City of Huntington Beach

2000 Main Street,
Huntington Beach, CA
92648

File #: 21-325　　　　　　　　　　　　　　　　　　　**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 Beach Maintenance Service Worker Job Class Specification

The **Beach Maintenance Service Worker** job classification is assigned to the Public Works Department and represented by the Huntington Beach Municipal Teamsters (HBMT).

Modifications to the **Beach Maintenance Service Worker** job class specification are recommended to: 1) add 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 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 Public Works Department collaborated with Human Resources on the recommended changes, and HBMT has reviewed the proposed changes.

　　Job Class Title:　　**Beach Maintenance Service Worker**
　　Pay Grade:　　　　　**MEA452**
　　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 Beach Maintenance Service Worker.

Attachment(s):
1. Beach Maintenance Service Worker Job Class Specification Rev
2. Beach Maintenance Service Worker Job Class Specification Final
3. Public Works Department Organizational Chart

Cc:　　　　　　　　　　　Sean Crumby, Director of Public Works

Sarah Whitecotton, HBMT Chief Steward
Cristian Leiva, Teamsters Representative