

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CYBER INFORMATION SECURITY OFFICER

PERSONNEL COMMISSION APPROVAL: CITY COUNCIL APPROVAL:	NOVEMBER 15, 2022
JOB CODE: EMPLOYMENT STATUS: UNIT REPRESENTATION: FLSA STATUS: EEOC CODE:	TBD REGULAR FULL-TIME MEO EXEMPT PROFESSIONALS

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

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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 City-wide 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
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TITLE: CYBER INFORMATION SECURITY OFFICER

MINIMUM QUALIFICATIONS

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
- 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

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TITLE: CYBER INFORMATION SECURITY OFFICER

- 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.

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

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

SPECIAL CONDITIONS

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.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CYBER INFORMATION SECURITY OFFICER

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.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: FACILITIES MAINTENANCE COORDINATOR

PERSONNEL COMMISSION APPROVAL:	
CITY COUNCIL APPROVAL:	NOVEMBER 15, 2022
JOB CODE:	TBD
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	SERVICE/MAINTENANCE

JOB SUMMARY

Under general supervision, performs semi-skilled tasks in the maintenance of City buildings and facilities, and coordinates maintenance and improvement projects with contractors, contract workers, and other City staff. May provide support to other Library services as needed.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Division Head, Manager, or senior staff

Supervises: May supervise part-time staff and provide lead direction to contract personnel

DISTINGUISHING CHARACTERISTICS

The Facilities Maintenance Coordinator coordinates, and facilitates maintenance and improvement projects for library or other facilities. It differs from the Facilities Maintenance Technician in that the Facilities Maintenance Technician performs the full range of skilled and semi-skilled facilities maintenance work.

EXAMPLES OF ESSENTIAL DUTIES:

- Performs a variety of semi-skilled work in the maintenance and repair of assigned facilities, including interior and exterior maintenance
- Conducts Inspections and troubleshoots minor repair issues; coordinates more complex maintenance or repairs with Public Works staff
- Oversees the work of vendors and contract personnel who perform facilities maintenance function
- Coordinates with other City departments regarding assigned facilities, uses, and improvement projects

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CLASS SPECIFICATION



TITLE: FACILITIES MAINTENANCE COORDINATOR

- May supervise part-time maintenance staff assigned to facilities
- Supports patrons and staff using library or other facilities; answers questions, resolves complaints, and provides information pertaining to services provided by the facilities
- Performs general service and administrative tasks, including sorting, shelving, and cataloguing materials, editing records in automated systems, monitoring and ordering supplies and materials, and supporting collection activities
- Responds to facilities maintenance needs pertaining to community meetings and special events
- 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

Knowledge of:

- City and departmental policies and procedures
- Assigned facility policies and protocols
- Principles and practices of general facilities maintenance and repair
- Supervisory practices and procedures
- Occupational hazards and safety precautions applicable to maintenance and repair work
- Project management techniques
- Standard office equipment and related computer software
- Exceptional customer service techniques

Ability to:

- Schedule and organize minor and complex maintenance and repair work for assigned facilities
- Perform minor maintenance and repair of facilities
- Form cooperative relationships and partnerships with others who do not have a direct reporting relationship
- Provide patron support, as needed

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TITLE: FACILITIES MAINTENANCE COORDINATOR

- Operate personal computer including standard software applications
- Communicate effectively with others both verbally and in writing
- Work flexible hours including evenings and weekends

Education: A High school diploma or equivalent certificate.

Experience: Two (2) years of experience in general building maintenance and customer service.

License/Certificates: A valid California Class C driver license with an acceptable driving record required by 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 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 and stairs. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Duties may require working at heights above ground or in confined areas. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, steel-toed shoes, and/or hearing protective devices.

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

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CLASS SPECIFICATION



TITLE: FACILITIES SECURITY COORDINATOR

PERSONNEL COMMISSION APPROVAL:	
CITY COUNCIL APPROVAL:	NOVEMBER 15, 2022
JOB CODE:	TBD
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	PARAPROFESSIONAL

JOB SUMMARY

Under general direction, provides oversight and leadership for security operations and services provided for library or other facilities and related events. Oversees staff and monitors building and facilities to enforce policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Division Head, Manager, or senior staff

Supervises: Exercises technical, functional, and direct supervision over part-time staff

DISTINGUISHING CHARACTERISTICS

This is a single level position that coordinates, oversees, and facilitates effective security operations for library or other facilities and associated special and community events. Provides supervision and direction at the public service desk and provides direction and security for patrons.

EXAMPLES OF ESSENTIAL DUTIES:

- Supervises, plans, coordinates, and oversees security functions and operations providing oversight of library or other facilities and related events
- Directs, oversees, and manages the staff providing security and serving the public at the public service desk
- Evaluates security plans and programs for effectiveness and adjusts as required
- Supports patrons and staff using library or other facilities; answers questions, resolves complaints, and provides security protocol response for challenging or irate patrons
- Works with rental and events staff to facilitate and coordinate events and special community programs; assigns security staff and provides crowd control and general

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TITLE: FACILITIES SECURITY COORDINATOR

community services

- Performs general service and administrative tasks; conducts performance evaluations for security staff and coordinates schedules and other activities
- Works with patrons to resolve and settle account issues
- Performs direct customer service by staffing any of the public service desks
- May be assigned to work at a branch location, as needed
- 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

Knowledge of:

- City and departmental policies and procedures
- Security operations and procedures
- Assigned facility policies and protocols
- Principles and practices of event management
- Principles of supervision, training, and performance evaluation
- Project management techniques
- Standard office principles and procedures.
- Exceptional customer service techniques

Ability to:

- Schedule, organize, administer, and supervise security staff supporting city services
- Form cooperative relationships and partnerships with others who do not have a direct reporting relationship
- Provide patron support at public service desks
- Operate personal computer including standard software applications
- Establish and maintain effective working relationships with those contacted in the course of work
- Work flexible hours including evenings and weekends

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TITLE: FACILITIES SECURITY COORDINATOR

Education: A High school diploma or equivalent certificate. An Associate's Degree in a related field is desirable.

Experience: Two (2) years of experience in customer service, security, event management, public relations, human services, and/or recreation.

License/Certificates: A valid California Class C driver license with an acceptable driving record required by 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 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 and stairs. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. May involve stressful situations, including dealing with erratic and sometimes antagonistic behavior.

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

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CLASS SPECIFICATION



TITLE: LEAD CONSTRUCTION INSPECTOR

PERSONNEL COMMISSION APPROVAL:	
CITY COUNCIL APPROVAL:	NOVEMBER 15, 2022
JOB CODE:	TBD
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	TECHNICIANS

JOB SUMMARY

Under general direction, leads, supports, monitors, coordinates, schedules, and provides technical supervision to staff performing public works construction inspections for capital improvement, subdivision, infrastructure, utilities, and maintenance projects.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Construction Manager

Supervises: Provides direction and functional supervision to Construction Inspectors and similar classifications

DISTINGUISHING CHARACTERISTICS

This is a lead classification requiring full knowledge of the application of laws, rules, ordinances, and applicable code provisions pertaining to public works construction inspection activities. Oversees, trains, and ensures the efficiency, accuracy, and effectiveness of construction inspection activities for Public Works projects. Distinguished from the Senior Construction Inspector in that the Lead Construction Inspector takes greater responsibility for providing lead direction and training, and makes decisions involving considerable independent judgement.

EXAMPLES OF ESSENTIAL DUTIES:

- Leads, coordinates, and oversees inspections for a variety of public works, infrastructure, and capital improvement construction projects to ensure compliance with plans, specifications, contract provisions and City, County, and State codes
- Performs inspections of grading, concrete sidewalk, curbs and gutters, driveway approaches, street lights, traffic signing, asphalt paving, structural road sections, sewage

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CLASS SPECIFICATION



TITLE: LEAD CONSTRUCTION INSPECTOR

systems, water systems, storm drainage systems, catch basins, culverts, and other work required on permits, subdivision developments, and minor contracts

- Inspects both above and below ground in confined spaces all types of construction work and projects completed in the public right-of-way, including street improvements, sewers, storm drains and buildings, water facilities, pump stations, public utilities, lighting, traffic signals, etc. for conformance to plans and specifications
- Performs field contract administration activities for projects; monitors, coordinates, evaluates, and reports contractor activities
- Reviews and monitors traffic control; ensures quality control and testing coordination for a variety of City and outside agency requirements
- Inspects new water facility construction; disinfects and tests new or repaired water systems; performs hydrostatic testing of new water systems; enforces National Pollutant Discharge Elimination System (NPDES) requirements; collects water samples and maintains records for public health purposes
- Provides customer service to engineers, contractors and residents; answers questions and resolves complex construction problems on-site
- Provides support to all Public Works divisions
- Maintains detailed records of all contract activities, bid item quantities, time and materials and work progress on a daily basis
- Supervises and oversees field adjustments and redesign decisions to resolve problems or conflicts; provides input to change orders as appropriate
- Reviews and approves soil reports for compaction of grading and trench backfill and approves engineering specifications for rough grade, line and grade of buildings, and final grading and drainage
- Performs a final inspection of an entire subdivision or development before final approval and release of bonds
- Performs field and technical review of work and progress performed by contract and other City construction inspectors and assists in training as assigned
- 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.

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CLASS SPECIFICATION



TITLE: LEAD CONSTRUCTION INSPECTOR

MINIMUM QUALIFICATIONS

Knowledge of:

- Advanced Principles and practices of public works construction inspection
- Federal, State, and local laws, codes, regulations, and departmental policies governing public works construction and private development projects
- Principles and practices of engineering design, specifications, and cost estimate preparation
- Training and oversight of crews and staff
- Advanced inspection practices to examine construction workmanship and materials for defects and faults
- Water related inspection and testing as determined by regulatory agencies
- Soil mechanics
- Construction and related materials, tools and equipment
- Practices of construction contract administration in a public agency setting
- Mathematics applicable to construction inspection
- Safe driving rules, occupational hazards, and safety practices
- Exceptional customer service techniques

Ability to:

- Read, interpret, and analyze construction plans, specifications, maps, and legal descriptions for conformance with City standards and policies
- Apply and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations
- Prioritize tasks and meet deadlines
- Safely work in confined spaces both above and below ground to perform inspections
- Make mathematical computations
- Deliver quality customer service
- Maintain and follow Department processes and regulations
- Ensure safety and professional work standards are met
- Write reports and recommendations
- Communicate effectively in verbal and written form
- Establish and maintain effective working relationships with contractors, engineers, City personnel and residents
- Travel to offsite locations within a reasonable timeframe

Education: High school diploma or equivalent certificate, supplemented by college level coursework in construction management, engineering or a related field. An associate's degree or certificate from an accredited university or college in public works, civil engineering, drafting, surveying, or other related field desirable.

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CLASS SPECIFICATION



TITLE: LEAD CONSTRUCTION INSPECTOR

Experience: Five (5) years' experience performing public works construction inspections, which include public facilities, buildings, bridges, pump stations, and structural foundations.

License/Certificates:

- Valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.

Possession of three (3) or more of the following certifications preferred:

- Public Works Inspector's Certificate
- Public Works Certification or equivalent
- Certified Public Infrastructure Inspector (CPII) issued by the American Public Works Association (APWA) or registration as a Construction Inspector issued by the American Construction Inspectors Association (ACIA)
- International Code Conference (ICC) certificate or equivalent as a Special Inspector (concrete or structural masonry inspector)
- Cathodic Protection Technician certification issued by the National Association of Corrosion Engineers (NACE) Electrical Power Inspector
- Electrical Power Inspector or
- Grade 3 Water Distribution Operator Certificate issued by the California State Water Resources Control Board

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,

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CLASS SPECIFICATION



TITLE: LEAD CONSTRUCTION INSPECTOR

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. This position is expected to perform inspections of work in the field that may require walking on even ground, walking around machinery, fumes, dirt and gas and in varying temperatures. 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: LIBRARIAN II

PERSONNEL COMMISSION APPROVAL:

CITY COUNCIL APPROVAL:

NOVEMBER 15, 2022

JOB CODE:

TBD

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

HBMT

FLSA STATUS:

NON-EXEMPT

EEOC CODE:

PROFESSIONALS

JOB SUMMARY

Under general supervision, plans, conducts, supervises, and participates in various library functions, such as reference, adult and children services, and circulation. Coordinates, manages, and oversees a branch location, including designated programs and staff.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Senior Librarian

Supervises: Paraprofessional, technical, clerical, and part-time branch library staff and volunteers

DISTINGUISHING CHARACTERISTICS

The Librarian II is the journey level professional classification in the Library Services job series and performs the full range of librarian work. Librarian II is distinguished from Librarian I in that in addition to librarian work, the Librarian II also oversees and leads a branch location, related projects and onsite staff whereas the Librarian I is assigned to the Central Library, with onsite supervision.

EXAMPLES OF ESSENTIAL DUTIES:

- Communicates with a wide variety of library staff in coordinating program efforts; prepares reports, memoranda, and recommendations of branch policies and procedures in order to inform supervisors, colleagues, and other staff of situations, problems, and solutions
- Supervises, plans, coordinates, and oversees a variety of programs and events for a branch location
- Supervises, oversees, and directs staff providing services and program administration; provides support, participates in hiring, and delivers performance feedback

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TITLE: LIBRARIAN II

- Prioritizes and assigns work to personnel and prioritizes own work; supervises and evaluates the work of subordinate personnel
- Assesses and monitors branch facility including maintenance, rentals, security, building projects, and furniture; coordinates repairs and maintenance with maintenance staff and Senior Librarian
- Provides customer service; researches and answers questions from patrons and assists them in use of library resources
- Develops, implements, and evaluates services and programs in a designated area such as adult services, youth services, and outreach; develops new services and programs to meet community needs
- Provides reference services utilizing electronic resources including but not limited to online catalogs, the Internet, social media, online databases and indexes
- Provides assistance to and advises patrons, including children, young adults, adults and senior citizens in the effective use of the library collection, facilities and services; demonstrates the use of library resources, tools, equipment, and electronic reference sources; assists with digital downloads
- Prepares print and on-line bibliographies utilizing web tools and other e-resources
- Performs collection management activities in assigned areas; evaluates and culls the collections on an ongoing basis; gathers information to design collections and services
- Performs community outreach with other library staff and volunteers
- Reports to work as scheduled; maintains a regular and consistent attendance record
- Responds to emergency calls for service on a call-out basis; works outside of normal business hours, as needed
- 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

Knowledge of:

- Theories, principles and practices of library and information science; current trends in libraries and library services
- Theories, principles and procedures of cataloging, indexing, classifying, and organizing library materials
- Principles and practices of supervision
- Principles and techniques used in bibliographic research
- Automated library information systems, software and equipment usage

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TITLE: LIBRARIAN II

- Library materials and resources in a broad spectrum of subjects and formats
- Current and emerging technologies to address the needs of adult, children, and teen patrons
- Collection development and cataloging and classification procedures for a variety of materials and formats
- Research techniques using print, media, electronic databases and the Internet
- Customer service and public relations
- English usage, spelling, grammar, and punctuation
- Principles and practices of filing and record keeping.

Ability to:

- Coordinate and implement library service programs and activities
- Mitigate customer service issues; deliver quality customer service
- Plan, organize and direct the work of paraprofessional, technical, clerical staff and volunteers
- 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
- Provide instruction to patrons on the use of computers and other electronic equipment
- Maintain and follow department processes and regulations
- Communicate effectively verbally and in writing
- Work independently and as a team member
- Establish and maintain effective working relationships with those contacted in the course of work

Education: American Library Association-accredited Master's Degree in Library and Information Science.

Experience: Two (2) years' progressively responsible experience in a public library setting, with at least one (1) year at the Librarian I level.

License/Certificates: A valid California Class C driver license with an acceptable driving record required by 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: LIBRARIAN II

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 (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.

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

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CLASS SPECIFICATION



TITLE: PUBLIC WORKS MAINTENANCE SUPERINTENDENT

PERSONNEL COMMISSION APPROVAL: CITY COUNCIL APPROVAL:	NOVEMBER 15, 2022
JOB CODE: EMPLOYMENT STATUS: UNIT REPRESENTATION: FLSA STATUS: EEOC CODE:	TBD REGULAR FULL-TIME MEO EXEMPT OFFICIALS & ADMINISTRATORS

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

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- 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

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)
- Administrative principles and techniques, including budgeting, planning, safety, staff organization and development

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- 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.

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

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License/Certificates:

Valid California Class C driver license with an acceptable driving record required by 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 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

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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.

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PERSONNEL COMMISSION APPROVAL:

COUNCIL APPROVAL:

NOVEMBER 15, 2022

JOB CODE:

TBD

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

HBMT

FLSA STATUS:

NON-EXEMPT

EEOC CODE:

SERVICE/MAINTENANCE

JOB SUMMARY

Under close supervision, performs a variety of semi-skilled and unskilled tasks in the maintenance of City streets, landscape, trees, traffic, or beaches

SUPERVISION RECEIVED

Reports to: Designated Public Works Maintenance Supervisor

DISTINGUISHING CHARACTERISTICS

Public Works Maintenance Worker is an entry-level job class within the maintenance worker series. Incumbents perform a variety of maintenance work based on area of assignment. Work is of average difficulty and performed in accordance with established policies and procedures. Maintenance Worker differs from Senior Public Works Maintenance Worker in that the latter are journey-level jobs with the acquired knowledge, skills and abilities in the specific work area to perform with minimal supervision.

Incumbents may be assigned to streets, parks, beach, traffic, or trees and landscape maintenance work. Actual responsibilities vary according to assignment. Assignments are not interchangeable.

EXAMPLES OF ESSENTIAL DUTIES

When assigned to Street Maintenance

- Performs manual labor in support of street repairs
- Assists with pothole, sidewalk, and other asphalt repairs and the annual slurry seal program for residential streets
- Removes large pieces of debris in streets prior to clean up by street sweeper
- Assists in clearing areas containing hazardous materials

When assigned to Landscape Maintenance

- Assists with a variety of landscape maintenance work including; planting new foliage, watering, spraying, and trimming of shrubbery and flowers

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- Removes litter and services trash receptacles in parks
- Assists with chemical control of weeds, insects, and plant diseases

When assigned to Tree Maintenance

- Assists with regular maintenance, including pruning, planting, pest control and removal of city-owned trees, in city parks, medians, landscape areas, sidewalks, and parkways

When assigned to Traffic Maintenance

- Assists electricians in the maintenance of traffic signals, street lights, and traffic signal communications equipment
- Assists with obtaining, loading and unloading of supplies and materials; maintenance of pavement markers and curb markings, installation of flags or banners for special events

When assigned to Beach Maintenance

- Assists with general maintenance and cleaning of the City's beaches and beach facilities

Duties applicable to all positions in this job classification

- Removes debris in streets, alleyways, other municipal properties, and on beaches as necessary or requested by citizens, other City departments or other cities
- Maintains and cleans City restrooms and facilities in parks and on beaches
- Hauls materials to job sites and stages work areas for crews
- Cleans worksite when repairs are completed and hauls debris and discarded materials away
- Assists in setting up traffic control markings for work zones; acts as flagger to route traffic safely around work zone
- Participates in the set up and operation of equipment at City special events
- Assists with general labor duties
- May respond to emergency calls for service on a call-out basis requiring working outside of normal business hours as needed
- Attends appropriate hazard exposure training for related duties as assigned; supports and actively promotes the City's safety programs; assists with periodic safety inspections; identifies and corrects safety hazards
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends and holidays as required
- Maintains 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.

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MINIMUM QUALIFICATIONS

Knowledge of:

- Safety rules and practices pertaining to maintenance and construction work
- Practices and procedures for safe handling of hazardous materials
- Traffic procedures and vehicle operations
- Machinery, equipment and tools necessary for the maintenance and repair of public streets and facilities
- Occupational hazards and safety precautions applicable to maintenance and repair work

Ability to:

- Learn to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities
- Perform heavy manual labor
- Read and follow work orders and instructions
- Use hand and power tools; follow safety practices and recognize hazards
- Carry out work assignments as instructed
- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work
- Respond to after-hours emergency situations within established time parameters
- Travel to offsite locations within a reasonable timeframe

Education: High school diploma or equivalent certificate.

Experience: Experience in general construction or the maintenance of infrastructure facilities and systems preferred.

FLEXIBLE STAFFING/RECLASSIFICATION

Maintenance Worker incumbents may be recommended to the journey-level classification of Senior Public Work Maintenance Worker upon meeting the minimum qualifications necessary for performance of the higher level duties, and upon successful completion of the probationary period.

Dependent upon area of assignment, the requirements for reclassification consideration, subject to the review, recommendation, and approval of the department head and human resources, include the following:

- Eighteen months' experience in area of assignment
- Valid California Class C driver license with an acceptable driving record and IMSA Work Zone Temporary Traffic Control Technician Certificate or equivalent for traffic assignments

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TITLE: PUBLIC WORKS MAINTENANCE WORKER

- Valid California Class A driver license with hazmat endorsement and an acceptable driving record required at time of appointment and throughout employment for all other 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.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must 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 outdoors (fieldwork) with exposure to the weather. May include contact with hot and cold surfaces. Exposure to loud noises from equipment and vehicle engines, vibrations. Works in close proximity to moving mechanical parts (mechanical hazards), electrical currents (electrical hazards), and vehicular traffic (road hazards). May work in confined spaces. May come in contact with potential natural irritants such as vegetation, dust, soil, tree pollens, fertilizers, non-restricted pesticides, and sawdust. Exposure to fumes from and direct contact with chemicals, including but not limited to volatile organic compounds, gasoline, diesel, motor oil, grease, ammonia, bleach and cleansers. Must be able to stand for long periods and/or walk long distances. Some walking may occur on sloping, slippery and /or uneven surfaces. Requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach and bend. Requires ability to twist upper and lower body and at the waist. Requires mobility of both arms to reach overhead. Must have dexterity of hands to grasp and manipulate small and large objects or tools from overhead or ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects with the use of proper equipment or assistance weighing 50 to 100 pounds. Requires hand, arm, and upper body strength to operate power equipment. Required to wear protective apparel including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, chain saw chaps, and steel-toed shoes. May be required to work at heights above ground level or in confined spaces.

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