



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION

FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: REVISIONS TO ADMINISTRATIVE AIDE JOB CLASSIFICATION

DATE: JUNE 19, 2019

Administrative Aide is the advanced-level in the administrative support job series. The job class is represented by the Municipal Employees Association (MEA). Positions may be employed in various departments throughout the City.

Modifications to the **Administrative Aide** class specification are required to 1) refresh the job duties 2) update the minimum qualifications 3) remove language regarding flexible staffing 4) provide notification of having to participate in the DMV Employee Pull Notice Program and 5) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary. The requested modifications are intended to reflect the present hiring/appointment standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same. The changes will not affect the status of the current incumbents.

The City and MEA have met and conferred regarding the proposed changes to this classification.

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:	Administrative Aide
Pay Grade	MEA428
Recommendation:	Approve changes to update the job class specification

Attachment: Administrative Aide Job Class Specification

Cc: J. Graham, MEA President
G. Daniel, Teamsters Representative