



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

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

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

Modifications to the **Assistant to the City Manager** job specification are recommended to: 1) update the job duties and reporting relationship to also include supervisory duties of lower level staff 2) update the minimum qualifications 3) incorporate language regarding participation in the DMV Employer Pull Notice program and 4) 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 City Manager'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: Assistant to the City Manager
Pay Grade: MEO057
Affected Employees: None
Recommendation: Approve the updated job class specification

Attachment: Assistant to the City Manager Job Class Specification

Cc: Travis Hopkins, Acting Assistant City Manager
Debra Jubinsky, MEO President