



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

TO: PERSONNEL COMMISSION

FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: REVISIONS TO WASTEWATER OPERATIONS LEADWORKER
JOB CLASSIFICATION SPECIFICATION

DATE: MARCH 20, 2019

The **Wastewater Operations Leadworker** is a multi-position classification within the wastewater operations job series, represented by the Municipal Employees Association (MEA). A recent vacancy provided the opportunity to review the existing job classification specification and edit as necessary.

Modifications to the **Wastewater Operations Leadworker** job specification are recommended to 1) provide a greater understanding of the job; 2) provide notification of participating in the DMV Employee Pull Notice Program; and 3) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary. The current pay grade remains the same.

The recommendation presented is based upon the input from the Public Works and Human Resources Departments input and the meet and confer process. The City and MEA have met and conferred regarding the changes to the job class specification.

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:	Wastewater Operations Leadworker
Pay Grade:	MEA404
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Attachment: Wastewater Operations Leadworker Job Class Specification

cc: Travis Hopkins, Director of Public Works
Brian Ragland, Utilities Manager
Judy Graham, MEA President