



City of Huntington Beach

File #: 22-994

MEETING DATE: 11/16/2022

SUBMITTED TO: Personnel Commission

SUBMITTED BY: Brittany Mello, Director of Administrative Services

DATE: November 16, 2022

Subject:

Creation of Senior Human Resources Technician Job Class Specification

The Administrative Services Department is seeking to create the job classification of **Senior Human Resources Technician**.

The Senior Human Resources Technician classification will provide advanced journey-level administrative, paraprofessional, and technical support to the Human Resources Division of the Administrative Services Department. This position will perform job duties necessary to fulfill the City's operational goals and objectives. The classification is FLSA non-exempt - Technicians and will be represented by the Huntington Beach Municipal Teamsters (HBMT).

The pay range recommendation was based upon internal and external classification comparisons, and was approved by the City Council at the January 18, 2022 meeting. The recommended compensation was determined in accordance with Personnel Rule 12-1 Assigning Positions to Appropriate Ranges and Pay Plans.

The Administrative Services Department has created the job classification, and HBMT has reviewed the proposed job classification.

Proposed Job Class Title: Senior Human Resources Technician

Pay Grade: 170

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 Senior Human Resources Technician job classification.

Attachment(s):

1. Senior Human Resources Technician Job Class Specification NEW
2. Administrative Services Department Organizational Chart

