



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

TO: PERSONNEL COMMISSION
FROM: TIFFANY BOSE, HUMAN RESOURCES MANAGER
SUBJECT: REVISIONS TO SENIOR ACCOUNTING TECHNICIAN JOB CLASS SPECIFICATION
DATE: DECEMBER 18, 2019

The **Senior Accounting Technician** job classification is assigned to the Finance Department and represented by the Huntington Beach Municipal Employees' Association (MEA).

Modifications to the **Senior Accounting Technician** 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 Finance Department and Human Resources Department have collaborated on the recommended changes to the job classification. The MEA 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: Senior Accounting Technician
Pay Grade: MEA288
Affected Employees: None
Recommendation: Approve the updated job class specification

Attachment: Senior Accounting Technician Job Class Specification

Cc: Sunny Rief, Acting Assistant Chief Financial Officer
Joyce Zacks, Finance Manager - Treasury
Terry Tintle, HBMEA Chief Steward
Christian Leiva, Teamsters Representative