



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

**TO:** PERSONNEL COMMISSION  
**FROM:** TIFFANY BOSE, HUMAN RESOURCES MANAGER  
**SUBJECT:** REVISIONS TO THE MARINE SAFETY OFFICER I JOB CLASS SPECIFICATION  
**DATE:** MARCH 4, 2020

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The **Marine Safety Officer I** job classification is assigned to the Marine Safety Division and represented by the Marine Safety Management Association (MSMA).

Modifications to the **Marine Safety Officer I** job specification are recommended to: 1) revise the job title to **Marine Safety Officer** to better align with the job title and functional reporting structure in the City's Fire Department, and as supported by research collected from similar benchmark agencies 2) update the job duties and certification language 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 current and consistent job title and present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The Marine Safety Division and Human Resources Department have collaborated on the recommended changes to the job classification. The MSMA 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:** Marine Safety Officer  
**Pay Grade:** MSM467  
**Affected Employees:** None  
**Recommendation:** Approve the updated job class specification

**Attachment:** Marine Safety Officer Job Class Specification

**Cc:** Mike Baumgartner, Marine Safety Division Chief  
Doug Leach, MSMA Chief Steward