



# City of Huntington Beach

**File #:** 21-147

**MEETING DATE:** 2/17/2021

**SUBMITTED TO:** Personnel Commission

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

**DATE:** February 17, 2021

**Subject:**

**Revisions to the Community Services Recreation Supervisor Job Class Specification**

The **Community Services Recreation Supervisor** job classification is assigned to the Community & Library Services Department and represented by the Huntington Beach Municipal Teamsters (MBMT).

Modifications to the **Community Services Recreation Supervisor** job class specification are recommended to: 1) update the reporting relationships and job duties; 2) update the education, license/certification language; 3) incorporate language regarding participation in the DMV Pull Program Notice program and Disaster Service Worker obligations; and 4) 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 Community & Library Services Department and Human Resources Division have collaborated on the recommended changes to the job classification. HBMT has been notified regarding the proposed changes to this classification.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION:**

**Job Class Title:** Community Services Recreation Supervisor

**Pay Grade:** MEA258

**Affected Employees:** Four

**Recommendation:** Approve the updated job class specification

**Attachment(s):**

1. Community Services Recreation Supervisor Job Class Specification (Red-lined)
2. Community Services Recreation Supervisor Job Class Specification
3. Community & Library Services Org Chart

Cc: Chris Slama, Director of Community & Library Services  
Sarah Whitecotton, HBMT Chief Steward  
Cristian Leiva, Teamsters Representative