



# City of Huntington Beach

**File #:** 22-995

**MEETING DATE:** 11/16/2022

**SUBMITTED TO:** Personnel Commission

**SUBMITTED BY:** Brittany Mello, Director of Administrative Services

**DATE:** November 16, 2022

**Subject:**

**Revisions to the Personnel Analyst Job Class Specification**

The **Personnel Analyst** job classification is assigned to the Administrative Services Department at the City and is represented by the Management Employees Organization (MEO).

Modifications to the **Personnel Analyst** job class specification are recommended to: 1) update reporting relationships; 2) update job duties; and 3) update minimum qualifications including knowledge, ability, education, and licensing requirements; 4) remove reclassification language; 5) add DMV Employer Pull Program notice and Disaster Service Worker requirements; and 6) update the physical tasks and 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 Administrative Services Department collaborated with Human Resources on the recommended changes, and MEO has reviewed the proposed changes.

**Job Class Title:** Personnel Analyst  
**Pay Grade:** 192  
**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 Personnel Analyst.**

**Attachment(s):**

1. Personnel Analyst Job Class Specification Mark Up
2. Personnel Analyst Job Class Specification Rev