



# City of Huntington Beach

**File #:** 22-1000

**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 Permit and Plan Check Supervisor Job Class Specification**

The **Permit and Plan Check Supervisor** job classification is assigned to the Community Development Department at the City and is represented by the Management Employees Organization (MEO).

Modifications to the **Permit and Plan Check Supervisor** job class specification are recommended to: 1) update reporting relationships; 2) update job duties; and 3) update minimum qualifications including knowledge, ability, and licensing requirements 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 Community Development Department collaborated with Human Resources on the recommended changes, and MEO has reviewed the proposed changes.

**Job Class Title:** Permit and Plan Check Supervisor  
**Pay Grade:** 0209  
**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 Permit and Plan Check Supervisor.**

**Attachment(s):**

1. Permit and Plan Check Supervisor Job Class Specification Mark Up
2. Permit and Plan Check Supervisor Job Class Specification Rev