



# City of Huntington Beach

**File #:** 21-387

**MEETING DATE:** 5/19/2021

**SUBMITTED TO:** Personnel Commission

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

**DATE:** May 19, 2021

**Subject:**

**Revisions to the Crime Scene Investigator Job Class Specification**

The **Crime Scene Investigator** job classification is assigned to the Police Department and represented by the Huntington Beach Municipal Teamsters (HBMT).

Modifications to the **Crime Scene Investigator** job class specification are recommended to: 1) add reporting relationships; 2) update job duties; 3) update minimum qualifications including education, experience, licensing, and certification requirements in accordance with the needs of the position and department; 4) add DMV Employer Pull Program notice and Disaster Service Worker requirements; and 5) 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 Police Department collaborated with Human Resources on the recommended changes, and HBMT has reviewed the proposed changes.

**Job Class Title:** Crime Scene Investigator  
**Pay Grade:** MEA255  
**Affected Employees:** One

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 Crime Scene Investigator.**

**Attachment(s):**

1. Crime Scene Investigator Job Class Specification Rev
2. Crime Scene Investigator Job Class Specification Final
3. Police Department Organizational Chart