



City of Huntington Beach

File #: 23-058

MEETING DATE: 1/18/2023

SUBMITTED TO: Personnel Commission

SUBMITTED BY: Travis Hopkins, Assistant City Manager

DATE: January 18, 2023

Subject:
Revisions to 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 to review new and merged job class specifications, and appointed members to each committee. The Commission directed staff to bring **revised** classification specifications to the full Commission for review.

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

General

- Administrative Secretary
- Administrative Assistant
- Administrative Aide
- Administrative Analyst
- Senior Administrative Analyst
- Principal Administrative Analyst

City Attorney's Office

- Senior Trial Counsel

Community and Library Services Department

- Library Services Clerk
- Librarian I
- Community Services and Recreation Specialist
- Community Services Recreation Supervisor

- Parking and Camping Leadworker
- Parking and Camping Facility Supervisor
- Community Services Manager

Community Development

- Code Enforcement Officer I
- Code Enforcement Officer II
- Senior Code Enforcement Officer
- Code Enforcement Supervisor

Fire Department

- Fire Prevention Inspector I
- Fire Prevention Inspector II

Information Services Department

- Geographic Information Systems Analyst I
- Geographic Information Systems Analyst II
- Information Technology Technician I
- Senior Information Technology Technician
- Senior Information Technology Analyst

Public Works

- Construction Inspector I
- Contract Administrator

The changes to these positions are primarily title changes, but may also include updated language to reflect current classification identifications or formatting. These positions will all perform job duties necessary to fulfill the City's operational goals and objectives.

The Human Resources Department has created the revised 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 revised job classifications of Administrative Secretary, Administrative Assistant, Administrative Aide, Administrative Analyst, Senior Administrative Analyst, Principal Administrative Analyst, Senior Trial Counsel, Library Services Clerk, Librarian I, Community Services and Recreation Specialist, Community Services Recreation Supervisor, Parking and Camping Leadworker, Parking and Camping Facility Supervisor, Community Services Manager, Code Enforcement Officer I, Code Enforcement Officer II, Senior Code Enforcement Officer, Code Enforcement Supervisor, Fire Prevention Inspector I, Fire Prevention Inspector II, Geographic Information Systems Analyst

I, Geographic Information Systems Analyst II, Information Technology Technician I, Senior Information Technology Technician, Senior Information Technology Analyst, Construction Inspector I, and Contract Administrator.

Attachment(s):

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