



City of Huntington Beach

File #: 21-390

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 Information Technology Manager - Systems Job Class Specification

The **Information Technology Manager - Systems** job classification is assigned to the Administrative Services Department and represented by the Management Employees Organization (MEO).

Modifications to the **Information Technology Manager - Systems** job class specification are recommended to: 1) update the job title; 2) update supervisory relationships; and 3) identify job duties and minimum qualifications for various section assignments, 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 Administrative Services Department collaborated with Human Resources on the recommended changes, and MEO has reviewed the proposed changes.

Job Class Title: Information Technology Manager - Systems
Pay Grade: MEO500
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 Information Technology Manager - Systems.

Attachment(s):

1. Information Technology Manager - Systems Job Class Specification Rev
2. Information Technology Manager Job Class Specification Final
3. Administrative Services Department Organizational Chart