



**CITY OF HUNTINGTON BEACH  
INTER-DEPARTMENTAL COMMUNICATION  
HUMAN RESOURCES**

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** REVISIONS TO PRINCIPAL CIVIL ENGINEER JOB CLASS SPECIFICATION  
**DATE:** JANUARY 9, 2019

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The **PRINCIPAL CIVIL ENGINEER** is a managerial job classification in the Engineering series represented by the Management Employees Organization (MEO).

The retirement of a former incumbent provided the opportunity to update the job class specification. Modifications to the job class specification are recommended to 1) refresh the job duties 2) include language regarding mandatory participation in the DMV Employer Pull Notice Program and 3) state the obligation as a City employee to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The Public Works and Human Resources Departments collaborated on the changes to the job class specification. The City and MEO also met and conferred regarding the changes to this classification. The recommendation presented is based upon the departments' input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

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| <b>Job Class Title:</b>    | <b>Principal Civil Engineer</b>                              |
| <b>Pay Grade</b>           | <b>MEO096</b>  |
| <b>Affected Employees:</b> | <b>None</b>  |
| <b>Recommendation:</b>     | <b>Approve changes to update the job class specification</b> |

Att: Principal Civil Engineer Job Class Specification

Cc: Travis Hopkins, Director of Public Works  
Tom Herbel, City Engineer  
Debra Jubinsky, MEO President  
Aaron Peardon, OCEA Representative