



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION

FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: CREATION OF PARKS DEVELOPMENT/FACILITIES PROJECT COORDINATOR JOB CLASSIFICATION

DATE: AUGUST 21, 2019

The Community Services Department is seeking to create the job classification of **Parks Development/Facilities Project Coordinator**.

The **Parks Development/Facilities Project Coordinator** classification will ensure effective and efficient coordination and oversight of park development and facilities projects. In some respects, this classification is a hybrid between the existing job classifications of Associate Planner and Project Manager Assistant. However, neither of these classifications alone provides the required expertise to perform the full range of job duties necessary to fulfill the department's operational goals and objectives. The classification will be FLSA exempt – Learned Professional and will be represented by the Management Employees Organization (MEO) bargaining unit. The department's staffing total will not increase by the creation of this classification and full funding for the position is budgeted in the FY 2019-20 budget.

The pay range recommendation presented is based upon internal and external classification comparisons. The recommended compensation was determined in accordance with Personnel Rule 12-1 Assigning Positions to Appropriate Ranges and Pay Plans. Market data for similar external classifications and comparison to internal classifications with comparable minimum qualifications, knowledge, skills, training, experience, breadth and scope of work were factors considered in establishing the pay range.

The City and MEO have met and conferred regarding the creation of this new classification and its inclusion into the City's classification plan at the recommended compensation level.

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Proposed Job Class Title: Parks Development/ Facilities Project Coordinator

Proposed Pay Range: \$39.61 \$41.78 \$44.08 \$46.51 \$49.07

Recommendation: Amend the City's Classification Plan by approving the proposed Parks Development/Facilities Project Coordinator job classification and establishing the compensation

Attachment: Parks Development/ Facilities Project Coordinator Job Classification Specification

Cc: Marie Knight, Director of Community Services
Debra Jubinsky, MEO President
Aaron Peardon, OCEA Business Representative