



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

**TO:** PERSONNEL COMMISSION

**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** REVISIONS TO PARKING/CAMPING LEADWORKER JOB CLASSIFICATION

**DATE:** AUGUST 21, 2019

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The **Parking/Camping Leadworker** is a job classification in the Community Services Department represented by the Municipal Employees Association (MEA).

Updates to the **Parking/Camping Leadworker** 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 when necessary. The requested modifications are intended to update the classification 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 Community Services and Human Resources Departments have collaborated on the recommended changes to the job classification. The MEA has been notified 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**

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**Job Class Title:** Parking/Camping Leadworker

**Pay Grade** MEA401

**Recommendation:** Approve changes to update the job class specification

**Attachment:** Parking/Camping Leadworker Job Class Specification

**Cc:** Marie Knight, Director of Community Services  
Terry Tintle, Chief Stewart, Teamsters