



City of Huntington Beach

File #: 23-056

MEETING DATE: 1/18/2023

SUBMITTED TO: Personnel Commission

SUBMITTED BY: Travis Hopkins, Assistant City Manager

DATE: January 18, 2023

Subject:
Creation of New Job Classification Specifications

At the November 15, 2022 City Council meeting, Council approved the Classification and Compensation Study Implementation Plan. This action requires multiple new, merged, and revised job classification specifications to be drafted and approved by the Personnel Commission. At the same meeting, Council also approved deletion of 55 job classifications/titles that are vacant/unused.

At the December 14, 2022 Personnel Commission meeting, the Commission formed two ad hoc committees and appointed members to each committee. The appointed members of the New Classification Specification Review Ad Hoc Committee - Chair Vellucci and Commissioner Rivera - were tasked with reviewing draft **new** classifications specifications, and making recommendations to the full Commission at the January 18, 2023 Personnel Commission meeting.

The new job classification titles and pay ranges approved by the City Council and ready for review at this time include:

- Cyber Information Security Officer (MEO), Pay Range 220
- Facilities Maintenance Coordinator (HBMT), Pay Range 153
- Facilities Security Coordinator (HBMT), Pay Range Pay Range 152
- Lead Construction Inspector (HBMT), Pay Range 205
- Librarian II (HBMT), Pay Range 177
- Public Works Maintenance Superintendent (MEO), Pay Range 218
- Public Works Maintenance Worker (HBMT), Pay Range 143

These positions will all perform job duties necessary to fulfill the City's operational goals and objectives.

The Human Resources Department has created the job classifications in collaboration with the departments in which the positions are assigned, and the bargaining units representing each position have reviewed the proposed job classifications.

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 new job classifications of Cyber Information Security Officer, Facilities Maintenance Coordinator, Facilities Security Coordinator, Lead Construction Inspector, Librarian II, Public Works Maintenance Superintendent, and Public Works Maintenance Worker.

Attachment(s):

1. Classification and Compensation Study Implementation Plan NEW Job Class Specifications