



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION

FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: CREATION OF RISK MANAGEMENT ANALYST JOB CLASSIFICATION

DATE: NOVEMBER 14, 2018

As part of the City's succession planning efforts, it is recommended the proposed classification of **Risk Management Analyst** be added to the City's classification plan to be represented by the Management Employees Organization (MEO).

The creation of the **Risk Management Analyst** provides eligibility for flexible staffing that facilitates the opportunity to train and mentor newly-hired employees in a manner that best fits the needs of the department and provides the skills acquisition and development path allowing for higher level work to be performed. The department's staffing will not be increased by the creation of this proposed job classification.

The recommended pay range was determined in accordance with Personnel Rule 12-1 Assigning Positions to Appropriate Ranges and Pay Plans. Market data for similar external classifications and comparison to internal classifications with comparable breadth and scope of work were factors considered in establishing the pay range.

The recommendation presented is based upon internal and external classification comparisons. The City and MEO have met and conferred regarding the creation of this new classification and its inclusion into the City's classification plan.

Staff requests the Personnel Commission approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Proposed Job Class Title:	Risk Management Analyst
Pay Range:	\$36.20 \$38.19 \$40.29 \$42.50 \$44.85
Proposed Action:	Amend the Classification Plan by approving the proposed Risk Management Analyst classification
Affected Employees:	None
Recommendation:	Approve the Amendment to the City's Classification Plan

Attachment: Risk Management Analyst Job Classification Specification

Cc: Scott Smith, MEO President
Aaron Peardon, OCEA Business Representative