



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

TO: PERSONNEL COMMISSION
FROM: TIFFANY BOSE, HUMAN RESOURCES MANAGER
SUBJECT: REVISIONS TO DEPUTY CITY ATTORNEY III JOB CLASS SPECIFICATION
DATE: NOVEMBER 20, 2019

The **Deputy City Attorney III** job classification is assigned to the City Attorney's Office and represented by the Huntington Beach Management Employees' Organization (MEO).

Modifications to the **Deputy City Attorney III** job specification are recommended to: 1) update the job duties, qualifications and certification language 2) incorporate language regarding participation in the DMV Employer Pull Notice program 3) include language stating the obligation to work as a Disaster Service Worker when necessary and 4) updated the physical tasks and environmental conditions. 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 City Attorney's Office and Human Resources Department have collaborated on the recommended changes to the job classification. The MEO 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

Job Class Title:	Deputy City Attorney III
Pay Grade:	MEO079
Affected Employees:	None
Recommendation:	Approve the updated job class specification

Attachment: Deputy City Attorney III Job Class Specification

Cc: Michael Gates, City Attorney
Debra Jubinsky, MEO President