



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

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

The **Accounting Technician I** job classification is assigned to the Finance Department and is represented by Huntington Beach Municipal Teamsters (HBMT).

Modifications to the **Accounting Technician I** 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 Finance Department and Human Resources Department have collaborated on the recommended changes to the job classification. The HBMT 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: Accounting Technician I
Pay Grade: MEA286
Affected Employees: None
Recommendation: Approve the updated job class specification

Attachment: Accounting Technician I Job Class Specification

Cc: Dahle Bulosan, Chief Financial Officer
Sunny Rief, Assistant Chief Financial Officer
Terry Tintle, HBMT Chief Steward
Christian Leiva, Teamsters Representative