

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ADMINISTRATIVE ~~SECRETARY~~ ASSISTANT

PERSONNEL COMMISSION APPROVAL: ~~MARCH 17, 2024~~ (Revised)

COUNCIL APPROVAL: ~~APRIL, 2000~~ NOVEMBER 15, 2022

JOB CODE: 0289TBD

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: HBMT

FLSA STATUS: NON-EXEMPT

EEOC CODE: ADMINISTRATIVE SUPPORT

JOB SUMMARY

Under general supervision, performs a variety of secretarial, clerical, and administrative support duties for assigned division within a department; provides information and assistance to the public, other employees, and management staff; and assists in coordinating and scheduling department activities.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Department/Division Head or as assigned by Department Director

Supervises: May lead other administrative and/or clerical staff

DISTINGUISHING CHARACTERISTICS

The Administrative ~~Secretary~~ Assistant is a journey level classification in the clerical and administrative support series. This position differs from the Office Assistant ~~and Office Specialist~~ in that the Administrative ~~Secretary~~ Assistant provides secretarial support to high level departmental boards and commissions, division managers, and other professional/administrator positions. Positions in ~~this secretarial classification series~~ may have some lead responsibility. Administrative ~~Secretary~~ Assistant differs from Senior Administrative Assistant in that the former has a more restricted administrative role and the latter generally reports to a department head or other executive staff member.

EXAMPLES OF ESSENTIAL DUTIES

- Provides administrative and secretarial support to one or more professional, management or other staff in a division within a department
- Receives, screens, and routes visitors and telephone calls; provides information which regularly requires judgment and interpretation of policies and procedures related to the assigned functional area and department

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TITLE: ADMINISTRATIVE ~~SECRETARY~~ ASSISTANT

- Attends board, commission, community group, staff and other meetings; takes notes and transcribes minutes; assembles and prepares agenda packets; disseminates information to relevant parties
- Composes, reviews, edits, and assembles correspondence, memos, reports, forms, and other documents, including those of a confidential nature, to ensure completeness, accuracy, and compliance with policies and procedures for assigned staff and projects as assigned
- Establishes and maintains routine and complex databases and filing systems which may contain confidential and sensitive files and documents
- Receives, date stamps, reviews, and distributes incoming correspondence and mail; responds to correspondence as appropriate
- Maintains calendars, schedules meetings and appointments, and makes travel and meeting arrangements
- Monitors and purchases departmental supplies; processes invoices for payment; monitors expenditures; and assists with department's budget preparation
- May maintain department personnel files and payroll records; may process personnel transactions
- Trains, coordinates, leads, and assists in the evaluation of the work of assigned office support staff or temporary personnel
- Recommends, develops, implements, and interprets departmental policies, procedures, and systems to ensure efficient office and departmental operations
- Provides backup support for other administrative support staff as necessary
- 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:~~

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TITLE: ADMINISTRATIVE ~~SECRETARY~~ ASSISTANT

Knowledge of:

- Modern office procedures, methods, and equipment including computers standard Office software (Microsoft Office applications)
- English usage, spelling, grammar, and punctuation
- Techniques of business letter writing and report preparation
- Principles and procedures of filing and record keeping
- Methods and techniques of public relations and customer service
- Basic principles and practices of fiscal, statistical, and administrative research and report preparation
- Basic principles of lead supervision and training
- Operations, services, and activities of an assigned department or division
- Basic arithmetic and budget administration
- Accounts payable and account receivable

Ability to:

- Prepare and maintain accurate and clear written documents such as reports, records, memoranda, forms and correspondence
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the division and department
- Learn, interpret, explain and apply departmental policies and procedures; and pertinent federal, state, and local laws, codes, and regulations
- Provide lead supervision and training to assigned clerical staff
- Type/keyboard at a speed necessary for successful job performance
- Implement and maintain standard filing systems
- Research, compile, and prepare a variety of reports
- Work independently in the absence of supervision
- Maintain confidential information, records and reports
- Operate and use modern office equipment including a computer and various software packages
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Learn web publishing programs and applications

Education: High school diploma or equivalent certificate. Supplemental business college course work or specialized training is desirable.

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CLASS SPECIFICATION



TITLE: ADMINISTRATIVE ~~SECRETARY~~ ASSISTANT

Experience: Three (3) years of progressively responsible clerical and secretarial experience. Lead and/or supervisory experience is desirable. Experience in a public agency supporting a governing body or commission is preferred.

Licenses/Certifications: A valid California driver license with an acceptable driving record required at time of appointment and during course 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

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. 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. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.

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

Rev. January 2021 pa
Rev. November 2022 pa

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR ADMINISTRATIVE ASSISTANT

PERSONNEL COMMISSION FINAL APPROVAL:

COUNCIL APPROVAL:

APRIL, 2000 NOVEMBER 15, 2022

JOB CODE:	<u>0278</u><u>TBD</u>
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	ADMINISTRATIVE SUPPORT

JOB SUMMARY

Under general supervision, performs a wide variety of confidential and responsible administrative support, secretarial, and office duties for assigned department director, executive staff member or City Council; provides considerable information and assistance to the public, other employees, and executive staff; and assists in coordinating and scheduling department activities.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Department Director or as assigned by Department Director

Supervises: May supervise other administrative support, clerical and/or part time staff

DISTINGUISHING CHARACTERISTICS

The Senior Administrative Assistant is an advanced journey level classification in the clerical and administrative support series. It differs from the Administrative AssistantSecretary in that the Administrative AssistantSecretary has a more restricted administrative role, generally supporting a division rather than the entire department/department head. The Senior Administrative Assistant differs from the Administrative Aide in that the latter performs analytical support of greater complexity, including survey, research, complex analysis, and report writing.

EXAMPLES OF ESSENTIAL DUTIES

- Provides administrative and secretarial support to a department director, executive staff member, or City Council by assisting with duties of a routine or complex nature; acts as a liaison to other departments, coordinating resolutions to projects/situations when appropriate
- Schedules and/or coordinates meetings, seminars, conferences, and training sessions for department staff and maintains calendars
- May train, coordinate, supervise, and/or review the work of regular and temporary office support employees and explains departmental policies and procedures

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CLASS SPECIFICATION



TITLE: SENIOR ADMINISTRATIVE ASSISTANT

- Attends board, commission, community group, staff and other meetings; takes notes and transcribes minutes; assembles and prepares agenda packets; sets up meeting rooms, and disseminates information to relevant parties
- Receives, screens, and routes visitors, telephone calls, and written correspondence; provides information which regularly requires judgment and interpretation of policies and procedures related to the department
- Performs diverse duties requiring a wide variety of contacts with high level government officials and the public, resolving problems and complaints and taking appropriate action; exercises considerable judgment in providing information in response to inquiries
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics; assists with drafting of reports, manuals, articles, announcements, and other informational materials
- Composes, types, edits, and proofreads a variety of complex documents including forms, memos, spreadsheets, administrative, statistical, and staff reports, and correspondence on routine and complex matters requiring tact and discretion, using a variety of software applications
- Establishes and maintains confidential, administrative, and complex files, databases, and records for the department including departmental confidential files; oversees department records retention and destruction schedule
- Prepares and processes reports, forms, and records such as payroll, requests for payments, purchase orders, invoices, requests for proposals, bid packages, contracts and agreements, drafts of hearing notices, draft resolutions, notices of determination, and mailing lists for public hearing items
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares requests for payment for approval
- Assists in the preparation of the department's budget by gathering information, preparing justifications, and researching the prior year's spending; monitors accounts and performs account analysis
- May process personnel transactions
- Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, date/time stamps, and multi-line telephones
- Recommends, develops, implements, and interprets departmental policies, procedures, and systems to ensure efficient office and departmental operations
- Coordinates and integrates department services and activities with other City departments and outside agencies

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CLASS SPECIFICATION



TITLE: SENIOR ADMINISTRATIVE ASSISTANT

- 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:

- Modern office procedures, methods, and equipment including computers and standard professional office software
- Principles and practices of data collection and report preparation
- English usage, spelling, grammar, and punctuation
- Principles and procedures of filing and record keeping
- Methods and techniques of public relations and customer service
- Principles of lead supervision and training
- Methods and techniques of scheduling work assignments
- Business mathematics and basic statistical techniques
- Operations, services, and activities of a municipality and assigned department
- Techniques of business letter writing and report preparation
- Principles and practices of budget preparation and administration
- Accounts payable and account receivable

Ability to:

- Perform a wide variety of responsible and difficult administrative support and secretarial duties involving the use of independent judgment and personal initiative to meet critical deadlines
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities

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CLASS SPECIFICATION



TITLE: SENIOR ADMINISTRATIVE ASSISTANT

- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the department
- Interpret and apply administrative and departmental policies and procedures; and pertinent federal, state, and local laws, codes, and regulations
- Independently prepare and maintain accurate and clear written documents such as reports, records, forms, correspondences and memoranda
- Provide lead supervision and training to assigned clerical staff
- Type/keyboard at a speed necessary for successful job performance
- Implement and maintain standard filing systems
- Research, compile, analyze, interpret, and prepare a variety of reports
- Work independently in the absence of supervision
- Maintain confidential records and reports
- Operate and use modern office equipment including a computer and various software packages
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Learn web publishing programs and applications

Education: High school diploma or equivalent certificate. Supplemental business college course work or specialized training is desirable.

Experience: Four (4) years of progressively responsible secretarial or administrative support experience. Lead and/or supervisory experience is desirable. Experience in a public agency supporting a governing body or commission is preferred.

Licenses/Certifications: A valid California driver license with an acceptable driving record required at time of appointment and during course 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

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TITLE: SENIOR ADMINISTRATIVE ASSISTANT

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 at and behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; lifting, reaching, carrying 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. 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. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.

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

Rev October 2021/pa
Rev November 2022/pa

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ADMINISTRATIVE MANAGEMENT AIDE

PERSONNEL COMMISSION APPROVAL: ~~MARCH 17, 2021~~ (Revised)
COUNCIL APPROVAL: ~~APRIL 2003~~ NOVEMBER 15, 2022

~~0428~~ (TBD)

JOB CODE:
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: ADMINISTRATIVE SUPPORT

JOB SUMMARY

Under general supervision, performs a variety of advanced-level administrative work in support of various operations and activities within an assigned department.

SUPERVISION RECEIVED

Reports to: Designated manager or department head

Supervises: May supervise other administrative support, clerical and/or part time staff

DISTINGUISHING CHARACTERISTICS

Administrative Management Aide is an advanced journey-level classification which performs a variety of complex administrative work requiring independent judgment and discretion.

EXAMPLES OF ESSENTIAL DUTIES

- Performs various administrative and routine analytical support duties in support of assigned City department including to conduct surveys and to prepare reports
- Selects and applies appropriate research techniques to conduct studies and surveys
- Collects, compiles, and analyzes information from various sources on a variety of topics
- Prepares descriptive, analytical, and evaluative reports and summaries in a clear and concise manner
- Participates in the preparation of reports which present and interpret data, identify alternatives, and make and justify recommendations
- Assists in coordinating and monitoring the assigned budget; compiles annual budget requests; prepares revenue projections; recommends expenditure requests for designated accounts; monitors approved budget accounts

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CLASS SPECIFICATION



TITLE: ADMINISTRATIVE MANAGEMENT AIDE

- May train, coordinate, supervise, and/or review the work of regular and temporary office support employees and explains departmental policies and procedures
- Serves as liaison between assigned office and other City staff, the general public, and outside agencies
- Represents the department internally to public and private groups, organizations and other City groups
- Acts as a liaison and provide information and assistance as appropriate
- Composes correspondence and prepares responses to requests for information
- Utilizes various computer applications and software packages; enters data and maintains and generates reports from a database or network system; creates documents using word processing or spreadsheet applications
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends, and holidays 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.

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 assigned function or program
- Principles and practices of public administration
- Methods and techniques of research and analysis
- Principles and practices of preparing reports and business correspondence
- Basic principles of budget preparation and control
- English usage, spelling, grammar, and punctuation
- Principles and practices of public speaking
- Methods and techniques of proper customer service
- Principles of lead supervision and training
- Principles and procedures of financial record keeping and reporting
- Modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications

Ability to:

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CLASS SPECIFICATION



TITLE: ADMINISTRATIVE MANAGEMENT AIDE

- Perform the full range of responsible administrative support in the area to which assigned
- Interpret and apply pertinent Federal, State and local codes, laws and regulations
- Coordinate various administrative support functions
- Conduct various research and analytical functions
- Gather, organize, compile and summarize data
- Prepare clear and concise reports
- Maintain accurate records
- Operate and use modern office equipment, including a computer and various software packages
- Maintain and follow department policies and procedures
- Communicate clearly and concisely, both orally and in writing
- Understand and carry out oral and written instructions
- Provide lead supervision and training to assigned clerical staff
- Establish and maintain effective relationships with those contacted in the course of work
- Deliver quality customer service
- Work independently and as a team member

Education: High school diploma or equivalent certificate supplemented by college coursework or specialized training in office, business or public administration. Associate's degree from an accredited college or university in Business, Public Administration or other related field is desirable.

Experience: Two (2) years' progressively responsible experience providing administrative or management support. Experience working for a public sector agency preferred. Bachelor's degree may substitute for one (1) year of the required experience.

Licenses/Certifications: A valid California driver license with an acceptable driving record required at time of appointment and during course of employment. When assigned to Community Development Department, must obtain a Notary Public certification within six 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.

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CLASS SPECIFICATION



TITLE: ADMINISTRATIVE MANAGEMENT AIDE

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. Requires hearing and speaking skills to answer the telephone or converse with coworkers and the general public. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.

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

Rev. 8/2019 jd

Rev. January 2021 pa

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ADMINISTRATIVE MANAGEMENT ANALYST

PERSONNEL COMMISSION APPROVAL:
COUNCIL APPROVAL:

~~MAY 16, 2018~~, (Revised)
~~JANUARY, 2000~~NOVEMBER 15,
2022

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

0025(TBD)
REGULAR FULL-TIME
MEO
EXEMPT
PROFESSIONALS

JOB SUMMARY

Under general direction, performs a variety of professional level research, administrative, and analytical duties in support of assigned department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Manager or as designated by Department Head

DISTINGUISHING CHARACTERISTICS

Administrative Management Analyst is the journey-level classification in the Administrative Management Analyst series. Positions assigned to this class require knowledge of the profession's generally accepted principles, theories, and best practices to perform assigned work.

EXAMPLES OF ESSENTIAL DUTIES

- Performs a variety of professional 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
- Serves as team member when assigned to special projects
- Assists with the development of policies and procedures
- Participates in program implementation and monitoring activities
- Provides assistance in developing department budget
- Collects and analyzes financial data; reviews and analyzes budget requests
- Creates data tracking and reporting systems

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CLASS SPECIFICATION



TITLE: ADMINISTRATIVE MANAGEMENT ANALYST

- Assists in the preparation of fiscal impact and other special financial analyses
- Participates in research, evaluation, and negotiation of proposed contractual obligations and agreements
- 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 activities with other City departments, divisions, units, boards, committees, task forces, external organizations, and the general public
- Responds to and resolves 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 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
- 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
- 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

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CLASS SPECIFICATION



TITLE: ADMINISTRATIVE MANAGEMENT ANALYST

- 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
- 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.

Experience: Two years' professional-level management analyst experience within a municipality or other public sector agency, or one year professional-level management

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CLASS SPECIFICATION



TITLE: ~~ADMINISTRATIVE~~ MANAGEMENT ANALYST

analyst experience with a municipality or other public sector agency and a Master's degree in a related field.

License/Certification: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

FLEXIBLE STAFFING/RECLASSIFIATION

~~At the discretion of the department head, positions may be filled at the level of Administrative Analyst or Senior Administrative Analyst depending upon the level of skill and experience required of the department.~~

~~Administrative Analyst incumbents may be recommended for reclassification upon meeting the minimum qualifications for the Senior Administrative Analyst and proof of acquiring the professional designations/certificates for performance of the higher-level duties. The minimum requirements for reclassification consideration, subject to the review, recommendation, and approval of the department head and human resources, includes the following:~~

~~—Three years' as an Administrative Analyst for the City of Huntington Beach~~

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.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ADMINISTRATIVE MANAGEMENT ANALYST

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).

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR ~~ADMINISTRATIVE~~ MANAGEMENT ANALYST

PERSONNEL COMMISSION APPROVAL: COUNCIL APPROVAL:	MAY 16, 2018 (Revised) JANUARY, 2000 NOVEMBER 15, 2022
JOB CODE: EMPLOYMENT STATUS: UNIT REPRESENTATION: FLSA STATUS: <u>EEOC CODE:</u>	0089 (TBD) MEO REGULAR FULL-TIME EXEMPT <u>PROFESSIONALS</u>

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 ~~Administrative~~ Management Analyst is the advanced journey-level within the ~~Administrative~~ 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

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CLASS SPECIFICATION



TITLE: SENIOR ~~ADMINISTRATIVE~~ 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

Knowledge of:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR ADMINISTRATIVE MANAGEMENT ANALYST

- 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
- 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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR ~~ADMINISTRATIVE~~ MANAGEMENT ANALYST

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.

License/Certification: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course 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

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).

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PRINCIPAL ADMINISTRATIVE MANAGEMENT ANALYST

PERSONNEL COMMISSION APPROVAL: ~~MARCH 17, 2021~~ (Revised)
COUNCIL APPROVAL: ~~JANUARY, 2001~~ NOVEMBER 15, 2022

JOB CODE: 0084 (TBD)
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 Administrative 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;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL ADMINISTRATIVE MANAGEMENT -ANALYST

- Independently coordinates and conducts complex analyses, research projects, and studies and oversees analytical activities within the department including 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;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL ADMINISTRATIVE MANAGEMENT ANALYST

- 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;
- 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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PRINCIPAL ADMINISTRATIVE MANAGEMENT ANALYST

- 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 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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PRINCIPAL ADMINISTRATIVE MANAGEMENT -ANALYST

a municipal Public Safety agency curating professional services contracts and requests for proposals, preferred.

Certificate/License: Valid California Class C driver license and an acceptable driving record required by time of appointment and during course 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

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.

Rev. NOV 2020 PA

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~SENIOR TRIAL~~ CHIEF LITIGATION COUNSEL

PERSONNEL COMMISSION APPROVAL:
COUNCIL APPROVAL:

~~APRIL 21, 2021~~ (*Revised*)

~~DECEMBER 19, 2016~~ NOVEMBER 15, 2022

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

0333 (TBD)
REGULAR FULL-TIME
MEO
EXEMPT
PROFESSIONALS

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 Senior Trial-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 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;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~SENIOR TRIAL~~ CHIEF LITIGATION COUNSEL

- 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
- 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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~SENIOR TRIAL~~ CHIEF LITIGATION COUNSEL

- 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 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.

License/Certification: Active membership in the State Bar of California.

Possession of a valid California Class C driver license with an acceptable driving record by time of appointment and throughout period of employment required.

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,

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~SENIOR TRIAL~~ CHIEF LITIGATION COUNSEL

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LIBRARY SERVICES ~~CLERK~~ASSISTANT — **DATE: ~~DECEMBER, 2001~~**

PERSONNEL COMMISSION APPROVAL: FEBRUARY 20, 2019 (Revised)
COUNCIL APPROVAL: ~~DECEMBER, 2001~~NOVEMBER 15, 2022

JOB CODE: ~~0451~~(TBD)
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: ~~MEA~~HBM
FLSA STATUS: NON-EXEMPT
EEOC CODE: ~~PARA~~PROFESSIONALS

JOB SUMMARY

Under general supervision, performs clerical and administrative work in support of library operations.

SUPERVISION RECEIVED

Reports to: Senior Librarian

DISTINGUISHING CHARACTERISTICS

Library Services ~~Clerk~~-Assistant is a clerical support position that serves as point of contact in responding to patrons' requests for library materials and questions regarding library services.

EXAMPLES OF ESSENTIAL DUTIES

- Provides quality customer service to the public in assigned area of responsibility
- Answers telephone and provides correct information to callers
- Greets library patrons
- Checks library materials, including books and audio materials in and out
- Issues new library cards to patrons
- Receives and processes cash, check, and credit/debit card payments of fines and fees
- Assists patrons in using library computers, software and equipment
- Requests interlibrary loan materials through OCLC database; sends materials to other libraries per their requests; processes and records materials sent and received
- Places and processes holds of library materials for patrons and staff
- Collects various fees and fines on behalf of the library including book sale proceeds; counts and balances daily receipts and secures moneybags in safe.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LIBRARY SERVICES CLERK ASSISTANT — **DATE: ~~DECEMBER, 2001~~**

- Performs story telling for children at various branch libraries; researches and prepares program content using computers and reference materials; creates various programs designed for target audience, i.e., pre-school, school-age, ESL or the disabled
- Checks library shelves for lost, misplaced and requested materials
- Assists with coordinating public events and programs
- May open and close library facility and operate alarm system
- 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
- 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

Knowledge of:

- City and library practices and procedures
- print and electronic information resources
- library collections of targeted populations
- personal computers and related software applications
- print and electronic information resources
- physical layout of the library;
- manual and automated filing systems; automated library systems

Ability to:

- Provide quality customer services to library patrons
- Utilize computer databases to research, maintain, and update records and files
- Operate computers, standard office equipment and other technical or audiovisual machines and equipment
- Count money and make change
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate effectively, orally and in writing
- Travel to offsite locations within a reasonable timeframe

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LIBRARY SERVICES **CLERKASSISTANT** — **DATE:** ~~DECEMBER, 2001~~

Education: High school diploma or equivalent. Associate's degree in related field preferred.

Experience: Two (2) years' experience providing clerical or administrative support or customer service. Library experience desirable.

License/Certification: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course 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

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 library environment, requiring sitting or standing for prolonged periods of time; walking to retrieve work files and library materials from other locations not within the immediate work area; 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 books, 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 books 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 light weight objects and materials (10-20 pounds).

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: LIBRARY SERVICES CLERKASSISTANT — **DATE: ~~DECEMBER, 2001~~**

~~LSC Rev. Deex~~

DRAFT

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LIBRARIAN I

PERSONNEL COMMISSION APPROVAL: ~~MARCH 20, 2019~~ (REVISED)
COUNCIL APPROVAL: ~~DECEMBER, 2001~~ NOVEMBER 15, 2022

JOB CODE: ~~0114~~(TBD)
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under general supervision, plans, conducts, and participates in various library functions, such as reference, adult and children services, and circulation.

SUPERVISION RECEIVED

Reports to: Senior Librarian

DISTINGUISHING CHARACTERISTICS

Librarian I is the first level professional ~~level~~ classification in the Library Services job series and performs the full range of librarian work. Librarian I is distinguished from the ~~Senior Librarian~~ Librarian II classification by the level of responsibility and the complexity of the duties assigned.

EXAMPLES OF ESSENTIAL DUTIES

- Provides customer service at public service desk; researches and answers questions from patrons and assists them in use of library resources
- Provides expertise in specific areas of the library such as business, technology, fiction, government documents, arts and culture, children's and teens' collections and inter-library resource sharing
- Develops, implements, and evaluates services and programs in a designated area such as adult services, children's 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;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LIBRARIAN I

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
- Participates on library committees and teams to complete projects and provide support services
- Organizes, maintains, and catalogs/indexes a variety of print and digital materials
- Provides instruction and oversees the work of paid and volunteer support staff
- Develops and implements programs for various levels of readers, including adults, teens, tweens, or children
- 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 required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management 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:

- 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 techniques used in bibliographic research
- Automated library information systems, software and equipment usage
- 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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LIBRARIAN I

- 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
- 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
- Deliver quality customer service
- Work independently and as a team member
- Oversee the work of staff and volunteers
- 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: One year of progressively responsible experience in a public library setting.

Certifications/License: A valid California Class C driver license with an acceptable driving record at time of hire 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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LIBRARIAN I

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.

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

Est. Dec. 2001 JD
Rev. Jan. 2012 JD
Rev. Mar 2019 JD

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COMMUNITY AND LIBRARY SERVICES & ~~RECREATION~~ SPECIALIST
COORDINATOR

PERSONNEL COMMISSION APPROVAL: **APRIL 21, 2021** (REVISED)
COUNCIL APPROVAL: **AUGUST 5, 2013** **NOVEMBER 15, 2022**

JOB CODE:	0269(TBD)
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	ADMINISTRATIVE SUPPORT

JOB SUMMARY

Under general supervision, performs a variety of administrative duties related to Community Services operations, including assisting in the development, implementation and administration of a broad range of community services programs; assists in the maintenance of assigned work site; provides oversight for a variety of recreation and sports facilities; oversees the work of part-time/seasonal/recurrent staff.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Community and Library Services ~~Recreation~~ Supervisor or Manager
Supervises: Part-time staff and volunteers as assigned

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification responsible for oversight, development, implementation and administration of a variety of community services activities and events. This classification is distinguished from the Community and Library Services ~~Recreation~~ Supervisor position in that this classification functions primarily in an administrative support capacity and the latter has direct significant responsibility for program development, supervision and/or advanced and complex administrative functions.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes, oversees and implements a variety of community and library services programs, events, facility rentals and activities; assists in developing, scheduling and administering community services special events; responds to inquiries from the public regarding programs and facilities:

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



**TITLE: COMMUNITY AND LIBRARY SERVICES ~~& RECREATION~~ SPECIALIST
COORDINATOR**

Aquatics

- Oversee a year-round pool and two additional outdoor pools during the summer
- Maintain records of certifications for approximately 40 Lifeguards and Swim Instructors
- Conduct monthly in-service trainings for aquatics staff
- Perform quarterly evaluations for part-time staff and gather feedback from participants
- Create marketing materials for aquatics program

Youth Sports

- Oversee multiple sports at various locations throughout the year
- Organize youth sports leagues by holding tryouts, recruiting volunteer coaches, placing participants on teams, ordering uniforms, and scheduling league play
- Conduct frequent trainings for staff and volunteers

Art Center

- Marketing, coordinating, supervising programs and classes at the Art Center
- Recruit and onboard new instructors
- Coordinate and oversee annual summer Art Camp
- Coordinate and oversee grant funded programs and community partnerships
- Report and manage facility maintenance

Examples of Essential Duties for All Divisions/Sections

- Performs a variety of general administrative support duties, including filing and copying; prepares routine correspondence and reports, composes flyers, schedules of events, pamphlets and brochures, operates a personal computer and uses applicable software to maintain records, prepare reports and other written material;
- Coordinates event arrangements and equipment needs; evaluates and facilitates special requests; oversees a variety of recreation and sports facilities; arranges and operates a variety of recreational equipment; identifies maintenance and safety issues; conducts visual facilities and equipment audits; submits facilities maintenance requests, ensures program facilities are in compliance with City, County and State regulations;
- Applies and interprets City policies and procedures; communicates program regulations and requirements to staff and the public;
- Accounts for and processes program revenues and records; processes a variety of program registration, facility rental, and other activity and event applications;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: COMMUNITY AND LIBRARY SERVICES & RECREATION SPECIALIST
COORDINATOR**

- Assists in monitoring of supplies and equipment to maintain adequate program inventory; prepares cost estimates, monitors and controls expenditures;
- Assists in the recruitment/selection/evaluation of part-time/seasonal/recurrent employees; oversees, schedules, trains and evaluates part-time/seasonal/ recurrent staff and volunteers; provides technical assistance to staff;
- Coordinates required safety training as needed; performs basic first aid and assists in emergency situations when required; and, performs related duties and responsibilities as required within the scope of the classification.
- Drives a vehicle on City business
- 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 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 and practices of community and library services program development, marketing, and implementation
- Procedures for maintaining a variety of recreation and leisure activities and programs through community participation
- Recent developments and information related to community and library services
- Office procedures, methods, and equipment including computers and applicable software applications
- Pertinent federal, state and local laws, codes and safety regulations.

Ability to:

- Assist in organizing and coordinating a variety of duties related to playgrounds, facilities, recreation, events and other community services programs

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



**TITLE: COMMUNITY AND LIBRARY SERVICES & RECREATION SPECIALIST
COORDINATOR**

- Recommend and implement goals and objectives for providing community oriented programs
- Elicit community and organizational support for community and library services programs
- Maintain accurate records, record and retrieve information; write reports
- Operate personal computer and standard software applications
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate effectively with others both orally and in writing

Education: Two (2) years' (60 semester units or 90 quarter units) college-level coursework in recreation administration, physical education, kinesiology, human services or other directly related field. Associate's degree (from an accredited college) is preferred.

Experience: Two (2) years' increasingly responsible recreation or community library services experience, preferably in a municipal government environment.

Licenses/Certifications:

Possession of a valid Class C California driver license and an acceptable driving record are required by time of appointment and throughout course of employment.

Incumbents must complete Advanced First Aid and CPR training within first six months of hire.

Possession of Lifeguard, Water Safety Instructor, Title 22 and/or Lifeguard Instructor Certifications is highly desirable for candidates interested in aquatics positions.

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: COMMUNITY AND LIBRARY SERVICES ~~& RECREATION~~ SPECIALIST
COORDINATOR

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. Requires hearing and speech to communicate in person, before groups, and over the telephone with co-workers, contractors, and the general public. When work is performed outdoors, there 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. June 2013
Rev. Feb. 2021

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COMMUNITY AND LIBRARY SERVICES RECREATION SUPERVISOR

PERSONNEL COMMISSION APPROVAL: ~~FEBRUARY 17, 2021~~ (Revised)
COUNCIL APPROVAL: ~~MAY 2005~~ NOVEMBER 15, 2022

JOB CODE: 0258(TBD)
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: PARAPROFESSIONALS

JOB SUMMARY

Under general supervision, supervises, coordinates and oversees operations of a community services facilities or events providing various recreation, athletic, and community programs.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Community and Library Services Manager
Supervises: Paid and/or volunteer staff; various independent contractors

DISTINGUISHING CHARACTERISTICS

Community and Library Services Recreation Supervisor is a multi-position classification with overall responsibility for supervising operations of community services facilities or events, including facilities maintenance, event programming coordination with other departments and outside agencies, and staff/contractor direction. The position is distinguished from the Community and Library Services Recreation Coordinator classification by the supervisory responsibilities, level of responsibility and the complexity of the duties assigned. Incumbents may work at different sites depending on assignment.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, coordinates, oversees and evaluates a variety of citywide recreation programs or classes and/or specialty area programming such as adult or youth athletics, aquatics, after school and summer programs, special events, programming designed for disabled residents or senior citizens, and non-city sponsored specific events.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: COMMUNITY AND LIBRARY SERVICES RECREATION SUPERVISOR

- Oversees program development, marketing and implementation including registration, selection of contract instructors and collection of fees; develops promotional or program materials
- Identifies and mitigates the impacts of events on local residents and businesses, reviews proposals and applications and established conditions for event approval
- Oversees maintenance of community services facilities, amenities and equipment including swimming pools, ball fields, tennis, basketball and racquetball courts, parking, security, custodial, and kitchen; arranges for necessary repairs; schedules and coordinates use of facilities including after-hours rentals
- Develops and monitors operating budget; orders supplies and materials
- Supervises full and part-time staff; interviews, hires, trains and evaluates staff in accordance with established policies
- Supervises and coordinates personnel assigned to assist with program or event production including site set-up and break down
- Resolves interpersonal conflicts between/among program participants.
- Represents the department and the City with community groups, business organizations, corporate partners, government agencies, and other departments to develop collaborative efforts, identify needs, and propose strategies and solutions for promoting recreational activities and events.
- Performs related administrative duties, including report preparation and grant writing
- Conducts emergency action planning; responds to emergency calls and works outside of normal business hours as needed
- 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

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: COMMUNITY AND LIBRARY SERVICES RECREATION SUPERVISOR

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

Knowledge of:

- Principles and practices of community facility operations and community service program development and administration
- Purpose, use and benefits of municipal recreational activities and events
- Federal, state and local regulations governing the operation of recreation programs and events
- Safety practices in a recreational and event environment
- Standard office principles and procedures
- Principles of budgeting, supervision, and training

Ability to:

- Identify community recreation and event needs
- Plan programs and activities for target residents
- Form cooperative relationships and partnerships with others whom do not have a direct reporting relationship
- Respond with tact, composure and courtesy when dealing with individuals and or large crowds that may be experiencing significant emotional distress
- Maintain accurate records, record and retrieve information; write reports
- Operate personal computer and standard software applications
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate effectively with others both orally and in writing

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

Experience: Three (3) years' experience in community recreation program administration

Certifications/License: Valid California Class C driver license and an acceptable driving record are required by time of appointment and throughout course of employment.

The position assigned to the City Gym and Pool must obtain within six months of hire or appointment the following American Red Cross Certificates: CPR/AED for the Professional Rescuer; First Aid for Public Safety Personnel (Title 22); Lifeguarding; Preventing Disease Transmission, and Water Safety.

SPECIAL CONDITIONS

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: COMMUNITY AND LIBRARY SERVICES RECREATION SUPERVISOR

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. Requires near vision in reading correspondence, plans, specifications and other information; hearing and speech to communicate in person, before groups, and over the telephone with co-workers, contractors, and the general public. When work is performed outdoors, there 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. May 2005
Rev. Jan. 2012 JD
Rev. Nov. 2020 PA

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PARKING AND/ CAMPING LEADWORKER-OPERATIONS LEAD

PERSONNEL COMMISSION APPROVAL: AUGUST 21, 2019 (Revised)
COUNCIL APPROVAL: DECEMBER, 2001 NOVEMBER 15, 2022

JOB CODE: 0401 (TBD)
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: ADMINISTRATIVE SUPPORT

JOB SUMMARY

Under general supervision, coordinates and leads assigned staff in various parking and camping activities including collection of parking revenue, maintenance and repair of automated parking equipment, and oversight of camping operations and maintenance.

SUPERVISION RECEIVED

Reports to: Parking / and Camping Facility-Operations Supervisor
Supervises: Part-time staff

DISTINGUISHING CHARACTERISTICS

Parking / and Camping Leadworker-Operations Lead differs from Parking and/ Camping Crewleader-Crew Leader in that Parking / and Camping Leadworker-Operations Lead coordinates and assigns the daily activities of crewmembers while Parking / and Camping Crewleader-Crew Leader serves as the working supervisor to monitor and oversee the work of crews.

EXAMPLES OF ESSENTIAL DUTIES

- Supervises staff during assigned work shifts~~Opens parking structures~~
- Assigns work to employees; trains employees in work assignments and safe work operations
- Assigns work ~~orders~~, determines priorities and monitors completed work
- Completes projects as assigned by supervisor
- Conducts interviews for new part-time staff and evaluates performance of assigned staff

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PARKING AND CAMPING LEADWORKER OPERATIONS LEAD

- Oversees and participates in the collection of parking ~~meter~~ revenue
- ~~Counts parking meter~~ Accounts for revenue and delivers collections to Finance Department
- Maintains accurate daily audit reports and spreadsheets
- Troubleshoots and repairs parking meters, parking machines and related equipment; tests ~~equipment, parking machines~~ using a computer to determine proper operation; determines materials needed for repairs; orders parts and supplies and makes necessary repairs
- Inspects ~~equipment, facilities, meters~~ and related systems and monitors repair work for compliance with standards
- Participates in the planning process for special events ~~s-parking~~
- Oversees and participates in traffic control and enforcement of parking regulations in and around City facilities
- Writes reports and documents issues
- Maintains cooperative relationships with beach businesses and concessions
- Oversees ~~Sunset Vista~~ Huntington Beach RV Campground camping operations
- Closes street, highways or parking facilities when required
- Supports and actively promotes the City's safety programs
- Performs periodic safety inspections; identifies and corrects safety hazards
- Travels to offsite locations
- Reports to work as scheduled; maintains a regular and consistent attendance record
- Works irregular hours, including nights, weekends and holidays
- Responds to emergency calls for service on a call-out basis
- 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:

- City and departmental policies and procedures
- Proper repair, maintenance and handling of a variety of tools and equipment
- Preventative maintenance practices and scheduling
- Basic accounting practices;
- Cash handling practices and internal controls;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING AND CAMPING LEADWORKER OPERATIONS LEAD

- Occupational hazards and safety practices applicable to maintenance operations;
- Conflict resolution techniques;
- Quality customer service

Ability to:

- Schedule and prioritize manpower and projects
- Assign work, monitor and evaluate work progress
- Interpret manufacturers' maintenance manuals;
- Research and gather information related to vendors, equipment and supplies
- Resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete maintenance work
- Maintain accurate records
- Operate personal computer and standard software applications
- Operate a variety of equipment and use hand and power tools;
- Utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Work irregular hours including nights, weekends and holidays
- Travel to offsite locations within a reasonable timeframe

Education: High school diploma or equivalent certificate.

Experience: Three (3) years' experience in parking operations or parking meter maintenance, including customer service.

Certifications/License: Possession of a valid California Class C driver license and an acceptable driving record required at 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: PARKING AND CAMPING LEADWORKER OPERATIONS LEAD

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. Incumbents use a computer keyboard and related equipment. When work is performed 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. Requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend. Requires ability to twist at the lower body, at the waist, and at the upper body. 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. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects. May require lifting tools and equipment weighing 50 pounds, and up to 100 pounds with assistance or the use of proper equipment or less. Requires driving a City vehicle during the course of work.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Rev: 5/24/06 – VB
Rev. 8/2019 jd

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING AND CAMPING ~~FACILITY~~ OPERATIONS SUPERVISOR

PERSONNEL COMMISSION APPROVAL: ~~FEBRUARY 17, 2021~~ (Revised)

COUNCIL APPROVAL: ~~APRIL, 2000~~ NOVEMBER 15, 2022

JOB CODE: 0133-~~(TBD)~~
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONALS

JOB SUMMARY

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

SUPERVISION RECEIVED AND EXERCISED

Reports to: Community & Library Services Manager

Supervises: Service/Maintenance, Technicians, 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 Facility-Operations Supervisor differs from the Parking and Camping Crewleader-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, and camping facilities in a cost-effective manner
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas
- 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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING AND CAMPING ~~FACILITY~~ OPERATIONS SUPERVISOR

- 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 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.

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: PARKING AND CAMPING ~~FACILITY~~ OPERATIONS SUPERVISOR

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 parking/camping facilities
- 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 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 and procedures
- 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
- 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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PARKING AND CAMPING ~~FACILITY~~ OPERATIONS SUPERVISOR

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: A valid California Class C driver license and an acceptable driving record are required by time of appointment and during course of 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 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.

Rev: 5/22/06 – VB
Rev. Oct 2020 pa

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COMMUNITY AND LIBRARY SERVICES MANAGER

PERSONNEL COMMISSION APPROVAL: ~~FEBRUARY 17, 2021~~ (REVISED)

COUNCIL APPROVAL: ~~MARCH 17, 2014~~ NOVEMBER 15, 2022

JOB CODE: 0353TBD

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;
- Oversees the operations of the City's 45 acre Central Park Sports Complex;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: COMMUNITY AND LIBRARY SERVICES MANAGER

- 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.

License/Certification: Possession of a valid Class C California driver license and an acceptable driving record are required by time of appointment and throughout course 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

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 person, before groups, and over the telephone. When work is performed outdoors, there

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: COMMUNITY AND LIBRARY SERVICES MANAGER

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

DRAFT

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CODE ENFORCEMENT OFFICER †

PERSONNEL COMMISSION APPROVAL:
COUNCIL APPROVAL:

~~DECEMBER 19, 2018~~ (REVISED)

~~DECEMBER 2006~~ NOVEMBER 15, 202

JOB CODE:

~~0186~~ (TBD)

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

MEA HBMT

FLSA STATUS:

NON-EXEMPT

EEOC CODE:

TECHNICIANS

JOB SUMMARY

Under general supervision, performs intermediate-level administrative, technical and field work involving the inspection, investigation and enforcement of State and City codes and ordinances relating to public nuisances, zoning and housing code violations, property maintenance, litter, weeds, and signs.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Code Enforcement ~~Supervisor~~ Manager

DISTINGUISHING CHARACTERISTICS

Code Enforcement Officer † is the intermediate-level class in the Code Enforcement job group. Code Enforcement Officer † differs from Code Enforcement Technician in that Code Enforcement Officer † has acquired work experience, knowledge, skills and abilities to perform work with greater independence. Code Enforcement Officer † differs from Senior Code Enforcement Officer-‡ by the scope and complexity of assignments.

EXAMPLES OF ESSENTIAL DUTIES

- Enforces and applies the Zoning and Municipal Codes, Uniform Housing Codes, and other related codes and regulations related to community preservation, health and safety
- Conducts field investigations and site surveillance of residential, commercial and industrial properties to uncover possible violations of state and City codes and ordinances
- Issues infraction and misdemeanor citations for violations relating to public nuisances

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CODE ENFORCEMENT OFFICER I

including zoning, litter, abandoned vehicles, weeds, debris accumulation, oversized trucks in residential areas and parking violations

- Photographs evidence, prepares diagrams and measurements, interviews potential witnesses, composes letters and follows-up to ensure remedial action has been taken
- Receives complaints from citizens and other sources; issues correction notices; performs routine follow-up; effects removal if necessary
- Prepares memos and investigative reports; initiates procedures on suspected violations; explains and provides alternative mitigating measures to property owners to resolve violations
- Responds to inquiries from the public regarding code and ordinance requirements, interpretations, policies and applicability
- Prepares code violation cases for presentation at public hearings, City Council meetings and judicial proceedings
- Files written complaints through the Office of the City Attorney to secure compliance
- Assists in the preparation of depositions, affidavits, stipulated judgments and inspection warrants
- Serves legal documents.
- Participates in and coordinates joint inspections of properties with other agencies and City departments
- Researches property ownership, and zoning, building and parcel histories; interprets building and planning project entitlements
- Compiles statistics and prepares periodic reports;
- Makes presentations to local civic, educational, professional, community and neighborhood groups
- Reports to work as scheduled, work a variety of schedules including evenings, weekends, and holidays as required; maintain 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:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CODE ENFORCEMENT OFFICER I

- Building, zoning, and housing codes and regulations
- Legal descriptions and boundary maps
- Basic principles of land use planning
- Research practices and techniques
- Rules of evidence related to public hearings and judicial cases
- Personal computer and standard business software
- Departmental policies and procedures
- Conflict resolution techniques
- Quality service principles and practices
- Appropriate safety methods and techniques.

Ability to:

- Read, interpret and enforce applicable codes
- Analyze and compile technical information
- Apply investigative techniques
- Inspect properties with unknown hazards
- Utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals
- Prepare clear and concise reports
- Maintain and follow department processes and regulations
- Communicate effectively in oral and in writing
- Issue citations
- Operate standard office equipment including a two-way radio
- Establish and maintain effective working relationships with those contacted in the course of work
- Deliver quality customer service
- Work independently and as a team member

Education: High school diploma or equivalent certificate. College-level course work in Code Enforcement or a related field is highly desirable.

Experience: One (1) year's of experience in the job classification of Code Enforcement Technician for the City of Huntington Beach or two (2) years' experience performing code enforcement or building inspection work -governing residential, commercial and industrial properties or inspecting, investigating and enforcing municipal or other public jurisdiction laws and ordinances.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CODE ENFORCEMENT OFFICER I

License/Certificate: A valid California Class C driver license and an acceptable driving record required at time of appointment and throughout employment in this position.

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 (ICC)/American Association of Code Enforcement (AACE) highly desirable.

FLEXIBLE STAFFING/RECLASSIFICATION

~~At the discretion of the department head, positions may be filled at the level of Code Enforcement Officer I or Code Enforcement Officer II depending upon the level of skill and experience required of the department.~~

~~Code Enforcement Officer I incumbents may be recommended for reclassification upon meeting the minimum qualifications of the Code Enforcement Officer II and proof of acquiring the required professional designations/certificates for performance of the higher-level duties. The minimum requirements for reclassification consideration, subject to the review, recommendation and approval of the department head and human resources, includes all of the following:~~

~~Eighteen (18) months' experience in the classification of Code Enforcement Officer I for the City of Huntington Beach or two (2) years' experience performing code enforcement or building inspection work or inspecting, investigating and enforcing municipal or other public jurisdiction laws and ordinances governing residential, commercial and industrial properties.~~

~~Reclassification is not automatic. Consideration is subject to the discretion of the department based upon operational and staffing requirements.~~

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: CODE ENFORCEMENT OFFICER I

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. 12/06
Rev. 12/19/18 JD

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR CODE ENFORCEMENT OFFICER II

PERSONNEL COMMISSION APPROVAL:
COUNCIL APPROVAL:

~~DECEMBER 19, 2018~~ (REVISED)

~~DECEMBER 2001~~ NOVEMBER 15, 2022

JOB CODE:

~~0182~~ (TBD)

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

MEAHBMT

FLSA STATUS:

NON-EXEMPT

EEOC CODE:

TECHNICIANS

JOB SUMMARY

Under general supervision, performs technical office and field work involving the inspection, investigation and enforcement of state and City codes and ordinances relating to public nuisances, zoning, litter, weeds, and signs.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Code Enforcement Supervisor/Manager

DISTINGUISHING CHARACTERISTICS

Senior Code Enforcement Officer-II is the fully trained journey-level class in the Code Enforcement job group and independently performs the full range of code enforcement inspections, investigations and activities. Senior Code Enforcement Officer-II is distinguished from the Senior-Principal Code Enforcement Officer in that the latter is the advanced journey-level within the series and performs the most difficult and specialized code enforcement work and whomay exercises s lead authority over other staff members-.

EXAMPLES OF ESSENTIAL DUTIES

- Enforces and applies the Zoning and Municipal Codes, Uniform Housing Codes, and other related codes and regulations related to community preservation, health and safety
- Conducts field investigations and site surveillance of residential, commercial and industrial properties to uncover possible violations of state and City codes and ordinances

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR CODE ENFORCEMENT OFFICER II

- Issues infraction and misdemeanor citations for violations relating to public nuisances including zoning, litter, abandoned vehicles, weeds, debris accumulation, oversized trucks in residential areas and parking violations
- Photographs evidence, prepares diagrams and measurements, interviews potential witnesses, composes letters and follows-up to ensure remedial action has been taken
- Receives complaints from citizens and other sources; issues correction notices; performs routine follow-up; effects removal if necessary
- Prepares memos and investigative reports;
- Initiates procedures on suspected violations
- Explains and provides alternative mitigating measures to property owners to resolve violations
- Answers inquiries from public regarding code and ordinance requirements, interpretations, policies and applicability
- Prepares code violation cases for presentation at public hearings, City Council meetings and judicial proceedings;
- Files written complaints through the Office of the City Attorney to secure compliance; assists in the preparation of depositions, affidavits, stipulated judgments and inspection warrants; serves legal documents
- Participates in and coordinates joint inspections of properties with other agencies and City departments
- Researches property ownership and zoning, building and parcel histories
- Interprets building and planning project entitlements
- Compiles statistics and prepares periodic reports
- Makes presentations to local civic, educational, professional, community and neighborhood groups
- Reports to work as scheduled, works a variety of schedules including evenings, weekends, and holidays as required; maintains a 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. Management 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:

- Building, zoning, and housing codes and regulations

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR CODE ENFORCEMENT OFFICER II

- Legal descriptions and boundary maps
- Basic principles of land use planning
- Research practices and techniques
- Rules of evidence related to public hearings and judicial cases
- Personal computer and standard business software
- Departmental policies and procedures
- Conflict resolution techniques
- Quality service principles and practices
- Appropriate safety methods and techniques

Ability to:

- Perform journey-level code enforcement work
- Read, interpret and enforce applicable codes
- Analyze and compile technical information
- Apply investigative techniques
- Inspect properties with unknown hazards
- Utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals
- Prepare clear and concise reports
- Maintain and follow department processes and regulations
- Communicate effectively in oral and in writing
- Issue citations
- Operate standard office equipment including a two-way radio
- Establish and maintain effective working relationships with those contacted in the course of work
- Deliver quality customer service
- Work independently and as a team member

Education: High school diploma or equivalent. College-level course work in Code Enforcement or a related field preferred.

Experience: Eighteen (18) months' experience in the job classification of Code Enforcement Officer with the City of Huntington Beach or three (3) years' experience performing code enforcement or building inspection work governing residential, commercial and industrial properties or inspecting, investigating and enforcing municipal or other public jurisdiction laws and ordinances.

License/Certificate: A valid California Class C driver license and an acceptable driving record required at time of appointment and throughout employment in this position.

Penal Code 832 Certification required at time of appointment.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR CODE ENFORCEMENT OFFICER II

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

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. Incumbents are expected to inspect 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. 5/05
Rev. 12/19/18 JD

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: [SENIOR PRINCIPAL](#) CODE ENFORCEMENT OFFICER

PERSONNEL COMMISSION APPROVAL:
COUNCIL APPROVAL:

~~DECEMBER 19, 2018~~ (REVISED)

~~DECEMBER 2001~~ NOVEMBER 15, 2022

JOB CODE:

~~0434~~ (TBD)

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

MEAHBMT

FLSA STATUS:

NON-EXEMPT

EEOC CODE:

TECHNICIAN

JOB SUMMARY

Under general supervision, performs technical office and field work involving the inspection, investigation and enforcement of state and City codes and ordinances relating to public nuisances, zoning, litter, weeds, and signs.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Code Enforcement ~~Supervisor~~ Manager

DISTINGUISHING CHARACTERISTICS

[Senior Principal](#) Code Enforcement Officer is the advanced journey-level within the series, and is distinguished from the [Senior](#) Code Enforcement Officer ~~4~~ by the performance of the most difficult and specialized code enforcement work, including the exercise of lead authority over other Code Enforcement staff members, as assigned.

EXAMPLES OF ESSENTIAL DUTIES

- Performs as lead in the implementation of a comprehensive code enforcement program
- Enforces and applies the Zoning and Municipal Codes, Uniform Housing Codes, and other related codes and regulations related to community preservation, health and safety
- Conducts field investigations and site surveillance of residential, commercial and industrial properties to uncover possible violations of state and City codes and ordinances
- Issues infraction and misdemeanor citations for violations relating to public nuisances including zoning, litter, abandoned vehicles, weeds, debris accumulation, oversized trucks in residential areas and parking violations
- Photographs evidence, prepares diagrams and measurements, interviews potential witnesses, composes letters and follows-up to ensure remedial action has been taken
- Receives complaints from citizens and other sources

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR PRINCIPAL CODE ENFORCEMENT OFFICER

- Issues correction notices; performs routine follow-up; effects removal if necessary
- Prepares memos and investigative reports; initiates procedures on suspected violations; explains and provides alternative mitigating measures to property owners to resolve violations
- Answers inquiries from public regarding code and ordinance requirements, interpretations, policies and applicability
- Prepares code violation cases for presentation at public hearings, City Council meetings and judicial proceedings;
- Files written complaints through the Office of the City Attorney to secure compliance; assists in the preparation of depositions, affidavits, stipulated judgments and inspection warrants; serves legal documents
- Participates in and coordinates joint inspections of properties with other agencies and City departments
- Coordinates abatements with outside contractors
- Researches property ownership, and zoning, building and parcel histories
- Interprets building and planning project entitlements; compiles statistics and prepares periodic reports
- Makes presentations to local civic, educational, professional, community and neighborhood groups
- Serves as team leader on assigned projects; exercises lead authority over other staff members, including field training and review of work products
- Reports to work as scheduled, works a variety of schedules including evenings, weekends, and holidays as required; maintains a 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. Management 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:

- Building, zoning, and housing codes and regulations
- Legal descriptions and boundary maps
- Basic principles of land use planning
- Research practices and techniques
- Rules of evidence related to public hearings and judicial cases
- Personal computer and standard business software
- Departmental policies and procedures
- Conflict resolution techniques
- Quality service principles and practices

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR PRINCIPAL CODE ENFORCEMENT OFFICER

- Appropriate safety methods and techniques
- Leadership principles

Ability to:

- Perform advanced journey-level code enforcement work
- Read, interpret and enforce applicable codes
- Analyze and compile technical information
- Apply investigative techniques
- Inspect properties with unknown hazards
- Utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals
- Prepare clear and concise reports
- Maintain and follow department processes and regulations
- Communicate effectively verbally and in writing
- Issue citations
- Operate standard office equipment including a two-way radio
- Establish and maintain effective working relationships with those contacted in the course of work
- Deliver quality customer service
- Work independently and as a team member
- Provide oversight and leadership to other staff

Education: High school diploma or equivalent certificate. College-level coursework in Code Enforcement or related field required.

Experience: Two (2) years' experience in the job classification of Senior Code Enforcement Officer-~~II~~ with the City of Huntington Beach or four (4) years' experience performing code enforcement or building inspection work governing residential, commercial and industrial properties or inspecting, investigating and enforcing municipal or other public jurisdiction laws and ordinances.

License/Certification: A valid California Class C driver license and an acceptable driving record required at time of appointment and throughout employment in this position.

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 certification.

SPECIAL CONDITIONS

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR PRINCIPAL CODE ENFORCEMENT
OFFICER

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. Incumbents are expected to inspect 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. 12/2001
Rev. 12/19/18 JD

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CODE ENFORCEMENT SUPERVISOR CODE ENFORCEMENT MANAGER

PERSONNEL COMMISSION APPROVAL: ~~JANUARY 9, 2019~~ (REVISED)

COUNCIL APPROVAL: ~~JUNE 16, 2014~~ NOVEMBER 15, 2022

JOB CODE: 0125 ~~(TBD)~~

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

EEOC CODE: OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under general direction, plans, ~~and~~ 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: ~~Senior Principal~~ Code Enforcement Officer, ~~Code Enforcement Officer~~ Senior Code Enforcement Officer, Code Enforcement Officer-I, Code Enforcement Technician, other administrative support staff as assigned

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF ESSENTIAL DUTIES

- Plans, assigns, ~~and~~ 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
- Coordinates work projects and programs with various city officials, department personnel, and other agencies

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CODE ENFORCEMENT SUPERVISOR CODE ENFORCEMENT MANAGER

- 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,

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CODE ENFORCEMENT SUPERVISOR CODE ENFORCEMENT 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:

- 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 units or equivalent) of college level course work in criminal justice, public administration,

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: **CODE ENFORCEMENT SUPERVISOR** **CODE ENFORCEMENT MANAGER**

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.

License/Certification: A valid California driver license and an acceptable driving record required at time of appointment and throughout employment in this position.

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.

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: CODE ENFORCEMENT SUPERVISORCODE ENFORCEMENT MANAGER

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE PREVENTION INSPECTOR-I

PERSONNEL COMMISSION APPROVAL: ~~FEBRUARY 17, 2021~~ (Revised)
COUNCIL APPROVAL: ~~AUGUST 20, 2007~~ **NOVEMBER 15, 2022**

JOB CODE: 0643 (TBD)
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOB SUMMARY

Under close supervision, performs technical and specialized activities in the enforcement of compliance with codes, laws, regulations, and ordinances related to fire, building, life safety, hazardous materials, and oil wells. Performs related duties that support the mission and vision of the organization.

SUPERVISION RECEIVED

Reports to: Fire Marshal, Deputy Fire Marshal

DISTINGUISHING CHARACTERISTICS

The Fire Prevention Inspector-I is the entry-level classification in this series. It differs from the [Senior](#) Fire Prevention Inspector II by the range and difficulty of fire prevention inspection duties.

EXAMPLES OF ESSENTIAL DUTIES

- Conducts fire and life safety inspections at certain businesses and occupancies in Huntington Beach
- Conducts certain building construction and fire construction inspections following approved plans to determine compliance with the fire code; inspects and witnesses acceptance testing of fire protection systems; reviews fire system testing results for compliance
- Administers the hazardous materials business emergency plan program; under supervision, reviews submissions to the California Environmental Reporting System (CERS) and approves or rejects submissions in accordance with the requirements of Health and Safety Code 6.95 and local requirements; performs audits, run reports, verifies billing, and work with supervisors and CUPA staff to ensure compliance with

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE PREVENTION INSPECTOR-I

CUPA rules and regulations

- Conducts hazardous material program inspections of occupancies that exceed regulatory hazardous material program thresholds to confirm compliance with state and local requirements
- Enforces filing of hazardous material information, including chemical inventory and business emergency response plans into a web-based records system
- Reviews plans, blueprints, equipment, standards, chemical inventories, and processes to ensure compliance with hazardous material business plan and fire life safety requirements
- Reviews, evaluates, processes, and maintains a variety of files related to fire inspection and prevention activities, including hazardous materials and oil well programs
- Completes data input and analysis of a variety of information related to fire inspection and prevention activities, including hazardous materials
- Drafts reports related to fire inspection and prevention activities
- Prepares inspection reports, given agency policy and procedures and observations from an assigned field inspection that reflects the findings of the inspection in accordance with the applicable codes and standards and the policies of Huntington Beach and the Huntington Beach Fire Department
- Recognizes the need for a construction or operational permits, given a situation or conditions; develops draft operational permits given the scope of activity and code requirements
- Reviews plans for events, identifies need for permits, and conducts a temporary event permit inspection
- Investigates complaints and performs follow up and documentation
- Participates in informal and formal enforcement including notices of violation and civil citations
- Actively participates in objective and key result process to achieve established goals and professional standards for the organization
- Attends a variety of continuing education classes, seminars and meetings to maintain current knowledge of applicable codes, regulations, policies and procedures
- May conduct public education programs on fire safety inspection and prevention
- Participates in a variety of special projects related to fire inspection and prevention activities
- Travels to various sites and locations during the course of work

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE PREVENTION INSPECTOR-I

- 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
- 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:

- The codes that give a fire inspector legal authority to conduct inspections in the state of California, the California Health and Safety Code, California Code of Regulations Title 19, and California Code of Regulations Title 24; California Fire Code and City of Huntington Beach local amendments in the municipal code; referenced codes and standards; California Health and Safety Code Chapter 6.95; OSHA Hazard Communication Standard
- Permit policies of the jurisdiction and the rationale for the permit
- Plan review policies of the jurisdiction and the rationale for the plan review
- The legal requirements pertaining to evidence rules in the legal system and types of legal proceedings
- Occupancy classification types; operational features; and fire hazards presented by various occupancies; occupant load factors; means of egress elements, types of construction, occupancy egress requirements, relationship of fixed fire protection systems to egress requirements and to approved means of egress elements, including but not limited to doors hardware and lights; acceptable building construction methods and materials
- Basic understanding of the component of fixed fire suppression systems; determine readiness of existing fire detection and alarm systems; basic understanding of portable fire extinguishers including their components and placement
- Practices and techniques of code compliance inspections, fire behavior, fire prevention practices, ignition sources, safe housekeeping practices, and classification of hazardous materials

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE PREVENTION INSPECTOR-I

- Ability to observe, communication, apply codes and standards, recognize problems, and make decisions
- Ability to read and comprehend plans for fire protection systems
- Requirements relative to emergency evaluation drills that are required within the jurisdiction, ways to conduct and/or evaluate fire drills in various occupancies, and human behavior during fires and other emergencies
- Emergency access and accessibility requirements
- Classification properties, labeling, storage, handling and use of hazardous materials
- Basic fire behavior, flame spread and smoke development ratings of contents, interior finishes, and building construction elements, decorations, decorative materials, and furnishings
- Basic knowledge of computers, including work processing, data spreadsheets, and email programs
- Arithmetic and basic algebra
- Computer equipment and associated software programs
- Quality service practices
- Safety issues and liability reduction, report writing methods
- Customer service principles

Ability to:

- Read and understand laws and regulations, fire codes, and procedures related to fire prevention inspections
- Conduct fire prevention inspections
- Communicate clearly and concisely with Department personnel, businesses, and residents, both verbally and in writing; perform field inspections for fire code compliance including building construction, egress, fixed fire suppression systems, extinguishers, and recognize hazardous operations and conditions
- Understand and classify hazardous material by its properties, and identify a hazardous material's Federal hazard classes and Fire Code hazard categories
- Learn new concepts and adapt to changing environment, including new technology, codes, policies, or procedures
- Maintain a large inventory of inspections, tasks, and projects
- Work in teams
- Read and understand drawings, diagrams and specifications for construction projects and fire protection equipment
- Prepare reports and communications; communicate clearly and concisely, both verbally and in writing
- Perform arithmetic and basic algebraic functions

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE PREVENTION INSPECTOR-I

- Ensure safety and professional work standards are met
- Establish and maintain cooperative working relationships with those contacted in the course of work; and deliver quality customer service

Education: High school diploma or equivalent certificate supplemented by courses in fire prevention, fire inspection, fire education, or other directly related field; prefer bilingual language skills.

Bachelor's degree desirable

Experience: One (1) year experience with fire prevention, hazardous material management, compliance inspections, code enforcement, or permit processing.

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.

Complete CAL FIRE/OSFM CFSTES Fire Inspector I course work and certification during probationary period.

PC 832 certification desirable.

International Code Council (ICC) certification as a Fire Inspector desirable.

Inspector must have or obtain an HAZWOPER First Responder Awareness Training within 6 months of hire, and maintain annual 8 hour refresher training.

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.

FLEXIBLE STAFFING/RECLASSIFICATION

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE PREVENTION INSPECTOR-I

Fire Prevention Inspector I-incumbents may be recommended for reclassification upon completion of probation and meeting the minimum qualifications of [Senior](#) Fire Prevention Inspector-I, specifically:

Minimum One (1) year of college-level coursework (30 semester units or 45 quarter units) from an accredited college or university in skilled or construction trades, fire administration/science/technology, engineering, or directly related field PLUS three (3) years of experience as a fire prevention inspector, hazardous material inspector, oil well compliance inspector, building inspector, public works inspector, construction inspector, engineering assistant PLUS CAL FIRE/OSFM CFSTES Fire Inspector II course work completion.

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

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 considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding. May also necessitate frequent exposure to weather conditions, physical, electrical, mechanical, and chemical hazards. Must comply with all California Occupational Safety & Health Act (Cal/OSHA) regulations and utilize approved safety equipment and protective gear including but not limited to respirators and/or hearing protective devices if and when required. May climb, stoop, bend, crouch, kneel, and reach above and below shoulder level. Must be able to work beyond a regular scheduled workday when required.

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

Rev. 11/2020 PA; Updated Job Code 2/18/21

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR FIRE PREVENTION INSPECTOR ~~II~~

PERSONNEL COMMISSION APPROVAL: ~~FEBRUARY 17, 2021~~ (Revised)
COUNCIL APPROVAL: ~~NOVEMBER 2, 2020~~ NOVEMBER 15, 2022

JOB CODE: ~~0612~~ (TBD)
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOB SUMMARY

Under general supervision, performs technical and specialized activities in the enforcement of compliance with codes, laws, regulations, and ordinances related to fire, building, life safety, hazardous materials, and oil wells. Performs related duties that support the mission and vision of the organization.

SUPERVISION RECEIVED

Reports to: Fire Marshal, Deputy Fire Marshal

DISTINGUISHING CHARACTERISTICS

The Senior Fire Prevention Inspector ~~II~~ is a journey-level classification and is expected to perform the full range of fire prevention inspection duties.

EXAMPLES OF ESSENTIAL DUTIES

- Performs fire prevention inspections of hazardous processes, industrial and commercial occupancies, institutional and public assemblage occupancies, and new construction sites to ensure compliance with the California Fire Code, city ordinances, state and local laws and nationally recognized fire prevention standards
- Conducts hazardous material program inspections of occupancies that exceed regulatory hazardous material program thresholds to confirm compliance with state and local requirements
- Enforces filing of hazardous material information, including chemical inventory and business emergency response plans into a web-based records system
- Prepares inspection reports, given agency policy and procedures and observations from an assigned field inspection that reflects the findings of the inspection in

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR FIRE PREVENTION INSPECTOR-II

accordance with the applicable codes and standards and the policies of Huntington Beach and the Huntington Beach Fire Department

- Reviews plans, blueprints, equipment, standards, chemical inventories, and processes to ensure compliance with hazardous material business plan and fire life safety requirements
- Recognizes the need for a construction or operational permits, given a situation or conditions; develops operational permits given the scope of activity and code requirements
- Review plans for events, identifies need for permits, and conducts a temporary event permit inspection
- Investigates complaints and performs follow up and documentation
- Participates in informal and formal enforcement including notices of violation and civil citations.
- Inspects and witnesses acceptance testing of fire protection systems; interprets the various fire codes for the public and makes recommendations for alteration of inadequate fire prevention systems
- Checks plans and specifications for the installation of fire protection systems and appliances
- Reviews, evaluates, processes, and maintains a variety of files related to fire inspection and prevention activities, including hazardous materials and oil well programs
- Completes data input and analysis of a variety of information related to fire inspection and prevention activities, including hazardous materials and oil well programs
- Drafts reports related to fire inspection and prevention activities, including hazardous materials and oil well programs
- Prepares and issues inspection reports, safety notices, permits and correction letters that outline compliance issues and deficiencies
- Manages city-owned oil wells; issues new and reactivated oil well permits
- Conducts inspections of oil wells and oil tank farms for compliance with established regulations
- Reviews and coordinates oil well abandonments
- Maintains oil well management records and oil well wastewater records
- Maintains petroleum pipeline identification
- Reviews methane gas mitigation plans; conducts methane gas mitigation inspections
- Attends a variety of continuing education classes, seminars and meetings to maintain current knowledge of applicable codes, regulations, policies and procedures

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR FIRE PREVENTION INSPECTOR-II

- Instructs assigned subordinate staff in inspection techniques; may conduct public education programs on fire safety inspection and prevention
- Participates in a variety of special projects related to fire inspection and prevention activities
- Performs fire investigator duties, if education requirements are met
- Travels to various sites and locations during the course of work
- 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
- 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:

- The codes that give a fire inspector legal authority to conduct inspections in the state of California, the California Health and Safety Code, California Code of Regulations Title 19, and California Code of Regulations Title 24; California Fire Code and City of Huntington Beach local amendments in the municipal code; referenced codes and standards; California Health and Safety Code Chapter 6.95; OSHA Hazard Communication Standard
- Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction
- Types and sources of publications including approval and listing guides, codes and standards and technical references
- Permit application process
- State statutes or local ordinances establishing or empowering the agency to adopt, enforce, and revise codes and standards; process for the development of codes and standards at the local and state level; and the development and adoption of fire and life safety legislation or regulations
- Legal authority for permit issuance and revocation; legal procedure for fire code enforcement

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR FIRE PREVENTION INSPECTOR-II

- Policies and procedures related to code enforcement as well as sources of detailed and technical information relating to fire protection and life safety
- Plan review policies of the jurisdiction and the rationale for the plan review; how to read blueprints and identify symbols related to construction plans and specifications
- The legal requirements pertaining to evidence rules in the legal system and types of legal proceedings
- Calculate occupant loads, identify occupancy factors related to various occupancy classifications use measuring tools, read plans, and use a calculator; operational features such as fixed seating.
- Building construction with emphasis on fire-rated construction, evaluation of methods of construction and assemblies for fire rating, analysis of test results and manufactures specifications
- Fire protection systems, basic physical science as it relates to fire behavior and fire suppression, implications and hazards associated with system operation, installation techniques and acceptance inspection testing and reports of maintenance of completed installations, and use an function of various systems
- Ability to observe, communicate, interpret codes, recognize problems and make decisions
- Accepted fire prevention practices, fire behavior, ignition sources, safe housekeeping practices, additional reference materials related to protection of hazardous processes and code enforcement
- Hazardous materials properties and hazards, material safety data sheet, safe handling practices, fire protection systems and equipment approved for the material; chemical reactions, safety procedures, and storage compatibility
- Ability to read and comprehend plans for fire protection systems
- Applicable codes and standards for installation and testing of fire protection systems, means of egress, and building service equipment; operation of smoke and heat vents; installation of kitchen cooking equipment including hoods and ducts, laundry chutes, elevators, and escalators
- Proper selection, distribution, location and testing of portable fire extinguishers; methods used to evaluate the operational readiness of water supply systems used for fire protection; evaluation and testing of automatic fire sprinkler, water spray, and standpipe systems and fire pumps; evaluation and testing of fixed fire suppression systems; and evaluation and testing of automatic fire detection and alarm systems and devices
- Fire behavior, fire growth potential, protection, scenarios, and evaluation procedures
- Arithmetic and basic algebra
- Computer equipment and associated software programs
- Quality service practices
- Safety issues and liability reduction, report writing methods

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR FIRE PREVENTION INSPECTOR-II

- Customer service principles

Ability to:

- Apply requisite knowledge
- Make appropriate decisions based on information available
- Communicate orally and in writing on matters related to code requirements, policies and procedures; communicate and deal effectively with fire personnel, engineers, contractors and the general public
- Prepare reports and communications; communicate clearly and concisely, both verbally and in writing
- Interpret codes and standards, recognize problems, recognize hazardous conditions, collect and develop potential solutions, identify cost/risk benefits, and refer complaints to other agencies when required
- Resolve conflicts
- Identify approved construction methods and materials related to fire safety, read and interpret construction plans and specifications, make calculations
- Ability to educate public, peers, and organizations

Education: High school diploma or equivalent certificate supplemented by one (1) year of college-level coursework (30 semester units or 45 quarter units) from an accredited college or university in skilled or construction trades, fire administration/science/technology, engineering or a directly related field.

Bachelor's degree desirable.

Experience: Three (3) years' experience as a fire prevention inspector, hazardous material inspector, oil well compliance inspector, building inspector, public works inspector, construction inspector, engineering assistant or equivalent experience.

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.

CAL FIRE/OSFM CFSTES Certification Fire Inspector I required.

CAL FIRE/OSFM CFSTES Fire Inspector II course work completed at time of appointment; satisfactorily complete the Fire Inspector II task book and obtain CAL FIRE/OSFM CFSTES Fire Inspector II certificate during probationary period.

International Code Council (ICC) certification as a Fire Inspector I and II desirable.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR FIRE PREVENTION INSPECTOR-II

PC 832 certification and CAL FIRE/OSFM CFSTES Fire Investigator course work and/or certification desirable.

Inspector must have or obtain an HAZWOPER First Responder Awareness Training within 6 months of hire, and maintain annual 8 hour refresher training.

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 involves considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding. May also necessitate frequent exposure to weather conditions, physical, electrical, mechanical, and chemical hazards. Must comply with all California Occupational Safety & Health Act (Cal/OSHA) regulations and utilize approved safety equipment and protective gear including but not limited to respirators and/or hearing protective devices if and when required. May climb, stoop, bend, crouch, kneel, and reach above and below shoulder level. Must be able to work beyond a regular scheduled workday when required

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

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Rev. 11/2020 PA; Updated Job Code 2/18/21

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST I

PERSONNEL COMMISSION APPROVAL: ~~MAY 17, 2017~~ (REVISED)

COUNCIL APPROVAL: ~~AUGUST 20, 2007~~ **NOVEMBER 15, 2022**

JOB CODE: 0576TBD

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEAHBMT

FLSA STATUS: NON-EXEMPT

EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under general supervision, performs professional duties related to planning, customizing, organizing, maintaining, and ensuring the accuracy of digital map layers and database schemas as they relate to the City's Geographic Information System (GIS).

SUPERVISION RECEIVED AND EXERCISED

Reports to: Information Technology Manager or as assigned by the Chief Information Officer - Operations

DISTINGUISHING CHARACTERISTICS

GIS Analyst I is the journey-level classification in the GIS Analyst series. Positions at this level require knowledge of the profession's basic principles, rules, and applications to perform work on assignments or projects that are standard or less complex.

Senior GIS Analyst-III is the advanced journey-level classification in the GIS Analyst series. Positions at this level require in-depth knowledge of the profession's legal standards, generally accepted principles, theories, and best practices to perform work that is highly specialized and or exercise lead level responsibility for the most complex assignments.

EXAMPLES OF ESSENTIAL DUTIES

- Assists in the development, implementation, operation, performance and maintenance of the City's Geographic Information System
- Assists with spatial/surface analysis using a variety of GIS software tools; utilizes multiple databases and GIS software to perform spatial analysis to solve problems involving logical/physical entity relationships and geographic relationships

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST I

- Assists with the analysis of GIS needs of assigned department and designs, tests, and implements GIS projects and applications, databases, and related products for City departments and outside agencies
- Develops query and relational query methodologies for the manipulation of geographically referenced data; develops and maintains digital base maps, creates topology files for theme integration and interfaces with surveyors to implement GPS control points collected in the field
- Performs GIS database management and administration tasks; troubleshoots and resolves database problems; monitors and tunes database applications; verifies the integrity of data within the database
- Assists with updating GIS databases, develops and programs basic GIS applications using a variety of programming languages
- Troubleshoots hardware and software problems; provides or recommends appropriate solutions and keeps current on the latest computer hardware and software available
- Creates and edits geospatial data, using GPS and digitizing techniques; creates and edits maps, integrating a range of data formats, and using state-of-the-art technology
- Provides technical support to City departments and other clients requesting GIS products ensuring clients receive accurate products including maps, charts and graphs
- Attends training meetings to enhance knowledge of GIS system use; applies and documents new techniques as they are implemented
- 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
- 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:

- Automated drafting and mapping tools and programs including AutoCAD software, ESRI-based GIS software and its applications, and related programming languages
- Principles and practices of geographic information systems, cartography, and engineering drafting including map projections and scales
- Principles of algebra, geometry and trigonometry related to the computation of distances, angles, and areas
- Relational database management systems and principles
- Data maintenance and conversion techniques

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST †

- Basic GIS concepts and analytical techniques, including computerized mapping and digital data conversion
- Principles and practices of troubleshooting computer hardware, software and network problems
- A variety of information technology issues
- Principles and techniques of software and systems quality assurance and control
- Principles and practices of technical problem solving
- Structured analysis and database concepts
- Principles and practices of effective customer service
- Principles and practices of record keeping
- Modern office procedures, methods and equipment

Ability to:

- Perform tabular and spatial queries and analysis
- Learn to integrate disparate spatial and tabular databases
- Gather and evaluate information in order to reason logically, draw valid conclusions, take appropriate actions and/or make appropriate recommendations
- Effectively manage multiple projects and priorities
- Learn to research, design, implement and maintain GIS databases and related hardware and software technology solutions, including new technology
- Communicate technical information to a wide variety of users
- Learn, interpret and explain pertinent City and Department policies and procedures
- Recognize changes made on a local level can affect services and equipment at the system wide level and take appropriate precautions
- Plan, organize, prioritize and process work to ensure that deadlines are met
- Learn to generate and analyze spatial data and provide input/recommendations in order to support a variety of City projects
- Interpret and apply technical information pertaining to computer and network systems
- Adapt quickly to changes in policies, procedures, assignments and work locations
- Communicate effectively, both orally and in writing
- Work independently and as a team member
- Report to work as scheduled; provide regular and predictable attendance
- Establish and maintain effective working relationships with those encountered during the course of the work
- Prepare and maintain documentation for procedures, processes, and tables related to area of assignment.

Education: A Bachelor's degree from an accredited college or university with major coursework in geographic information systems, computer science, cartography, geography, civil engineering or a closely related field.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST I

Experience: Two (2) years' experience working with geographic information systems or closely related areas.

Licenses/Certifications: A valid California Class C driver license with an acceptable driving record required at time of appointment and throughout employment.

FLEXIBLE STAFFING/RECLASSIFICATION

~~At the discretion of the department head, positions may be filled as a GIS Analyst I or GIS Analyst II depending upon the level of skill and experience required of the department.~~

~~GIS Analyst I incumbents may be recommended for reclassification upon meeting the minimum qualifications of the GIS Analyst and proof of acquiring the professional designations/certificates for performance of the higher level duties. The minimum requirements for reclassification consideration, subject to the review, recommendation and approval of the department head and human resources, includes all of the following:~~

- ~~• Three (3) years' professional level experience in the design and development of geographic information systems and applications.~~
- ~~• Geographic Information Systems Professional (GISP) certification~~

~~Reclassification is not automatic. Consideration is subject to the discretion of the department head based upon staffing requirements.~~

SPECIAL CONDITIONS

Must be able to respond to emergency services call out

Must pass a 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.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST †

Work is performed indoors and outdoors. Work involves sedentary to light work in an office environment. 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 15 pounds or less may be required. Near vision required to read correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. 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, life vests, and/or hearing protective equipment. 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.

Est. 08/2007
Rev. 05/2017

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: [SENIOR](#) GEOGRAPHIC INFORMATION SYSTEM ANALYST [II](#)

PERSONNEL COMMISSION APPROVAL: ~~MAY 17, 2017~~ (REVISED)

COUNCIL APPROVAL: ~~AUGUST 20, 2007~~ [NOVEMBER 15, 2022](#)

JOB CODE: [0178TBD](#)

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: [MEAHBMT](#)

FLSA STATUS: NON-EXEMPT

EEOC CODE: [PROFESSIONALS](#)

JOB SUMMARY

Under general direction, performs professional computer application and database design, development, analysis and implementation services for departmental users utilizing Geographic Information System (GIS) technology.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Information Technology Manager, [or as assigned by the Chief Information Officer - Operations](#)

DISTINGUISHING CHARACTERISTICS

GIS Analyst [I](#) is the journey-level classification in the GIS Analyst series. Positions at this level require knowledge of the profession's basic principles, rules, and applications to perform work on assignments or projects that are standard or less complex.

[Senior](#) GIS Analyst [II](#) is the advanced journey-level classification in the GIS Analyst series. Positions at this level require in-depth knowledge of the profession's legal standards, generally accepted principles, theories, and best practices to perform work that is highly specialized and or exercise lead level responsibility for the most complex assignments.

EXAMPLES OF ESSENTIAL DUTIES

- Participates in the development, implementation, operation, performance and maintenance of the City's Geographic Information System
- Conducts complex spatial/surface analysis using a variety of GIS software tools to solve complex problems involving logical/physical entity relationships and geographic relationships.
- Provides technical support to City Departments analyzing GIS needs of assigned department and designs, tests, and implements GIS projects and applications, databases, and related

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR GEOGRAPHIC INFORMATION SYSTEM ANALYST-II

products for City departments and outside agencies; prepares and coordinates project scopes, procedure flow-charts, and schedules with customers and programmers.

- Administers network including installation and maintenance of advanced hardware and software; performs GIS database management and administration tasks; troubleshoots and resolves database problems; monitors and tunes database applications; verifies the integrity of data within the database
- Designs, develops, tests, documents and certifies applications, programs and systems functionality
- Creates graphical user interface for Internet theme navigation, develops query and relational query methodologies for the manipulation of geographically referenced data; develops and maintains digital base maps, performs modeling and manipulation of digital map files, and creates topology files for theme integration.
- Troubleshoots hardware and software problems; provides or recommends appropriate solutions and keeps current on the latest computer hardware and software available
- Prepares GIS system documentation and develops specifications for new GIS hardware and software.
- Evaluates operations and makes strategic recommendations about the GIS program direction and GIS project priorities, develops GIS project methodologies and designs for intranet and internet use. Develops operating standards and procedures.
- Attends training meetings to enhance knowledge of GIS system use; applies and documents new techniques as they are implemented.
- Provides technical and functional supervision of contractors/vendors/interns
- 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
- 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:

- Principles and practices of geographic information systems, cartography, and engineering drafting including map projections and scales
- Automated drafting and mapping tools and programs including AutoCAD software, ESRI-based GIS software and its applications, and related programming languages

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR GEOGRAPHIC INFORMATION SYSTEM ANALYST-II

- GIS concepts and analytical techniques, including computerized mapping and digital data conversion
- Principles of algebra, geometry and trigonometry related to the computation of distances, angles, and areas
- Complex relational database management systems and principles
- Data maintenance and conversion techniques
- Principles and practices of troubleshooting computer hardware, software and network problems
- A variety of information technology issues
- Principles and techniques of software and systems quality assurance and control
- Principles and practices of technical problem solving
- Structured analysis and database concepts
- Principles and practices of effective customer service
- Principles and practices of record keeping
- Modern office procedures, methods and equipment

Ability to:

- Perform complex analytical tabular and spatial queries and analysis
- Integrate complex disparate spatial and tabular databases
- Identify and interpret technical and numerical information
- Gather and evaluate information to reason logically, draw valid conclusions, identify solutions to problems, take appropriate actions and/or make appropriate recommendations
- Effectively manage multiple projects and priorities
- Research, design, implement and maintain GIS databases and related hardware and software technology solutions, including new technology
- Communicate technical information to a wide variety of users
- Interpret and apply City and Department policies and procedures
- Plan, organize, prioritize and coordinate work for self and others to ensure that deadlines are met
- Generate and analyze complex spatial data and provide input/recommendations in order to support a variety of City projects
- Work independently and as a cooperative, contributing member of a team
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those encountered during the course of the work
- Prepare and maintain documentation for procedures, processes, and tables related to area of assignment

Education: A Bachelor's degree from an accredited college or university with major coursework in geographic information systems, computer science, cartography, geography, civil engineering or other closely related field.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR GEOGRAPHIC INFORMATION SYSTEM ANALYST-#

Experience: Three (3) years' professional level experience in the design and development of geographic information systems and applications.

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

Geographic Information Systems Professional (GISP) certification desirable

SPECIAL CONDITIONS

Must be able to respond to emergency services call out

Must pass a 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. Work involves sedentary to light work in an office environment. 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 15 pounds or less may be required. Near vision required to read correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. 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, life vests, and/or hearing protective equipment. 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.

Est. 08/2007
Rev. 05/2017 JD

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION TECHNOLOGY TECHNICIAN I

PERSONNEL COMMISSION APPROVAL: JUNE 28, 2017(Revised)
COUNCIL APPROVAL: AUGUST 7, 2017NOVEMBER 15, 2022

JOB CODE: 0495TBD
EMPLOYMENT STATUS: **REGULAR FULL-TIME**
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: **NON-EXEMPT**
EEOC CODE: TECHNICIANS

JOB SUMMARY

Under close supervision, learns and performs a variety of entry and intermediate-level ~~and routine~~ technical duties in support of minicomputer systems, local and wide area networks, and associated peripheral equipment

SUPERVISION RECEIVED AND EXERCISED

Reports to: Information Technology Manager or Information Technology Supervisor

DISTINGUISHING CHARACTERISTICS

The Information Technology Technician series consists of Information Technology Technician, levels I through IV and Senior Information Technology Technician, and Lead Information Technology Technician. While the work may be similar, the distinction amongst levels is determined according to the complexity of the work assigned, the range of supervision needed, and the expertise required to perform the work at the designated level.

Information Technology Technician ~~I~~ performs entry and intermediate-level, ~~basic and~~ routine work with clearly established priorities and procedures. Positions assigned to this classification must possess functional knowledge of the basic principles and theories required to perform the work.

~~Information Technology Technician II performs intermediate-level, routine work with minimal complexity in accordance with established priorities and procedures. Positions assigned to this classification must possess knowledge of the generally accepted principles, theories, and best practices required to perform the work.~~

EXAMPLES OF ESSENTIAL DUTIES:

- Assigned to service requests for assistance with problems related to computer hardware,

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION TECHNOLOGY TECHNICIAN I

- software, peripheral devices, or audio visual equipment; performs remote desktop or on-site assessment to determine cause of problems
- Performs basic installation, operation and maintenance of computers and peripheral equipment; tests and sets up basic hardware and software configurations; performs basic maintenance and repair on system components
 - Utilizes and updates system maintenance logs and other tools to prepare, track, and respond to service request tickets and work orders
 - Assists with routine system backups, upgrades and/or other hardware/software support activities;
 - Connects computers to printers, scanners, personal digital assistants and other peripheral equipment; loads software
 - Performs routine system support duties such as monitoring or adding users/devices, modifying user profiles, re-setting passwords and performing regular file maintenance; sets up basic user access permissions; documents all changes and revisions
 - Coordinates with manufacturers for all warranty services equipment
 - Performs asset inventory and prepares and maintains system documentation
 - Configures, maintains and updates all city-wide operating system software images for desktop, laptop, and mobile device computers using imaging software
 - Receives and responds to customer requests; maintains user accounts and access levels for assigned computer systems
 - Sets up audio visual and computer equipment in conference rooms and other locations for meetings
 - 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; maintains regular and consistent attendance record
 - 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:

- Operations, services, concepts, terms and activities common to comprehensive, state-of-the-art information technology programs
- Basic operational characteristics of local and wide area network systems, communication systems, equipment and devices

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION TECHNOLOGY TECHNICIAN ↓

- Computer hardware and software, operating systems, workflow processes, direct access techniques and remote processing, records and database management, and computer systems analysis and design
- Basic operations, services and activities of a data center or server room
- Basic methods and techniques of troubleshooting desktop computer and communications system hardware and software problems

Ability to:

- Read, understand and apply technical information pertaining to computer systems
- Install, maintain, troubleshoot, repair and modify a variety communications and electronic equipment and systems
- Operate, maintain and perform routine repairs on hardware, software and peripheral equipment
- Use the proper test equipment related to electronics maintenance and repair
- Troubleshoot routine hardware and software issues and make minor repairs/adjustments
- Learn and work with new and emerging technologies, work with a broad area of technologies
- Follow-up and monitor progress of assignments
- Adapt quickly to changes in policies, procedures, assignments and work locations
- Work independently and as a team member
- Report to work as scheduled; provide regular and predictable attendance
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those encountered during the course of work

Education: High school diploma or equivalent certificate. College-level coursework (minimum 30 semester units) in computer science or other related field preferred. Associate's Degree in computer science or other closely related field desirable.

Experience: One (1) ~~or two (2)~~ years' of experience working with computer hardware including desktops, laptops, tablets, mobile devices, networking equipment, printers, and configuration of said hardware and associated software.

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

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION TECHNOLOGY TECHNICIAN I

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 35 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 for reading 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, irregular work hours, including evenings and weekends, may be required.

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

~~08/07/17: Update of job duties and minimum qualifications and title change from Information Systems Technician I.~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR LEAD INFORMATION TECHNOLOGY TECHNICIAN

PERSONNEL COMMISSION APPROVAL: JUNE 28, 2017 (Revised)
COUNCIL APPROVAL: AUGUST 7, 2017 NOVEMBER 15, 2022

JOB CODE: 0491TBD
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOB SUMMARY

Under general supervision, performs a wide range of highly complex technical duties to provide effective support for network services and business processes.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Information Technology Manager or Information Technology Supervisor

DISTINGUISHING CHARACTERISTICS

The Information Technology Technician series consists of Information Technology Technician, levels I through IV and Senior Information Technology Technician, and Lead Information Technology Technician. The distinction amongst the Technician levels is determined according to the complexity of the work assigned, the range of supervision needed, and the expertise required to perform the work at the designated level.

The Senior Lead Information Technology Technician performs advanced journey~~master~~-level, highly complex work with broad discretion regarding application of procedures and guidelines and setting work priorities. Incumbents ~~may~~ provide mentoring, on-the-job training and guidance to other staff. Positions assigned to this classification must possess advanced knowledge of the principles, theories, and best practices of complex technician work, as well as project management skills, required to perform the work.

The Senior Information Technology Technician ~~IV~~ performs advanced~~journey~~-level work with discretion regarding the application of procedures and guidelines. Positions assigned to this classification must possess advanced knowledge of the principles, theories, and best practices required to perform the work.

EXAMPLES OF ESSENTIAL DUTIES

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR LEAD INFORMATION TECHNOLOGY TECHNICIAN

- Installs, configures, tests, troubleshoots and repairs standard desktop hardware and software as well as various peripheral equipment
- Installs and maintains complex network support equipment including routers, switches, hubs, fiber optics and other specialized LAN/WAN devices
- Conducts inventory of hardware and software, updates and maintains database inventory system during new installations and relocations
- Monitors various systems for abnormal situations and error messages; performs advanced troubleshooting, diagnosis and repair of malfunctioning equipment and software.
- Performs advanced information system security duties; implements network and data security standards; implements administrative and technical safeguards as needed to ensure appropriate security monitoring, mitigation, documentation and auditing for compliance as well as investigation purposes; maintains well-documented, organized tape library.
- Creates and maintains network shares, printers and server monitoring devices; configures network communication devices for optimum server and network connectivity
- Performs highest level of troubleshooting and repair of equipment
- Performs various system quality assurance activities; tests and troubleshoots system issues using appropriate technology; executes testing plans to validate functionality and resolve issues.
- Plans, implements and monitors hardware and software upgrades, patches, security and backup/recovery processes; obtains new and upgraded system hardware and software from vendors; utilizes appropriate tools to install and test upgrades and patches; may develop utility programs as needed to ensure that new and upgraded systems work effectively with current systems and programs; determines and documents proper installation parameters for software and hardware to ensure smooth integration, transition and efficiency.
- Develops and maintains technical documentation of processes, procedures and produces training materials; provides operating instructions and trains users in procedures for hardware and software use may develop and present various training sessions to users. Train audio visual and desktop users regarding routine technical processes; provides information on basic system and application functions; explains user access rights.
- Informs management of existing or potential production problems; maintains problem logs; communicates with higher-level staff regarding documentation, testing and scheduling concerns; communicates production or testing problems to user departments and keeps them apprised of schedule changes
- In lead capacity, assigns daily work tasks, oversees the work of, and provides training to other staff members when serving as project leader of designated projects
- Reports to work as scheduled and works various hours, including nights and weekends as deemed necessary by supervisor/manager, 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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR LEAD INFORMATION TECHNOLOGY TECHNICIAN

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, concepts, terms and activities common to a comprehensive, state-of-the-art information technology programs
- Characteristics of local and wide area network systems, communication systems, equipment and devices.
- Computer hardware and software, operating systems, workflow processes, direct access techniques and remote processing, records and database management, and computer systems analysis and design.
- Operations, services and activities of a data center or server room
- Methods and techniques of troubleshooting desktop computer and communications system hardware and software problems

Ability to:

- Install and maintain advanced networking equipment and cabling and desktop computer systems at both the hardware and software levels
- Read, interpret and apply technical information pertaining to computer systems and networking including operations procedures and processes
- Install, maintain, troubleshoot, repair and modify a variety of communications and electronic equipment and systems
- Operate, maintain and perform routine repairs on hardware, software and peripheral equipment.
- Use the proper test equipment related to electronics maintenance and repair
- Troubleshoot routine hardware and software issues and make minor repairs/adjustments; document and communicate system errors to appropriate vendor and/or affected staff members.
- Learn and apply new technical information
- Direct and review the work of assigned staff
- Identify training needs and provide clear and effective training
- Recommend and implement information technology goals, objectives and practices for providing effective and efficient technology services
- Adapt quickly to changes in policies, procedures, assignments and work locations in a fast paced environment
- Work independently and as a team member

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR LEAD INFORMATION TECHNOLOGY TECHNICIAN

- Report to work as scheduled; provide regular and predictable attendance
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those encountered during the course of the work

Education: Associate's Degree in computer science, ~~digital electronics~~, telecommunications or other closely related field.

Experience: Five (5) years' ~~advanced~~ journey-level experience installing and maintaining computer hardware and software applications and support, including one year project management experience

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

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: SENIOR LEAD INFORMATION TECHNOLOGY TECHNICIAN

08/07/17: Revision of class specification and title change from Senior Information Systems Technician to Senior Information Technology Technician as part of a update of ten (10) classification titles related to the technician and the analyst series in the Information Services Department.

DRAFT

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~SENIOR~~ PRINCIPAL INFORMATION TECHNOLOGY ANALYST

PERSONNEL COMMISSION APPROVAL: ~~JUNE 28, 2017~~ (REVISED)
COUNCIL APPROVAL: ~~AUGUST 7, 2017~~ NOVEMBER 15, 2022

JOB CODE: 0499TBD
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 Senior-Principal Information Technology Analyst performs complex systems analysis and exercises supervisory~~lead~~ 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 ~~IV~~ in that in that the Senior-Principal Information Technology Analyst performs advanced-level systems analysis and programming work and exercises supervisory~~lead~~ responsibility for a work group or project while the Senior Information Technology Analyst ~~IV~~ performs advanced-level systems analysis and programming work.

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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR PRINCIPAL INFORMATION TECHNOLOGY ANALYST

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
- 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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR PRINCIPAL INFORMATION TECHNOLOGY ANALYST

- 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 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:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR PRINCIPAL INFORMATION TECHNOLOGY ANALYST

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
- 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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~SENIOR~~ PRINCIPAL INFORMATION TECHNOLOGY ANALYST

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
- 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.

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CLASS SPECIFICATION



TITLE: ~~SENIOR~~ PRINCIPAL INFORMATION TECHNOLOGY ANALYST

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.

License/Certificate: A valid California Class C driver license with an acceptable driving record required by 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 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.

~~08/07/17: Update of job duties and minimum qualifications and title change from Senior Information Systems Analyst.~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR PRINCIPAL INFORMATION TECHNOLOGY ANALYST

DRAFT

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR-I

PERSONNEL COMMISSION APPROVAL: ~~AUGUST 21, 2019~~ (REVISED)
COUNCIL APPROVAL: ~~AUGUST 20, 2007~~

JOB CODE: ~~0172TBD~~
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: ~~MEAHBMT~~
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOB SUMMARY

Under direct to general supervision, performs basic to intermediate level public works construction inspections in the public right-of-way, including capital improvement, subdivision, utilities, and maintenance projects.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Construction Manager

DISTINGUISHING CHARACTERISTICS

Construction Inspector ~~I~~ differs from Senior Construction Inspector ~~II~~ in that Construction Inspector ~~I~~ is the entry-level classification within the Construction Inspection series and initially performs basic to intermediate public works infrastructure construction and project inspections. Senior Construction Inspector ~~II~~ is the journey-level classification in the job series and performs the full range of duties with minimum supervision.

EXAMPLES OF ESSENTIAL DUTIES

- Inspects a variety of public works, infrastructure, and capital improvement construction, and maintenance 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 systems, water systems, storm drainage systems, catch basins, culverts, and other work required on permits, subdivision developments and minor contracts
- Reviews plans and specifications of assigned construction projects

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR-I

- Prepares necessary field records and reports as required for approval of assigned work
- Enforces provisions for public safety, pedestrian and vehicle safety in accordance with Occupational and Health Administration (OSHA) and City standards
- Coordinates work with project managers, engineers, contractors, developers, other departments, other public and private agencies and all other parties involved
- Provides support to all Public Works Divisions
- Investigates complaints and requests related to the inspection requirements of the Public Works Department
- Travels to offsite locations within and outside the City
- 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
- 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 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
- Inspection practices to examine construction workmanship and materials for defects and faults
- Basic practices of construction contract administration in a public agency setting
- Mathematics applicable to construction inspection
- Safe driving rules, occupational hazards, and safety practices

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR I

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 conduct inspections in confined spaces both above and below ground
- Calculate 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 orally and in writing
- Establish and maintain effective working relationships with contractors, engineers, City personnel, residents and all others contacted in the line of work
- Travel to offsite locations within a reasonable timeframe
- Work independently and as a team member

Education: -High school diploma or equivalent certificate. An Associate's degree or certificate from an accredited university or college in public works, civil engineering, drafting, surveying, or other related field desirable.

Experience: -Two (2) years' full-time experience in public agency engineering, public works infrastructure construction or inspection.

Licenses/Certifications: A valid California Class C driver license and an acceptable driving record required at time of appointment and throughout employment in this position.

FLEXIBLE STAFFING/RECLASSIFICATION

~~At the discretion of the department head, positions may be filled at the level of Construction Inspector I or Construction Inspector II depending upon the level of skill and experience required of the department.~~

~~Construction Inspector I incumbents may be recommended for reclassification upon meeting the minimum qualifications of Construction Inspector II, specifically:~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR-I

- ~~• Three (3) years' experience performing inspections of public works construction projects.~~

~~Possession of one of the following certificates:~~

- ~~• 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) certification or equivalent as a Special Inspector (welding, concrete, masonry, soil inspection)~~
- ~~• Coating Inspector Program Level 1 or Cathodic Protection Technician certification issued by the National Association of Corrosion Engineers (NACE)~~
- ~~• Grade 2 Water Distribution Operator or Grade 3 Water Distribution Operator Certificate issued by the California State Water Resources Control Board~~

~~Reclassification is not automatic. Consideration is subject to the review, recommendation and approval of the department head and human resources based upon operational and staffing requirements.~~

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: CONSTRUCTION INSPECTOR-I

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 not 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. 8/2007
Rev. 8/2019/jd

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CAPITAL PROJECTS ADMINISTRATOR CONTRACT ADMINISTRATOR

PERSONNEL COMMISSION APPROVAL: APRIL 19, 2019(Revised)

COUNCIL APPROVAL: FEBRUARY, 2002-NOVEMBER 15, 2022

JOB CODE: 0085TBD
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONALS

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 Contract 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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CAPITAL PROJECTS ADMINISTRATOR CONTRACT ADMINISTRATOR

- 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
- 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 CONTRACT 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 CONTRACT ADMINISTRATOR

Licenses/Certifications:

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

Certification as a Professional Construction Manager preferred.

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

SPECIAL CONDITIONS

Employees 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.