



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** REVISIONS TO CODE ENFORCEMENT SUPERVISOR JOB CLASS SPECIFICATION  
**DATE:** JANUARY 9, 2019

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The **CODE ENFORCEMENT SUPERVISOR** is a supervisory job classification in the code enforcement series represented by the Management Employees Organization (MEO).

The retirement of the former incumbent provided the opportunity to 1) update the department name and reporting relationships and 2) update the required certificates to align with the Senior Code Enforcement Officer job class. 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 Community Development 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>Code Enforcement Supervisor</b>
<b>Pay Grade</b>	<b>MEO125</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Recommendation:</b>	<b>Approve changes to update the job class specification</b>

Att: Code Enforcement Supervisor Job Class Specification

Cc: Ursula Luna-Reynosa, Community Development Director  
Debra Jubinsky, MEO President  
Aaron Peardon, OCEA Representative