



# City of Huntington Beach

File #: 21-334

MEETING DATE: 4/21/2021

**SUBMITTED TO: Personnel Commission**

**SUBMITTED BY: John Clark, Interim Director of Administrative Services**

**DATE: April 21, 2021**

**Subject:**

**Creation of Deputy Director of Homelessness & Behavioral Health Services Job Class Specification**

The City Manager's Office is seeking to create the job classification of **Deputy Director of Homelessness & Behavioral Health Services**.

The **Deputy Director of Homelessness & Behavioral Health Services** classification will recommend, promote, and implement the City's homelessness and behavioral health related goals and objectives. This position will perform job duties necessary to fulfill the City's operational goals and objectives. The classification will be FLSA exempt - Officials and Administrators and will be non-represented / non-associated. Full funding for the position is budgeted in the Fiscal Year 2021-22 budget.

The pay range recommendation presented is based upon internal and external classification comparisons. The recommended compensation was determined in accordance with Personnel Rule 12-1 *Assigning Positions to Appropriate Ranges and Pay Plans*. Market data for similar external classifications and comparison to internal classifications with comparable minimum qualifications, knowledge, skills, training, experience, breadth, and scope of work were factors considered in establishing the pay range.

The City Manager's Office and Human Resources Division have collaborated on creation of the job classification and its inclusion into the City's classification plan at the recommended compensation level.

**Proposed Job Class Title: Deputy Director of Homelessness & Behavioral Health Services**

**Pay Grade: \$72.82 \$76.82 \$81.04 \$85.50 \$90.21**

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION:**

**Amend the City's Classification Plan by approving the proposed Deputy Director of Homelessness & Behavioral Health Services job classification, and establishing the compensation.**

**Attachment(s):**

1. Deputy Director of Homelessness & Behavioral Health Services Job Class Specification NEW
2. City Manager's Office Organizational Chart

Cc: Oliver Chi, City Manager  
Travis Hopkins, Assistant City Manager