



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

TO: PERSONNEL COMMISSION

FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: REVISIONS TO LIBRARIAN JOB CLASSIFICATION

DATE: MARCH 20, 2019

The **Librarian** is a professional level job classification in the Library Services Department represented by the Municipal Employees Association (MEA).

Updates to the **Librarian** class specification are required to 1) refresh the job duties; 2) update the minimum qualifications; 3) provide notification of having to participate in the DMV Employee Pull Notice Program; and 4) include language stating the obligation as a City employee to work as a Disaster Service Worker. The requested modifications do not materially change the fundamental nature of the work performed and do not affect incumbents. The current pay grade remains the same.

The Library Services and Human Resources Departments collaborated on the recommended changes to the job class specification. The City and MEA have met and conferred regarding the proposed changes.

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: Librarian

Pay Grade: MEA114

Affected Incumbents: None

Recommendation: Approve changes to update the job class specification

Attachment: Librarian Job Class Specification

Cc: Stephanie Beverage, Director of Library Services
Mary Wilson, Principal Librarian
Judy Graham, MEA President