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 II JOB CLASS SPECIFICATION

DATE: MARCH 4, 2020

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

Modifications to the **Marine Safety Officer II** job specification are recommended to: 1) revise the job title to **Marine Safety Captain** 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

Job Class Title:	**Marine Safety Captain**
Pay Grade:	**MSM468**
Affected Employees:	**Nine (9)**
Recommendation:	**Approve the updated job class specification**

Attachment: Marine Safety Captain Job Class Specification

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