



City of Huntington Beach

File #: 21-151

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 Safety Program Specialist Job Class Specification

The **Fire Safety Program Specialist** job classification is assigned to the Fire Department and represented by the Huntington Beach Municipal Teamsters (MBMT).

Modifications to the **Fire Safety Program Specialist** job class specification are recommended to: 1) change the job title to Fire Prevention Inspector I to better reflect industry standards (approved by City Council on 11/2/2020); 2) update the reporting relationships and job duties; 3) update the education, experience, and license/certification language; 4) incorporate language regarding participation in the DMV Pull Program Notice program and Disaster Service Worker obligations; and 5) 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 Fire 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: Fire Prevention Inspector I

Pay Grade: MEA613

Affected Employees: None

Recommendation: Approve the updated job class specification

Attachment(s):

1. Fire Safety Program Specialist Job Class Specification (Red-lined)
2. Fire Prevention Inspector I Job Class Specification

3. Fire Department Org Chart

Cc: Scott Haberle, Fire Chief
Sarah Whitecotton, HBMT Chief Steward
Cristian Leiva, Teamsters Representative