



## Legislation Details (With Text)

**File #:** 21-386 **Version:** 2  
**Type:** Consent Calendar **Status:** Agenda Ready  
**File created:** 5/5/2021 **In control:** Personnel Commission  
**On agenda:** 5/19/2021 **Final action:**  
**Title:** Revisions to the Stock Clerk Job Class Specification  
**Attachments:** 1. Att#1 Stock Clerk Rev, 2. Att#2 Stock Clerk Final, 3. Att#3 Public Works Organizational Chart

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

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

**DATE:** May 19, 2021

**Subject:**  
**Revisions to the Stock Clerk Job Class Specification**

The **Stock Clerk** job classification is assigned to the Public Works Department and represented by the Huntington Beach Municipal Teamsters (HBMT).

Modifications to the **Stock Clerk** job class specification are recommended to: 1) add reporting relationships; 2) update job duties; 3) update minimum qualifications including 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 Public Works Department collaborated with Human Resources on the recommended changes, and HBMT has reviewed the proposed changes.

**Job Class Title:** Stock Clerk  
**Pay Grade:** MEA386  
**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 Stock Clerk.**

**Attachment(s):**

1. Stock Clerk Job Class Specification Rev
2. Stock Clerk Job Class Specification Final
3. Public Works Department Organizational Chart