



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

TO: PERSONNEL COMMISSION

FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: REVISIONS TO WATER METER READER JOB CLASSIFICATION

DATE: MARCH 20, 2019

The **Water Meter Reader** is a non-skilled generalist job classification in the Public Works Department represented by the Municipal Employees Association (MEA).

A vacancy resulting from the recent termination of an incumbent provided the opportunity to review and update the **Water Meter Reader** job classification. Updates to the 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 Public Works 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: Water Meter Reader

Pay Grade: MEA397

Affected Incumbents: None

Recommendation: Approve changes to update the job class specification

Attachment: Water Meter Reader Job Class Specification

Cc: Travis Hopkins, Director of Public Works
Brian Ragland, Utilities Manager
Rudy Ocampo, Water Distribution Supervisor
Judy Graham, MEA President