



# City of Huntington Beach

**File #:** 21-321

**MEETING DATE:** 4/21/2021

**SUBMITTED TO:** Personnel Commission

**SUBMITTED BY:** John Clark, Interim Director of Administrative Services

**DATE:** April 21, 2021

**Subject:**

**Revisions to the Senior Trial Counsel Job Class Specification**

The **Senior Trial Counsel** job classification is assigned to the City Attorney's Office and represented by the Management Employees Organization (MEO).

Modifications to the **Senior Trial Counsel** job class specification are recommended to: 1) add EEOC Code; 2) correct a typographical error; and 3) update the experience requirements. These 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 Attorney's Office and the Human Resources Division have collaborated on the recommended changes to the job classification. MEO has been notified of the proposed changes.

**Job Class Title:** Senior Trial Counsel  
**Pay Grade:** MEO333  
**Affected Employees:** None

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION:**

**Approve the updates to the job class specification of Senior Trial Counsel.**

**Attachment(s):**

1. Senior Trial Counsel Job Class Specification Rev
2. Senior Trial Counsel Job Class Specification Final
3. City Attorney's Office Organizational Chart

**Cc:** Michael Gates, City Attorney  
Debra Jubinsky, MEO Chief Steward  
Aaron Peardon, Senior Labor Relations Representative, OCEA