



City of Huntington Beach

File #: 21-328

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 Associate Planner Job Class Specification

The **Associate Planner** job classification is assigned to the Community Development Department and represented by the Management Employees Organization (MEO).

Modifications to the **Associate Planner** job class specification are recommended to: 1) add supervisory relationships; 2) update job duties; 3) update minimum qualifications including knowledge, ability, education, experience 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 Community Development Department collaborated with Human Resources on the recommended changes, and MEO has reviewed the proposed changes.

Job Class Title: Associate Planner
Pay Grade: MEO071
Affected Employees: Two

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 Associate Planner.

Attachment(s):

1. Associate Planner Job Class Specification Rev
2. Associate Planner Job Class Specification Final
3. Community Development Department Organizational Chart

Cc:

Ursula Luna-Reynosa, Director of Community Development
Debra Jubinsky, MEO Chief Steward
Aaron Peardon, Senior Labor Relations Representative, OCEA