



City of Huntington Beach

File #: 21-148

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 Manager Job Class Specification

The **Community Services Manager** job classification is assigned to the Community & Library Services Department and represented by the Management Employees Organization (MEO).

Modifications to the **Community Services Manager** job class specification are recommended to: 1) update the reporting relationships and job duties due to restructure of the department/divisions; 2) update the education and experience requirements; and 3) 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. MEO 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 Manager

Pay Grade: MEO353

Affected Employees: Three

Recommendation: Approve the updated job class specification

Attachment(s):

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

Cc:

Chris Slama, Director of Community & Library Services
Debra Jubinsky, MEO Chief Steward
Aaron Peardon, Senior Labor Relations Representative, OCEA