



# City of Huntington Beach

**File #:** 21-149

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

**SUBMITTED TO:** Personnel Commission

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

**DATE:** February 17, 2021

**Subject:**

**Revisions to the Senior Librarian Job Class Specification**

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

Modifications to the **Senior Librarian** job class specification are recommended to: 1) update the reporting relationships; and 2) update the experience requirements. 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:** Senior Librarian

**Pay Grade:** MEO077

**Affected Employees:** Two

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

**Attachment(s):**

1. Senior Librarian Job Class Specification (Red-lined)
2. Senior Librarian 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