



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** REVISIONS TO INSPECTION SUPERVISOR JOB CLASS SPECIFICATION  
**DATE:** AUGUST 21, 2019

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The **Inspection Supervisor** is a managerial job classification in the Inspection series represented by the Management Employees Organization (MEO).

The Public Works Department is seeking to add a position to supervise the construction inspection personnel. The Inspection Supervisor job class would fulfill the department's needs. However, the job class spec needs to be revised to include job duties specific to the Public Works Department. Modifications to the job class specification are recommended to 1) refresh the job duties to reflect assignments in the public works department 2) include language regarding mandatory participation in the DMV Employer Pull Notice Program and 3) state the obligation as a City employee to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

Input was received from the Public Works and Community Development Departments. The MEO was also notified of the proposed changes

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

### STAFF RECOMMENDATION

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<b>Job Class Title:</b>	<b>Inspection Supervisor</b>
<b>Pay Grade</b>	<b>MEO073</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Recommendation:</b>	<b>Approve changes to update the job class specification</b>

Attachment: Inspection Supervisor Job Class Specification

Cc: Tom Herbel, Acting Director of Public Works  
Ursula Luna-Reynosa, Community Development Director  
Eric Haghani, Building Manager  
Joe Dale, Construction Manager  
Debra Jubinsky, MEO President  
Aaron Peardon, OCEA Representative