



City of Huntington Beach

File #: 21-324

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 Literacy Program Specialist Job Class Specification

The **Literacy Program Specialist** job classification is assigned to the Community and Library Services Department and represented by the Huntington Beach Municipal Teamsters (HBMT).

Modifications to the **Literacy Program Specialist** job class specification are recommended to: 1) update reporting relationships; 2) update job duties; 3) update minimum qualifications including knowledge, ability, and licensing requirements in accordance with the needs of the position and department; 4) add DMV Employer Pull Program notice, bilingual fluency preference, and 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 and Library Services Department collaborated with Human Resources on the recommended changes, and HBMT has reviewed the proposed changes.

Job Class Title: Literacy Program Specialist
Pay Grade: MEA302
Affected Employees: One

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 Literacy Program Specialist.

Attachment(s):

1. Literacy Program Specialist Job Class Specification Rev
2. Literacy Program 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