



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

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

The **Community Services Manager** job classification is assigned to the Community Services Department and represented by the Huntington Beach Management Employees' Organization (MEO).

Modifications to the **Community Services Manager** job specification are recommended to: 1) update the job duties 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 Community Services Department 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: Community Services Manager
Pay Grade: MEO353
Affected Employees: None
Recommendation: Approve the updated job class specification

Attachment: Community Services Manager Job Class Specification

Cc: Christopher Slama, Director of Community Services
Debra Jubinsky, MEO President