



# City of Huntington Beach

**File #:** 23-103

**MEETING DATE:** 2/1/2023

**SUBMITTED TO:** Personnel Commission

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

**DATE:** February 1, 2023

**Subject:**

**Creation of Merged Job Classification Specification**

At the November 15, 2022 City Council meeting, Council approved the Classification and Compensation Study Implementation Plan. This action requires multiple new, merged, and revised job classification specifications to be drafted and approved by the Personnel Commission. At the same meeting, Council also approved deletion of 55 job classifications/titles that are vacant/unused.

At the December 14, 2022 Personnel Commission meeting, the Commission formed two ad hoc committees and appointed members to each committee. The appointed members of the Merged Classification Specification Review Ad Hoc Committee - Vice-Chair Thompson and Commissioner Elford - were tasked with reviewing draft **merged** classifications specifications, and making recommendations to the full Commission at the January 18, 2023 and February 1, 2023 Personnel Commission meetings.

The merged job classification titles and pay ranges approved by the City Council and ready for review at this time include:

- Water Utility Crew Leader (HBMT), Pay Range 188

This position is a merger of at least two existing positions, and will all perform job duties necessary to fulfill the City's operational goals and objectives.

The Human Resources Department has created the job classification in collaboration with the department in which the positions are assigned, and the bargaining units representing each position have reviewed the proposed job classifications.

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

**STAFF RECOMMENDATION:**

**Amend the City's Classification Plan by approving the proposed merged job classifications of Water Utility Crew Leader.**

**Attachment(s):**

1. Classification and Compensation Study Implementation Plan MERGED Job Class Specification