



City of Huntington Beach

File #: 21-322

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 Community Services & Recreation Specialist Job Class Specification

The **Community Services & Recreation Specialist** job classification is assigned to the Community and Library Services Department and represented by the Huntington Beach Municipal Teamsters (MBMT).

Modifications to the **Community Services & Recreation Specialist** job class specification are recommended to: 1) add reporting relationships; 2) update job duties; 3) update licensing and certification requirements in accordance with the needs of the position and department; 4) add Disaster Service Worker requirements; and 5) update the physical tasks and environmental conditions. 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 Community & Library Services Department collaborated with Human Resources on the recommended changes, and HBMT has reviewed the proposed changes.

Job Class Title: Community Services & Recreation Specialist
Pay Grade: MEA269
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 Community Services & Recreation Specialist.

Attachment(s):

1. Community Services & Recreation Specialist Job Class Specification Rev
2. Community Services & Recreation Specialist Job Class Specification Final
3. Community & Library Services Department Organizational Chart

Cc: Chris Slama, Director of Community & Library Services

Sarah Whitecotton, HBMT Chief Steward
Cristian Leiva, Teamsters Representative