



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

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO BUILDING MANAGER JOB CLASS SPECIFICATION
DATE: JANUARY 9, 2019

The **BUILDING MANAGER** is a managerial job classification in the Community Development Department represented by the Management Employees Organization (MEO).

The retirement of the former incumbent provided the opportunity to review the job class specification and update the department name and reporting relationships. 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

Job Class Title:	Building Manager
Pay Grade	MEO598
Affected Employees:	None
Recommendation:	Approve changes to update the job class specification

Att: Building Manager Job Class Specification

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