



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

**TO:** PERSONNEL COMMISSION  
**FROM:** TIFFANY BOSE, HUMAN RESOURCES MANAGER  
**SUBJECT:** REVISIONS TO PAYROLL SPECIALIST JOB CLASS SPECIFICATION  
**DATE:** DECEMBER 18, 2019

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

Modifications to the **Payroll Specialist** 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**

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**Job Class Title:** Payroll Specialist  
**Pay Grade:** MEA458  
**Affected Employees:** None  
**Recommendation:** Approve the updated job class specification

**Attachment:** Payroll Specialist Job Class Specification

**Cc:** Sunny Rief, Acting Assistant Chief Financial Officer  
Terry Tintle, HBMEA Chief Steward  
Christian Leiva, Teamsters Representative