

To: Huntington Beach City Council  
From: Huntington Beach Finance Commission  
Date: March 27, 2024

The City of Huntington Beach Finance Commission (the 'Finance Commission' or 'Commission') respectfully requests the City of Huntington Beach City Council to direct the City of Huntington Beach staff (the 'Staff') to provide the Vacancy Report with associated Human Resources Data to the Finance Commission monthly (Attachment 1).

During the Finance Commission meeting on January 24, 2024, the Commission voted to obtain the Vacancy Report with the Human Resources Data on a monthly basis. This motion approved over an alternative motion providing the Vacancy Report without the Human Resources Data. See Attachments 1 and 2 that are attached to this letter. However, at the February 28, 2024 Finance Commission meeting, Staff provided the alternative report (Attachment 2) bypassing the Commission's approved motion. Staff presented the Vacancy Report without the additional Human Resources Data and omitted the Human Resources data. The Chief Financial Officer stated that the Staff was instructed to not provide this information by the Interim City Manager. The Commission understands there is an additional step to add this information to the standard Vacancy Report, but believes the monthly refresh of the Human Resources data would be a minimal effort. Therefore, the Finance Commission must request the City Council to take direct action in order to obtain the requested report.

The Commission determined that the Vacancy Report with Human Resources Data (Attachment 1) was more valuable to the Commission and the public for the following reasons:

- The report adds clarity to the public regarding the costs of unfilled city positions;
- The report enables the public to analyze possible cost savings related to the open positions;
- The report discloses the dates the positions became open and how long the positions have been open.

Thank you for your consideration in this matter.

City of Huntington Beach Finance Commission

Attachments:

1. Vacancy Report with Human Resources Data
2. Vacancy Report without Human Resources Data

# Attachment 1

## City of Huntington Beach: All Funds Vacancy Report by Department

Report as of Payroll Period Ending October 27, 2023

Department / Position	Number of Funded	General Fund	Other Funds	Date Vacated	Salary Savings	Comments
<b>City Attorney</b>						
Chief Assistant City Attorney	1.00	1.00		7/7/2023		Retired Annuitant Extra Help
Chief Litigation Counsel	1.00	1.00		2/4/2023	\$127,328	New Title
Deputy Community Prosecutor	1.00	1.00		7/1/2023	\$35,899	New Hire Started 10/30/23
Senior Deputy City Attorney	1.00	1.00		7/1/2023	\$56,174	New Position FY23/24
Senior Legal Assistant	1.00	1.00		7/1/2023	\$29,714	New Position FY23/24
<b>City Attorney Total:</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>			
<b>City Clerk</b>						
Assistant City Clerk	1.00	1.00		10/27/2023	\$4,029	
Municipal Records Manager	1.00	1.00		7/1/2023	\$38,328	New Hire Starts 11/27/2023
<b>City Clerk Total:</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>			
<b>City Manager</b>						
Graphic Designer	1.00	1.00		7/1/2023	\$22,939	New Hire Started 11/13/2023
Homeless Services Manager	1.00	1.00		7/1/2023	\$45,576	New position FY23/24
Multimedia Coordinator	1.00	1.00		7/1/2023	\$34,157	New Hire Started 11/13/2023
<b>City Manager Total:</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>			
<b>City Treasurer</b>						
Accounting Technician Supervisor	1.00	1.00		10/13/2023	\$6,037	
<b>City Treasurer Total:</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>			
<b>Community &amp; Library Services</b>						
Deputy Director of Community & Library Services	1.00	1.00		8/4/2023	\$42,829	
Librarian II	1.00	1.00		7/29/2023	\$20,922	New Hire Starts 11/27/23
Senior Community & Library Services Supervisor	1.00	1.00		7/21/2023	\$29,760	
<b>Community &amp; Library Services Total:</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>			
<b>Community Development</b>						
Associate Planner	1.00	1.00		8/18/2023	\$22,771	
Code Enforcement Officer	1.00	1.00		7/1/2023	\$22,262	New Hire Started 10/30/2023
Combination Inspector	2.00	2.00		7/1/2023	\$29,419	New Hires Start 11/13/2023 & 12/11/2023
Director of Community Development	1.00	1.00		8/18/2023	\$44,794	
Economic Development Project Manager	1.00	1.00		10/14/2022	\$127,098	
Plan Check Engineer	1.00	1.00		7/1/2023	\$42,516	New Position FY23/24
Planning Manager	1.00	1.00		10/13/2023	\$10,752	
Senior Code Enforcement Officer	1.00	1.00		9/29/2023	\$9,146	
<b>Community Development Total:</b>	<b>9.00</b>	<b>9.00</b>	<b>0.00</b>			

## City of Huntington Beach: All Funds Vacancy Report by Department

**Report as of Payroll Period Ending October 27, 2023**

<b>Department / Position</b>	<b>Number of Funded</b>	<b>General Fund</b>	<b>Other Funds</b>	<b>Date Vacated</b>	<b>Salary Savings</b>	<b>Comments</b>
<b>Finance</b>						
Accounting Technician	1.00	1.00		7/21/2023	\$18,829	New Hire Starts 11/27/2023
Assistant Chief Financial Officer	1.00	1.00		7/21/2023	\$48,947	
Principal Finance Analyst	1.00	1.00		5/26/2023	\$54,470	Filled eff. 11/27/2023
Senior Buyer	1.00	1.00		10/5/2023	\$6,939	
<b>Finance Total:</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>			
<b>Fire</b>						
Fire Deputy Chief	1.00	1.00		3/31/2023		Retired Annuitant Extra Help
Fire Captain	1.00	1.00		9/1/2023	\$21,168	
Fire Engineer	2.00	2.00		1/6/2023	\$121,546	
				6/9/2023		
Management Aide	1.00	1.00		12/29/2022	\$66,405	
Management Analyst	1.00		1.00	10/1/2022	\$63,974	Exchanged from Admin. Assistant
Marine Safety Specialist	0.75	0.75		6/10/2023	\$21,028	
<b>Fire Total:</b>	<b>6.75</b>	<b>5.75</b>	<b>1.00</b>			
<b>Human Resources</b>						
Director of Human Resources	1.00	1.00		1/6/2023		Retired Annuitant Extra Help
Human Resources Analyst	1.00	1.00		7/1/2023	\$27,757	New Hire Started 11/2/2023
Senior HR Technician	1.00	1.00		7/7/2023	\$25,092	New Hire Starts 11/27/2023
<b>Human Resources Total:</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>			
<b>Information Services</b>						
Info Tech Analyst	2.00	2.00		5/12/2023 7/1/2023	\$83,494	
Info Tech Manager	1.00	1.00		2/4/2023	\$111,888	New Title
Info Tech Supervisor	1.00	1.00		7/1/2022	\$40,046	New Position FY22/23
Principal Info Tech Analyst	2.00	2.00		3/31/2023 5/12/2023	\$139,734	
Senior Info Tech Technician	1.00	1.00		2/4/2023	\$56,880	New Title
<b>Information Services Total:</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>			
<b>Police</b>						
Accounting Technician	1.00	1.00		9/1/2023	\$11,768	
Communications Operator	5.00	5.00		Various		New Hire Started 11/13/2023

## City of Huntington Beach: All Funds Vacancy Report by Department

Report as of Payroll Period Ending October 27, 2023

Department / Position	Number of Funded	General Fund	Other Funds	Date Vacated	Salary Savings	Comments
Crime Scene Investigator	1.00	1.00		1/6/2023	\$62,568	
Detention Administrator	1.00	1.00		7/17/2023	\$36,314	
Detention Officer - Nurse	1.00	1.00		9/29/2023	\$9,689	New Hire Started 11/11/2023
HR Technician	1.00	1.00		6/10/2023	\$26,154	
Parking/Traffic Control Officer	3.00	3.00		Various		New Hire Started 11/13/2023
Police Officer <sup>(1)</sup>	25.00	25.00		Various		
Police Sergeant	1.00	1.00		9/29/2023	\$9,968	Filled eff. 10/26/2023
Police Services Specialist	2.00	2.00		6/9/2023 10/13/2023	\$29,994	
Principal Management Analyst	1.00	1.00		9/15/2023	\$17,277	
Senior Info Tech Technician	1.00	1.00		2/4/2023	\$56,880	New Title
Senior Police Records Specialist	2.00	2.00		7/21/2023 8/4/2023	\$31,644	New Hire Started 10/30/2023
<b>Police Total:</b>	<b>45.00</b>	<b>45.00</b>	<b>0.00</b>			
<b>Public Works</b>						
Assistant Engineer	2.00		2.00	7/1/2023 10/27/2023	\$33,680	
Capital Projects Administrator	1.00		1.00	6/14/2023	\$42,336	Exchanged to Mgmt Analyst
Deputy Director of Public Works	1.00	0.60	0.40	9/15/2023	\$26,765	
Facilities Maintenance Technician	2.00	2.00		4/27/2023 8/10/2023	\$48,016	2 New Hires Start 12/11/2023
Office Assistant II	1.00		1.00	9/15/2023	\$6,714	
Principal Civil Engineer	1.00	0.25	0.75	9/1/2023	\$26,612	
Public Works Equipment Operator	1.00	1.00		7/21/2023	\$20,390	
Senior Mechanic	1.00	0.50	0.50	10/27/2023	\$2,815	
Traffic Signal Electrician	1.00		1.00	6/9/2023	\$29,131	New Hire Starts 12/11/2023
Utility Equipment Operator	2.00		2.00	9/15/2023 9/29/2023	\$18,939	
Water Quality Specialist	1.00		1.00	9/15/2023	\$12,317	
Water Utility Crew Leader	1.00		1.00	9/15/2023	\$13,338	
Water Utility Worker	2.00		2.00	5/12/2023 10/13/2023	\$39,000	New Hire Starts 12/11/2023
<b>Public Works Total:</b>	<b>17.00</b>	<b>4.35</b>	<b>12.65</b>			
<b>GRAND TOTAL</b>	<b>105.75</b>	<b>92.10</b>	<b>13.65</b>		\$2,322,955	

### NOTES:

(1) Includes overfill of 5 positions.

Report only reflects "true" funded vacancies and does not include "underfilled/overfilled" or "defunded" positions.

# City of Huntington Beach: All Funds Vacancy Report by Department

## Report as of Payroll Period Ending February 2, 2024

Department / Position	Number of Funded Vacancies	General Fund	Other Funds
<b>City Attorney</b>			
Chief Assistant City Attorney	1.00	1.00	
Chief Litigation Counsel	1.00	1.00	
Senior Legal Assistant	1.00	1.00	
<b>City Attorney Total:</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>
<b>City Manager</b>			
Assistant to the City Manager	1.00	1.00	
City Manager	1.00	1.00	
Homeless Services Manager	1.00	1.00	
<b>City Manager Total:</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>
<b>City Treasurer</b>			
Senior Administrative Assistant	0.50	0.50	
Senior Accounting Technician	1.00	1.00	
<b>City Treasurer Total:</b>	<b>1.50</b>	<b>1.50</b>	<b>0.00</b>
<b>Community &amp; Library Services</b>			
Community & Library Services Coordinator	3.00	3.00	
Community & Library Services Manager	1.00	1.00	
Senior Community & Library Services Supervisor	2.00	2.00	
<b>Community &amp; Library Services Total:</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>
<b>Community Development</b>			
Associate Planner	1.00	1.00	
Code Enforcement Officer	1.00	1.00	
Deputy Director of Community Development	1.00	1.00	
Economic Development Project Manager	1.00	1.00	
Plan Check Engineer	1.00	1.00	
Principal Management Analyst	1.00	1.00	
Principal Planner	1.00	1.00	
Senior Code Enforcement Officer	1.00	1.00	
<b>Community Development Total:</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>
<b>Finance</b>			
Assistant Chief Financial Officer	1.00	1.00	
Principal Finance Analyst	1.00	1.00	
Senior Accountant	1.00	1.00	
Senior Administrative Assistant	0.50	0.50	
<b>Finance Total:</b>	<b>3.50</b>	<b>3.50</b>	<b>0.00</b>

# City of Huntington Beach: All Funds Vacancy Report by Department

## Report as of Payroll Period Ending February 2, 2024

Department / Position	Number of Funded Vacancies	General Fund	Other Funds
<b>Fire</b>			
Fire Captain	1.00	1.00	
Fire Deputy Chief	1.00	1.00	
Fire Engineer	2.00	2.00	
Firefighter Paramedic	2.00	2.00	
Marine Safety Specialist	0.75	0.75	
<b>Fire Total:</b>	<b>6.75</b>	<b>6.75</b>	<b>0.00</b>
<b>Human Resources</b>			
Director of Human Resources	1.00	1.00	
Deputy Director of Admin Services	1.00	1.00	
Human Resources Analyst	1.00	1.00	
Principal HR Analyst	1.00	1.00	
Senior HR Technician	1.00	1.00	
<b>Human Resources Total:</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>
<b>Information Services</b>			
Info Tech Analyst	2.00	2.00	
Info Tech Supervisor	1.00	1.00	
Principal Info Tech Analyst	2.00	2.00	
Senior Info Tech Technician	1.00	1.00	
<b>Information Services Total:</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>
<b>Police</b>			
Accounting Technician	2.00	2.00	
Communications Operator	2.00	2.00	
Communications Supervisor	1.00	1.00	
Crime Scene Investigator	1.00	1.00	
Detention Shift Supervisor	1.00	1.00	
Parking/Traffic Control Officer	2.00	2.00	
Police Officer <sup>(1)</sup>	26.00	26.00	
Police Records Specialist	1.00	1.00	
Police Services Specialist	2.00	2.00	
Senior Info Tech Technician	1.00	1.00	
Senior Police Records Specialist	2.00	2.00	
<b>Police Total:</b>	<b>41.00</b>	<b>41.00</b>	<b>0.00</b>

# City of Huntington Beach: All Funds Vacancy Report by Department

## Report as of Payroll Period Ending February 2, 2024

Department / Position	Number of Funded Vacancies	General Fund	Other Funds
<b>Public Works</b>			
Assistant Engineer	2.00		2.00
Capital Projects Administrator	1.00		1.00
Deputy Director of Public Works	1.00	0.60	0.40
Lead Water Utility Worker	1.00		1.00
Management Aide	1.00		1.00
Office Assistant II	1.00		1.00
Principal Civil Engineer	1.00	0.25	0.75
Public Works Equipment Operator	1.00	1.00	
Senior Civil Engineer	1.00		1.00
Senior Facilities Maintenance Technican	1.00		1.00
Senior Mechanic	2.00	1.00	1.00
Utility Equipment Operator	1.00		1.00
Water Quality Specialist	1.00		1.00
Water Quality Supervisor	1.00		1.00
Water Utility Crew Leader	1.00		1.00
Water Utility Worker	3.00		3.00
<b>Public Works Total:</b>	<b>20.00</b>	<b>2.85</b>	<b>17.15</b>
<b>GRAND TOTAL</b>	<b>103.75</b>	<b>86.60</b>	<b>17.15</b>

### NOTES:

(1) Includes overfill of 5 positions.

Report only reflects "true" funded vacancies and does not include "underfilled/overfilled" or "defunded" positions.