



City of Huntington Beach

File #: 21-388

MEETING DATE: 5/19/2021

SUBMITTED TO: Personnel Commission

SUBMITTED BY: John Clark, Interim Director of Administrative Services

DATE: May 19, 2021

Subject:

Revisions to the Community Relations Officer Job Class Specification

The **Community Relations Officer** job classification is assigned to the Police Department and City Manager's Office, and represented by the Management Employees Organization (MEO).

Modifications to the **Community Relations Officer** job class specification are recommended to: 1) update supervisory relationships and added assignment in the Police Department; 2) update job duties; 3) update minimum qualifications including knowledge and experience; and 4) update Physical Tasks & Environmental Conditions in accordance with the needs of the position and department. The requested 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 Police Department collaborated with Human Resources on the recommended changes, and MEO has reviewed the proposed changes.

Job Class Title: Community Relations Officer
Pay Grade: MEO471
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 Community Relations Officer.

Attachment(s):

1. Community Relations Officer Job Class Specification Rev
2. Community Relations Officer Job Class Specification Final
3. Police Department Organizational Chart