



Legislation Details (With Text)

**File #:** 21-155  
**Type:** Consent Calendar                      **Status:** Agenda Ready  
**File created:** 2/8/2021                      **In control:** Personnel Commission  
**On agenda:** 2/17/2021                      **Final action:**  
**Title:** Revisions to the Deputy City Clerk Job Class Specification  
**Attachments:** 1. Att#1 Deputy City Clerk Rev, 2. Att#2 Deputy City Clerk Final, 3. Att#3 City Clerk Org Chart

Date	Ver.	Action By	Action	Result
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**SUBMITTED TO: Personnel Commission**

**SUBMITTED BY: Travis Hopkins, Assistant City Manager**

**DATE: February 17, 2021**

**Subject:**  
**Revisions to the Deputy City Clerk Job Class Specification**

The **Deputy City Clerk** job classification is assigned to the City Clerk’s Office and represented by the Huntington Beach Municipal Teamsters (MBMT).

Modifications to the **Deputy City Clerk** job class specification are recommended to: 1) update job duties; 2) update desired certifications; 3) update flexible staffing/reclassification requirements; and 4) update the physical tasks and environmental conditions. The requested modifications are intended to update the classification to reflect current and consistent job requirements and present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The City Clerk’s Office and Human Resources Division have collaborated on the recommended changes to the job classification. 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: Deputy City Clerk**

**Pay Grade: MEA134**

**Affected Employees: Two**

**Recommendation: Approve the updated job class specification**

**Attachment(s):**

1. Deputy City Clerk Job Class Specification (Red-lined)
2. Deputy City Clerk Job Class Specification
3. City Clerk's Office Org Chart

Cc: Robin Estanislau, City Clerk  
Sarah Whitecotton, HBMT Chief Steward  
Cristian Leiva, Teamsters Representative