



City of Huntington Beach

File #: 21-150

MEETING DATE: 2/17/2021

SUBMITTED TO: Personnel Commission

SUBMITTED BY: Travis Hopkins, Assistant City Manager

DATE: February 17, 2021

Subject:

Revisions to the Fire Protection Analyst Job Class Specification

The **Fire Protection Analyst** job classification is assigned to the Fire Department and represented by the Management Employees Organization (MEO).

Modifications to the **Fire Protection Analyst** job class specification are recommended to: 1) change the job title to Deputy Fire Marshal to better align with industry standards (approved by the City Council on 11/2/2020); 2) update the reporting relationships; and 3) update the job duties and minimum qualifications, including certification 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 pay grade remains the same.

The Fire 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: Deputy Fire Marshal

Pay Grade: MEO611

Affected Employees: One

Recommendation: Approve the updated job class specification

Attachment(s):

1. Fire Protection Analyst Job Class Specification (Red-lined)
2. Deputy Fire Marshal Job Class Specification
3. Fire Department Org Chart

Cc:

Scott Haberle, Fire Chief
Debra Jubinsky, MEO Chief Steward
Aaron Peardon, Senior Labor Relations Representative, OCEA