



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

TO: PERSONNEL COMMISSION
FROM: TRAVIS HOPKINS, ASSISTANT CITY MANAGER
SUBJECT: REVISIONS TO THE SENIOR LIBRARIAN JOB CLASS SPECIFICATION
DATE: OCTOBER 21, 2020

The **Senior Librarian** job classification is assigned to the Library Services Department and is represented by the Management Employees' Organization (MEO).

Modifications to the **Senior Librarian** job specification are recommended to: 1) update the job duties and certification language, 2) to incorporate language regarding participation in the DMV Employer Pull Notice program, and 3) to 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 Library Services 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:	Senior Librarian
Pay Grade:	MEO077
Affected Employees:	None
Recommendation:	Approve the updated job class specification

Attachment: Senior Librarian Job Class Specification

Cc: Stephanie Beverage, Director of Library Services
Steven Park, Principal Librarian
Debra Jubinsky, MEO Chief Steward
Aaron Peardon, Senior Labor Relations Representative, OCEA