



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

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO FIRE PROTECTION ANALYST JOB CLASS SPECIFICATION
DATE: AUGUST 21, 2019

The **Fire Protection Analyst** is a journey-level job classification in the Fire Department represented by the Management Employees Organization (MEO).

An update of the job classification provides the opportunity to update the current class specification to 1) add essential duties required of every employee 2) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary and 3) provide notification of required participation in the DMV Employee Pull Notice Program.

The Fire and Human Resources Departments have reviewed the recommended changes to the job classification specification. The City and MEO have met and conferred regarding the 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:	Fire Protection Analyst
Pay Grade	MEO130
Affected Employees:	None
Recommendation:	Approve changes to update job class specification

Attachment: Fire Protection Analyst Job Class Specification

Cc: Mark Daggett, Acting Fire Chief
Debra Jubinsky, MEO President
Aaron Peardon, OCERS Business Representative