



# City of Huntington Beach

**File #:** 21-329

**MEETING DATE:** 4/21/2021

**SUBMITTED TO:** Personnel Commission

**SUBMITTED BY:** John Clark, Interim Director of Administrative Services

**DATE:** April 21, 2021

**Subject:**  
**Revisions to the Accountant Job Class Specification**

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

Modifications to the **Accountant** job class specification are recommended to: 1) add reporting relationships; 2) update job duties; 3) update minimum qualifications including experience and licensing requirements and certification preference in accordance with the needs of the position and department; 4) add DMV Employer Pull Program notice and Disaster Service Worker requirements; 5) add flexible staffing/reclassification language; and 6) update the physical tasks and environmental conditions. These 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 Finance Department collaborated with Human Resources on the recommended changes, and HBMT has reviewed the proposed changes.

**Job Class Title:** Accountant  
**Pay Grade:** MEA111  
**Affected Employees:** None

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION:**  
**Approve the updates to the job class specification of Accountant.**

**Attachment(s):**

1. Accountant Job Class Specification Rev
2. Accountant Job Class Specification Final
3. Finance Department Organizational Chart

Cc: Dahle Bulosan, Chief Financial Officer  
Sarah Whitecotton, HBMT Chief Steward  
Cristian Leiva, Teamsters Representative