



Legislation Details (With Text)

File #: 22-997 **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: Creation of Information Technology Project Coordinator Job Class Specification

Attachments: 1. Information Technology Project Coordinator Job Class Specification NEW, 2. Administrative Services Department Organization Chart

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

SUBMITTED BY: Brittany Mello, Director of Administrative Services

DATE: November 16, 2022

Subject:

Creation of Information Technology Project Coordinator Job Class Specification

The Administrative Services Department is seeking to create the job classification of **Information Technology Project Coordinator**.

The Information Technology Project Coordinator classification will ensure effective and efficient coordination of projects for the Information Services Division of the Administrative Services Department. This position will perform job duties necessary to fulfill the City's operational goals and objectives. The classification is FLSA non-exempt - Technicians and will be represented by the Huntington Beach Municipal Teamsters (HBMT).

The pay range recommendation was based upon internal and external classification comparisons, and was approved by the City Council at the December 21, 2021 meeting. The recommended compensation was determined in accordance with Personnel Rule 12-1 Assigning Positions to Appropriate Ranges and Pay Plans.

The Administrative Services Department has created the job classification, and HBMT has reviewed the proposed job classification.

Proposed Job Class Title: Information Technology Project Coordinator
Pay Grade: 203

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 Information Technology Project Coordinator job classification.

Attachment(s):

1. Information Technology Project Coordinator Job Class Specification NEW
2. Administrative Services Department Organizational Chart