



City of Huntington Beach

File #: 21-330

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 Accountant Job Class Specification

The **Senior Accountant** job classification is assigned to the Finance Department and represented by the Huntington Beach Municipal Teamsters (HBMT).

Modifications to the **Senior Accountant** job class specification are recommended to: 1) add reporting relationships; 2) update job duties; 3) update minimum qualifications including experience and licensing requirements and certification preference 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 Finance Department collaborated with Human Resources on the recommended changes, and HBMT has reviewed the proposed changes.

Job Class Title: Senior Accountant
Pay Grade: MEA110
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 Senior Accountant.

Attachment(s):

1. Senior Accountant Job Class Specification Rev
2. Senior Accountant Job Class Specification Final
3. Finance Department Organizational Chart

Cc: Dahle Bulosan, Chief Financial Officer
Sarah Whitecotton, HBMT Chief Steward
Cristian Leiva, Teamsters Representative