



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

TO: PERSONNEL COMMISSION
FROM: TIFFANY BOSE, HUMAN RESOURCES MANAGER
SUBJECT: REVISIONS TO SURVEY PARTY CHIEF JOB CLASS SPECIFICATION
DATE: NOVEMBER 20, 2019

The **Survey Party Chief** job classification is assigned to the Public Works Department and represented by the Huntington Beach Municipal Employees' Association (HBMEA).

Modifications to the **Survey Party Chief** 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 and 3) include language stating the obligation to work as a Disaster Service Worker when necessary. 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 Public Works 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:	Survey Party Chief
Pay Grade:	MEA183
Affected Employees:	None
Recommendation:	Approve the updated job class specification

Attachment: Survey Party Chief Job Class Specification

Cc: Tom Herbel, Acting Public Works Director
Joseph Dale, Construction Manager
Terry Tintle, HBMEA Chief Steward
Christian Leiva, Teamsters Representative