



City of Huntington Beach

File #: 21-156

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 Deputy City Clerk Job Class Specification

The **Senior Deputy City Clerk** job classification is assigned to the City Clerk's Office and represented by the Huntington Beach Municipal Teamsters (MBMT).

Modifications to the **Senior Deputy City Clerk** job class specification are recommended to: 1) add reporting relationship; 2) update job duties; 3) update minimum requirements, including education, experience and certifications, in accordance with the needs of the position and department; and 4) 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 City Clerk's Office 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: Senior Deputy City Clerk

Pay Grade: MEA135

Affected Employees: None

Recommendation: Approve the updated job class specification

Attachment(s):

1. Senior Deputy City Clerk Job Class Specification (Red-lined)
2. Senior Deputy City Clerk Job Class Specification
3. City Clerk's Office Org Chart

Cc: Robin Estanislau, City Clerk
Sarah Whitecotton, HBMT Chief Steward
Cristian Leiva, Teamsters Representative