on legal problems
- Provide administrative and professional leadership and direction to assigned administrative/clerical support staff
- Establish and maintain positive and effective working relationships in the course of work and across departments

**Education:** Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

**Experience:** Four (4) years' experience as a practicing attorney within a municipal law office, or a private firm that has contracted with a public agency for legal services.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: DEPUTY CITY ATTORNEY II**

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at time of appointment and throughout employment.

Current member in good standing with the California State Bar Association.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

The incumbent 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 primarily indoors. The incumbent sits for prolonged periods. Stands and walks to retrieve work files or to other departments or office locations. Leans, bends and stoops to perform work behind a desk or to retrieve information. Pushes, turns or twists to move chair or body from desk. Reaches to place or retrieve files or open file drawers or cabinets. Light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Requires near vision in reading correspondence, plans, specifications, legal documents and other information. Acute hearing and oral skills required when communicating by telephone or in person.

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

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**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: DEPUTY CITY ENGINEER**

**PERSONNEL COMMISSION APPROVAL:**  
**COUNCIL APPROVAL:**

**APRIL 16, 2025 (REVISED)**  
**DECEMBER, 2000**

**JOB CODE:**

**0068**

**EMPLOYMENT STATUS:**

**REGULAR FULL-TIME**

**UNIT REPRESENTATION:**

**MEO**

**FLSA STATUS:**

**EXEMPT**

**EEOC CODE:**

**PROFESSIONALS**

**JOB SUMMARY**

Under direction of the Deputy Public Works Director/City Engineer, the position is responsible for delivery of capital projects and/or private development review and supervises the work of the various Engineering Division sections of the Department of Public Works, as assigned.

**DISTINGUISHING CHARACTERISTICS**

This position classification reports to the Deputy Public Works Director/City Engineer and is responsible for managing and processing capital projects and/or private development and subdivision applications. It has supervision responsibility over the Principal Civil Engineers assigned to the various Engineering Division sections and represents the City Engineer in his/her absence.

**EXAMPLES OF ESSENTIAL DUTIES**

The incumbent manages a staff which reviews and prepares all Public Works conditions and permits for private developments within the City; plans, assigns, reviews, supervises and performs professional engineering work in the design, construction and delivery of City capital projects, including sewer, drainage, street, water facilities and other public buildings; travels to offsite locations throughout and outside of the city; assists the City Engineer in evaluating, developing, planning and scheduling long-range resources related to Public Works Programs; resolves problems of design, materials and processes in connection with new construction or major repair of public and private facilities; develops engineering budgets and prepares various regular and special reports relating to subdivisions and capital facilities; attends City Council, Public Works Commission, Planning Commission and other meetings with various civic and governmental agencies

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: DEPUTY CITY ENGINEER**

as required; coordinates activities of engineering consultants contracted for support of Public Works projects; confers with supervisors and various public groups on proposed developments, projects and improvements; performs the duties of City Engineer in the absence of the City Engineer; and performs other related duties 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:**

*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:** Contemporary principles and practices of civil engineering as related to the variety of projects in Public Works engineering, survey and inspection methods, practices and techniques, construction and materials and approved safety standards.

**Ability to:** Plan, organize and supervise employees engaged in professional engineering and related technical work; adapt approved engineering methods and standards to the design and construction of a variety of Public Works projects; develop, negotiate, review and enforce conditions of approval on private development projects; communicate, effectively both verbally and in writing; establish and maintain effective working relationships.

**Education:** A bachelor's degree in civil engineering or related field from an accredited college or university.

**Experience:** Minimum of six (6) years of directly relevant engineering experience with at least two years in a supervisory level. Relevant engineering experience in municipal public works operations and programs could include: planning, design and construction of capital infrastructure improvements; grading and erosion control; storm water quality; subdivision and plan checking of consultant engineering work.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: DEPUTY CITY ENGINEER**

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

A Professional Engineer (PE) license in Civil Engineering from the State of California is required; however, applicants with a PE license from another state must obtain the California license within twelve (12) months of employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

See physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Rev. 03/2025 ma

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: DEPUTY FIRE MARSHAL**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: NOVEMBER 2, 2020**

**JOB CODE: 0611**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**EEOC CODE: PROFESSIONALS**

### **JOB SUMMARY**

Directs, manages, oversees and assists in the day to day activities of the Fire Prevention Division. Supervises fire prevention inspectors and may assume responsibility for the division in the absence of the Fire Marshal. Analyzes plans, data, programs and reports to verify appropriate fire and life safety methods prior to construction, and makes technical inspections after construction to assure compliance with applicable codes and city specification requirements.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: Fire Marshal or as designated

Supervises: Fire prevention staff (Fire Inspector I, Fire Inspector II, Interns, Volunteers) or as designated

### **DISTINGUISHING CHARACTERISTICS**

Deputy Fire Marshal is a civilian job classification within the Fire Department responsible for performing the full range of professional fire protection plan check and inspection duties, supervising staff, and assuming responsibility for the division in the absence of the Fire Marshal. The Deputy Fire Marshal provides leadership and management within the Fire Prevention Division and performs related duties that support the mission and vision of the organization. **EXAMPLES OF ESSENTIAL DUTIES**

- Assumes management responsibility for all services and activities within the Fire Prevention Division, and make decisions on behalf of the Fire Marshal when required or directed
- Participates with Fire Marshal administrative duties including personnel and labor management, personnel assignments, staffing, strategic planning, budgeting, and record management, as directed

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: DEPUTY FIRE MARSHAL**

- Manages and participates in the development and implementation of objectives and key results process; continuously monitors the efficiency and effectiveness of service delivery methods and procedures
- Participates in internal and external communication, including formal and informal community leaders, community groups, other state and local fire marshal groups, and City of Huntington Beach governmental and management structure; serves as a liaison with other City departments, divisions, and outside agencies
- Participates in the preparation and administration of the Fire Prevention Division budget
- Contributes to the Community Risk Assessment process' leads in the development and implementation of strategies to achieve community risk reduction
- Manages the Fire Prevention Division's Fire Investigation program.
- Oversees the investigation, validation and successful resolution of complaints
- Provides management support and direction for the Hazardous Materials Business Plan (HMBP) program; ensures HMBP compliance as a Participating Agency through periodic audit, financial review, and oversight functions
- Analyzes design and installation of life safety systems in new construction and improvements/modifications to existing structures
- Interprets and develops codes and specifications
- Contributes to effective records management system through knowledge, use and continuous improvement programs
- Works with other city staff in developing fire protection requirements and specifications
- Meets with developers and installers and assists them with interpreting requirements and specifications
- Makes recommendations to the Fire Marshal as to adequacy of alternative materials and methods
- Plan checks fire and life safety systems plans for industrial, commercial, and residential structures; conducts field inspections to ensure proper installation of various fire and life safety fire protection systems such as but not limited to: hood systems, fire sprinkler, fire alarm, and fire department access
- Performs development plan checks including site plans, new construction, tenant improvements, water supply systems and emergency vehicle fire access lanes; performs associated inspections as necessary
- Reviews plans that involve oil production, oil well abandonment, vapor/methane mitigation systems and soil remediation projects and performs associated inspections as necessary
- Performs plan checks and inspections to maintain life safety and emergency vehicle access at large public events, including but not limited



## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: DEPUTY FIRE MARSHAL**

to, 4th of July activities, beach events, street fairs, etc.

- Trains fire prevention and suppression personnel on operations and inspections of new fire protection systems
- Makes reports and recommendations for fire code improvements
- Maintains a 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**

*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 of supervision, leadership, budget preparation and execution, and strategic planning.
- Establishing goals through objectives and key result process.
- Community risk reduction principles and practices.
- Practices and procedures of technical plan check and fire inspection activities
- Applicable federal, state and local laws, codes, ordinances, rules and regulations pertaining to fire protection systems and water supply systems
- Methods and practices involved in building construction
- Hazardous materials
- Mathematical concepts
- Computer equipment and associated software programs
- Quality service practices
- Customer service principles and conflict resolution techniques

#### **Ability to:**

- Manage and supervise staff
- Read and provide input on submitted safety plans during review
- Make oral presentations and effectively respond to questions and inquiries
- Maintain accurate records; operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Perform moderately complex mathematical computations

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: DEPUTY FIRE MARSHAL**

- Analyze data, recognize problems, arrive at sound conclusions, and make logical recommendations and/or decisions
- Prepare clear and concise written reports
- Apply City specifications, municipal codes and other regulations specific to environmental soil assessments, oil well abandonment procedures and vapor/methane mitigation systems
- Travel to offsite locations within a reasonable time frame

**Education:** A Bachelor of Science degree from an accredited college or university in civil, mechanical, or fire protection engineering or other related field.

**Experience:** Two (2) years' fire engineering, fire protection plan check/inspection or related code application experience.

**Certifications/License:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Registered Fire Protection Engineer and/or CAL FIRE/OSFM CFSTES Plans Examiner certification required, may be in process but must complete certification before end of probationary period.

ICC Fire Plans Examiner certification highly desirable.

For Fire Investigation, PC 832 Peace Officer Standard and Training (P.O.S.T.) certificate within 6 months of appointment.

CAL FIRE/OSFM CFSTES Fire Investigator or Fire Marshal courses highly desirable.

### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



**TITLE: DEPUTY FIRE MARSHAL**

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

Work is performed indoors and outdoors. When working outdoors, there is full exposure to various weather conditions. Must be able to stand for long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces. May require climbing stairs, ladders or scaffolding. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools from overhead or ground positions. Requires ability to twist at the lower body, at the waist, and at the upper body. May necessitate frequent exposure to physical, electrical, mechanical, and chemical hazards. Must comply with all California Occupational Safety and Health Act regulations and utilize approved safety equipment and protective gear including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, and steel-toed shoes. Requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer keyboard and screen and related office equipment

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

Rev. 11/2011 jd  
Rev. 8/2019 jd  
Rev. 11/2020 pa

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ECONOMIC DEVELOPMENT MANAGER**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**  
**COUNCIL APPROVAL: NOVEMBER 2, 2020**

**JOB CODE: 0621**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEO**  
**FLSA STATUS: EXEMPT**  
**EEOC CODE: PROFESSIONALS**

**JOB SUMMARY**

The primary reason this classification exists is to assist the Deputy Director of Community Development in managing, administering and strategically planning key programs in support of the City's economic development interests and to perform a variety of complex professional and technical administrative duties related to economic development.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Deputy Director of Community Development  
Supervises: Professional, technical and/or administrative support staff

**DISTINGUISHING CHARACTERISTICS**

Assists the Deputy Director of Community Development in overseeing the day to day operations of the City's economic development programs; acts independently and performs the duties of Deputy Director of Community Development in the absence of the Deputy Director; coordinates the Department's economic development mission closely with other City departments; maintains effective and extensive professional relationships with representatives of other local, state and federal agencies.

**EXAMPLES OF ESSENTIAL DUTIES**

- Under the general direction of the Deputy Director of Community Development, plans, organizes, reviews, and participates in programs to attract, retain, and expand businesses in the City of Huntington Beach
- Represents the City in responding to inquiries from and providing guidance to business owners, property developers/investors, and others interested in economic

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: ECONOMIC DEVELOPMENT MANAGER

development

- Collects, compiles, and analyzes economic and demographic data; coordinates economic studies relating to target industries and areas of the City
- Serves as liaison to and coordinates economic development functions with other City departments, outside agencies, business improvement districts, business associations, real estate brokers, developers, investors, and other members of the business community
- Participates in the establishment and implementation of goals, objectives, policies, and priorities for economic development programs
- Conducts outreach to the business community to promote economic and employment growth within the City; analyzes business opportunities and needs; makes recommendations for economic development programs
- Helps develop and administer the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies
- Plans, prioritizes, assigns, supervises and monitors the work of professional, technical, and administrative staff; provides or coordinates staff training; coaches employees to improve job performance and to correct deficiencies; prepares performance evaluations
- Interacts closely and effectively with the staff of all Community Development Divisions and other City departments, especially the City Manager's Office, City Attorney's Office and Administration
- Attends all meetings, study sessions and workshops of the City Council, Economic Development Committee, and Downtown Economic Development Committee unless otherwise excused by the Deputy Director of Community Development; presents written and oral testimony, responds to questions and makes recommendations
- Researches and provides comprehensive and concise written reports on highly complex economic development matters; presents results of such reports, in an understandable manner to both technical and non-technical audiences
- Answers questions and provides information to the public; receives and investigates complaints and recommends corrective action, as necessary to resolve complaints
- Attends leadership, management, supervisory and subject matter training to stay abreast of industry best practices
- Travels to offsite locations
- Works various hours to conform with changing priorities and meet deadlines
- Reports to work as scheduled, maintains satisfactory attendance record
- Performs 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.*

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ECONOMIC DEVELOPMENT MANAGER**

**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 characteristics, services, and activities of local government economic development programs
- Methodology and objectives of economic development programs
- Current principles and practices of business retention and attraction program development and administration
- Economic development assistance programs of local, state and federal agencies
- Principles and practices of urban economic development, finance, accounting, and marketing
- Public relations and customer services principles and practices
- Administrative report and presentation development
- Principles of supervision, training, mentoring and performance evaluation
- English usage, syntax, spelling, grammar and punctuation
- Contracts and consultant coordination
- Municipal government and issues of concern to business owners
- Municipal finance and budgeting
- Computer operations including word processing, spreadsheet, and database applications
- Occupational hazards and standard safety practices

**Ability to:**

- Plan, coordinate, and supervise program activities and personnel
- Conduct economic development-related research and analyses; compose detailed reports and recommendations, correspondence, and specifications
- Read, interpret and supervise preparation of reports, recommendations, correspondence and specifications
- Communicate and interact effectively both orally and in writing with elected and appointed officials, the public, contractors, developers, business owners, and staff, as well as outside local, state and federal agencies and governmental bodies involved with administering and funding economic development programs
- Prepare clear and concise oral and written reports
- Prepare and administer budgets
- Conduct effective meetings
- Supervise, train, mentor, and evaluate assigned personnel
- Follow directions from a supervisor

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ECONOMIC DEVELOPMENT MANAGER**

- Understand and follow posted work rules and procedures
- Establish priorities; effectively manage multiple projects; and, deliver quality customer service

**Education:** A bachelor's degree from an accredited college or university with major coursework in urban planning, economics, public or business administration, or a closely related field.

**Experience:** Four (4) years of progressively responsible professional level work experience in the area of economic development, including at least two (2) years of administrative and supervisory responsibility.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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 in an office environment and may require occasional travel to off-site facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. 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 books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers. This position may be required to assist staff in performing field work that requires driving a vehicle, walking on uneven ground, and in varying outdoor



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ECONOMIC DEVELOPMENT MANAGER**

temperatures. The 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.

Established Nov/2020

Rev. Mar 2025 MA

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ECONOMIC DEVELOPMENT PROJECT MANAGER**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>APRIL 16, 2025 (<i>Revised</i>)</b>
<b>COUNCIL APPROVAL:</b>	<b>APRIL, 2000</b>

<b>JOB CODE:</b>	<b>0039</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general direction, develops and implements strategies and activities for business attraction and retention, local economic development, and regulatory efficiency. Interfaces with the downtown business improvement district, the destination marketing organization, the Chamber of Commerce, developers, brokers, outside agencies, City departments, and elected officials to implement the City's economic development strategy from concept to completion. Additional functions may include managing a portion of the City's real property portfolio to maximize economic value and community benefit, managing assets and obligations of the City's former Redevelopment Agency, and performing a wide variety of related professional level administrative and analytical duties.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Economic Development Manager

Supervises: Administrative support, clerical and/or part-time staff

**DISTINGUISHING CHARACTERISTICS**

Economic Development Project Manager differs from the Economic Development Manager in that the manager exercises managerial authority over the division while the project manager is responsible for programs, projects, and staff as assigned by the manager.

**EXAMPLES OF ESSENTIAL DUTIES**

- Assumes responsibility for services and activities of assigned programs within the City's Economic Development Division which includes creating and implementing business attraction, retention, and expansion strategies
- Organizes, coordinates, and/or manages assigned projects or programs in coordination with departments and outside agencies, including the Huntington

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ECONOMIC DEVELOPMENT PROJECT MANAGER**

Beach Downtown Business Improvement District, Visit Huntington Beach and Chamber of Commerce

- Collects, compiles, and analyzes economic and demographic data using research and real estate gathering tools and responds to broker, developer, and site selection requests including conducting research on business inquiries
- Engages and communicates on a regular basis with key stakeholders in the business community, developers, brokers, and outside agencies and organizations
- Provides direct assistance to businesses, coordinates business visits and conducts outreach with individuals, groups, and organizations to ensure maximum citizen participation in the planning and execution of economic development activities
- Assists with the real estate acquisition and disposal, property management, and lease activities of the City, as well as coordinates, reviews, and evaluates work of third-party contractors, including appraisers, market analysis and title companies
- Serves as staff on a variety of boards, commissions, and committees, including the Economic Development Committee; prepares and presents staff reports and other necessary correspondence
- Oversees and participates in the performance of responsible, professional level research, administrative, and analytical support duties of above average difficulty including in the areas of research, project analysis, audit and monitoring, financial analysis, and general administrative functions; prepares a variety of analytical and statistical reports including the preparation of conclusions and forecasts based on data summaries and other findings
- Negotiates, analyzes, implements, and monitors various agreements; oversees and manages contracted services in assigned program areas
- Prepares requests for proposal; recommends contract award; monitors services to ensure compliance with contractual obligations
- Attends and participates in professional group meetings; stays abreast of state and federal legislation and innovations relating to economic development
- Use a computer, accessories, software applications and other modern office machines and equipment to perform job-related tasks
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs related duties and responsibilities as required

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ECONOMIC DEVELOPMENT PROJECT MANAGER**

*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 characteristics, services, and activities of local government economic development programs, including methodology and objectives
- Current principles and practices of business retention and attraction program development and administration
- Advanced methods and techniques of research, analysis, and statistical and analytical report preparation, including online tools for research, data gathering, and reporting, such as CoStar, Esri, and Placer
- Trends impacting commercial real estate and economic industries
- Management of leases and development of property for public purposes
- Principles and practices of government land use planning, land economics, and various financing programs available for economic development programs
- City departments/divisions including Planning, Building, Housing, Engineering, and City Manager's Office, particularly as their operations may related to the program or project assigned
- Business associations, economic development organizations, chambers of commerce, and economic development assistance programs of local, state, and federal agencies
- Principles and practices of program development and administration, municipal budget preparation and administration
- Principles of supervision, training, and performance evaluation
- English usage, spelling, grammar, and punctuation; modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications

**Ability to:**

- Oversee and participate in the development and management of assigned economic development programs and projects
- Conduct economic development-related research and analysis; compose detailed reports, budgets and recommendations, correspondence, and specifications
- Communicate and interact effectively both orally and in writing with elected and appointed officials, the public, contractors, developers, business owners, and staff,

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ECONOMIC DEVELOPMENT PROJECT MANAGER**

as well as outside local, state, and federal agencies and governmental bodies involved with administering and funding economic development programs

- Negotiate contractual agreements related to projects, as well as for the acquisition, disposition, development and/or lease of public and/or private property
- Interpret municipal codes, ordinances, legislation, contracts, and legal documents; analyze and interpret factual data, and apply complex guidelines
- Prepare clear and concise oral and written reports
- Follow directions from a supervisor
- Oversee, direct, and coordinate the work of assigned staff; select, supervise, train, and evaluate staff
- Establish priorities, effectively manage multiple projects, and deliver quality customer service

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major course work in public or business administration, economic development, planning or a related field. An advanced degree in a related field is preferred.

**Experience:** Four (4) years of progressively responsible professional experience in the economic development field or a closely related field.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

**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 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 in an office environment and may require occasional travel to off-site facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: ECONOMIC DEVELOPMENT PROJECT MANAGER**

periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. 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 books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers. This position may be required to assist staff in performing field work that requires driving a vehicle, walking on uneven ground, and in varying outdoor temperatures. The 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.

Rev Feb/2024

Rev Mar/2025

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ENVIRONMENTAL SERVICES MANAGER**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b>
<b>COUNCIL APPROVAL:</b>	<b>NOVEMBER 5, 2018</b>

<b>JOB CODE:</b>	<b>0923</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under administrative direction, plans, organizes, and manages the activities of the Urban Stormwater/National Pollutant Discharge Elimination System (NPDES) Program and other environmental programs.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: City Engineer or as designated by the Director of Public Works  
Supervises: Environmental Specialist; administrative personnel as assigned

**DISTINGUISHING CHARACTERISTICS**

Differs from Environmental Specialist in that Environmental Services Manager oversees all environmental programs and projects to ensure compliance with local, state and federal government laws and regulations, while Environmental Specialist performs journey level work in assisting with the development, implementation and compliance of mandated environmental programs.

**EXAMPLES OF ESSENTIAL DUTIES**

- Manages the City's Urban Stormwater/NPDES Program in accordance with federal, state, and local laws and regulations
- Directs and supervises staff engaged in environmental programs; prioritizes and reviews work, evaluates employee performance, and provides technical guidance and training
- Plans, administers, and coordinates the City's storm water quality program and the storm drain facility inspection and cleaning program



## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: ENVIRONMENTAL SERVICES MANAGER**

- Develops, recommends, and implements goals, objectives, and policies relevant to storm water quality, storm water and urban runoff pollution prevention programs
- Evaluates programs to assess compliance with state and local government requirements, as well as efficiency and effectiveness of City operations
- Researches and prepares implementation measures per federal, state, and local government requirements
- Manages the City's Illegal Discharges/Illicit Connections Program, Water Quality Management Program (WQMP), Total Maximum Daily Load (TMDL) compliance program, municipal inspection program including but not limited to construction and commercial/industrial facilities, and other related programs
- Creates and uses business software applications to prepare reports and spreadsheets and develop and maintain project management information systems; oversees the maintenance of accurate databases and records
- Performs an annual Program Effectiveness Assessment (PEA) of the City's stormwater program for submittal to the Santa Ana Regional Water Quality Control Board and to the County of Orange
- Manages the Fats, Oils, and Grease (FOG) Program; receives and assigns investigations to staff; reviews engineering plans and as-builts; assesses inspection status
- Participates in the development and administration of assigned program budgets; forecasts additional funds needed; directs the monitoring of and approval of expenditures; and recommends budget adjustments
- Develops and implements community outreach, education initiatives, and related activities targeted at residents, businesses, homeowners' associations, and property managers within the City
- Provides administrative and policy recommendations to the Development Services Section related to the implementation of Urban Stormwater/NPDES regulations and policies for new development that occurs within the City's jurisdiction
- Coordinates with City Attorney regarding notices of violation and cease and desist orders for water quality violations
- Seeks grant opportunities for water quality projects and monitors and administers City's obligations under grant agreements
- Manages consultant contracts and monitors the work performed; reviews and approves invoices for payment
- Prepares requests for qualifications and requests for proposals; reviews proposals to ensure conformity with state law, local ordinances, and departmental policies
- Represents the City in professional groups, committee meetings, task forces, and other meetings related to water quality, stormwater, urban runoff pollution prevention and related issues

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: ENVIRONMENTAL SERVICES MANAGER

- Makes presentations to the City Council, City boards and commissions, and community groups
- Monitors changes in regulations and technology, researches emerging products and enhancements, and reviews their applicability
- Attends leadership, management, supervisory and environmental/public works training to stay abreast of industry best practices
- Develops process to ensure business continuity in the event of a disaster
- Travels to offsite locations
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Reports to work as scheduled, maintains satisfactory attendance record
- Performs other related work 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**

*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:**

- Federal, state, and local codes, laws, and regulations including federal Clean Water Act, Porter Cologne Act, National Environmental Protection Act and California Environmental Quality Act, requirements of Title 40 of the Federal Regulations Code, and Hazardous Waste Management Regulations of the California Water Code
- National Pollutant Discharge Elimination System stormwater permit requirements and processes as regulated by State Water Resources Control Board
- Waste Discharge Requirements for Sanitary Sewers – FOG Control Program
- Dry Weather Urban Runoff Discharge Program
- Regional environmental issues affecting water quality
- Operations, services, and activities of stormwater quality programs
- Principles and practice of municipal budgeting
- Supervisory methods and techniques
- Grant writing and reporting practices
- Mathematical principles

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: ENVIRONMENTAL SERVICES MANAGER

- Office procedures, methods, and equipment, including computers and applicable software, such as word processing, spreadsheets, and databases
- Principles and procedures of record keeping and filing
- Occupational hazards and standard safety practices

#### **Ability to:**

- Manage and oversee the City's stormwater quality programs
- Evaluate complex regulatory requirements and establish strategies to maintain compliance
- Discuss and negotiate complex technical and regulatory issues with governmental agencies involving stormwater quality and environmental compliance standards
- Evaluate technical feasibility of proposed prevention, reduction, remediation, or stormwater treatment technologies
- Review and evaluate laboratory analytical results for a wide range of water quality monitoring constituents
- Prepare clear and concise reports to include environmental management, incident reports, and related correspondence
- Train City employees in best management practices related to water quality protection
- Analyze and solve work problems effectively
- Plan, organize, prioritize, delegate, and coordinate work to meet deadlines
- Supervise, train and evaluate performance of staff
- Communicate verbally and in writing with a broad spectrum of audiences, including the general public, contractors, and state and federal regulators
- Use tact and discretion in working with City officials, federal and state regulators, business representatives, construction contractors, legal representatives, and the public
- Follow oral or written instructions
- Make presentations
- Prepare statutory reports, violation records, and corrective actions taken documentation
- Operate office equipment including computers and common office software
- Perform mathematical calculations
- Respond to requests and inquiries for information
- Travel to various locations within a reasonable timeframe
- Ensure adherence to safe work practices and procedures
- Establish and maintain effective working relationships with those contacted in the course of work

**Education:** A bachelor's degree from an accredited college or university in environmental science, environmental planning, environmental resources management, environmental

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: ENVIRONMENTAL SERVICES MANAGER

engineering or other related field. Master's degree in environmental studies or other closely related field desirable.

**Experience:** Five (5) years' professional experience in environmental management, water quality analysis, stormwater and/or urban runoff pollution prevention, including three years' project management, supervisory, or lead experience.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Qualified Stormwater Pollution Prevention Plan (QSP) Practitioner

Registration as a Professional Civil Engineer from the State of California desirable

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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 stormwater facilities. 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 service and communicating in person. This position is also expected to perform inspections of work

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: ENVIRONMENTAL SERVICES MANAGER**

in the field that may require walking on uneven ground, 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.

Est. 11/05/18 JD  
Rev. 03/2025 ma

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: FIRE MARSHAL**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**  
**COUNCIL APPROVAL: NOVEMBER 2, 2020**

**JOB CODE: 0595**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEO**  
**FLSA STATUS: EXEMPT**  
**EEOC CODE: PROFESSIONALS**

**JOB SUMMARY**

Under general direction, plans, directs, manages, and coordinates the inspection activities and operations of the Fire Prevention Division within the Fire Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Division Chief/Professional Services

Supervises: Professionals, non-sworn protective services workers, and administrative support staff.

**DISTINGUISHING CHARACTERISTICS**

This is a non-sworn position.

**EXAMPLES OF ESSENTIAL DUTIES**

- Supervises staff personnel in administering programs and activities of the fire inspection function, including fire prevention inspections of hazardous processes, industrial and commercial occupancies, institutional and public assemblage occupancies, and construction sites
- Directs the management of other programs and activities of the Fire Prevention Division as required
- Oversees code enforcement activities related to environmental management, industrial waste, hazardous materials, and underground and aboveground storage tanks
- Coordinates staffing, permitting, scheduling, and other similar activities related to inspections, and administration of the division
- Oversees fire safety inspections of commercial and industrial facilities
- Ensures compliance with the California Fire Code, city ordinances, state and local, laws and nationally recognized fire prevention standards

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: FIRE MARSHAL**

- Evaluates the efficiency and effectiveness of service delivery methods and procedures, including the assessment of workload, administrative and support systems, internal reporting relationships, identification of opportunities for improvement and enhancement in effectiveness and/or efficiency, and review with the Fire Chief on a pre-set regular (i.e., annual, quarterly, or monthly) basis and as needed.
- Serves as the liaison for the Fire Prevention Division with other City departments, divisions and outside agencies, negotiates and resolves significant and controversial issues
- Selects, trains, motivates and evaluates Fire Prevention Division personnel
- Provides or coordinates staff development training, and works with employees to improve and correct deficiencies, or, when necessary, implement discipline up to and including termination proceedings when necessary
- Manages, directs, coordinates, and reviews the work plan for the Fire Prevention Division, and meets with staff to resolve problems; Assigns work activities, projects, and programs, monitors workflow, reviews and evaluates work products, methods and procedures.
- Conducts various fire organizational and operations studies
- Manages implementation of modifications to fire prevention and inspection programs, policies, and procedures as appropriate
- Assists in budget preparation and monitoring including revenue projections; creates goals and objectives for assigned unit
- Directs the installation of software applications in the Fire Prevention Division, and ensures the training of all personnel in computer system uses
- Supervises the data entry activities for the fire department permits program, hazardous materials disclosure program and emergency plans
- Participates on a variety of boards and commissions, attends and participates in professional group meetings, and stay abreast of new trends and innovations in the field of fire prevention and inspection
- Serves as custodian of records for all fire prevention and fire investigation records as well as the billing administrator
- Attends training classes and committees to remain current on changing legislation and requirements
- Coordinates Fire Company Inspection Program and Certified Unified Program Agency (CUPA)
- Assists with administration of Fire Investigation Program
- Supervises plan review staff
- Responds to citizens and local community inquiries, and satisfactorily resolves difficult or complex concerns, issues or complaints



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: FIRE MARSHAL**

- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs related duties and responsibilities as required

*The preceding duties have been provided as examples of the essential types of work performed 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:**

- Policies, principles and practices of fire inspection, code enforcement and plan review
- Pertinent Federal, State, and local laws, codes, and regulations
- Fire and life safety systems
- Principles and practices of municipal budget preparation and public administration
- Principles of supervision, training, and performance evaluation; safety regulations, practices and procedures
- Customer service and conflict resolution techniques

**Ability to:**

- Oversee, direct, and coordinate the work of subordinate staff; select, supervise, train, and evaluate staff
- Plan, coordinate and oversee program activities, work schedules and projects, and personnel; ensure safety and professional work standards are met
- Read, interpret and implement policies, laws, ordinances, rules and regulations;
- Interpret and apply fire and other related codes
- Establish and maintain effective working relationships with those contacted in the course of work, including various environmental State and local regulatory agencies
- Communicate and interact effectively both verbally and in writing with elected officials, the public, applicants, developers, and staff
- Establish and maintain a fee structure within the parameters of State and local requirements
- Remain informed of current changes in environmental regulations
- Assist in the preparation and monitoring of the program budget
- Analyze complex issues, develop and evaluate solutions and make recommendations

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: FIRE MARSHAL**

- Deliver quality customer service

**Education:**

A bachelor's degree from an accredited college or university in fire science, fire administration, fire protection engineering, business, public administration, or other related field.

**Experience:**

Five (5) years' increasingly responsible experience in fire prevention and inspection, including application and compliance with State and local fire and building codes, plan review of fire protection systems, land development, and building construction with one year's supervisory or lead experience.

**Licenses/Certifications:**

Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment. International Code Council (ICC) Fire Inspector II Certification, State Registered Fire Protection Engineer certifications in building and fire codes, and/or State of California Office of the Fire Marshal Certification as Fire Prevention Officer, Fire Protection Specialist, Plans Examiner, or Fire Marshal preferred. PC 832 training desirable.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

The incumbent 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.

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



**TITLE: FIRE MARSHAL**

Work is performed indoors and outdoors and includes full exposure to a variety of weather conditions. Work involves exposure to temperature variations, noise, vibrations, fumes, odors and dust. The incumbent uses a cell phone and personal computer and accessories, including a keyboard and related equipment. Work performed involves sitting, standing, walking, climbing, stooping, crouching, twisting, bending, pushing, pulling, reaching, grasping, lifting, moving tools and equipment weighing up to fifty (50) with the use of proper equipment or assistance, and may perform other similar actions during the course of the workday. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Prepared/Revised: August 2020 ta/pa

Rev: March 2025/MA

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: FIRE MEDICAL COORDINATOR**

**PERSONNEL COMMISSION APPROVAL:**

**APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL:**

**MAY, 2003**

**JOB CODE:**

**0131**

**EMPLOYMENT STATUS:**

**REGULAR FULL-TIME**

**UNIT REPRESENTATION:**

**MEO**

**FLSA STATUS:**

**NON-EXEMPT**

**EEOC CODE:**

**TECHNICIANS**

**JOB SUMMARY**

Under the general direction of the Fire Chief, supervises and coordinates the City's FireMed program; ensures complete and timely processing of client data and billing materials; prepares public information and education programs; develops reports; forecasts program revenues and expenses; serve as FireMed liaison between Fire and other City departments; establish and maintain automated systems providing client information to emergency health providers, membership and billing information; supervise FireMed support staff; administer service provider contracts; assist in development of Fire Med program budget; on-call for major emergencies.

**EXAMPLES OF ESSENTIAL DUTIES**

Plans, formulates and develops paramedic membership programs to meet the needs of the community; supervises the implementation of the annual enrollment campaign; coordinates related media preparation for cable TV, newspapers and printed material; schedules work projects and determines priorities; assists in the preparation and administration of the budget; develops goal and objectives and an annual business plan; prepares financial data and statistical information for City Council review; assists and advises the Fire Chief on matters related to program benefits, reimbursements and revenue projections; works with Information Systems and City Treasurer on problems and improvements in the customer accounting and related billing systems; responsible for membership registration and collection of fees; coordinates computer processing of medical information and collection of billing data for user fees; works directly with the Fire Department personnel to formulate program enhancements; works directly with private contractors to maximize recovery of user fees; supervises, trains and evaluates FireMed support staff; recommends employee discipline, as appropriate; represents the

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: FIRE MEDICAL COORDINATOR**

department with other city, county and public agencies at meetings, seminars, etc., and performs related duties 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:**

*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:** Fire Department operations; ambulance transportation procedures, regulations, billing and collection; principles and practices of project management and municipal budget preparation; principles of supervision, training, and performance evaluation; word processing and spreadsheet software applications.

**Ability to:** Handle human relations problems; effectively communicate both verbally and in writing; work with personal computer systems; independently analyze a situation, formulate and present a solution/recommendation; supervise, train, and evaluate staff; participate in the development and administration of section goals, objectives, and procedures; prepare a program budget and an annual business plan; establish and maintain effective working relationships with those contacted in the course of work.

**Education:** A high school diploma or equivalent certificate. A Bachelor of Arts degree in public administration, business administration or a related field is highly desirable.

**Experience:** Three (3) years of experience in the ambulance industry, paramedic operations, information systems or a related field, including supervisory experience.

**SPECIAL CONDITIONS**

**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** – Work involves light to moderate work in an office setting. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Employee accommodations for physical disabilities will be considered on a case-by-case basis.

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**CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION**



**TITLE: FLEET OPERATIONS SUPERVISOR**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: NOVEMBER 15, 2010**

**JOB CODE: 0590**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**EEOC CODE: PROFESSIONALS**

**JOB SUMMARY**

Under general direction, plans and supervises the fleet operations of City vehicles and equipment.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Operations Manager

Supervises: Lead, office, skilled and non-skilled trades support staff.

**DISTINGUISHING CHARACTERISTICS**

The primary focus of this position is to exercise supervisory authority in the development and support of complex fleet operations. This position is responsible for the planning and development of citywide fleet programs and applying analytical solutions in the ongoing support of fleet operations; manage projects and oversee the work of individuals and teams. It is distinguished from the Crew leader classification in that the latter functions as a working supervisor and oversees the projects and work of crews.

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans and supervises the service, repair, and preventative maintenance of various vehicles and equipment; schedules work and determines project priorities
- Analyzes and develops fleet quality control strategies and management programs to establish continuous fleet management improvement opportunities, standard maintenance and repair methods and time elements, predictive maintenance, life-cycle costing and vehicle repair/replacement models

## **CITY OF HUNTINGTON BEACH CLASS SPECIFICATION**



### **TITLE: FLEET OPERATIONS SUPERVISOR**

- Manages fleet utilization systems; reviews and analyzes utilization documentation to recommend vehicle assignment to departments; oversees and approves the internal transfer and reallocation of vehicles and equipment to optimize utilization for short-term and long-term needs
- Manages fuel orders and deliveries; monitors and reports consumption to ensure proper use and prevention of misuse; identifies fuel management procedures and policies; negotiates fuel acquisition agreements; reconciles fuel purchases and consumption
- Maintains computerized records management system to track and review fleet and parts inventory, shop labor, fuel levels and vehicle utilization
- Assists in the planning and monitoring of the fleet operations budget regarding manpower, equipment, supplies, parts, and materials; researches data, brochures, and regulations
- Assists in developing specifications for vehicles and equipment that meet operational requirements; evaluates and recommends annual contract bids for parts, services, and the purchase of vehicles and equipment
- Coordinates work projects and maintenance programs with various City officials, department personnel, and other agencies
- Evaluates work methods to ascertain proper and efficient use of machinery, tools and labor; checks on cleanliness and safety procedures and instructs employees in technical and safety procedures
- Implements and maintains safety programs; conducts meetings and instructs employees on shop and equipment safety, tool uses, equipment upgrade projects, and other related topics
- Performs personnel administrative functions; counsels subordinates on compliance with procedures, rules, and regulations; evaluates performance and assesses discipline as needed
- Interprets and applies regulatory requirements associated with air pollution control, hazardous material and waste management, underground and above ground fuel storage tanks and facilities, recycling, etc.; ensures compliance with local, state, and federal requirements, standards, codes, and laws
- Researches data, operational brochures, and regulations; keeps abreast of new equipment, service and part manuals, and new maintenance devices and test equipment
- Monitors contracts with outside service providers to ensure compliance with established standards; conducts on-site inspections to review work being performed
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required



## CITY OF HUNTINGTON BEACH CLASS SPECIFICATION



### **TITLE: FLEET OPERATIONS SUPERVISOR**

- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties 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**

*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:**

- Operations, services, and activities of fleet operations management, including repair, preventative maintenance and utilization of various vehicles and equipment
- Laws, rules and regulations pertaining to fleet management operations
- Administrative principles and techniques, including budgeting, planning, safety, staff organization and development
- Materials, methods, practices and equipment used in maintenance and repair programs
- Computer hardware and software pertinent to record keeping, maintenance and repair records, inventory control and related fleet maintenance and operations
- Principles and practices of supervision

#### **Ability to:**

- Plan, organize, and monitor the work of skilled and unskilled craft personnel engaged in mechanical maintenance and repair of vehicles and equipment
- Communicate effectively orally and in writing
- Prepare and maintain records and reports
- Exercise judgment and creativity in making conclusions and recommendations
- Operate personal computers and specialized and standard software applications
- Analyze situations, identify problems, and recommend solutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of employees and outside representatives
- Deliver quality customer service
- Travel to offsite locations within a reasonable timeframe
- Conduct on-site audits of subcontractors and obtain compliance when the work being performed is not in compliance with the conditions of the contract

## CITY OF HUNTINGTON BEACH CLASS SPECIFICATION



**TITLE: FLEET OPERATIONS SUPERVISOR**

**Education:** A High school diploma or equivalent certificate, supplemented by one year (30 semester units or equivalent) of college level course work or specialized training in mechanical trades, equipment maintenance and repair, and/or other directly related subjects. Associates degree preferred.

**Experience:** Five (5) years' experience in maintenance and repair of mechanical equipment including two (2) years' experience in a lead or supervisory role. Experience maintaining public safety equipment, including Fire, Police and/or Marine Safety, preferred.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Certified Automotive Fleet Manager (CAFM) or Certified Automotive Fleet Specialist (CAFS) or equivalent certifications are desirable.

### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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.

**Background Investigation:** Must successfully pass a background review, screening and investigation.

**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**

The incumbent 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 a general office and mechanical repair shop environment with exposure to extreme noise, exhaust fumes, dust, fine particles, allergens, solvents, corrosives, oils, odors, and other physical, electrical, mechanical, and chemical hazards.

**CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION**



**TITLE: FLEET OPERATIONS SUPERVISOR**

The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, balances, stoops, crouches, twists, bends, squats, kneels, crawls, pushes, pulls, reaches, grasps, steers, lifts and moves tools and equipment weighing 50 pounds or less (over 50 pounds with assistance). When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, extreme temperatures, etc. Must utilize approved safety equipment and protective gear, including but not limited to, safety glasses, gloves, hard hats/helmets, dust/particle masks safety vests, steel-toed boots and/or hearing protective devices.

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

Est. Oct. 2010  
*Rev Dec 2019 pa*  
*Rev March 2025 ma*

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: HOUSING MANAGER**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: JUNE 16, 2008**

<b>JOB CODE:</b>	<b>0043</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

The primary reason this classification exists is to assist the Deputy Director of Community Development in managing, administering and strategically planning key programs in support of the City's affordable housing development interests, and to perform a variety of complex professional and technical administrative duties related to affordable housing.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Deputy Director of Community Development  
Supervises: Professional, technical and/or administrative support staff

**DISTINGUISHING CHARACTERISTICS**

Assists the Deputy Director of Community Development in overseeing the day to day operations of the City's affordable housing programs; acts independently and performs the duties of the Deputy Director of Community Development in the absence of the Deputy Director; coordinates the Department's affordable housing mission closely with other City departments; maintains effective and extensive professional relationships with representatives of other local, state and federal agencies.

**EXAMPLES OF ESSENTIAL DUTIES**

- Manages a variety of state and federal housing programs and activities
- Plans, organizes, and controls the functions and activities of affordable housing development programs; develops and makes recommendations on goals, objectives, and policies
- Analyzes and applies various local, state, and federal policies, codes, and laws relating to the operations and administrations of the various programs
- Develops and implements new programs and changes in existing programs as

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: HOUSING MANAGER**

- required by laws, regulations, and other rules
- Evaluates effectiveness of affordable housing programs
- Prepares, publishes, presents and maintains a variety of reports, including financial reports and records, in accordance with applicable laws and regulations
- Audits program compliance and design and implements program corrections and improvements; conducts complex studies and related research
- Participates in the preparation and administration of housing program operating budgets and cash flows
- Coordinates program activities with other departments, outside agencies, and community groups; monitors and evaluates the efficiency and effectiveness of program delivery methods and activities
- Monitors compliance with housing programs and grant-funding requirements; evaluates work activities, projects and program performance outcomes; resolves complaints and mediates disputes
- Identifies funding resources and develops funding proposals; implements and coordinates financial strategies
- Evaluates proposals; negotiates contracts and development agreements; conducts feasibility studies
- Provides administrative and technical assistance to managers, City employees, the public, and other interested parties
- Selects, trains, supervises, and evaluates the performance of staff
- Prepares applications for program funding from new and renewable sources; prepares staff reports for Council
- Develops program policies, procedures and guidelines
- Oversees and participates in housing loan processing, counseling and field inspection operations
- Directs and participates in the preparation of loan/grant applications and related documents
- Explains relocation benefits to eligible persons and processes claims for relocation payment
- Provides information to the City Attorney in the execution and administration of housing program activities
- Attends leadership, management, supervisory and subject matter training to stay abreast of industry best practices
- Travels to offsite locations
- Works various hours to conform with changing priorities and meet deadlines
- Reports to work as scheduled, maintains satisfactory attendance record
- Performs other related duties.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: HOUSING MANAGER**

*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:**

- State and federal housing programs
- Redevelopment Agency set-aside, CDBG and HOME funded programs
- Inclusionary and density bonus programs for multi-family projects
- Principles and practices of public administration, accounting and budgeting, economics, and redevelopment
- Principles and practices of housing program development and housing assistance programs including applicable federal, state, and local laws, rules, and regulations regarding affordable housing programs
- Operational characteristics and activities of complex housing programs
- Research methods and techniques
- Financial and statistical analysis methods; financial and real estate procedures and transactions
- Contract negotiations and contract law
- General housing program code provisions; tax exempt financing structures and tax credit programs
- Community resources; group dynamics and community socio-economic factors
- Equal employment and affirmative action guidelines and policies
- The use of present and emerging automated services and technologies
- Principles and practices of supervision, training and performance management
- The legal instruments used in affordable housing programs and real estate transactions

**Ability to:**

- Manage and coordinate the activities of complex housing programs
- Analyze and accurately interpret a variety of documents and materials and prepare clear, comprehensive reports and recommendations
- Prepare, analyze and negotiate complex contracts and agreements
- Generate and maintain accurate records

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: HOUSING MANAGER**

- Develop, implement, and manage long range housing programs; effectively monitor program development and improvement; interpret program guidelines, analyze problems and identify alternative solutions; implement plans, strategies and program recommendations
- Interpret and apply state, federal and local policies, procedures, laws and regulations
- Follow instructions and directions
- Make public presentations; establish and maintain effective working relationships with supervisors, fellow employees, other government agencies, financial institutions, developers, and the public
- Communicate clearly and concisely, both orally and in writing
- Effectively supervise; coordinate, direct and prioritize the work of self and others
- Review and evaluate job performance; plan, design, and implement staff training; instruct staff on policy matters and proper safety procedures
- Work both indoors and outdoors and travel on City business and meet with members of the public
- Use computer equipment and related software including, but not limited to MS Word, Excel, Access, PowerPoint, Outlook; operation of various office equipment and motor vehicle

**Education:** A bachelor's degree from an accredited college or university in public administration, planning, business administration, economics or a related field.

**Experience:** Four (4) years of progressively responsible professional-level work experience in the areas of affordable housing and community development programs, including at least two (2) years of administrative and supervisory responsibility.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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.



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: HOUSING MANAGER**

**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 office environment and may require occasional travel to off-site facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. 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 books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers. This position may be required to assist staff in performing field work that requires driving a vehicle, walking on uneven ground, and in varying outdoor temperatures. The 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.

*Revised: 7/24/06 iy  
7/07 pa  
5/08 mc  
12/20 pa  
03/25 ma*

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: HUMAN RESOURCES ANALYST**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

**JOB CODE: 0828**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**EEOC CODE: PROFESSIONALS**

### **JOB SUMMARY**

Under direct supervision, performs a wide variety of routine professional and technical duties in support of the City's human resources system, including; responsible staff work in recruitment and selection, classification, compensation, benefits administration, and/or other employee related programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: Human Resources Manager, Principal Human Resources Analyst

### **DISTINGUISHING CHARACTERISTICS**

The Human Resources Analyst is the entry-level class in the series. This classification performs the more routine tasks and duties assigned to positions within the series. Incumbents are held directly responsible for the technical adequacy, prioritization and time management of their work. It differs from the Senior Human Resources Analyst by the difficulty, scope, complexity, and autonomy of the work performed.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Plans, designs, and develops recruitment and selection materials and administers examinations for City positions
- Composes job bulletins and recruitment information; recommends, schedules and coordinates advertising activities in appropriate media
- Scores and analyzes the results of written, oral, performance and other related employee selection examinations
- Responds to inquiries regarding employment opportunities with the City
- Assists with implementation of the City's comprehensive employee benefits programs, including health, dental, vision, pension, long-term disability, 457 accounts and employee assistance programs
- Assists with training to ensure compliance with the Family Medical Leave

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: HUMAN RESOURCES ANALYST

Act/ADA/FEHA requirements

- Identifies issues; collects data; analyzes alternatives and makes recommendations
- Researches rules, regulations, laws, and policies in order to make recommendations on personnel matters
- Assists in the administration of labor agreements by explaining contract provisions, and responding to inquiries from employees
- Conducts routine studies and prepares and presents written and oral reports relating to various aspects of personnel administration
- Responds to salary and benefit surveys
- Coordinates assigned services and project activities with other City departments, divisions, committees, external organizations, and the general public
- Responds to and resolves routine and sensitive inquiries and complaints
- Attends and participates in professional group meetings
- Creates and uses spreadsheets, databases, and other personal computer software applications
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- performs related duties and responsibilities 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:**

- Principles and practices of personnel administration including job analysis, position classification, compensation, recruitment and selection
- Statistical principles and research methods
- Principles and practices of public administration and organizational development; salary and benefit administration
- English usage, spelling, grammar, and punctuation
- Modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications
- Pertinent Federal, State, local codes, laws, and regulations

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: HUMAN RESOURCES ANALYST

#### **Ability to:**

- Perform professional, technical and analytical personnel tasks
- Understand City personnel programs and policies and interpret them to employees and the general public
- Understand the organization and operation of the City and outside agencies as related to the personnel function
- Effectively use job advertising sources, methods and techniques; assist with conducting job analyses and classification analyses
- Respond to personnel related requests and inquiries from City employees and the general public
- Collect, compile and analyze information and data
- Write clear, concise and accurate reports and job descriptions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Deliver quality customer service
- Organize and coordinate projects and prioritize activities to meet established deadlines
- Operate a variety of office equipment including a computer and associated word processing applications

**Education:** A bachelor's degree in human resources, labor and industrial relations, psychology, business or public administration, or other related field.

**Experience:** One (1) year of experience in the recruitment, testing and examination under a merit system; employee benefits and/or general personnel administration.

**Licenses/Certifications:** Possession of a valid Class C California driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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.

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: HUMAN RESOURCES ANALYST**

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

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

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (5 - 10 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires vision to read printed materials and computer screen, and to observe patrons and situations; and hearing and speech to communicate in person, before groups, and over the telephone.

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

Est. April 2007

Rev. November 2021/pa

Rev. March 2023/pa

Rev. March 2025/knf

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: HUMAN RESOURCES MANAGER**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b>
<b>COUNCIL APPROVAL:</b>	<b>JULY 1995</b>
<b>JOB CODE:</b>	<b>0006</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>OFFICIALS &amp; ADMINISTRATORS</b>

**JOB SUMMARY**

Under general direction, plans, organizes, oversees, coordinates and reviews the work of staff performing difficult and complex professional, technical, and administrative support for Human Resources programs and functions.

**DISTINGUISHING CHARACTERISTICS**

Reports to: Director of Human Resources / Deputy Director of Administrative Services  
Supervises: Professional, Managerial, and Technical Human Resources and Risk Management staff

**EXAMPLES OF ESSENTIAL DUTIES**

- Serves as the division manager for Human Resources and Risk Management
- Assists in the development and implementation of department goals, objectives, policies, programs and procedures
- Oversees and coordinates HR division activities with those of other departments and outside agencies and organizations
- Prepares and presents a variety of reports, workshops, presentations and related communication to staff, executive management, City Council and the public
- Manages, supervises and coordinates a variety of human resources programs and operations, including oversight of Risk Management and HRIS-related functions and requirements
- Administers the enforcement and compliance of the City's civil service system rules
- Receives, investigates, and effectively responds to difficult and sensitive employee-relations issues; may conduct or oversee fact-finding investigations, evaluate report findings, make recommendations and facilitate corrective action
- Assists in the oversight and coordination of activities related to recruitment and selection programs
- Acts as EEO Officer and oversees administration of policies and practices related to non-discrimination compliance efforts

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: HUMAN RESOURCES MANAGER

- Advises staff, supervisors, and managers regarding labor relations and employee relations issues; advises supervisory and management staff regarding employee grievances, disciplinary matters, and investigations
- Participates as a member of the City's negotiating team, meets with association representatives regarding MOU language interpretation and scope of bargaining issues
- Oversees the administration and coordination of employee benefits, and retirement-related programs, supervises benefit administration, reviews health insurance and supplemental benefits broker/carrier performance
- Participates in the selection and evaluation of Human Resources and Risk Management staff; coach motivate, and train, assigned staff and others
- Attends leadership, management, supervisory, and professional training, workshops, seminars, conferences, webinars to maintain currency regarding regulatory requirements and public sector human resources and risk management best-practices related to areas of assignment
- Prepares and processes City Council agenda items, memos, forms, general correspondence, and spreadsheets
- Serves as back-up to the Administrative Services Director/Secretary to the City Personnel Commission; attend meetings, reviews commission minutes, establishes agenda, oversee public hearing presentations, coordinate grievance hearings
- Responsible for coordination and administration of citywide training and staff professional development programs
- Develops new or modified human resources and risk management administrative regulations, functional and operational policies, procedures, and systems to accommodate changes in Personnel, Benefits, Retirement, Labor Relations or Equal Employment legislation; develop business continuity processes and procedures
- Assists in the administration of the City's classification and compensation programs, reviews and evaluates existing, new classification and reclassification requests
- Assists in the preparation and oversight of the department budget; review and analyze reports, and records
- Report to work as scheduled, work a variety of schedules including evenings, weekends, and holidays, as required
- Performs other related duties 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**

*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:*



## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: HUMAN RESOURCES MANAGER**

##### **Knowledge of:**

- Principles and policies of personnel administration and management
- Principles and practices of collective bargaining and labor contract administration
- Federal, State, and local laws, regulations, ordinances, and policies related to public personnel administration, labor and employment
- CalPERS and related health and retirement benefit laws, rules and practices
- Principles and practices of organization, administration and budget management
- Principles and practices of municipal risk management
- Principles and practices of record keeping, report writing and project management
- Customer service practices and techniques
- English usage, spelling, grammar, and punctuation
- Modern office methods, practices, procedures and equipment
- Human Resources Information Systems, Microsoft Office applications, Word, Excel, Access, PowerPoint, Publisher
- Current federal, state and/or local legislation and judicial decisions pertaining to Equal Employment, Employer-Employee Relations, and other federal and state regulatory programs

##### **Ability to:**

- Plan, organize, prioritize, delegate, and coordinate work to completion in a timely manner
- Work independently, and balance competing priorities
- Employ creativity in developing solutions, identify alternatives, project outcomes and consequences of proposed actions, implement recommendations
- Maintain confidentiality
- Interpret and apply laws, rules, regulations, ordinances, municipal codes accurately and appropriately
- Represent the department with tact and diplomacy
- Be collaborative and deal constructively with conflict, and develop consensus
- Prepare complex reports and conduct highly complex data and regulatory analysis
- Supervise, train and evaluate staff
- Plan, organize and direct a comprehensive public sector civil service system
- Effectively administer negotiated labor agreements, and a comprehensive classification and compensation system
- Communicate effectively in writing and conduct oral presentations with a wide variety of elected officials, management, supervisors, employees and the general public
- Report to work as required as scheduled; and work extended hours beyond the established schedule
- Follow directions, and accept evaluative and constructive recommendations for change and improvement
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Conduct work in a professional manner

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: HUMAN RESOURCES MANAGER**

**Education:** Graduation from an accredited college or university with a bachelor's degree in human resources, public or business administration, or organizational development, or other directly related field. Master's degree preferred.

**Experience:** Five (5) years professional, managerial-level experience in Human Resources, Personnel Administration, or Organizational Development including two (2) years directly related experience in planning, organizing and supervising professional, technical and clerical staff. Public sector and risk management experience is preferred.

#### **Licenses/Certifications:**

Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Certification in any of the following is **desirable**:

HRCI/Society Human Resource Management

- PHR – Professional in Human Resources
- PHRca – Professional in Human Resources – California
- SPHR – Senior Professional in Human Resources

International Public Management Association for Human Resources (IPMA-HR)

- IPMA-CP – Certified Professional
- IPMA – SCP – Senior Certified Professional

California Public Employer Labor Relations Association (CalPELRA)

- Certified Labor Relations Professional (CLRP)

Associate in Risk Management (ARM), Associate in Risk Management for Public Entities (ARM-P) and/or RIMS Certified Risk Management Professional (CRMP) designation

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

The incumbent must be able to meet the physical requirements of the class and have

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: HUMAN RESOURCES MANAGER**

mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is primarily performed indoors and involves detailed concentration in an office environment. The work requires sitting at a desk or table for prolonged periods of time and daily use of a computer, keyboard, mouse, screen and related equipment. The incumbent sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. Must be able to read printed materials; hear and speak proficiently; communicate in person, before groups and via telephone. Walking and standing in and between work areas is necessary. Requires operation of a motor vehicle to attend a variety of off-site meetings, workshops, training, and seminars.

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

Est. 07/01/95  
Rev. 09/21/16 – jd  
Rev. 04/2021  
Rev. 03/2025

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: LANDSCAPE ARCHITECT**

**PERSONNEL COMMISSION APPROVAL:**  
**COUNCIL APPROVAL:**

**APRIL 16, 2025 (REVISED)**  
**DECEMBER, 1991**

**JOB CODE:**  
**EMPLOYMENT STATUS:**  
**UNIT REPRESENTATION:**  
**FLSA STATUS:**  
**EEOC CODE:**

**0158**  
**REGULAR FULL-TIME**  
**MEO**  
**EXEMPT**  
**TECHNICIANS**

**JOB SUMMARY**

To design, draft and inspect landscape plans and installation projects for roadsides, medians, parks and public facilities; performs plan checking, inspection and record keeping of street improvements and onsite development projects pertaining to landscape planting, tree locations, irrigation services and other pertinent functions related to landscape.

**EXAMPLES OF ESSENTIAL DUTIES**

Designs and drafts preliminary, schematic and final planting and irrigation plans for landscape areas located at roadsides, medians, parks and public facilities. This includes installation details, cost estimates, bid documents, construction details and specifications; coordinates plan checks and designs with engineers and Planning Department for demolition plans, landscape grading plans, a staking layout plan and plot plan for projects; supervises landscape installation to insure compliance with department standard plans and specifications for landscaping of City projects; performs plan checking and related record keeping on street improvement and onsite development plans pertaining to landscape areas, tree locations, irrigation services, located on private as well as public property, to determine compliance with City landscape standards and compatibility with existing and planned facilities. Meets with engineers, architects and others to establish concepts, specifications/standards, and design of projects; assists staff in continually updating standard plans and specifications pertaining to landscape requirements for private property (onsite), as well as for public right-of-way including parks; requisitions material needed for projects when necessary; routes and files memos and information pertaining to projects; prepares cost estimates of projects including preparatory information for grant requests; prepares program budget workup including charts, graphs and visual aids; maintains monthly work records and photographs of landscaping projects; assists staff in continually updating landscape program information to develop the most efficient, economical and safe methods attainable; performs other

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: LANDSCAPE ARCHITECT**

related duties.

*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:** Landscape design and drafting techniques; applicable city, state and national codes and standards.

**Ability to:** Prepare, analyze and interpret maps, drawings, legal property descriptions, engineering and architectural plans and records; calculate angular, linear, and area measurements; compute volumes and quantities; carry out duties and follow complex oral and written specifications and instructions.

**Education:** College graduation related to landscape design, involving design, drafting and ornamental horticulture.

**Experience:** Requires four (4) years related experience or any equivalent combination of experience and training which provides the required four years of skills.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Valid State of California Landscape Architect's License.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PARKING AND CAMPING OPERATIONS SUPERVISOR**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (*Revised*)**  
**COUNCIL APPROVAL: NOVEMBER 15, 2022**

<b>JOB CODE:</b>	<b>0905</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general direction, supervises and coordinates the activities and operations of the City's beach parking, downtown parking structure, parking meters/pay stations, parking enforcement, and camping facilities.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Community & Library Services Manager  
Supervises: Service/Maintenance, Technicians, Crew Leader, Operations Leads, part-time and Administrative Support staff

**DISTINGUISHING CHARACTERISTICS**

The primary focus of this position is to exercise supervisory authority and apply analytical solutions in the development and support of parking operations. This position coordinates activities with other divisions and outside agencies, oversees the work of individuals and teams, and provides responsible and complex staff assistance to the division head. The Parking and Camping Operations Supervisor differs from the Parking and Camping Crew Leader in that the latter serves as the working supervisor to monitor and oversee the work of crews.

**EXAMPLES OF ESSENTIAL DUTIES**

- Coordinates the organization, staffing, and operational activities for the City's beach parking, downtown parking structure, parking meters, parking enforcement, and camping facilities in a cost-effective manner
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PARKING AND CAMPING OPERATIONS SUPERVISOR**

- Assists in the development and scheduling of programs and participates in specific event processes to provide a variety of events for citizens as well as to promote growth of tourism in the area
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements
- Directs, coordinates, and reviews the work plan for assigned staff involved in parking and camping program, parking enforcement and parking meter services and activities
- Assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures
- Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary
- Provides staff assistance to the division head
- Maintains records pertinent to assigned program activities including records regarding revenues collected
- Prepares and presents staff reports and other correspondence as appropriate and necessary
- Coordinates assigned activities with those of other divisions and outside agencies and organizations
- Establishes and maintains effective working relationships with the downtown business association, downtown merchants, beach concessionaires, vendors, contractors, the City's partners in the downtown parking structure, and other City employees
- Attends and participates in committees, task forces, and associations; represents the City with regard to parking, parking meters, camping, specific events, and issues relating to the downtown area
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs related duties and responsibilities as required



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PARKING AND CAMPING OPERATIONS SUPERVISOR**

*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 characteristics, services, activities of parking/camping facilities, and enforcement
- Traffic flow, traffic control, and parking principles and practices
- Parking meter operations
- Equipment, methods, materials, procedures, and practices needed to successfully complete projects
- Accounting principles and practices
- Cash handling practices and internal controls
- Occupational hazards and safety practices applicable to maintenance operations
- Principles of municipal budget preparation and control
- Principles of supervision, training, and performance evaluation
- Computer hardware and software pertinent to record keeping and operations related to parking and camping
- City and departmental policies and procedures
- Pertinent Federal, State, and local laws, codes, and regulations

**Ability to:**

- Effectively oversee the services and activities of a year-round camping and parking facility as well as parking meter/pay station activities
- Supervise, direct, and coordinate the work of assigned staff
- Select, supervise, train, and evaluate staff
- Interpret and explain City parking/camping and parking meter policies, procedures, and laws
- Read manuals, blue prints, diagrams, and other materials that explain and/or clarify practices and procedures
- Prepare written bid specifications
- Monitor the flow of large quantities of cash or other forms of payment
- Prepare clear and concise reports
- Communicate clearly and concisely, both orally and in writing

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PARKING AND CAMPING OPERATIONS SUPERVISOR**

- Establish and maintain effective working relationships with those contacted in the course of work
- Deliver quality customer service
- Work irregular hours, including nights, weekends and holidays

**Education:** High school diploma or equivalent certificate supplemented by one year (30 semester units or equivalent) of college level course work or specialized training in supervision, accounting, business administration or other related subjects.

An associates (or bachelor's) degree from an accredited college or university with major coursework in business administration, public administration or a related field may be substituted for up to two (2) years of experience.

**Experience:** Five (5) years of responsible experience in parking and camping facility operations including one year of supervisory experience.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment. First Aid and CPR certification must be obtained within six (6) months of appointment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

The incumbent 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 a general office environment combined with outdoor locations. The incumbent uses a computer keyboard and related office equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. When work is performed outdoors, there

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



**TITLE: PARKING AND CAMPING OPERATIONS SUPERVISOR**

is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, and extreme temperatures.

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

Est. Apr 2000

Rev: 5/22/06 – VB

Rev. Oct 2020 pa

Rev. Jan 2023 pa

Rev. July 2024 ma

Rev. Mar 2025 sr

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PLAN CHECK ENGINEER**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b>
<b>COUNCIL APPROVAL:</b>	<b>SEPTEMBER 5, 2006</b>
<b>JOB CODE:</b>	<b>0099</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general direction, examines construction drawings and complex design engineering calculations on proposed construction, alteration or repair of buildings and associated structures to ensure compliance with building safety standards prior to issuance of a building permit.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Building Official

**DISTINGUISHING CHARACTERISTICS**

The Plan Check Engineer is an advanced journey level position. The incumbent reports to the Building Official and may oversee the Plan Check Services Branch in the Building Division Head's absence.

**EXAMPLES OF ESSENTIAL DUTIES**

- Checks plans and specifications of buildings and structures for compliance with the adopted Building Code and related construction codes and legislation
- Consults with architects, engineers, contractors, owners and others regarding matters such as design, engineering and regulations governing building plans
- Analyzes building designs to ensure structural engineering principles have been met, proper materials have been selected, and accessibility, green, energy, and building regulations have been met
- Oversees work of the Plan Check Services Branch in the absence of the Division Head
- Reviews and monitors the work of consultants

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PLAN CHECK ENGINEER**

- Provides procedural and technical support to the counter operation
- Prepares departmental reports
- Attends meetings to review and discuss plans, documents, and code requirements
- Collects, analyzes, and presents statistical data
- Confers with staff from other departments regarding development of building construction projects
- Deals with difficult people in a constructive manner
- May visit construction sites and assist building inspectors in the field where engineering problems are encountered
- Writes reports, letters, memos and section policies and procedures
- Analyzes practices and recommends improvement
- Delivers and promotes quality customer service
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- 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 reserves the right to 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:**

- Professional standards, principles, and practices of building plan checking
- Civil engineering principles, techniques, policies, and procedures
- Building construction methods and materials
- The State of California's Building Standards Codes
- English usage, grammar, spelling, vocabulary, and punctuation
- Principles and practices of supervision
- Personnel policies and procedures
- Quality customer service practices
- Modern office practices, methods, computer equipment and computer applications related to the work

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PLAN CHECK ENGINEER**

- Engineering statistics and advanced math
- Safety issues and liability reduction

**Ability to:**

- Read, interpret and analyze construction plans, blueprints, manuals and specifications
- Develop, maintain and follow departmental processes and regulations
- Communicate effectively in both oral and written form
- Write detailed reports, recommendations, correspondence and specifications
- Provide and utilize written and oral instruction
- Ensure safety and professional work standards are met
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Deliver quality customer service
- Work independently and as a team member
- Propose and administer change

**Education:** A bachelor's degree from an accredited college or university with major course work in civil engineering, architecture or related field.

**Experience:** Three (3) years of progressively responsible experience performing building plan checking, structural design, or related professional engineering work.

**Licenses/ Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

State of California registration as a Professional Civil Engineer or Structural Engineer required by time of appointment and during course of employment.

Certification as a Building Plans Examiner by the International Code Council (ICC) or an equivalent nationally recognized organization, required prior to completion of the probationary period and during course of employment.

California Division of the State Architect (DSA) Certified Access Specialist (CASP) is highly desirable.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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.

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: PLAN CHECK ENGINEER**

**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 primarily indoors, occasionally outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. When work is performed outdoors, there is full exposure to various weather conditions. Employee must be able to actively listen to receive instruction, and verbally communicate information in order to engage with customer base, staff, and others, in person and via telephone. Must be able to read and comprehend correspondence, plans, specifications and other information, and communicate ideas in writing in order to keep accurate records, sign off on documents, and create letters.

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

Rev. Jan 2020 PA  
Rev. June 2023 PA  
Rev. March 2025 MA



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PLANNING MANAGER**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: NOVEMBER 19, 2007**

<b>JOB CODE:</b>	<b>0444</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>OFFICIALS &amp; ADMINISTRATORS</b>

**JOB SUMMARY**

Under administrative direction, manages, supervises, and directs the operations of the Planning Division within the Community Development Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Deputy Director of Community Development  
Supervises: Professional Planners

**DISTINGUISHING CHARACTERISTICS**

This is a division manager position in the Community Development Department having overall responsibility for division planning and management, personnel administration including training, selection and performance management, coordinating work programs and priorities, and ensuring that decision making within the division is consistent with City Council direction and in accordance with State and municipal statutes.

**EXAMPLES OF ESSENTIAL DUTIES**

- Manages, directs and organizes planning activities and programs
- Coordinates planning activities with other City departments
- Assigns work, projects and programs; monitors work flow
- Reviews and evaluates work products, methods and procedures
- Coordinates and resolves issues with other departments
- Represents the City at the Coastal Commission, City Council and Planning Commission and other City Advisory Boards

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PLANNING MANAGER**

- Responsible for training existing staff and new staff as to how the Zoning and Subdivision Ordinance should be interpreted and other technical issues relating to planning and City processes and procedures
- Responsible for being lead staff member to the Planning Commission and advising the Commission on all land use issues
- Assists in the preparation of the Planning Division budget
- Reviews all staff reports to the Planning Commission and City Council
- Serves as liaison to various federal, state and county offices on development matters such as coastal, environmental and general planning
- Directs environmental impact, land use, geotechnical, seismic and similar studies and ensures completion of and compliance with such studies
- Confers with contractors, architects, engineers, developers and others on development matters
- Recommends and administers policies and procedures of the department
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains regular and consistent attendance record
- Performs other related duties as assigned.

*The preceding duties have been provided as examples of the essential types of work performed 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:**

- Professional standards, principles and practices of urban planning and development
- Program management techniques including the planning and coordinating of work activities
- Principles and practices of supervision including performance evaluation
- Contract administration
- Personnel policies and procedures
- Applicable local, State, and Federal regulations including the California Environmental Quality Act and California Coastal Act
- Project management and cost control

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PLANNING MANAGER**

- Research methods as applied to the collection and analysis of data pertinent to planning and environmental issues; descriptive statistics; safety issues and liability reduction
- Budgetary planning, preparation, and control
- Related computer software including spreadsheet and word processing packages
- English usage, grammar, punctuation, and spelling

**Ability to:**

- Plan, coordinate and supervise Planning Division work program activities and personnel
- Analyze problems and resolve conflicts
- Read, interpret and implement policies, laws, ordinances, rules and regulations
- Provide and use written and oral instructions
- Ensure safety and professional work standards are met
- Communicate and interact effectively both verbally and in writing with elected officials, the public, applicants, developers, and staff
- Operate modern office equipment, including computers and applicable software programs
- Prepare and administer a budget
- Work independently
- Deliver quality customer service
- Track and measure division goals and progress, and propose and administer division improvements and processes

**Education:** A bachelor's degree from an accredited college or university in planning, urban planning or other closely related field. A master's degree in planning or a closely related field may substitute for one year of the required experience.

**Experience:** Six (6) years of progressively responsible urban planning or directly related experience performing professional planning work, including four (4) years' supervisory experience.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PLANNING MANAGER**

**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 lifting objects weighing 15 pounds or less. Work involves detailed concentration and analytic data review for extended periods of time. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires vision in reading correspondence, plans, specifications and other information. Hearing and speaking required when providing telephone service and communicating in person. This position is also expected to perform inspections of work in the field that may require walking on uneven ground, 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.

Rev. January, 2022 pa  
Rev. March, 2025 ma

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: POLICE SERVICES MANAGER**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>APRIL 16, 2025 (<i>REVISED</i>)</b>
<b>CITY COUNCIL APPROVAL:</b>	<b>NOVEMBER 15, 2022</b>
<b>JOB CODE:</b>	<b>0842</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general direction, plans, directs, manages, and coordinates administrative and support services for various units within the Police Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Civilian Police Services Commander, or as assigned by the Chief of Police  
Supervises: Sworn, civilian staff, and employees

**DISTINGUISHING CHARACTERISTICS**

Police Services Manager is a managerial job classification within the Police Department. Incumbent is responsible for the daily operations and administration of the activities of sworn, non-sworn, and civilian staff. This position differs from the supervisor classifications in that the manager exercises full supervisory and managerial authority over assigned operational functions within the department while the supervisor is responsible for a limited work group.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Manages, oversees, and monitors one or more units within the Police Department
- Maintains and executes department policies
- Selects, trains, motivates, and evaluates performance of assigned personnel; provides or coordinates staff training, provides assistance in improving skills and abilities; resolves staffing conflicts and work with employees to correct deficiencies; implements discipline and termination procedures
- Directs progress of hiring and recruitment for optimal candidate hiring; review background status, recruitment strategies, forecast potential openings, assist with testing, and evaluation processes

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: POLICE SERVICES MANAGER**

- Handles customer service and public relations matters related to assigned duties; takes or recommends action to ensure resolution of operational area complaints; respond to requests from the public; participate in commission, committee or community activities as assigned
- Manages contracts for units under command; conducts RFPs, proposal reviews, and works with city attorney on contract development and amendments when necessary
- Ensures staff compliance with safety procedures, practices, and policies; prepares and monitors work schedules to provide for adequate coverage on shift; maintains daily work records and keeps daily time records for submission to payroll
- Participates in the development of and implementation of departmental goals, objectives, policies, and priorities; identifies opportunities for improving service delivery methods and procedures, identifies resource needs
- Schedule and review work activities to ensure timely completion of short and long-term projects and assignments
- Conducts and administers a variety of complex administrative and operational studies; recommends administrative policies and procedures; and prepares reports and presentations
- Prepares and reviews City Council agenda materials and staff reports; collaborates on county wide projects to help integration of police agencies, the district attorney's office, and the courts
- Supervises the preparation of and reviews grant proposals; interfaces with governmental agencies regarding requirements for obtaining funds and monitoring procedures; develops, oversees, and manages assigned contracts and program budgets
- Confers with police management staff regarding department-wide administrative operations; coordinates unit activities with those of other departments and divisions
- Attends leadership, management, and supervisory training to stay abreast of industry best practices
- Travels to offsite locations throughout and outside of the city
- Reports to work as scheduled and works various hours, including nights and weekends as required
- Maintains regular and consistent attendance record
- Performs related duties and responsibilities 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.*

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: POLICE SERVICES MANAGER**

**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:**

- Policies, principles, and practices of public administration
- Pertinent Federal, State, and local laws, codes, and regulations
- Operations and functions of municipal government and police department operations
- Principles and practices of municipal budget preparation and grant administration
- Principles of supervision, training, and performance evaluation
- Customer service and conflict resolution techniques
- Effective managerial principles, practices, and techniques
- Methods and techniques of research, analysis, and statistical and analytical report preparation
- Methods and techniques of contract negotiation and administration
- English usage, spelling, and grammar; principles of public speaking
- Principles and procedures for financial record keeping and reporting
- Exceptional customer service techniques

**Ability to:**

- Oversee, direct, and coordinate the work of subordinate staff; select, supervise, train, and evaluate staff; ensure safety and professional work standards are met
- Plan, coordinate and oversee program activities, projects, work schedules and personnel; prioritize activities to meet established deadlines
- Organize and coordinate projects
- Read, interpret, and implement policies, laws, ordinances, rules, and regulations
- Perform complex administrative duties involving the use of independent judgment and initiative
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate and interact effectively both verbally and in writing with elected officials, the public, and staff
- Analyze complex issues and problems, develop, and evaluate solutions, project consequences of proposed actions and implement recommendations in support of goals
- Deliver quality customer service
- Negotiate and administer various contracts and grants; prepare and administer assigned budgets



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: POLICE SERVICES MANAGER**

- Operate a variety of office equipment including computers and associated word processing applications

**Education:** A bachelor's degree in public or business administration, criminal justice or a closely related field from an accredited university or college. A master's degree in related field preferred.

**Experience:** Five (5) years' professional-level management and administration experience within a municipal agency, including three (3) years' lead or supervisory experience. Law enforcement experience is preferred.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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.

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (up to 25 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires hearing and speech to communicate in person, before groups, and over the telephone with co-workers and the general public. Must be able to work any shift including weekends and holidays.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: POLICE SERVICES MANAGER**

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

Est. 12/2012

Rev. 01/2023

Rev. 03/2025 ma

**CITY OF HUNTINGTON BEACH****CLASS SPECIFICATION****TITLE: PRINCIPAL CIVIL ENGINEER****PERSONNEL COMMISSION APPROVAL:****APRIL 16, 2025 (REVISED)****COUNCIL APPROVAL:****SEPTEMBER 5, 2006****JOB CODE:****0096****EMPLOYMENT STATUS:****REGULAR FULL-TIME****UNIT REPRESENTATION:****MEO****FLSA STATUS:****EXEMPT****EEOC CODE:****PROFESSIONALS****JOB SUMMARY**

Supervise, assign, review, and participate in the work of staff responsible for providing civil engineering services for an assigned section including the planning and design of various public works projects such as storm drains and sewer systems, water systems; street improvements, improvements of property, and construction by private developers and other departments; ensure work quality and adherence to established policies and procedures; and perform the more technical and complex tasks relative to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: City Engineer, Transportation Manager, or as designated by the Director of Public Works

Supervises: Senior Civil Engineer, Senior Traffic Engineer, Associate Civil Engineer, Assistant Civil Engineer, Senior Engineering Technician, Civil Engineering Assistant, Engineering Technician, Traffic Engineering Technician, Engineering Aide, administrative and/or other personnel as assigned

**DISTINGUISHING CHARACTERISTICS**

Principal Civil Engineer is a management level class requiring a high degree of professional skill and knowledge in administering and evaluating complex engineering programs. Principal Civil Engineer differs from Senior Civil Engineer/Senior Traffic Engineer in that the Principal plans, organizes, coordinates, and directs the work of a major section involving several programs whereas the Senior Civil Engineer/Senior Traffic Engineer performs advanced journey level engineering work and oversees the work of consultants and other professional staff on a project basis.

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



**TITLE: PRINCIPAL CIVIL ENGINEER**

### **EXAMPLES OF ESSENTIAL DUTIES**

- Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for providing civil engineering services within an assigned section
- Establishes schedules and methods for providing civil engineering services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly; monitors work activities to ensure compliance with established policies and procedures
- Participates in the development and implementation of goals and objectives; makes recommendations for changes and improvements to existing standards, policies, and procedures
- Administers projects from inception to completion including planning, design, review, public meetings, bidding and construction
- Determines the scope of engineering projects; oversees the preparation of plans and specifications by City staff; prepares requests for proposals and contracts for consulting services; reviews plans of consulting engineers and private contractors; makes technical engineering decisions and establishes technical criteria and standards
- Monitors design criteria and communicates City ordinances, standards, and policies to ensure compliance with laws, guidelines, and standards
- Approves engineering plans and specifications
- Directs and participates in the planning of assigned capital improvement projects
- Responds to questions and inquiries from the general public, other agencies, developers, contractors, engineering professionals, and City staff regarding engineering and development projects
- Prepares reports and studies on current and future planning and capital improvement projects
- Prepares regional, state and federal grants; monitors and tracks application requests and approved grant programs
- Maintains records and prepares reports concerning operations and programs
- Coordinates activities with other divisions and outside agencies and organizations
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in civil engineering; incorporates new developments as appropriate into existing programs

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: PRINCIPAL CIVIL ENGINEER**

- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; monitors and controls expenditures
- Develops processes to ensure business continuity in the event of a disaster
- Travels to offsite locations
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Reports to work as scheduled; maintains satisfactory attendance record
- Performs other related work as assigned

In addition, when assigned to Water Services

- Participates in the development of the five-year water system plan; oversees financial forecasting and analysis activities to ensure that system plans meet future City water needs
- Performs special water system studies to ensure existing facilities are rehabilitated, maintained and operated in an economic manner
- Manages and oversees the maintenance and operations of the water system distribution network analysis model to simulate field conditions; identifies system improvements and upgrades
- Coordinates the review of environmental impact reports and developer studies to ensure water rates, rules and regulations are clarified and understood
- Establishes schedules and methods for providing water engineering services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly

In addition, when assigned to Development Services

- Manages all phases of private development processing for the Engineering Division, including environmental review, entitlement, plan check, and administration
- Demonstrates thorough knowledge of codes and regulations pertaining to land development including Subdivision Map Act, CEQA, NPDES and other local, state and federal requirements
- Applies knowledge of civil engineering principals particularly with respect to site development (e.g. grading and drainage, hydrology and hydraulics, utilities, water quality, and public improvements)

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: PRINCIPAL CIVIL ENGINEER

- Demonstrates excellent written and verbal communication skills when preparing written reports for City Council and/or Planning Commission action, and providing in-person support at public hearings
- Develops and maintains strong working relationships with staff, management, technical consultants, contractors, developers, and public and private agency representatives
- Successfully manages, in a data-driven and results oriented manner, challenging and competing deadlines through proactive supervision, efficient allocation of resources, and cooperative relationships with staff in other departments as well as other divisions of Public Works
- Represents the department and provides comments to the Planning Department to ensure private development projects conform to City code, policies, and procedures.

*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:**

- Principles and practices of civil and structural engineering
- Pertinent Federal, State and local rules, regulations, ordinances and building codes
- Recent developments and best practices of civil and structural engineering
- Principles and practices of budget preparation
- Principles and practices of project management
- Principles of supervision, staff development, and discipline assessment
- Methods, materials, and techniques used in the construction of public works projects and building design and construction
- If assigned to Traffic, traffic engineering and transportation planning

##### **Ability to:**

- Coordinate and direct civil engineering programs
- Supervise, organize and review the work of professional and technical staff
- Select, train, develop and evaluate staff
- Recommend and implement goals, objectives, policies and procedures for providing civil engineering services

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: PRINCIPAL CIVIL ENGINEER

- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations
- Participate in the preparation and administration of assigned budgets
- Prepare engineering computations
- Prepare and review engineering plans, specifications, and estimates of public works projects
- Administer contracts
- Perform technical research and solve engineering problems
- Conduct comprehensive engineering studies and prepare reports and recommendations
- Achieve the goals of the organization while assisting private developers in meeting their goals
- Plan and organize work to meet changing priorities and deadlines
- Effectively represent the City to outside individuals and agencies
- Respond to requests and inquiries for information
- Travel to various locations within a reasonable timeframe
- Ensure adherence to safe work practices and procedures
- Establish and maintain effective working relationships with those contacted in the course of work

**Education:** Bachelor's degree in civil engineering or a closely related field from an accredited college or university.

**Experience:** Eight (8) years professional civil engineering experience in the option applied including three (3) years in a senior or supervisory capacity.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Registration in the State of California as a Professional Engineer required. If licensed in another state as a Professional Engineer, California registration must be obtained within twelve (12) months of employment.

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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



## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: PRINCIPAL CIVIL ENGINEER**

**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 stormwater facilities. Must utilize approved safety equipment and protective gear, including but not limited to, 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 service and communicating in person. May perform inspections of work in the field requiring walking on uneven ground, 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.

Est. 9/06  
Rev. 1/19 jd  
Rev. October, 2020 pa  
Rev. March, 2025 ma

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL HUMAN RESOURCES ANALYST**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b>
<b>COUNCIL APPROVAL:</b>	<b>NOVEMBER 15, 2022</b>

<b>JOB CODE:</b>	<b>0826</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general direction, performs a wide variety of advanced journey-level professional and analytical duties in support of the City's human resources system; develops, directs, manages, administers and strategically plans key recruitment and selection activities; coordinates updates to the classification and compensation plan; administers the City's benefits plan and leave programs; coordinates employee relations, training, and/or other employee-related programs.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Human Resources Manager or as designated by the Director of Human Resources

Supervises: Professional, technical, and administrative support staff

**DISTINGUISHING CHARACTERISTICS**

This is the highest-level classification in the Human Resources Analyst series. This classification is distinguished from the Senior Human Resources Analyst by the difficulty, scope, complexity, and autonomy of work performed and authority to effectively recommend to departments resolutions to technical and administrative issues.

**EXAMPLES OF ESSENTIAL DUTIES**

- Develops, directs, manages and administers recruitment and selection activities and examinations for City departments; guides and assists safety departments with their recruitment and selection programs
- Plans, schedules and administers assessment centers for key City positions; develops tests to measure skills, knowledge and abilities; analyzes test results and presents findings

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL HUMAN RESOURCES ANALYST**

- Develops materials and methods to brief interview panel members on evaluation procedures and practices; serves as an evaluator on panels
- Reviews and responds to inquiries from hiring authorities concerning personnel needs; investigates recruitment sources, recommends recruitment methods and approaches including the nature of appropriate examination procedures
- Consults with and advises management and supervisors in the discharge of their personnel responsibilities and the application of personnel policies, standards, regulations, procedures and practices
- Researches, writes and revises job classification specifications; recommends pay grades, presents to the governing board for approval, maintains related records
- Composes manuals, brochures, job flyers, memoranda, and correspondence
- Coordinates implementation of the City's employee benefits programs, including health, dental, vision, pension, long-term disability, 457 accounts, employee assistance programs, and retiree benefits
- Administers leaves programs; assists with scheduling meetings and training to ensure compliance with the Family Medical Leave Act/ADA/FEHA requirements
- Assists with investigations and responses to employee-relations issues; may conduct fact-finding investigations, evaluate report findings, make recommendations and recommend corrective action
- Conducts or coordinates citywide employee training or professional development programs
- Researches rules, regulations, laws and policies; analyzes alternatives and makes recommendations
- Develops, analyzes, and responds to salary and benefit surveys, including establishing classification comparables and analyses results to prepare reports
- Composes and presents comprehensive, concise, and effective oral and written reports
- Recommends the selection of staff; provides or coordinates staff training; assists in training assigned staff; evaluates assigned staff; works with employees to correct deficiencies
- Plans, coordinates, and evaluates activities associated with assigned contracts; participates in research, evaluation, and negotiation of proposed contractual obligations and agreements; administers assigned contracts
- Coordinates assigned activities with other City departments, divisions, boards, committees, task forces, external organizations, and the general public

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL HUMAN RESOURCES ANALYST**

- Responds to and resolves difficult and sensitive inquiries and complaints
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in assigned field
- Creates and uses spreadsheets, databases, and other personal computer software applications
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other duties and responsibilities as assigned.

*The preceding duties have been provided as examples of the essential types of work performed within this job classification. City Council/Administration 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:**

- Public personnel administration principles and practices, including Equal Employment Opportunity law and Affirmative Action; Uniform Guidelines on Employee Selection
- Principles and practices of record keeping, report writing and project management
- Statistical principles and research methodology; content and criterion validity techniques
- Principles of position classification, methods of job evaluation
- Principles and practices of supervision, public administration and organizational development
- Salary and benefit administration; health and retirement benefit laws, rules and practices
- Public sector labor relations practices and procedures
- Human Resources Information Systems, Microsoft Office applications including Word, Excel, PowerPoint, Publisher
- English usage, grammar, punctuation, spelling
- Customer service practices and techniques

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL HUMAN RESOURCES ANALYST**

**Ability to:**

- Develop and present recommendations effectively, both orally and in writing
- Analyze a variety of personnel-related issues and provide appropriate recommendations
- Prepare reports and statistical analyses; recommend and implement goals and objectives for providing effective services
- Independently perform responsible and difficult personnel related duties involving the use of independent judgment and personal initiative
- Direct, organize, coordinate and participate in various complex personnel studies, analyses, and projects; research, analyze, and evaluate programs, policies, and procedures
- Prepare clear and concise reports; prioritize activities to meet established timelines
- Negotiate and administer various contracts
- Supervise, organize and review the work of staff
- Participate in the selection, training, and evaluation of staff
- Interpret, apply and explain personnel and administrative policies and procedures and pertinent laws, policies, rules and regulations
- Operate office equipment including computers and supporting software applications
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective relationships with those contacted in the course of work
- Deliver quality customer service

**Education:** Bachelor's degree in personnel administration, industrial relations, psychology, business or public administration or a related field from an accredited college or university. Master's degree in related field is highly desirable.

**Experience:** Five (5) years of professional experience within a municipal agency in recruitment and selection techniques, classification and compensation studies, salary and benefit administration, or labor and employee relations, including lead or supervisory experience.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Certification in one or more of the following areas is desirable:

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL HUMAN RESOURCES ANALYST**

- Public Sector Human Resources Association (PSHRA): IPMA-CP, IPMA – SCP
- Human Resources Certification Institute (HRCI): PHR, PHRca, SPHR
- Society for Human Resources Management (SHRM): SHRM-CP, SHRM-SCP

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

The incumbent 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 primarily performed indoors and involves detailed concentration in an office environment. The work requires sitting at a desk or table for prolonged periods of time and daily use of a computer, keyboard, mouse, screen and related equipment. The incumbent sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. Must be able to read printed materials; hear and speak proficiently; communicate in person, before groups and via telephone. Walking and standing in and between work areas is necessary. Requires operation of a motor vehicle to attend a variety of off-site meetings, workshops, training, and seminars.

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

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**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL INFORMATION TECHNOLOGY ANALYST**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

**JOB CODE: 0831**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**EEOC CODE: PROFESSIONALS**

**JOB SUMMARY**

Under general direction, performs advanced, specialized work of professional nature, utilizing skills that require technical expertise and an understanding of complex analytical procedures and systems processes, including network operating systems, analysis of complex business processes and requirements and the development of applications; and database management.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Information Technology Manager

Supervises: Exercises technical, functional, and/or direct supervision over professional and technical staff

**DISTINGUISHING CHARACTERISTICS**

Differs from Information Technology Manager in that the Principal Information Technology Analyst performs complex systems analysis and exercises supervisory responsibility for a limited work group or project while the Information Technology Manager exercises full supervisory and managerial authority over assigned operational functions within the department.

Differs from the Senior Information Technology Analyst in that in that the Principal Information Technology Analyst performs advanced-level systems analysis and programming work and exercises supervisory responsibility for a work group or project while the Senior Information Technology Analyst performs advanced-level systems analysis and programming work.



## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



**TITLE: PRINCIPAL INFORMATION TECHNOLOGY ANALYST**

#### **EXAMPLES OF ESSENTIAL DUTIES**

- Serves as a technical expert within area of assignment, providing guidance and direction to other professional staff and resolving complex problems; participates in developing strategic plans for systems/applications development and modification within area of expertise
- Analyzes and evaluates computer network design, operating systems and/or business requirements; identifies needs; consults with staff from various departments and/or within Information Services department; performs comprehensive analysis; develops technical solutions to automate and/or improve business processes; designs system architecture, network infrastructure and configuration, database, and/or web-based application solutions that meet the needs of the City and develops plans to initiate improvements
- Plans, organizes, directs, and controls large, complex information services projects that cross multiple City departments and require the support of other staff within different information systems disciplines and/or the procurement/utilization of specialized resources
- Determines and develops cost benefit analyses for project justifications; develops projected budgets and resources needed to conduct the work; evaluates risk concerns and options; provides technical input into the development of specifications for "requests for proposals" for vendor services, assists in evaluation of bids, and provides recommendations on vendor selection
- Monitors and coordinates vendors and/or contract personnel activities and performance to ensure compliance with City specifications; ensures activities consistent with City project plans, procedures or protocols, budgetary constraints and staff/resource utilization; identifies and resolves obstacles to progress
- Serves as the primary client interface on assigned projects; reviews recommendations with clients and receives approval to proceed; maintains effective communications with users regarding vendor activities, problems, status, timelines and other details; reviews final outcomes with the client and obtains sign off that all work has been conducted in accordance with client requirements
- Prepares complex reports, correspondence and other documents; participates on committees and task forces; attends meetings, conferences and training sessions
- Answers questions and provides information to customer departments; analyzes questions and recommends appropriate corrective action as necessary

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: PRINCIPAL INFORMATION TECHNOLOGY ANALYST**

- Coordinates with systems, network and/or database administrators to implement application or system design specifications and coordinates integration across multiple platforms and technologies
- Trains, leads and provides technical guidance to professional and technical staff within the Information Services Department: directs the work of information systems staff on assigned projects; plans, assigns, and reviews the work of others; provides or coordinates staff training; provides standards and operating guidelines; provides timely input on performance evaluations and disciplinary matters, as assigned
- Provides budget recommendations and assists manager with development of the budget, including preparing justifications and cost estimates for equipment, materials, supplies, and new or enhanced systems modifications; recommends adjustments as necessary; and monitors and controls expenditures
- Provides technical and functional supervision of contractors/vendors
- Investigates, analyzes, and resolves network and voice system performance problems; recommends and implements changes and improvements
- Coordinates the activities of technical staff and contract personnel during major and minor network problems; provides status reports to management regarding problem; focuses on preventing and resolving network and system problems related to area of assignment
- Serves as the administrator for large and highly complex databases; researches and identifies database environment requirements and specifications; determines integration requirements to ensure inter-operability across multiple platforms and technologies
- Oversees and provides guidance and expertise in the design, building, installation, configuration, maintenance and administration of highly complex network infrastructures, telecommunications systems, or server platforms and operating system components
- Maintains diagrams, charts, and documentation on all facets of the City's network and voice systems
- Oversees the integrity and security of City networks and all related components, including human element, physical and virtual servers, domain controllers, desktops, laptops, printers and other devices which utilize the City network
- Scans and monitors network activity, filters malicious activity and virus probability; retrieves data for investigative purposes; performs computer forensics as requested
- Defines and maintains City network; and assists in the design and implementation of strategies to ensure City data security and integrity: conducts research on latest

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: PRINCIPAL INFORMATION TECHNOLOGY ANALYST**

security threats and uses new security products to help maintain the integrity of the City's network; develops security procedures and policies

- Provides recommendations for developing and/or improving hardware, software, and/or web-based applications across multiple City departments in order to accomplish City business strategy and goals; recommends and/or implements operating system adjustments to maximize application performance and resource resolution
- Follows, maintains, and implements internal control, network security and other security systems for computer and telecommunication data, systems and hardware protection
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines; maintains regular and consistent attendance record
- Performs other related duties 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**

*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:**

- Theories, principles, and practices of management information systems and specified application areas, local area networks, wide area networks, and gateways
- Advanced capabilities and operational characteristics of computer and operating systems, applications, peripheral equipment, and specified software products
- Applicable local, state, and federal laws, rules, and regulations governing information systems for a municipality or public agency
- Advanced work flow analysis
- Complex software tools, test equipment and measurement techniques
- A broad range of operations, services, concepts, terms and activities common to a comprehensive, information systems program
- Principles, methods and techniques used in designing, developing, testing and implementing computer hardware and software systems

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: PRINCIPAL INFORMATION TECHNOLOGY ANALYST**

- Principles and practices of troubleshooting computer hardware, software and network problems
- Principles of supervision, training, and performance evaluation
- Principles of budget preparation and control
- Principles and practices of effective team building, team leadership, negotiation skills, and conflict resolution
- Principles and practices of customer service
- Methods and techniques of developing and presenting technical documentation and training materials
- Principles and practices of record keeping
- In addition to the above, depending on area of assignment
- Principles and practices of network system design techniques; operations, services, characteristics and activities of a comprehensive local and wide area network program and voice system
- A broad range of protocols commonly used in wireless analog and digital communications systems
- Principles and practices of voice and data system testing, analysis, security administration, backup and recovery processes
- Expert level on systems and software services, activities, procedures, analysis, design, and responsibilities
- Advanced methods and techniques of evaluating business requirements and developing information system solutions
- Various programming languages at an expert level
- Principles and practices of complex database design and administration
- Enterprise level information technology infrastructures

#### **Ability to:**

- Analyze and design complex information systems in a specified application area using information engineering techniques
- Provide leadership to advanced systems projects and tasks
- Effectively lead, train, direct and mentor technical and/or professional information systems staff
- Perform complex analytical tasks
- Prepare clear and concise technical reports and diagrams
- Identify, recommend and implement improvements to systems, applications and service delivery
- Read, interpret and apply complex technical publications, manuals and related documents
- Organize and prioritize projects and tasks

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: PRINCIPAL INFORMATION TECHNOLOGY ANALYST**

- Recommend and implement information technology goals, objectives and practices for providing effective and efficient technology services
- Conduct independent research, interpret highly technical documents, draw valid conclusions, develop technological solutions, take appropriate actions and/or make appropriate recommendation related to complex IS problems
- Analyze and troubleshoot problems of the most complex nature and provide guidance to others in the diagnosis and resolution of complex problems
- Effectively build and lead a team through all phases of complex information technology projects involving multiple IS disciplines in order to achieve departmental and/or City goals
- Produce detailed design and work specifications for Requests for Proposals (RFPs); research and gather complex information from a variety of City, vendor and industry sources
- Provide expertise and effectively advise professional technical staff on complex technical matters
- Work independently and as a team member
- Report to work as scheduled; provide regular and predictable attendance
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Communicate effectively, orally and in writing

In addition to the above, depending on area of assignment:

- Serve as a technical resource in the analysis, development, implementation, and maintenance of strategic networked systems, equipment and software
- Perform highly complex network systems analysis, design, development and implementation duties
- Conduct applications analysis and recommend technology solutions or business strategies that meet city, state, federal, and local requirements
- Create, present and explain complex diagrams to illustrate technology solutions
- Analyze, develop, maintain and administer complex databases and database management systems similar to those being used by the City

**Education:** Bachelor's degree in computer science or closely related field.

**Experience:** Five (5) years or more of professional level information systems experience in system design and analysis or in network systems (LAN/WAN) in a large enterprise environment, including one year project management experience.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: PRINCIPAL INFORMATION TECHNOLOGY ANALYST**

an acceptable driving record are required at the time of appointment and throughout employment.

Certification in multiple disciplines or multiple certifications in a focused discipline desirable.

### **SPECIAL CONDITIONS**

Must be able to respond to emergency services call out

Must pass a comprehensive background investigation

Employees regularly assigned/required to 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. Moving tools and equipment weighing 50 pounds or less may be required. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required to read correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. Duties may require working in confined areas. Off-site assignments and irregular work hours, including evenings and/or weekends, may be required.

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: PRINCIPAL INFORMATION TECHNOLOGY ANALYST**

Rev. 3/2025 mhf



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL LIBRARIAN**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: JANUARY, 2003**

**JOB CODE: 0482**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEO**  
**FLSA STATUS: EXEMPT**  
**EEOC CODE: PROFESSIONAL**

**JOB SUMMARY**

Under general direction, plans, organizes, supervises and trains assigned library staff and volunteers; develops programs and services; and oversees management of facilities.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Community/Library Services Manager

Supervises: Professional and clerical library staff and volunteers

**DISTINGUISHING CHARACTERISTICS**

The Principal Librarian is distinguished from the Senior Librarian based on the level of accountability and responsibility of the duties performed. The Senior Librarian is responsible for the work activities of a specific division/area while the Principal Librarian exercises managerial authority over all library personnel and functions.

**EXAMPLES OF ESSENTIAL DUTIES**

- Supervises all aspects of facilities including maintenance, rentals, security, building projects, and furniture Leads emergency preparedness plans for the Library and liaises with City departments on emergency response, continuity of operations, and staff training
- Participates on the Library Management Team; assumes all management duties in the absence of the Community/Library Services Manager
- Supervises staff, evaluates performance, and recommends personnel actions
- Develops and implements service goals, objectives, and programming for special areas as required and coordinates joint projects with other department supervisory staff and other City departments
- Makes recommendations for staffing, equipment, materials and supplies
- Acts as a key contact person for assigned work unit
- Researches, analyzes data and prepares comparative and statistical responses to other City departments and the library, including State Library reports

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL LIBRARIAN**

- Monitors workflow, reviews and evaluates work products, methods, and procedures
- Evaluates community needs and library programs and implements program changes in response to community needs
- Recommends training programs for specialized instruction within assigned work unit
- Develops, writes, and coordinates Library grants and contracts and monitors performance
- Supervises implementation of volunteer program
- Assists in the management, monitoring, and implementation of the division budget
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties 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**

*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:**

- Theories, principles and practices of library and information science
- Automated library information systems, software and equipment usage
- Library materials and resources in a broad spectrum of subjects and formats
- Collection development and cataloging and classification procedures for a variety of materials and formats
- Research methods, report writing techniques, and statistical concepts and applications
- Principles and practices of supervision, staff development, training, performance evaluation, and discipline assessment
- Principles and practices of budget preparation and administration
- Project management
- Methods and techniques of grant application and administration
- Customer service and public relations

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: PRINCIPAL LIBRARIAN**

#### **Ability to:**

- Develop, coordinate and implement library service programs and activities for all functions of the library system
- Plan, organize, train, direct, and evaluate the work of professional and paraprofessional staff and volunteers
- Prepare clear and concise reports, correspondence and other written materials
- Identify and mitigate customer service issues
- Oversee the development of appropriate and effective collections/resources for all assigned areas
- Operate library automation systems and other computer equipment
- Conduct detailed research and analysis and prepare statistical reports using spreadsheet programs
- Develop and administer budget information
- Maintain accurate records; operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally, and in writing
- Analyze data, recognize problems, arrive at sound conclusions, and make logical decisions

**Education/Training:** ALA-accredited master's degree in library and information science.

**Experience:** Five (5) years of increasing responsible full-time professional library experience, including two (2) years of supervisory experience. Experience working in branch libraries, a Central Library division and/or technical services is highly desirable.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL LIBRARIAN**

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

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

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (5 - 10 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires hearing and speaking to answer the telephone or respond to questions of co-workers, subordinates, or the general public.

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

Rev 09/19 pa  
Rev 12/22 pa  
Rev 03/25 mhf

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL MANAGEMENT ANALYST**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**  
**COUNCIL APPROVAL: NOVEMBER 15, 2022**

**JOB CODE: 0769**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEO**  
**FLSA STATUS: EXEMPT**  
**EEOC CODE: PROFESSIONALS**

**JOB SUMMARY**

Under general direction, provides professional-level support to an assigned Department Head or the City Manager's office in developing, directing, managing, administering, and strategically planning key department programs and administrative duties.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Department/Division Head or City Manager/Assistant City Manager  
Supervises: Professional, administrative and clerical staff

**DISTINGUISHING CHARACTERISTICS**

This is the highest level classification in the Management Analyst series. Positions at this level exercise functional supervision over the assigned Department's financial, budget and program analysis staff as well as administrative and clerical staff, as assigned. Incumbents conduct complex and significant analyses, prepare comprehensive reports, and independently manage and develop significant projects.

**EXAMPLES OF ESSENTIAL DUTIES**

- Develops, directs, manages, administers and strategically plans key department functions, projects, programs and administrative areas of responsibility including budget, public information, education and outreach programs, and other complex project that cross department lines
- Monitors program progress in meeting goals and objectives
- Conducts updates with management staff to inform and advise on project progress; makes adjustments as necessary
- Independently coordinates and conducts complex analyses, research projects, and studies and oversees analytical activities within the department including

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: PRINCIPAL MANAGEMENT ANALYST**

those regarding budget, finance and operating issues; analyzes alternatives and makes recommendations

- Composes and presents comprehensive, concise and effective oral and written reports, communications and presentations on complex matters to diverse technical and non-technical audiences
- Attends meetings, study sessions and workshops of the City Council, Commissions or others, to present information and answer questions
- Implements new systems, methods and procedures including developing and maintaining management information systems that support the needs of the Department; proposes, designs, implements and tracks automation solutions
- Coordinates and participates in the preparation and administration of grants
- Assumes responsibility for managing budget development and administration activities for assigned area of responsibility; analyzes proposed capital, personnel, operating, and maintenance expenditures; prepares reports and analyses related to impact of budgetary decisions
- Prepares and oversees the preparation of multi-year financial forecasts; manages the tracking and monitoring of budget expenditures
- Recommends the selection of staff; provides or coordinates staff training; assists in training assigned staff; evaluates assigned staff; works with employees to correct deficiencies
- Plans, coordinates, and evaluates activities associated with assigned contracts; participates in research, evaluation, and negotiation of proposed contractual obligations and agreements; administers assigned contracts
- Analyzes federal, state and local legislative proposals for impact on assigned operations; prepares analysis and briefings on enacted legislation, judicial interpretations, and regulatory agency directives; ensures departmental compliance
- Coordinates assigned services and project activities with other City departments, divisions, units, boards, committees, task forces, external organizations and the general public
- Responds to and resolves difficult and sensitive inquiries and customer service complaints
- Attends and participates in professional group meetings
- Stays abreast of new trends and innovations in public administration and municipal operations
- Creates and uses spreadsheets, databases, and other personal computer software applications to develop and maintain departmental management information systems
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: PRINCIPAL MANAGEMENT ANALYST**

- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as required

*The preceding duties have been provided as examples of the essential types of work performed 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 characteristics, services and activities of assigned program area including administrative, financial and/or operational functions
- Principles and practices of public administration and operations and functions of municipal government
- Principles of supervision, training and performance evaluation
- Principles and practices of program development and implementation
- Principles and practices of municipal budget preparation and administration
- Principles and practices of customer service, public relations, public information, and program education and promotion
- Methods of administrative, organizational, economic and procedural analysis
- Methods and techniques of research, analysis, and statistical and analytical report preparation
- Methods and techniques of grant application and administration
- Methods and techniques of contract negotiation and administration
- English usage, spelling, grammar, and punctuation
- Principles and practices of public speaking
- Computerized research methods and software applications
- Current information systems and networking technology
- Modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications
- Pertinent Federal, State, local codes, laws, and regulations
- If assigned to Fire Department, familiarity with Fire Department Accreditation and Standards of Cover processes; knowledge of development and support of a Community Risk Reduction program with applicable data and analysis; and knowledge of Public Protection Classification (ISO) and the special operations and



## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: PRINCIPAL MANAGEMENT ANALYST**

mutual aid standards established through the California Fire Service and Rescue Emergency Mutual Aid System

#### **Ability to:**

- Independently perform responsible and difficult administrative support duties involving the use of independent judgment and personal initiative
- Supervise, organize and review the work of lower level staff
- Participate in the selection, training, and evaluation of subordinate co-workers
- Recommend and implement goals and objectives for providing effective services
- Direct, organize, coordinate and participate in various complex organizational studies, analyses, and projects
- Research, analyze, and evaluate programs, policies and procedures
- Prepare, review and analyze complex technical documents and proposals
- Prepare clear and concise administrative and financial reports
- Prioritize activities to meet established timelines
- Negotiate and administer various contracts
- Coordinate and administer budget process for assigned department or unit
- Interpret, apply and explain administrative and departmental policies and procedures and pertinent laws, policies, rules and regulations
- Operate office equipment including computers and supporting word processing, data base and spreadsheet applications
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective relationships with those contacted in the course of work
- If assigned to Fire Department, manage Joint Powers Authority (JPA) agreements and coordinate future growth and capacity of these agreements; lead discussions with employees from both administrative and emergency response groups
- Deliver quality customer service

**Education:** Bachelor's degree in public or business administration or other related field from an accredited college or university. A master's degree in a related field is desirable.

**Experience:** Five (5) years of professional-level management analyst experience within a municipality or other public sector agency, including at least one (1) year of supervisory experience. When assigned to the Fire Department, previous experience working within a municipal Public Safety agency curating professional services contracts and requests for proposals, preferred.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: PRINCIPAL MANAGEMENT ANALYST**

### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

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

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (5 - 10 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires hearing and speaking to answer the telephone or answer questions of co-workers, subordinates, or the general public.

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

Est. JAN 2001

Rev. NOV 2020 PA

Rev. JAN 2023 PA

Rev. MAR 2025 mh

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL PLANNER**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b>
<b>COUNCIL APPROVAL:</b>	<b>DECEMBER, 2001</b>

<b>JOB CODE:</b>	<b>0074</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general direction, manages, supervises, and coordinates operations of advanced and expert level planning activities within the Planning Division of the Community Development Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Planning Manager  
Supervises: Professionals and Technical staff

**DISTINGUISHING CHARACTERISTICS**

The Principal Planner is responsible for managing, directing and coordinating highly complex, advanced and expert level planning activities, including fulfilling the Zoning Administrator function. This position differs from the Senior Planner by the complexity of activities and supervisory functions.

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans, directs, coordinates and reviews the planning activities of professional staff and consultants
- Meets with staff to identify and resolve problems
- Assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures
- Provides complex technical assistance
- Supervises, trains and evaluates professional and technical staff

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**CLASS SPECIFICATION**



**TITLE: PRINCIPAL PLANNER**

- Researches, prepares and presents reports on a wide variety of planning projects and issues
- Develops recommendations on planning or land development topics based on research findings, field observations, and public contact
- Coordinates general plan programs, including updates of general plan elements and regional planning efforts
- Applies Federal, state and local laws, ordinances, regulations, and policies related to municipal planning and land development
- Interprets and applies the provisions of the Huntington Beach Zoning and Subdivision Ordinance, state planning and zoning laws, California Environmental Quality Act, Subdivision Map Act, local coastal program, Huntington Beach General Plan, Design Guidelines and various specific plans, ordinances and policies
- Assists in the development of policies and procedures
- Addresses and mediates competing interests
- Represents the City in various meetings with the City Council, Commissioners, advisory boards, neighborhood associations, Chamber of Commerce, Board of Realtors, other City departments, the general public, consultants, land developers and representatives from public/private agencies;
- Represents the Planning Manager in his/her absence
- Uses a computer to generate reports, retrieve and analyze data; participates in the development and monitoring of the annual budget
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains regular and consistent attendance record
- Performs other related duties as assigned.

*The preceding duties have been provided as examples of the essential types of work performed 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:**

- Professional standards, principles and practices of urban planning and development

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**TITLE: PRINCIPAL PLANNER**

- Program management techniques including the planning and coordinating of work activities
- Principles and practices of supervision including performance evaluation
- Contract administration
- Personnel policies and procedures
- Advanced concepts of site planning, drafting, urban design, architecture, landscaping, traffic and transportation engineering as they relate to the processes of urban planning; plan specifications, blueprint, and map reading
- Applicable local, State, and Federal laws, codes, and requirements including but not limited to California Planning and Zoning laws, California Environmental Quality Act, Subdivision Map Act, and California General Plan Guidelines
- Project management and cost control
- Research methods as applied to the collection and analysis of data pertinent to the planning and environmental areas
- Descriptive statistics
- Safety issues and liability reduction
- Budgetary planning, preparation, and control
- Related computer software including spreadsheet and word processing packages
- English usage, grammar, punctuation, and spelling
- Principles and practices of effective customer service

**Ability to:**

- Administer the Zoning Administrator function of the Planning Division
- Plan, coordinate and supervise program activities and personnel
- Analyze problems and seek resolutions to conflicts
- Read, interpret and implement policies, laws, ordinances, rules and regulations
- Provide and use written and oral instructions
- Operate modern office equipment, including computers and applicable software programs
- Make sound decisions within established policy and procedural guidelines
- Organize work assignments, set priorities, and meet critical time deadlines
- Ensure safety and professional work standards are met
- Communicate and interact effectively both verbally and in writing with elected officials, the public, applicants, developers, and staff
- Participate in the preparation and monitoring of a budget
- Work independently
- Deliver quality customer service
- Propose and administer change

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**CLASS SPECIFICATION**



**TITLE: PRINCIPAL PLANNER**

**Education:** Bachelor's degree from an accredited college or university in planning, urban planning, landscape architecture or other closely related field. A master's degree in planning or a closely related field may substitute for one year of the required experience.

**Experience:** Six (6) years of progressively responsible urban planning or directly related experience performing professional planning work, including four (4) years' lead or supervisory experience.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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 lifting objects weighing 15 pounds or less. Work involves detailed concentration and analytic data review for extended periods of time. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires vision in reading correspondence, plans, specifications and other information. Hearing and speaking required when providing telephone service and communicating in person. This position is also expected to perform inspections of work in the field that may require walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

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**TITLE: PRINCIPAL PLANNER**

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

Rev. June, 2021 pa

Rev. March, 2025 ma



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PUBLIC WORKS MAINTENANCE SUPERINTENDENT**

<b>PERSONNEL COMMISSION APPROVAL:</b> <b>CITY COUNCIL APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b> <b>NOVEMBER 15, 2022</b>
<b>JOB CODE:</b> <b>EMPLOYMENT STATUS:</b> <b>UNIT REPRESENTATION:</b> <b>FLSA STATUS:</b> <b>EEOC CODE:</b>	<b>0853</b> <b>REGULAR FULL-TIME</b> <b>MEO</b> <b>EXEMPT</b> <b>OFFICIALS &amp; ADMINISTRATORS</b>

**JOB SUMMARY**

Under general direction, coordinates, manages, and facilitates a maintenance section within the Public Works Department by providing planning, oversight, direction, and procedural guidance.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Public Works Operations Manager

Supervises: Skilled and non-skilled trades, clerical support staff, and contract personnel

**DISTINGUISHING CHARACTERISTICS**

This classification is responsible for managing, planning, and coordinating public works maintenance operations and staff. It is distinguished from the supervisory classification in that this position determines direction, policy, procedure, and protocol while coordinating broad work priorities and managing crew leaders and contracted services. The supervisor has a narrower scope of work.

**EXAMPLES OF ESSENTIAL DUTIES**

- Directs, coordinates, and facilitates maintenance operations work groups performing service, repair, and maintenance of various City operations; works with subordinates to establish priorities, ensures safety, and coordinates equipment and activities
- Determines, plans, facilitates, and coordinates work projects and maintenance programs with various City officials, department personnel, and other agencies; identifies, plans, and implements capital improvement projects
- Oversees contracts for vendors and other contractors; negotiates and approves contracts from bidding through construction, service delivery and payment

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PUBLIC WORKS MAINTENANCE SUPERINTENDENT**

- Develops policies and procedures for work methods to determine proper and efficient use of machinery, tools, and labor; ensures all equipment and material are available for efficient operations; purchases and procures items when needed
- Coordinates, facilitates, and manages safety programs and related training; conducts meetings and instructs subordinates on safety protocols, procedures, and other related topics
- Performs personnel administrative functions; interviews, hires, counsels, subordinates on compliance with procedures, rules, and regulations; evaluates performance, assesses discipline, and makes termination decisions as needed
- Participates and leads budget development, monitors resource allocation, maintains payroll and accounts payable, and ensures the timely disbursement of payments
- Interprets and applies regulatory requirements associated with air pollution control, hazardous material and waste management, underground and above ground storage tanks and facilities, recycling, and beach maintenance; ensures compliance with local, state, and federal requirements, standards, codes, and laws
- Researches data, operational brochures, and regulations; maintains strong relationships with regulatory agencies and executive staff; keeps abreast of new equipment, service and part manuals, and new maintenance devices and test equipment
- Monitors contracts with outside service providers to ensure compliance with established standards; conducts on-site inspections to review work being performed
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works various hours, including nights and weekends as required
- Maintains regular and consistent attendance record
- Performs other related duties 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**

*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 public administration and program management
- Operations, services, and activities of City maintenance and Public Works
- Laws, rules, and regulations pertaining to building trades and facilities, landscaping, tree, street, fleet, and/or beach management operations (depending on assignment)

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PUBLIC WORKS MAINTENANCE SUPERINTENDENT**

- Administrative principles and techniques, including budgeting, planning, safety, staff organization and development
- Materials, methods, practices, and equipment used in maintenance and repair programs
- Principles and practices of supervision, management, and oversight
- Project management and cost control
- Report and presentation development
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- City purchasing practices and contract administration
- Office procedures, methods, and equipment, including computers and applicable software, such as word processing, spreadsheets, and databases
- Principles and procedures of record keeping and filing
- Safety training requirements pertaining to the area of assignment
- Exceptional customer service techniques

**Ability to:**

- Plan, organize, direct, and lead the operations and maintenance activities for a multi-faceted Public Works division
- Ensure compliance with Federal, State, and local rules, laws, and regulations; Interpret and apply pertinent laws, rules and regulations
- Communicate effectively orally and in writing
- Prepare and maintain records and reports
- Exercise judgment and creativity in making conclusions and recommendations
- Analyze situations, identify problems, and recommend solutions
- Supervise, train, mentor, and evaluate assigned personnel
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Prepare and monitor department and capital improvement program budgets
- Interact professionally with various levels of employees and outside representatives
- Conduct on-site audits of subcontractors and obtain compliance when the work being performed is not in compliance with the conditions of the contract
- Ensure adherence to safe work practices and procedures
- Utilize modern office computer hardware and software in the performance of work tasks

**Education:** High school diploma or equivalent, supplemented by one year (30 semester units or equivalent) of college level course work or specialized training in building trades, public works maintenance, project management, personnel supervision and/or other directly related subjects. Associate's degree preferred.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PUBLIC WORKS MAINTENANCE SUPERINTENDENT**

**Experience:** Seven (7) years' experience in public works maintenance including two (2) years' experience in a supervisory role.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

For landscape maintenance assignment, Western Chapter/International Society of Arboriculture Certified Arborist and valid California Pest Control Advisor license desirable.

For tree maintenance assignment, International Society of Arboriculture Certified Arborist required.

For street maintenance assignment, PC 832 Powers of Arrest and 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) certification must be obtained prior to completion of probation.

For fleet maintenance assignment, Certified Automotive Fleet Manager (CAFM), Certified Automotive Fleet Specialist (CAFS), Certified Public Fleet Professional (CPFP) or equivalent certification desirable.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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 in a general office, repair shop, or outdoors environment with exposure to extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When

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**CLASS SPECIFICATION**



**TITLE: PUBLIC WORKS MAINTENANCE SUPERINTENDENT**

work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, extreme temperatures, etc. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices.

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

Rev. 3/2025 mhf

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PUBLIC WORKS MAINTENANCE SUPERVISOR**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b>
<b>CITY COUNCIL APPROVAL:</b>	<b>NOVEMBER 15, 2022</b>
<b>JOB CODE:</b>	<b>0857</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general direction, plans, supervises, and monitors a maintenance section (beach, facilities, landscaping, street, or tree) within the Public Works Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Public Works Operations Manager

Supervises: Skilled and non-skilled trades, clerical support staff, and contract personnel

**DISTINGUISHING CHARACTERISTICS**

This classification is responsible for exercising supervisory authority over crews assigned to public works maintenance operations. It is distinguished from the Crew leader class in that the latter determines standard daily work priorities, issues routine assignments, and provides on-the-job instructions for personnel while the supervisor is responsible for the oversight of all work crews, maintenance activities and contracted services.

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans and supervises the activities for maintenance operations work groups performing service, repair and maintenance of various City facilities, beaches, landscaping, streets, and trees; sets project priorities and allocates labor, materials, and equipment as necessary
- Coordinates work projects and maintenance programs with various City officials, department personnel, and other agencies; coordinates capital improvement projects
- Coordinates and manages contracts for vendors and other contractors; supervises contracts from bidding through construction, service delivery and payment

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PUBLIC WORKS MAINTENANCE SUPERVISOR**

- Evaluates work methods to ascertain proper and efficient use of machinery, tools and labor; checks on cleanliness and safety procedures and instructs employees in technical and safety procedures
- Implements and maintains safety programs; conducts meetings and instructs subordinates on shop and equipment safety, tool uses, equipment upgrade projects, and other related topics
- Performs personnel administrative functions; counsels subordinates on compliance with procedures, rules, and regulations; evaluates performance and assesses discipline as needed
- Facilitates budget development, monitors resource allocation, maintains payroll and accounts payable, and ensures the timely disbursement of payments
- Interprets and applies regulatory requirements associated with air pollution control, hazardous material and waste management, underground and above ground storage tanks and facilities, recycling, and beach maintenance; ensures compliance with local, state, and federal requirements, standards, codes, and laws
- Research data, operational brochures, and regulations; keeps abreast of new equipment, service and part manuals, and new maintenance devices and test equipment
- Monitors contracts with outside service providers to ensure compliance with established standards; conducts on-site inspections to review work being performed
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works various hours, including nights and weekends as required
- Maintains regular and consistent attendance record
- Performs other related duties 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**

*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:**

- Operations, services, and activities of City maintenance management
- Laws, rules, and regulations pertaining to building trades and facilities, landscaping, tree, street, and/or beach management operations (depending on assignment)



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PUBLIC WORKS MAINTENANCE SUPERVISOR**

- Administrative principles and techniques, including budgeting, planning, safety, staff organization and development
- Materials, methods, practices, and equipment used in maintenance and repair programs
- Principles and practices of contract administration
- Safe working practices, procedures and regulations
- Principles and practices of supervision
- Exceptional customer service techniques
- Computer operations and standard office software

**Ability to:**

- Plan, organize, and monitor the work of skilled and unskilled craft personnel engaged in operations and activities
- Communicate effectively orally and in writing
- Prepare and maintain records and reports
- Exercise judgment and creativity in making conclusions and recommendations
- Read and interpret plans, blueprints, manuals and specifications
- Analyze situations, identify problems, and recommend solutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of employees and outside representatives
- Travel to offsite locations within a reasonable timeframe
- Conduct on-site audits of subcontractors and obtain compliance when the work being performed is not in compliance with the conditions of the contract
- Utilize modern office computer hardware and software in the performance of work tasks

**Education:** High school diploma or equivalent, supplemented by one year (30 semester units or equivalent) of college level course work or specialized training in building trades, public works maintenance, personnel supervision, and/or other directly related subjects. Associate's degree preferred.

**Experience:** Five (5) years' experience in public works maintenance including two (2) years' experience in a lead or supervisory role.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

For landscape maintenance assignment, Western Chapter/International Society of Arboriculture Certified Arborist and valid California Pest Control Advisor license desirable.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PUBLIC WORKS MAINTENANCE SUPERVISOR**

For tree maintenance assignment, International Society of Arboriculture Certified Arborist required.

For street maintenance assignment, 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Training must be obtained prior to completion of probation.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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 in a general office, repair shop, or outdoors environment with exposure to extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, extreme temperatures, etc. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices.

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

Rev. 7/2024 MA  
Rev. 3/2025 MHF

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: PUBLIC WORKS OPERATIONS MANAGER**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

**JOB CODE: 0852**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**EEOC CODE: OFFICIALS & ADMINISTRATORS**

### **JOB SUMMARY**

Under administrative direction, serves as division head responsible for managing, supervising and coordinating programs of the Operations Division of the Public Works Department, including maintenance of beaches, parks, trees, roadside landscaping, streets, fleet operations, and facilities maintenance including ADA Coordinator for non-personnel related issues, and oversees HazMat response.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: Director of Public Works

Supervises: Supervisory, technical, skilled craft, service/maintenance and administrative support staff

### **DISTINGUISHING CHARACTERISTICS**

This is a single incumbent classification that acts as the division head over the Operations Division.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Participates in the development and implementation of goals, objectives, policies, procedures and priorities related to the Operations Division of the Public Works Department
- Plans, organizes, performs and supervises the assigned functions and activities of the Operations Division; budget preparation, implementation and administration, records management, purchasing, customer service, professional services and construction contract administration, personnel administration, departmental information systems and mapping

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: PUBLIC WORKS OPERATIONS MANAGER**

- Oversees the beach maintenance, fleet maintenance, facility maintenance, landscape maintenance, street maintenance, and tree maintenance programs for the City
- Manages division operating budget preparation; allocates resources and administers the approved budget; participates in the development, implementation and administration of the multi-year Capital Improvement Project Program; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; reviews invoices for accuracy, assigns expenditures to accurate accounts, authorizes expenditures and participates in program audits
- Manages and oversees compliance requirements related to grant administration to identify and adhere to Federal and State requirements; including the planning and implementing of grant programs
- Monitors and reviews for accuracy CIP bid documents, contract files, legal advertising, contracts, agreements, specifications and bids; verify insurance and bonding, and process agreements and final contract documents; prepares and reviews progress payments, change orders, and retention accounts; prepares final accounting for projects
- Develops and reviews staff reports and correspondence related to division issues; upon request, presents reports to commissions, committees and boards
- Reviews, recommends, and implements employment decisions regarding such activities as selection, promotion, discipline, and contract administration
- Plans, directs, coordinates and reviews the work plan for the Division; meets with staff to identify and resolve problems; monitors work flow; review and evaluates work products, methods and procedures
- Resolves work problems and interprets administrative policies to subordinates, consultants, contractors and the public
- Develops, plans and implements new or revised programs, systems, procedures and methods of operation pertaining to the division
- Administers professional services agreements and contracts, which include insurance documents and bonds
- Plans, prioritizes, assigns, supervises and monitors the work of supervisory, technical, service/maintenance, skilled craft and administrative staff; provides or coordinates staff training; coaches employees to improve job performance and to correct deficiencies; prepares performance evaluations
- Answers questions and provides information to the public; receives and investigates complaints and recommends corrective action, as necessary to resolve complaints; maintains time, material and equipment use records
- Attends leadership, management, supervisory and subject matter training to stay abreast of industry best practices

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: PUBLIC WORKS OPERATIONS MANAGER

- Travels to offsite locations
- Works various hours to conform with changing priorities and meet deadlines
- Reports to work as scheduled, maintains satisfactory attendance record
- Performs other related work 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**

*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 public administration
- Principles and practices of budget development and administration
- Principles and practices supervision, training, mentoring, and performance evaluation
- Principles and practices of organization, administration and personnel management
- Report and presentation development
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Pertinent Federal, State and local rules, regulations and ordinances
- English usage, syntax, spelling, grammar and punctuation.
- Office procedures, methods, and equipment, including computers and applicable software, such as word processing, spreadsheets, and databases
- Principles and procedures of record keeping and filing
- Occupational hazards and standard safety practices

##### **Ability to:**

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Ensure compliance with Federal, State, and local rules, laws, and regulations; Interpret and apply pertinent laws, rules and regulations
- Supervise the preparation and maintenance of records and prepare comprehensive technical reports
- Prepare and monitor department and capital improvement program budgets

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: PUBLIC WORKS OPERATIONS MANAGER

- Supervise, train, mentor, and evaluate assigned personnel
- Communicate clearly and concisely, both orally and in writing
- Provide friendly, timely and responsive, high level customer service to all clientele
- Follow directions from a supervisor
- Understand and follow posted work rules and procedures
- Establish and maintain cooperative working relationship with those contacted in the course of work.
- Ensure adherence to safe work practices and procedures

**Education:** A bachelor's degree from an accredited college or university with major coursework in business, public administration or related field.

**Experience:** Five (5) years of increasingly responsible experience in administration of Public Works maintenance operations including planning, budgeting, and contract administration work and three (3) years of supervisory responsibility of a large staff.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches and grasps. When work is performed

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: PUBLIC WORKS OPERATIONS MANAGER**

outdoors, there is full exposure to the elements and the incumbent may be exposed to heat and cold, extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent stands, and walks on level and uneven/slippery surfaces, twists, bends, pushes, pulls, crouches, crawls, climbs ladders, reaches, grasps, lifts and carries items weighing 50 pounds or less.

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

Established Nov/2020  
Revised March/2023  
Revised March/2025 mhf



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: RISK MANAGER**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (Revised)**  
**COUNCIL APPROVAL: SEPTEMBER 5, 2006**

**JOB CODE: 0054**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEO**  
**FLSA STATUS: EXEMPT**  
**EEOC CODE: OFFICIALS & ADMINISTRATORS**

**JOB SUMMARY**

Under administrative direction, plans, organizes, and manages the activities of the Risk Management division in the Human Resources Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Director of Human Resources

Supervises: Risk Management Specialist and other administrative staff as assigned

**EXAMPLES OF ESSENTIAL DUTIES**

- Manages all City-wide services and activities of the Risk Management Division, including comprehensive risk management, workplace safety and industrial hygiene, third-party loss prevention, self insured, self-administered liability claims, self-insured, self-administered workers' compensation, risk financing, and safety officer industrial disability retirement programs
- Supervises staff providing risk analysis, risk management, loss prevention, loss control, and claim settlement services
- Reviews, oversees, and monitors contracts between the City and third-party administrators for workers' compensation and liability claims; ensures compliance with contractual terms and conditions, and local, state, federal government codes and regulations
- Coordinates loss control training and directs safety activities to avoid or reduce loss exposure
- Investigates areas of liability and recommends the possible extent and strategies for minimization
- Serves as a liaison with third party administrators, legal counsel, Cal-OSHA, CalPERS and other insurance staff, safety industry organizations, and other public and private agencies as the City's representative

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: RISK MANAGER

- Participates in risk/insurance joint powers authorities as the City's representative
- Develops and maintains a comprehensive claims management system for processing public liability claims, including coordinating with third-party claims administrators
- Provides counseling for employees concerning workers' compensation and industrial disability retirement benefits
- Provides consulting expertise to all City departments to assist them with regulatory compliance in their areas of responsibility
- Directs and maintains in-house management and contract services to determine appropriate risk coverage and loss control techniques
- Attends court hearings and makes appearances for the City in matters of workers' compensation and liability property damage
- Participates in the interactive process to determine the assessment of the job and specific physical or mental limitations of an individual directly related to the need for reasonable work accommodation
- Formalizes specifications for the purchasing of insurance and other related services
- Maintains liaison with other public agencies, insurance companies and service providers to ensure an efficient and cost-effective operation
- Participates in the development and administration of the assigned program budget; forecasts additional funds needed; directs the monitoring of and approval of expenditures; and recommends budget adjustments, as necessary
- Manages consultant contracts and monitors the work performed; reviews and approves invoices for payment
- May oversee and coordinate the administration of the drug and alcohol testing program, including random testing and medical examination, the DMV pull notice program, and other programs related to employee health, safety, and driving
- Represents the City in professional groups, committee meetings, task forces, and other meetings related to risk management issues
- Attends leadership, management, supervisory and risk management training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Reports to work as scheduled, maintains satisfactory attendance record
- Performs other related work 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.*

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: RISK MANAGER**

### **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:**

- Principles and practices of risk management and loss control techniques, insurance policies, liability and worker's compensation laws, occupational health and safety, and claim settlement procedures
- Federal, state and local laws and regulations pertaining to risk management
- Principles and practice of municipal budgeting
- Supervisory methods and techniques
- Grant writing and reporting practices
- Mathematical principles
- Office procedures, methods, and equipment, including computers and applicable software, such as word processing, spreadsheets, and databases
- Principles and procedures of record keeping and filing
- Occupational hazards and standard safety practices

#### **Ability to:**

- Plan, organize, and manage risk management programs, activities, and services
- Read, interpret, apply and explain relevant codes, laws, ordinances, administrative rules and regulations, and Memoranda of Understanding (MOUs)
- Supervise the work of professional, technical, and clerical staff
- Evaluate complex regulatory requirements and establish strategies to maintain compliance
- Effectively negotiate and administer contracts
- Plan, organize, and prioritize tasks to meet deadlines
- Communicate both orally and in writing
- Establish and maintain effective working relations with those contacted in the performance of required duties
- Prepare clear and concise reports
- Provide training in best management practices related to workers' compensation, loss control, and occupation health and safety
- Analyze and solve work problems effectively
- Follow oral or written instructions
- Make presentations
- Prepare statutory reports, violation records, and corrective actions
- Operate office equipment including computers and common office software
- Respond to requests and inquiries

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: RISK MANAGER

- Ensure adherence to safe work practices and procedures

**Education:** Bachelor's degree from an accredited college or university in business, public administration or other related field. Master's degree desirable.

**Experience:** Five years' professional-level experience in the management of a comprehensive risk management program, including a minimum of one (1) year of managerial experience supervising professional, technical and support staff.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Valid Associate in Risk Management (ARM) designation.

### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

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

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10-20 pounds).

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: RISK MANAGER**

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

Est. 9/06  
Rev. 4/18 JD  
Rev. 3/25

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: SENIOR DEPUTY CITY ATTORNEY**

**PERSONNEL COMMISSION APPROVAL:  
COUNCIL APPROVAL:**

**APRIL 16, 2025 (REVISED)  
SEPTEMBER 5, 2006**

**JOB CODES:  
EMPLOYMENT STATUS:  
UNIT REPRESENTATION:  
FLSA STATUS:  
EEOC CODE:**

**0484  
REGULAR FULL-TIME  
MEO  
EXEMPT  
PROFESSIONAL**

### **JOB SUMMARY**

Under general direction from the City Attorney and Chief Assistant City Attorneys, performs a wide range of specialized and highly complex professional legal duties. All attorneys who work in the office are expected to be highly competent and professional attorneys, taking a high level of ownership of his or her work, and be able to deliver, in a professional manner at all times, high quality work product and results, efficiently.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: City Attorney or Chief Assistant City Attorneys, as specified.  
Supervises: Administrative support, part-time staff

### **DISTINGUISHING CHARACTERISTICS**

This is a unique position from the Deputy City Attorney I-II levels in that the Senior level is assigned in either a trial counsel position with emphasis in litigation and civil jury trial experience or assigned at a high level, advisory position with emphasis in complex transactions and serving as staff counsel to City boards, commissions and committees. Incumbents may provide direction and assistance to less experienced attorneys at the Deputy City Attorney I-II levels and are assigned to handle high exposure litigation principally in areas of personnel, police, tort defense, inverse condemnation, and public works or high exposure transactional assignments principally in the areas of redevelopment, land use, public works and finance. Employees at this level receive minimal instruction or assistance and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF ESSENTIAL DUTIES**

Trial Counsel position

- Performs the full range of litigation work
- Responsible for litigation, trials, damage or other civil suits in State and federal

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: SENIOR DEPUTY CITY ATTORNEY**

courts, including appellate work and the representation of the City's Police Department and its officers in Pitchess motions, as directed by the City Attorney or the Chief Assistant City Attorneys

- Represents management in hearings involving City employee disciplinary matters, as directed by the City Attorney or the Chief Assistant City Attorneys
- Handles all aspects of assigned cases or claims including investigation, pleading preparation, discovery, law and motion, court appearances, settlement negotiations, legal research, witness preparation, and trials for tort defense, writ actions, Pitchess motions, appellate work, civil rights actions, code enforcement, nuisance abatement, administrative actions and employee grievances, as directed by the City Attorney or the Chief Assistant City Attorneys

#### **Advisory Position**

- Performs the full range of advisory work
- Explains City policies and issues to employees, elected officials and the general public
- Performs a full range of legal research, analysis, interprets laws, ruling and regulations, and provides legal opinions to departments, boards, commissions, agencies and established committees, as directed by the City Attorney or the Chief Assistant City Attorneys
- Attends meetings with City staff and/or members of the public on behalf of the City and serves as legal advisor during meetings of public bodies, including the City Council, Personnel Commission and Planning Commission, as directed by the City Attorney or the Chief Assistant City Attorneys

#### **Examples of Essential Duties for Both Positions**

- Performs to prevent and minimize legal exposure by providing legal advice to City officers and employees
- Makes decisions concerning the advisability to prosecute, compromise or dismiss civil citations or criminal violations
- May supervise support staff and interns; provide work assignments and direction to other attorneys, review and evaluate work product, and participate in evaluating performance of assigned staff, as directed by the City Attorney or the Chief Assistant City Attorneys
- May participate in selecting outside counsel to represent the City; as assigned, supervise outside counsel
- Attends and participate in professional groups and committees
- Responds to citizen inquiries regarding various types of legal issues including those concerning City business
- Attends professional training to stay abreast of industry best practices



## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: SENIOR DEPUTY CITY ATTORNEY**

- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Commutes or travels to offsite locations for work within and outside the City
- 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**

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

#### **Knowledge of:**

- Laws, legal principles, practices and procedures of civil, constitutional, and administrative law
- Judicial procedures and rules of evidence
- Duties, powers, and limitations of a city government
- Methods and techniques of legal research, competent legal analysis, writing and grammar
- Pertinent Federal, State and local laws, codes and regulations
- Principles of basic supervision, training, and performance evaluation
- Trial counsel also requires knowledge of statutes and court decisions relating to civil rights and public labor law

#### **Ability to:**

- Maintain and demonstrate in all conduct and work a high level of professionalism, responsibility, and efficiency
- Be a skilled communicator who can translate complex or technical information into understandable terms and communicate concisely and clearly both orally and in writing
- Perform the most complex and specialized legal work in assigned area of practice
- Be dependable, self-motivated, highly ethical, and ready to provide competent and practical legal advice on a range of municipal topics
- Conduct high-level legal research, analysis, and writing
- Apply statutes and codes applicable to civil proceedings
- Properly interpret and make decisions advancing the best interest of the City in accordance with laws, regulations, and policies
- Present statements of law, fact, and argument clearly and logically

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: SENIOR DEPUTY CITY ATTORNEY

- Effectively apply legal knowledge and principles in court
- Prepare clear and concise legal documents and briefs
- Conduct research on legal problems
- Provide administrative and professional leadership and direction to assigned administrative/clerical support staff
- Establish and maintain positive and effective working relationships in the course of work and across departments
- As assigned, independently litigate or advise on the most complex types of cases or aspects of municipal law, including, but not limited to police civil rights cases and high exposure tort defense cases or land use, redevelopment, finance and public works with limited supervision.

**Education:** Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

**Experience:** Five (5) years' experience as a practicing trial or advisory attorney within a municipal law office, or a private firm that has contracted with a public agency for legal services. State and Federal jury trial experience is desired for the trial counsel position.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Current member in good standing with the California State Bar Association.

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

The incumbent 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.

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: SENIOR DEPUTY CITY ATTORNEY**

Work is performed primarily indoors. The incumbent sits for prolonged periods. Stands and walks to retrieve work files or to other departments or office locations. Leans, bends and stoops to perform work behind a desk or to retrieve information. Pushes, turns or twists to move chair or body from desk. Reaches to place or retrieve files or open file drawers or cabinets. Light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Requires near vision in reading correspondence, plans, specifications, legal documents and other information. Acute hearing and oral skills required when communicating by telephone or in person.

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

Rev. Dec 2019/pa

Rev. Mar 2025/ma

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: SENIOR HUMAN RESOURCES ANALYST**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

**JOB CODE: 0827**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**EEOC CODE: PROFESSIONALS**

### **JOB SUMMARY**

Under general direction, performs a wide variety of journey-level professional, technical and analytical duties in support of the City's human resources system, including; complex, responsible staff work in recruitment and selection, classification, compensation, benefits administration, and/or other employee related programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: Human Resources Manager

### **DISTINGUISHING CHARACTERISTICS**

The Senior Human Resources Analyst is the journey level class in the series. Employees within this class are distinguished from the Human Resources Analyst by the difficulty, scope, complexity, and autonomy of the work performed. Employees are typically assigned significant professional responsibilities requiring the exercise of independent judgment in the performance of all duties. It differs from the Principal Human Resources Analyst in that the Principal exercises supervision over professional, technical, and support staff and has authority to recommend to departments, resolutions to technical and administrative issues.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Plans, designs, and develops recruitment and selection materials and administers examinations, particularly for Management, Professional and Executive Management level City positions
- Composes job bulletins and recruitment information; recommends, schedules and coordinates advertising activities in appropriate media

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: SENIOR HUMAN RESOURCES ANALYST**

- Scores and analyzes the results of written, oral, performance and other related employee selection examinations
- Responds to inquiries regarding employment opportunities with the City
- Assists with implementation of the City's comprehensive employee benefits programs, including health, dental, vision, pension, long-term disability, 457 accounts and employee assistance programs
- Assists with training to ensure compliance with the Family Medical Leave Act/ADA/FEHA requirements
- Develops and revises classification specifications; conducts job analyses and prepares recommendations regarding classification of positions
- Identifies issues; collects data; analyzes alternatives and makes recommendations
- Researches rules, regulations, laws, and policies in order to make recommendations on personnel matters
- Assists in the administration of labor agreements by investigating complaints and grievances, explaining contract provisions, and responding to inquiries from employees
- Conducts studies and prepares and presents written and oral reports relating to various aspects of personnel administration
- Develops, analyzes, and responds to salary and benefit surveys, including establishing classification comparability's and analyzes results to prepare reports
- Participates in research, evaluation, and negotiation of proposed contractual obligations and agreements
- Coordinates assigned services and project activities with other City departments, divisions, boards, committees, task forces, external organizations, and the general public
- Responds to and resolves difficult and sensitive inquiries and complaints
- Attends and participates in professional group meetings
- Creates and uses spreadsheets, databases, and other personal computer software applications
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs related duties and responsibilities 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.*

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: SENIOR HUMAN RESOURCES ANALYST

#### **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:**

- Principles and practices of personnel administration including job analysis, position classification, compensation, recruitment and selection
- Statistical principles and research methods
- Principles and practices of public administration and organizational development; salary and benefit administration
- English usage, spelling, grammar, and punctuation
- Modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications
- Pertinent Federal, State, local codes, laws, and regulations

#### **Ability to:**

- Perform professional, technical and analytical personnel tasks
- Understand City personnel programs and policies and interpret them to employees, management and the general public
- Understand the organization and operation of the City and outside agencies as related to the personnel function
- Effectively use job advertising sources, methods and techniques
- Conduct job analyses and classification analyses
- Respond to personnel related requests and inquiries from City employees, management, and the general public
- Collect, compile and analyze information and data
- Write clear, concise and accurate reports and job descriptions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Deliver quality customer service
- Organize and coordinate projects and prioritize activities to meet established deadlines
- Operate a variety of office equipment including a computer and associated word processing applications

**Education:** A bachelor's degree in human resources, labor and industrial relations, psychology, business or public administration or other related field.

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: SENIOR HUMAN RESOURCES ANALYST

**Experience:** A minimum of three (3) years of professional experience in recruitment, testing and examination under a merit system; classification and compensation and/or general personnel administration.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

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

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (5 - 10 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires vision to read printed materials and computer screen, and to observe examination situations; and hearing and speech to communicate in person, before groups, and over the telephone.

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

Est. April, 2007

Rev. November, 2021/pa



**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: SENIOR HUMAN RESOURCES ANALYST**

Rev. March, 2023/pa  
Rev. March, 2025/mhf

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR LIBRARIAN**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b>
<b>COUNCIL APPROVAL:</b>	<b>JULY, 1993</b>

<b>JOB CODE:</b>	<b>0077</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONAL</b>

**JOB SUMMARY**

Under general supervision, performs specialized professional library work pertaining to a specific division of the library.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Community Services Manager, or as designated by Director of Community & Library Services

Supervises: Professional and clerical library staff and volunteers

**DISTINGUISHING CHARACTERISTICS**

Senior Librarian is an advanced journey-level position. The position is distinguished from the Librarian classification by the level of responsibility assumed, the supervisory responsibilities, and the complexity of the duties assigned. The position is distinguished from the Principal Librarian classification in that the Principal Librarian exercises managerial authority over all library personnel and functions while the Senior Librarian is responsible for the work activities of a specific division/area.

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans, organizes and supervises a division/area of the library; prepares work schedules of personnel and volunteers; supervises staff, evaluates performance, and recommends personnel actions
- Acquires and makes available for public use informational materials in all formats (e.g. print, electronic and digital)
- Coordinates and oversees the classification and cataloging of library materials, working with vendors and staff to utilize computerized systems and technology tools
- Implements and maintains automated information systems, such as the Library's

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR LIBRARIAN**

- integrated system and patron database, as well as other electronic resources and databases, both on site and remotely available
- Interacts with the vendors and suppliers to assess and analyze workflow in support of direct customer service
  - Participates with other managers in strategic planning and other organizational development efforts in the library and the City
  - Serves as liaison to other service areas and departments on issues involving shared services, technology and web-based services
  - Coordinates the library's web and social media presence; works with other library entities to maintain a positive and effective presence in the virtual community
  - Orders books, e-resources and other materials in accordance with informational needs of the community and requests of readers; maintains library collections
  - Maintains statistical data and other records; prepares statistical and written reports including budget information
  - Monitors and controls budget expenditures for assigned division; selects and recommends purchase of equipment, services, materials, and supplies
  - Develops and prepares grant applications for library programs, services, and materials
  - Assists in departmental public relations activities; coordinates with library support groups and volunteers in fundraising activities; coordinates tours, video programming on projects and other activities with schools and community groups
  - Attends professional training to stay abreast of industry best practices
  - Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
  - Maintains a regular and consistent attendance record
  - Travels to offsite locations within and outside the City
  - 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:**

- Theories, principles and practices of library and information science
- Trends and developments in the field of library and information science

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR LIBRARIAN**

- Automated library information systems, software and equipment usage
- Library materials and resources in a broad spectrum of subjects and formats
- Collection development and cataloging and classification procedures for a variety of materials and formats
- Research techniques using print, media, electronic databases and the Internet
- Principles and practices of supervision
- Basic statistics and business math
- Budgetary planning and preparation
- Customer service and public relations

**Ability to:**

- Develop, coordinate and implement library service programs and activities within a specialized library function, including but not limited to children's services, research, technology, collection management, borrower services, cataloging and patron support services
- Plan, organize and direct the work of professional and paraprofessional staff and volunteers
- Prepare clear and concise reports, correspondence and other written materials
- Mitigate customer service issues
- Develop appropriate and effective collections/resources within an assigned area
- Operate library automation system and other computer equipment
- Classify and catalog materials and implement cataloging systems
- Prepare statistical reports using data analytics and spreadsheet software programs
- Prepare budget information and assist in budget development for the assigned division
- Maintain accurate records; operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Analyze data, recognize problems, arrive at sound conclusions, and make logical recommendations and/or decisions

**Education:** An ALA-accredited Master's Degree in Library and Information Science.

**Experience:** Three (3) years full-time professional library experience, including one (1) year of lead or supervisory experience.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR LIBRARIAN**

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

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

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (5 - 10 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires vision to read printed materials and computer screen, and to observe patrons and situations; and hearing and speech to communicate in person, before groups, and over the telephone.

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

Rev. Nov. 2011 JD  
Rev. Jan 2020 PA  
Rev. Feb. 2021 PA  
Rev. Mar. 2025 MA

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR MANAGEMENT ANALYST**

<b>PERSONNEL COMMISSION APPROVAL:</b> <b>COUNCIL APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b> <b>NOVEMBER 15, 2022</b>
<b>JOB CODE:</b> <b>EMPLOYMENT STATUS:</b> <b>UNIT REPRESENTATION:</b> <b>FLSA STATUS:</b> <b>EEOC CODE:</b>	<b>0770</b> <b>MEO</b> <b>REGULAR FULL-TIME</b> <b>EXEMPT</b> <b>PROFESSIONALS</b>

**JOB SUMMARY**

Under direction, performs a variety of advanced level professional duties in support of various administrative operations and activities within an assigned department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Manager or as designated by Department Head

Supervises: May provide lead direction to technical and/or administrative support staff

**DISTINGUISHING CHARACTERISTICS**

Senior Management Analyst is the advanced journey-level within the Management Analyst series. Positions assigned to this classification must possess an advanced understanding and knowledge of the principles, theories, and best practices required to perform assigned work.

**EXAMPLES OF ESSENTIAL DUTIES**

- Conducts complex analyses, studies, and research projects including those regarding budget, finance, and operating issues
- Identifies issues, collects data, analyzes alternatives and makes recommendations, prepares and presents reports
- Manages programs and projects as assigned; oversees program administration and operation; assists in the delivery and implementation of program strategies and process improvement
- Coordinates and conducts complex professional-level public administration studies and projects; prepares and presents reports of findings and recommendations; supports and facilitates the implementation of programs and projects; identifies issues and recommends solutions; monitors and reports implementation status and activities

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: SENIOR MANAGEMENT ANALYST**

- Monitors program progress in meeting goals and objectives
- Administers departmental operating budget; allocates budgeted resources within internal budgets and administers approved budget; assigns and authorizes expenditures
- Analyzes proposed capital, personnel, operating, and maintenance expenditures; prepares reports and analyses related to impact of budgetary decisions
- Prepares multi-year financial forecasts; track and monitors budget expenditures
- Plans, coordinates, and evaluates activities associated with assigned contracts
- Participates in research, evaluation, and negotiation of proposed contractual obligations and agreements; administers assigned contracts
- Analyzes federal, state, and local legislative proposals for impact on assigned operations; prepares analysis and briefings on enacted legislation, judicial interpretations, and regulatory agency directives; ensures departmental compliance
- Coordinates assigned services and project activities with other City departments, divisions, units, boards, committees, task forces, external organizations, and the general public
- Resolves complex customer service issues; receives and investigates complaints and recommends corrective action as necessary
- Plans, prioritizes, assigns, and oversees the work of professional and administrative support staff; provides staff training; coaches employees to improve job performance and to correct deficiencies; may conduct or contribute to employees' performance evaluations
- Attends and participates in professional group meetings
- Stays abreast of new trends and innovations in public administration and municipal operations
- Creates and uses spreadsheets, databases, and other personal computer software applications to develop and maintain departmental management information systems
- Works various hours, including nights and weekends, as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Reports to work as scheduled; maintains satisfactory attendance record

*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: SENIOR MANAGEMENT ANALYST**

*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 public administration
- Pertinent Federal, State, and local codes, laws, and regulations
- Principles of budget preparation and administration and grant application and administration
- Principles and practices of program development and administration, contract negotiation, preparation, and monitoring
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs of assignment
- Methods and techniques of research, analysis, and statistical and analytical report preparation
- English usage, spelling, grammar, and punctuation
- Principles and practices of customer service, public relations, public information, and program education and promotion
- Principles and procedures of financial record keeping and reporting
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications

#### **Ability to:**

- Perform professional level administrative support duties involving the use of independent judgment and personal initiative
- Organize, coordinate, and prioritize activities to meet established dead lines
- Participate in the development and implementation of goals, objectives, and procedures for assigned areas
- Participate in budget preparation and administration for assigned areas
- Interpret and apply administrative rules and departmental policies and procedures
- Prepare clear and concise administrative and financial reports
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Understand the organization and operation of the assigned area as necessary to assume assigned responsibilities
- Operate a variety of office equipment including computers and associated business software applications
- Communicate clearly and concisely, both orally and in writing

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: SENIOR MANAGEMENT ANALYST**

- Establish and maintain effective relationships with those contacted in the course of work
- Conduct business offsite and travel to various locations within a reasonable timeframe

**Education:** Bachelor's degree from an accredited college or university in business, public administration or other related field. Master's degree in related field preferred.

**Experience:** Four years' professional-level management analyst experience within a municipality or other public sector agency.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

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

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates.

Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10-20 pounds).

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: SENIOR MANAGEMENT ANALYST**

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

Est. 1/2000  
Rev. 5/2018  
Rev. 1/2023  
Rev. 3/2025 mhf

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR PLANNER**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b>
<b>COUNCIL APPROVAL:</b>	<b>NOVEMBER, 1996</b>

<b>JOB CODE:</b>	<b>0036</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general supervision, manages, leads, and coordinates complex planning activities within the Planning Division of the Community Development Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Planning Manager or Principal Planner

**DISTINGUISHING CHARACTERISTICS**

The Senior Planner is responsible for planning, leading and coordinating complex planning activities, in a lead role. This position performs advanced journey level professional planning activities, and differs from the Associate Planner by the complexity of work.

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans, leads, coordinates and reviews the planning activities of professional staff and consultants
- Researches, prepares, and presents reports on a wide variety of planning projects and issues
- Develops recommendations on planning or land development topics based on research findings, field observations, and public contact
- Administers general plan programs such as updates of the general plan or elements and regional planning efforts
- Applies federal, state and local laws, ordinances, regulations, and policies related to municipal planning and land development
- Interprets and applies the provisions of the Huntington Beach Zoning and Subdivision Ordinance, state planning and zoning laws, California Environmental

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: SENIOR PLANNER**

Quality Act, Subdivision Map Act, local coastal program, Huntington Beach General Plan, Design Guidelines and various specific plans, ordinances and policies

- Assists in the development of policies and procedures
- Addresses and mediates competing interests
- Interacts effectively with City staff, City Council, Commissioners, the general public, consultants, land developers and representatives from public and private agencies
- Contributes to the success of the City's planning effort as a team member
- Reviews written work of other staff planners
- Provides guidance to junior level staff
- Represents the Planning Division at various meetings, for example: Planning Commission, City Council, advisory board, neighborhood, Chamber of Commerce, and Board of Realtors meetings
- Represents the Planning Manager in his/her absence
- Uses a computer to generate reports and retrieve data
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains regular and consistent attendance record
- Performs other related duties as assigned

A Senior Planner may be assigned to Advanced Planning, Current Planning, or other area.

*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:**

- Professional standards, principles, and practices of urban planning and development
- Program management techniques including the planning and coordinating of work activities

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: SENIOR PLANNER

- Advanced concepts of site planning, drafting, urban design, architecture, landscaping, traffic and transportation engineering as they relate to the processes of urban planning; plan specifications, blueprint, and map reading
- Applicable local, state and federal laws, codes, and requirements including but not limited to California Planning and Zoning laws, California Environmental Quality Act, Subdivision Map Act, and California General Plan Guidelines
- Project management and cost control
- Research methods as applied to the collection and analysis of data pertinent to the planning and environmental areas
- Descriptive statistics
- Safety issues and liability reduction
- Related computer software including spreadsheet and word processing packages
- English usage, grammar, punctuation, and spelling
- Principles and practices of effective customer service

#### Ability to:

- Conduct research and analyses
- Perform independent research in a variety of planning areas, evaluate data, present facts and conclusions/recommendations clearly and concisely
- Write detailed reports and recommendations, correspondence, specifications,
- Read, interpret, and implement policies, laws, ordinances, rules and regulations
- Provide and utilize written and oral instructions
- Operate modern office equipment, including computers and applicable software programs
- Make sound decisions within established policy and procedural guidelines
- Organize work assignments, set priorities, and meet critical time deadlines
- Ensure safety and professional work standards are met
- Communicate and interact effectively both verbally and in writing with elected officials, the public, contractors and staff
- Mediate and resolve conflicts
- Work independently

**Education:** A bachelor's degree from an accredited college or university in planning, urban planning, landscape architecture or other closely related field. A master's degree in planning or a closely related field may substitute for one year of required experience.

**Experience:** Five (5) years of progressively responsible urban planning or directly related experience performing professional planning work including two (2) years' supervisory or lead experience.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR PLANNER**

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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 lifting objects weighing 15 pounds or less. Work involves detailed concentration and analytic data review for extended periods of time. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires vision in reading correspondence, plans, specifications and other information. Hearing and speaking required when providing telephone service and communicating in person. This position is also expected to perform inspections of work in the field that may require walking on uneven ground, 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.

Rev. June, 2021 pa  
Rev. March, 2025 ma



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR TRAFFIC ENGINEER**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**  
**COUNCIL APPROVAL: JUNE 4, 2007**

<b>JOB CODE:</b>	<b>0034</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>OFFICIALS &amp; ADMINISTRATORS</b>

**JOB SUMMARY**

Under administrative direction, plans and designs major traffic projects including installation and maintenance of traffic control equipment and conducts traffic engineering studies.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Traffic and Transportation Manager

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans, assigns, reviews and participates in the design review, preparation and checking of plans, site investigations, cost estimates, specifications and reports for the improvement and repair of new traffic control systems and devices
- Provides guidance and direction in the design of street and highway improvement projects in relation to geometric design, signalization and alignment
- Directs the planning and designing of computerized systems for traffic control
- Oversees the activities of consulting engineering firms
- May supervise the work of assigned technical staff
- Provides professional support to higher level management at Public Works Commission meetings as required
- Operates, analyzes and upgrades the City's traffic forecast model
- Reviews and analyzes reports of traffic surveys and the operation of traffic control devices
- Makes engineering analyses of traffic flow conditions, accident locations and causes, and prepares reports and recommendations

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR TRAFFIC ENGINEER**

- Reviews development plan submittals for conformance with City requirements, including the circulation element of the General Plan, design standards and development conditions
- Reviews plans and studies submitted by developers in conjunction with private property development including site, street improvements, traffic signal, signing, and striping, street lighting and traffic control
- Confers with other department employees and representatives of government agencies, public utilities and contractors to obtain information pertaining to the preparation of plans, specifications and cost estimates and to the coordination of traffic control contract requirements
- Functions as a departmental representative at various City meetings
- Schedules programs for review of speed zoning, traffic flow, parking regulations and surveillance of operational conditions
- Travels to offsite locations
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor to conform with changing priorities and meet deadlines
- Reports to work as scheduled, maintains satisfactory attendance record
- Performs other related work 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**

*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 traffic and transportation engineering systems
- Preparation of plans and specifications for a wide variety of traffic control projects
- Traffic survey systems, methods and techniques
- Traffic control standards of safety as related to traffic pattern design and specifications
- Traffic controller systems and operational methods
- California Department of Transportation (CALTRANS) design standards as related to traffic signal, signing and striping and construction traffic control designs and specifications

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR TRAFFIC ENGINEER**

- Municipal code and zoning and subdivision ordinances
- Project planning and implementation procedures
- Project management methods
- Budget development and control techniques
- Software related to traffic engineering, project management, and word processing
- Supervisory and personnel methods and practices
- Effective customer service practices

**Ability to:**

- Adapt approved engineering methods and standards to the design and construction of a variety of traffic control projects
- Utilize data processing techniques to analyze traffic flow and capacity
- Make comprehensive recommendations for engineering problem solutions
- Oversee, plan and direct the work of others
- Review and provide comments for plans submitted for private development
- Analyze projects for feasibility, practicality and safety
- Stay current on changing regulations and design standards
- Develop workable local timing to be implemented in the field
- Prepare and review traffic impact analysis and capacity reports
- Communicate effectively both verbally and in writing
- Organize projects and activities
- Plan and organize work to meet changing priorities and deadlines
- Travel to various locations within a reasonable timeframe
- Establish and maintain cooperative and effective relationships with those contacted in the course of work
- Provide quality customer service

**Education:** A Bachelor of Science degree in civil engineering from an accredited college or university.

**Experience:** Four (4) years related engineering experience, with two (2) years in traffic engineering or transportation planning.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR TRAFFIC ENGINEER**

Registration in the State of California as a Professional Engineer required. If licensed in another state as a Professional Engineer, California registration must be obtained with twelve (12) months of employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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 job 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 25 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to safety vests, hard hats, respirators, and/or hearing protective devices. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. May perform inspections of work in the field requiring walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: UTILITIES SUPERINTENDENT**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

<b>JOB CODE:</b>	<b>0883</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

### **JOB SUMMARY**

Under general direction, responsible for managing, supervising and coordinating programs of a section of the Utilities Division of the Public Works Department.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: Utilities Manager or as designated by the Deputy Director of Public Works  
Supervises: Supervisory, technical, skilled/craft, maintenance/service and/or administrative support staff

### **DISTINGUISHING CHARACTERISTICS**

The Utilities Superintendent is responsible for managing, planning, and coordinating operations and staff. It is distinguished from the supervisory classification in that this position determines direction, policy, procedure, and protocol while coordinating broad work priorities and managing crew leaders, lead workers, and technical staff. The supervisor has a narrower scope of work.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Participates in the development and implementation of goals, objectives, policies, procedures and priorities for the various programs of the Utilities Division
- Plans, organizes, performs and supervises the assigned functions and activities of the assigned sections; budget preparation, implementation and administration, records management, purchasing, customer service, professional services and construction contract administration, and personnel administration
- Participates in departmental operating budget preparation; allocates resources and administers the approved budget; participates in the development, implementation

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: UTILITIES SUPERINTENDENT**

and administration of the multi-year Capital Improvement Project Program; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies

- Develops and reviews staff reports and correspondence related to division issues; upon request, presents reports to commissions, committees and boards
- Reviews, recommends, and implements employment decisions regarding such activities as selection, promotion, discipline, and contract administration
- Prepares, conducts and administers safety and training programs
- Ensures availability of required resources for program operations; maintains records of all work activity for water distribution, meters, and quality
- Plans, directs, coordinates and reviews the work plan for assigned programs; meets with staff to identify and resolve problems; monitors work flow; reviews and evaluates work products, methods and procedures
- Develops, plans and implements new or revised programs, systems, procedures and methods of operation pertaining to assigned programs
- Respond to requests for assistance from other Public Works divisions and other City departments
- Administers professional services agreements and contracts, which include insurance documents and bonds
- Plans, prioritizes, assigns, supervises and monitors the work of professional, technical, and administrative staff; provides or coordinates staff training; coaches employees to improve job performance and to correct deficiencies; prepares performance evaluations for immediate subordinates and reviews and approves evaluations for all employees in assigned sections
- Coordinates, directs, and inspects work performed by contractors for City facilities and/or equipment under the program's purview, including detailed review of plans and specifications; coordinates program activities with citizens, contractors, agencies, and in-house personnel
- Answers questions and provides information to the public; receives and investigates complaints and recommends corrective action as necessary to resolve complaints; maintains time, material and equipment use records
- Attends leadership, management, supervisory and subject matter training to stay abreast of industry best practices
- Travels to offsite locations
- Works various hours to conform with changing priorities and meet deadlines
- Reports to work as scheduled, maintains satisfactory attendance record
- Performs other related work as assigned

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: UTILITIES SUPERINTENDENT

*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:**

- Principles and practices of public administration and program management
- Principles and practices of budget development and administration
- Principles and practices of supervision, training, mentoring, and performance evaluation
- Report and presentation development
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Pertinent Federal, State and local rules, regulations and ordinances
- Water and/or wastewater field operations including construction, maintenance and repair; water meter reading and repair; customer service delivery; water accounting and billing
- City purchasing practices and contract administration
- English usage, syntax, spelling, grammar and punctuation
- Office procedures, methods, and equipment, including computers and applicable software, such as word processing, spreadsheets, and databases
- Principles and procedures of record keeping and filing
- Occupational hazards and standard safety practices
- Safety training requirements pertaining to the water and/or wastewater industry

#### **Ability to:**

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Ensure compliance with Federal, State, and local rules, laws, and regulations; Interpret and apply pertinent laws, rules and regulations
- Supervise the preparation and maintenance of records and prepare technical reports
- Prepare and monitor department and capital improvement program budgets
- Supervise, train, mentor, and evaluate assigned personnel
- Communicate clearly and concisely, both orally and in writing



## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: UTILITIES SUPERINTENDENT

- Provide friendly, timely and responsive, high level customer service to all clientele
- Follow directions from a supervisor
- Understand and follow posted work rules and procedures
- Establish and maintain cooperative working relationship with those contacted in the course of work.
- Ensure adherence to safe work practices and procedures

**Education:** High school diploma or equivalent certificate, supplemented by one year (30 semester units or equivalent) of college level course work or specialized training in water utility science, water technology, wastewater treatment, wastewater/environmental sanitation or other directly related subjects.

An associate's degree from an accredited college or university with major coursework in water utility science, wastewater technology, business administration, public administration or a related field (preferred) may be substituted for one (1) year of experience.

**Experience:** Five (5) years' increasingly responsible experience in the maintenance, operation and repair of public water or wastewater systems, including two (2) years of supervisory responsibility.

**License/Certifications:** Possession of a valid Class C California driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Depending on assignment, State of California Water Treatment Operator Grade 2 and Distribution Operator Grade 5, California Water Environment Association (CWEA) Wastewater Collection System Grade 3.

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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.

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



**TITLE: UTILITIES SUPERINTENDENT**

### **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. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches and grasps. When work is performed outdoors, there is full exposure to the elements and the incumbent may be exposed to heat and cold, extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent stands, and walks on level and uneven/slippery surfaces, twists, bends, pushes, pulls, crouches, crawls, climbs ladders, reaches, grasps, lifts and carries items weighing 50 pounds or less.

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

Established Nov/2020

Rev Mar/2023

Rev Mar/2025 KNF

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: WASTEWATER SUPERVISOR**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**  
**COUNCIL APPROVAL: JUNE 2003**

<b>JOB CODE:</b>	<b>0487</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE</b>	<b>OFFICIALS AND ADMINISTRATORS</b>

**JOB SUMMARY**

Under general direction, plans, supervises, and coordinates the operation, maintenance and repair of the City's wastewater systems, consisting of the sanitary sewer and storm water collection systems.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Utilities Manager or assigned by the Director of Public Works  
Supervises: Lead, skilled and non-skilled craft workers

**DISTINGUISHING CHARACTERISTICS**

This one-position class is responsible for exercising supervisory authority over crews assigned to wastewater collection, transmission and pumping systems, while the Wastewater Crew Leader determines daily priorities, issues assignments, and provides on-site training for personnel within the Wastewater Operations section.

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans, coordinates, and supervises program activities for wastewater systems, including system inspection, cleaning, maintenance, repair, line replacement and sanitary sewer lift station operation and maintenance
- Sets master schedule for program activities; supervises and evaluates program activities in terms of quality and quantity of work product; maintains records of all work activity for wastewater maintenance programs
- Develops and submits annual operating budget to Utilities Manager
- Monitors the wastewater operations budget in regards to staffing, equipment, supplies, parts, materials, and contractor support activities
- Oversees the selection, activities, progress and work procedures of contractors

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: WASTEWATER SUPERVISOR**

selected to perform line cleaning, Closed Circuit Television (CCTV) inspection, on-call services and other support activities

- As one of the California Integrated Water Quality Service (CIWQS) Legally Responsible Officials (LROs), ensure Sanitary Sewer Overflow (SSO) response activities and CIWQS reporting meets all City and state guidelines and requirements
- Respond to requests for assistance from other Public Works divisions and other City departments
- Performs personnel administrative functions; ensures compliance with procedures, rules, and regulations; evaluates performance and assesses discipline as needed; prepares, conducts and administers safety and training programs
- Writes and/or reviews reports, requests for City Council action, Requests for Proposals (RFPs), specifications for equipment and services, budget justifications, and business correspondence
- Represent the City at various local and regional association meetings
- Remains current on developments in wastewater maintenance practices, materials, and equipment
- Coordinates, directs, and inspects work performed by contractors for City facilities and/or equipment under the program's purview, including detailed review of plans and specifications; coordinates program activities with citizens, contractors, agencies, and in-house personnel
- Investigates and mitigates citizen complaint
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- 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*

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: WASTEWATER SUPERVISOR**

*knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Operations, services, and activities of a wastewater collection system operations and maintenance program
- Principles and practices of supervision
- Contract administration
- Personnel policies and procedures
- Applicable local, State and federal regulations
- Modern methods, equipment, standards, procedures and practices used in the inspection, construction, maintenance, and repair of wastewater collection and storm water drainage systems
- Operational principles and maintenance requirements of pumps, motors, and sanitary sewer lift stations
- Project management and cost control
- Wastewater Discharge Requirements (WDR) and National Pollution Discharge Elimination System (NPDES) requirements as they pertain to the operations of sanitary sewer and storm drain systems
- Computer operation, including the use of Word, Excel and Outlook applications, spreadsheet development and forecasting
- Use of Supervisory Control and Data Acquisition (SCADA) systems
- Safe working practices, procedures and regulations; Occupational Safety and Health Administration (OSHA) requirements
- Record keeping systems
- Budgetary planning, preparation and control
- Purchasing practices and procedures; customer service delivery

**Ability to:**

- Manage the wastewater maintenance programs, including planning, coordination and supervision of program activities and personnel
- monitor outside contracts and contractors
- Read and interpret plans, blueprints, manuals and specifications
- Give and follow written and oral instruction
- Develop and maintain effective record keeping systems
- Ensure safety and professional work standards are met
- Respond to emergency and problem situations in an effective manner
- Communicate effectively orally and in writing

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: WASTEWATER SUPERVISOR**

- Establish and maintain cooperative work relationships with those contacted in the course of work

**Education:** A high school diploma or equivalent, supplemented by twelve (12) units of college level courses in wastewater/environmental sanitation, wastewater treatment, water utility science, water technology or related field of study.

**Experience:** Five (5) years' experience in the maintenance, operation and repair of wastewater systems, including two (2) years' experience in a lead or supervisory role.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment.

Wastewater Collection System Grade II Certification required, Grade III desirable.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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**

The incumbent 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.

The majority of work is performed in a general office. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there may be full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, extreme temperatures, etc. When necessary, must utilize approved safety equipment and protective gear, including but not limited to, steel-toed boots, hard hat, safety vest, eye protection, respirator and/or hearing protective devices. 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: WASTEWATER SUPERVISOR**

Est. June 2003

Rev. Dec. 2010/jd

Rev. Nov. 2019/pa

Rev. Mar. 2025/ma



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: WATER QUALITY SUPERVISOR**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>APRIL 16, 2025 (REVISED)</b>
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<b>COUNCIL APPROVAL:</b>	<b>DECEMBER 15, 2014</b>
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<b>JOB CODE:</b>	<b>0056</b>
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<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
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<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
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<b>FLSA STATUS:</b>	<b>EXEMPT</b>
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<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>
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**JOB SUMMARY**

Under general direction, oversees the water quality section of the Utilities Division of the Public Works Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Utilities Manager or as assigned by the Deputy Director of Public Works  
Supervises: Water Quality Coordinator and Water Quality Specialists

**DISTINGUISHING CHARACTERISTICS**

Differs from Water Quality Coordinator in that Water Quality Supervisor exercises supervisory authority over staff engaged in water quality activities while the Water Quality Coordinator performs journey-level compliance work to monitor water quality and serves in a lead capacity.

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans and supervises the work of staff involved in water quality, backflow prevention and cross connection control inspection programs
- Oversees in-house water sampling, testing, and related laboratory activities; validates sample test results for reporting
- Maintains rigorous quality control of water system sample collections
- Ensures procedures followed by staff and laboratory personnel (both in-house and contracted services) and reporting and documentation are in compliance with state and local agencies' standards
- Oversees contract with outside laboratory for water quality sampling and analysis

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: WATER QUALITY SUPERVISOR**

- Performs routine and scheduled inspection on sophisticated instrumentation and equipment used in a water quality laboratory
- Performs complex microbiological, chemical, and physical analyses of water samples as needed
- Develops, implements, and maintains water quality monitoring programs related to potable water use and consumption
- Coordinates and monitors the City's cross-connection inspection and backflow prevention control program to ensure compliance with pertinent federal and state regulations and guidelines
- Interprets complex water quality regulatory requirements and develops and maintains up-to-date procedures for compliance
- Prepares and submits water quality reports, correspondence, and statistical data to various local, state, and federal regulatory agencies
- Performs personnel administrative functions; counsels subordinates on compliance with procedures, rules and regulations; evaluates performance and assesses discipline as needed
- Collaborates with other supervisors to achieve optimal departmental and city-wide performance and outcomes
- Attends leadership, management, supervisory and professional training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Operates a vehicle in the course and scope of work
- 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:**

- Federal, state, and local laws, rules, and regulations governing residential, industrial and commercial water quality, and backflow prevention and cross-connection control programs
- Principles and practices of chemical and microbiological laboratory analysis as

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: WATER QUALITY SUPERVISOR**

- applied to water quality sampling in a municipal waters system environment
- Principles, practices, rules and regulations of backflow prevention and cross connection control programs
- State Water Resources Control Board regulations and reports regarding water fluoridation and chlorination
- Materials, equipment, and tools used in water quality and backflow prevention/cross connection control programs
- Program management methods including the planning and coordination of work processes and tasks
- Principles and practices of supervision
- Administrative principles and techniques, including budgeting, purchasing and contract administration, planning, staff organization and development
- Occupational hazards and safety precautions of the required work

**Ability to:**

- Organize, implement and oversee water quality laboratory operations and related regulatory compliance activities
- Instruct employees in the correct methods of laboratory and field operations
- Communicate and interact effectively both verbally and in writing with managers, peers, subordinates, regulatory agencies, vendors, contractors and consumers
- Write reports, correspondence, and specifications
- Read and interpret plans, specifications, manuals and blueprints related to municipal water systems
- Ensure that safety and professional work standards are met
- Prepare and deliver training in relevant areas of water quality, backflow prevention and cross connection control
- Develop and maintain record keeping systems; prepare and administer budgets

**Education:** A high school diploma or equivalent certificate, supplemented by one (1) year of college level course work or specialized training in Water Utility Science, Chemistry, Biology, Environmental Management, and/or other directly related subjects. An associate's degree in a related field preferred.

**Experience:** Five (5) years experience in maintaining and monitoring water quality in a water distribution system, including chlorination, fluoridation, sampling, and backflow testing. and/or performing complex water quality studies including two (2) years in a lead or supervisory capacity.

**Licenses/Certifications:** Possession of a valid California Class C driver's license and

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: WATER QUALITY SUPERVISOR**

an acceptable driving record are required at the time of appointment and throughout employment, State of California Water Treatment Operator Grade II, Cross-Connection Control Program Specialist Certification issued by American Water Works Association (AWWA) and State of California Water Distribution Operator Grade III are required by time of appointment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to 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. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis. The incumbent 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.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Est. 11/2014 JD  
01/2024 MA  
03/2025 MA

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: WATER UTILITY SUPERVISOR**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2025 (REVISED)**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

<b>JOB CODE:</b>	<b>0884</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general direction, is responsible for managing, supervising and coordinating the operation, administration, and maintenance of the water production and flood control pump station or water distribution facilities and activities to ensure adequate water supplies and flood control protection, accurate billing, and effective operations and services.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Utilities Manager or as directed by the Deputy Director of Public Works

Supervises: Technicians, Skilled and Non-Skilled Craft, Service/Maintenance Workers and/or administrative support personnel

**DISTINGUISHING CHARACTERISTICS**

The incumbent directly supervises program crew leaders and/or lead workers and technical staff engaged in the water pumping, supply, transmission and metering programs, depending on assignment. This classification differs from the Crew Leader in the level of overall accountability and responsibility for the section.

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans, coordinates and supervises program activities for water production or water distribution for the City
- Develops and recommends budget and administers approved budget; participates in forecasting and makes recommendations for resource allocation

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: WATER UTILITY SUPERVISOR**

- Sets master schedule for program activities
- Oversees the operation and maintenance of water distribution, water production, flood control and telemetry systems, and import water connections; oversees fluoridation and chlorination injection facilities
- Oversees the operation and maintenance of utility stations; oversees, plans, and coordinates the transmission, distribution, construction, maintenance, and replacement programs directly or through Crew leaders
- Oversees the operation and maintenance of natural gas and electrically powered equipment used in flood control, booster pump stations, well water operations and import water connections
- Coordinates communications with the South Coast Air Quality Management District on requirements concerning natural gas engines; prioritizes the repair or replacement of various equipment utilized in the water production functions
- Writes reports, Requests for Council Action, specifications for equipment and services, budget justifications, and business correspondence
- Monitors, evaluates, and oversees the water billing functions; reviews automated billing activities, collection services, and water servicing operations
- Reviews plans and specifications for water production and flood control improvement projects
- Oversees work performed by contractors on water production and flood control facilities
- Supervises administrative staff providing support for water distribution, billing, and related collection activities
- Reviews, recommends, and implements employment decisions regarding staff selection, promotion, discipline; maintains an ongoing safety awareness and safety training program
- Analyzes problems, conducts studies, identifies alternative solutions, determines cost effectiveness of proposed solutions, projects consequences of proposed actions and implements approved recommendations
- Represents the City on water production and water distribution matters
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends, and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as assigned

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: WATER UTILITY SUPERVISOR**

*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:**

- Program management techniques including the planning and coordination of work activities
- Principles and practices of supervision
- Principles and practices of contract administration
- Water meter reading and repair, customer services delivery, water accounting and billing
- Project management and cost control
- Computer operations including spreadsheet development and forecasting and business math
- City and department rules, policies and procedures
- The materials, equipment, methods and practices involved with water production, storm water pumping, water distribution and billing
- Construction, operation, and rehabilitation of ground water wells
- Thermal imaging as it pertains to preventative maintenance activities
- Security systems for water productions and flood control facilities
- Applicable local, State and Federal regulations
- State Health Department regulations and reports regarding water fluoridation and chlorination
- Air Quality Management District regulations on proper operation of natural gasoline engines
- Budgetary planning, preparation, and control
- Occupational hazards and safety precautions of the required work
- Purchasing practices and procedures
- Exceptional customer service techniques

**Ability to:**

- Instruct employees in the correct methods of construction, installation, maintenance and troubleshooting of mechanical and electronic systems used in water production and flood control systems



## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: WATER UTILITY SUPERVISOR

- Maintain an ongoing maintenance program for water and flood control pump facilities
- Supervise and direct billing, collection, and water distribution activities
- Communicate and interact effectively both verbally and in writing with managers, peers, subordinates, vendors, contractors and consumers
- Operate computers
- Write reports, correspondence, and specifications
- Read and interpret plans, specifications, manuals and blueprints related to the function
- Ensure that safety and professional work standards are met
- Prepare and deliver training in relevant areas of water production or water distribution
- Develop and maintain record keeping systems
- Prepare and administer budgets

**Education:** High school or equivalent certificate, supplemented by one (1) year of college level course work or specialized training in water distribution, water production, and/or other directly related subjects. Associate's degree in water utility science, or related preferred.

**Experience:** Five (5) years' experience in water production or distribution including two (2) years' experience in a lead or supervisory role.

#### **Licenses/Certifications:**

- Possession of a valid California Class C driver's license and an acceptable driving record are required at the time of appointment and throughout employment. State of California Water Treatment Operator Grade 2 certificate required *for water production assignment*.
- State of California Water Distribution Operator Grade 5 certificate required *for both assignments*.

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to 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.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: WATER UTILITY SUPERVISOR**

**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. When work is performed outdoors, there is full exposure to the elements and the incumbent may be exposed to heat and cold. The incumbent stands, and walks on level and uneven/slippery surfaces, twists, bends, pushes, pulls, crouches, crawls, climbs ladders, reaches, grasps, lifts and carries items weighing 50 pounds or less. Must utilize approved safety equipment and protective gear, including but not limited to, safety glasses, hard hats, respirators and/or hearing protective devices. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen.

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

Rev Mar 2025 knf