Legislation Details (With Text)

File #:	22-993	**Version:** 1	
Type:	Consent Calendar	**Status:**	Agenda Ready
File created:	11/10/2022	**In control:**	Personnel Commission
On agenda:	11/16/2022	**Final action:**	
Title:	Revisions to the Administrative Assistant Job Class Specification		
Attachments:	1. Administrative Assistant Job Class Specification Mark Up, 2. Administrative Assistant Job Class Specification Rev		

Date	Ver.	Action By	Action	Result

SUBMITTED TO: Personnel Commission

SUBMITTED BY: Brittany Mello, Director of Administrative Services

DATE: November 16, 2022

Subject:
Revisions to the Administrative Assistant Job Class Specification

The **Administrative Assistant** job classification is assigned to various departments at the City and is represented by the Huntington Beach Municipal Teamsters (HBMT).

Modifications to the **Administrative Assistant** job class specification are recommended to: 1) add reporting relationships; 2) update job duties; 3) update minimum qualifications including knowledge, ability, and licensing requirements; 4) add DMV Employer Pull Program notice and Disaster Service Worker requirements; and 5) update the physical tasks and environmental conditions in accordance with the needs of the position and department. 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.

Departments with Administrative Assistants collaborated with Human Resources on the recommended changes, and HBMT has reviewed the proposed changes.

Job Class Title:	**Administrative Assistant**
Pay Grade:	**166**
Affected Employees:	**Seven**

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 Administrative Assistant.

Attachment(s):
1. Administrative Assistant Job Class Specification Mark Up
2. Administrative Assistant Job Class Specification Rev