



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

TO: PERSONNEL COMMISSION
FROM: TIFFANY BOSE, HUMAN RESOURCES MANAGER
SUBJECT: REVISIONS TO ASSOCIATE CIVIL ENGINEER JOB CLASS SPECIFICATION
DATE: JANUARY 15, 2020

The **Associate Civil Engineer** job classification is assigned to the Public Works Department and represented by the Huntington Beach Management Employees' Organization (MEO).

Modifications to the **Associate Civil Engineer** 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 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:	Associate Civil Engineer
Pay Grade:	MEO123
Affected Employees:	None
Recommendation:	Approve the updated job class specification

Attachment: Associate Civil Engineer Job Class Specification

Cc: Tom Herbel, Acting Public Works Director
Andrew Ferrigno, Principal Civil Engineer
Debra Jubinski, MEO President