



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

TO: PERSONNEL COMMISSION

FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: REVISIONS TO EQUIPMENT/AUTOMOTIVE MAINTENANCE CREWLEADER
JOB CLASSIFICATION SPECIFICATION

DATE: AUGUST 21, 2019

The **Equipment/Automotive Maintenance Crewleader** is a working supervisor within the Fleet Services Division of the Public Works Department, represented by the Municipal Employees Association (MEA).

A vacancy resulting from an incumbent retiring provided the opportunity to update the job class specification. The changes are recommended to 1) refresh the job duties; 2) include certificates required to perform the work; 3) provide notification of having to participate in the DMV Employee Pull Notice Program; and 4) correct the agency governing safety sensitive job classifications. The requested modifications are intended to update the classification to reflect the present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The Public Works and Human Resources Departments collaborated on the recommended changes. The MEA was also contacted and notified of the revised job spec changes.

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

STAFF RECOMMENDATION

Proposed Job Class Title:	Equipment/Automotive Maintenance Crewleader
Pay Grade:	MEA142
Action:	Update Existing Job Classification
Affected Employees:	None
Recommendation:	Approve changes to update the job class specification
Attachment:	Equipment/Automotive Maintenance Crewleader Job Class Specification
Cc:	Tom Herbel, Acting Director of Community Services Jerry Thompson, General Services Manager Terry Tintle, Chief Stewart, Teamsters