



City of Huntington Beach

File #: 21-152

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 Prevention Inspector Job Class Specification

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

Modifications to the **Fire Prevention Inspector** job class specification are recommended to: 1) change the job title to Fire Prevention Inspector II 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 II

Pay Grade: MEA612

Affected Employees: Four

Recommendation: Approve the updated job class specification

Attachment(s):

1. Fire Prevention Inspector Job Class Specification (Red-lined)
2. Fire Prevention Inspector II Job Class Specification

3. Fire Department Org Chart

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