

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, September 16, 2009
Civic Center, Room B-8
5:30 P.M.

1. CALL TO ORDER

Commissioners: Barton, Bush, Clemens, Elford, Garner, Inglee, Lipson

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources

Jo Ann Diaz, Principal Personnel Analyst

Sandy Henderson, Administrative Aide

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

Meeting of July 15, 2009

5. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

- a. Discussion on a job specification revision for the position of Engineering Technician in the Public Works Department amending the City's Classification Plan.

Recommended Action:

Approve the job specification revision for the position of Engineering Technician in the Public Works Department amending the City's Classification Plan.

- b. Discussion on the establishment of a new job class and job specification for the position of Senior Engineering Technician in the Public Works Department amending the City's Classification Plan.

For questions, please contact Sandy Henderson at (714) 960-8828

Recommended Action:

Approve the establishment of a new job class and job specification for the position of Senior Engineering Technician in the Public Works Department amending the City's Classification Plan.

- c. Discussion on the establishment of a new job class and job specification for the position of Construction Project Coordinator in the Public Works Department amending the City's Classification Plan.

Recommended Action:

Approve the establishment of a new job class and job specification for the position of Construction Project Coordinator in the Public Works Department amending the City's Classification Plan.

- d. Discussion on the establishment of a new job class and job specification for the position of Fire Prevention Inspector in the Fire Department amending the City's Classification Plan.

Recommended Action:

Approve the establishment of a new job class and job specification for the position of Fire Prevention Inspector in the Fire Department amending the City's Classification Plan.

6. CITY OF HUNTINGTON BEACH STRATEGIC GOALS

7. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair

8. LABOR RELATIONS UPDATE

- SCLEA

9. SECRETARY'S REPORT

- Position Vacancy Report

10. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

11. INFORMATION ITEMS

- Grievance Report – September 2009

12. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of October 21, 2009.

ITEM # 4

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7/15/09

Pending approval by Personnel Commission at the meeting on 9/2/09
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Chairperson Barton called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Barton, Bush, Clemens, Elford, Garner, Inglee, and Lipson
Commissioners absent: Garner
Others Present: Michele Carr, Director of Human Resources
JoAnn Diaz, Principal Human Resources Analyst
Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Clemens and seconded by Commissioner Lipson to approve the minutes for the June 17, 2009 meeting (passed 3:1:3 Commissioners Bush, Inglee and Elford abstained).

PUBLIC HEARING

Approve the job specification revision for the position of Beach Operations Supervisor in the Community Services Department amending the City's Classification Plan.

A motion was made by Commissioner Bush and seconded by Commissioner Clemens to approve the revised specification after the change to the License section as shown below (passed 6:1):

Due to the performance of field duties that ~~may~~ require operation of a motor vehicle, a valid California Class C Driver's License and an acceptable driving record ~~may be~~ are required by time of appointment.

ELECTION OF CHAIR AND VICE-CHAIR

A motion was made by Commissioner Lipson and seconded by Commissioner Clemens to extend the position of Chair to Commissioner Barton and Vice-Chair to Commissioner Jan Garner for an additional year (passed 5:1:1 Barton abstained).

COMMISSION GOALS FOR THE COMING YEAR

Discussion ensued regarding revisions to the Commission Goals with the following recommendations on each goal:

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7/15/09

1. Arrange for a presentation of the latest NeoGOV updates after staff attends conference in September 2009.
2. Develop a classification guide for a systematic review method.
3. Change wording of goal to read "Maintain the City's classification plan to meet the changing needs of the City."
4. No changes
5. Change wording to read "Conduct Personnel Commission Orientations and ongoing training during the calendar year."
6. Remove goal– completed.

Commissioner Clemens suggested formatting the goals in a spreadsheet which could include; goals, who is responsible, the target completion date, and notes.

Commissioners agreed to review the goals and discuss at next meeting. Staff will provide the new city strategic goals to the Commission and agendaize for discussion as well.

LABOR RELATIONS UPDATE

Michele Carr reported the labor relation meetings were rescheduled due to the recent tragedy.

SECRETARY'S REPORT

Ms. Carr reported on the position vacancy report.

COMMENTS FROM COMMISSIONERS

Commissioner Bush thanked everyone for their good work.

The Commissioners joined in welcoming Katherine Elford and Philip Inglee to the Commission.

INFORMATION ITEMS

Ms. Carr reported no movement on grievances this month.

ADJOURNMENT

The meeting adjourned at 7:05 PM to the next regularly scheduled meeting of August 19, 2009.

ITEM # 5a



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: MODIFICATION OF MUNICIPAL EMPLOYEES ASSOCIATION POSITION IN THE PUBLIC WORKS DEPARTMENT: [ENGINEERING TECHNICIAN](#)
DATE: SEPTEMBER 16, 2009

In July 2007, the Personnel Commission took action to amend the City of Huntington Beach Classification plan as a result of a (limited) classification and compensation study conducted by CPS (Cooperative Personnel Services). Cooperative Personnel Services (CPS) was retained to perform a classification and compensation study. The goal of the study was to determine whether positions were appropriately classified, to update classification specifications and to conduct a base salary analysis of selected benchmark classifications.

The City and the Municipal Employees Association (MEA) mutually agreed to carve-out the classification of [Engineering Technician](#) from the CPS study. The parties agreed to review the [Engineering Technician](#) classification separately and to implement any agreed upon changes in a manner similar to that employed for positions adjusted as part of the CPS review.

After an appropriate period of review and evaluation, including meet and confer, the parties have agreed to three items:

- [Modification of the Engineering Technician job classification](#)
- Establishment of the job classification of Senior Engineering Technician
- Establishment of the job classification of Construction Project Coordinator

The modifications to the Engineering Technician job description are material and have the effect of partially changing the fundamental scope of work to be performed. The proposed changes address the appropriate knowledge, skills, abilities, scope of duties, and responsibilities most appropriate and inherent to the requirements of the job going forward. The compensation is also being revised due to material changes to the classification. The City and MEA have met and conferred regarding the recommended changes to these classifications. The recommended classification changes are a result of the department's review and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Engineering Technician	Engineering Technician	Modify

Based on market considerations, the recommended base salary range for the modified Engineering Technician Job Class is set at R-504 (\$4,668 - \$5,782).

Affected Employees: None – all incumbents in this classification are recommended to be re-classified to other job classes

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:

Approve the modified class specification.

Attachments: Job Specifications – Engineering Technician

Cc: Gregorio Daniel, Teamsters Representative
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ENGINEERING TECHNICIAN

DATE: DECEMBER, 2001

PERSONNEL COMMISSION APPROVAL:

COUNCIL APPROVAL: _____

JOB CODE:

0180

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

MEA

FLSA STATUS:

NON-EXEMPT

DUTIES JOB SUMMARY

~~Under general supervision, prepares and/or reviews plans and drawings and coordinates the design and completion of construction projects, performs field inspections as necessary; issues permits, and performs other duties as required within the scope of the classification.~~

Under general supervision, performs a variety of paraprofessional engineering office and field duties in support of professional engineering staff, involving drafting, basic design and construction drawing of public works facilities, review and issuance of special permits, engineering plan review, and field surveying and inspection; reviews building permits in the City's computerized permit system; researches engineering topics and prepares basic engineering calculations; provides technical advice to the public; coordinates plan submittals; maintains plan files and engineering records; prepares reports; and performs related work as required.

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff. May provide some direction, guidance, and training to other staff on a project- or as-needed basis.

DISTINGUISHING CHARACTERISTICS

~~The Engineering Technician performs journey-level professional work in coordinating the design and completion of construction projects, and performing related contract administration duties. It is distinguished from the higher class, Civil Engineering Assistant, which is responsible for more complex construction projects, and oversees the infrastructure mapping system and the receipt of State and federal funding. This is the journey-level class in the engineering technical support series with responsibilities spanning the entire spectrum of paraprofessional engineering functions, including independent responsibilities for projects and support programs. Incumbents apply paraprofessional engineering knowledge and skills to complete assignments in engineering, mapping, surveying, field inspections of construction projects, and preparation of drawings, specifications, plans, and estimates. The work requires public contact, the frequent use of tact and judgment, thorough knowledge of departmental operations, and ability to conduct independent projects and programs. This is a broad classification and incumbents may specialize in drafting/design, permit review and issuance, field inspection and surveying, and/or~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ENGINEERING TECHNICIAN

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may serve as a generalist. This class is distinguished from the Senior Engineering Technician in that the latter exercises technical and functional direction over lower-level staff and/or performs complex and specialized paraprofessional engineering functions that require additional knowledge, skills, abilities, and experience.

EXAMPLES OF ESSENTIAL DUTIES

~~Oversees construction projects and day to day construction activities to ensure compliance with plans and specifications, evaluate change orders and resolve problems; assists with field inspections; reviews design plans and specifications for accuracy, completeness and conformance with applicable Federal, State and city codes and regulations; prepares bid specifications and contract documents, project budgets and cost estimates, and reviews bids submitted; participates in project design meetings and reviews plans, specifications and engineering drawings for conformance to applicable codes; prepares and makes recommendations for revisions and/or improvements to construction plans and specifications; prepares daily project progress reports and project review meeting reports; coordinates workflow and prepares and maintains comprehensive technical documentation; sets up necessary funding and accounting; reviews change orders, progress payments or other disbursements; closes out project upon completion.~~

~~Assists contractors, developers, utility companies and the public in planning, designing and researching City records, acts as liaison between City representatives, project staff and contractors; resolves issues related to contractor compliance; performs construction inspection duties as necessary to ensure compliance with plans and specifications; investigates and responds to inquiries or complaints from the public; coordinates the plan review process with other state, federal or local agencies.~~

~~Plan checks all dry utilities and projects in Huntington Harbour; examines materials for buoyancy, weight and strength; calculates pilings for compliance with codes and engineering standards; conducts construction inspections; recommends releases when all requirements have been met.~~

~~Prepares progress payments for contractors; coordinates inspections with other departments; makes recommendations for change as appropriate; closed out projects.~~

~~Issues encroachment permits to contractors; works with employees from other departments, other government agencies, public utilities and various contractors. Prepare progress payments to contractors; close out projects; write and expedite final RCA's to City Council to approve final project, to accept final contract amounts, and to file a notice of completion with county office; answers questions from developers, other utilities and inspectors regarding standards.~~

- Prepares or assists in the preparation of and/or interprets specifications, plans, designs, drawings, estimates, and reports pertaining to the construction, maintenance, and operation of a variety of engineering, land development, utility, and other capital improvement projects, including conducting a variety of field surveys for creation of sidewalks, curbs, street striping, and utility lines, collecting all pertinent information to

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ENGINEERING TECHNICIAN

DATE: DECEMBER, 2001

create useful maps and evaluating building plans for compliance with public works standards.

- Utilizes Computer-Aided Drafting software to create and modify engineering drawings, sketches, plot plans, site lay-outs, topographic maps, improvement plans, and illustrative graphics, such as charts, illustrations, graphs for reports, drawings for design manuals, and other projects.
- Prepares preliminary and final designs from field notes and data files, drawings, profiles, and cross sections; calculates areas/volumes and performs other necessary mathematical computations, including project cost estimating.
- Performs field, office, and computer-aided studies and prepares periodic and special reports based on findings from research, studies, and surveys; and makes recommendations on findings.
- Receives, tags, logs, and reviews submitted engineering plans, maps, and related documents for plan check; checks calculations used in designs and estimates; distributes plans to other departments as appropriate; tracks status of plan checks and original documents; files plans; researches, reviews, and interprets plans for developers, engineers, contractors, and the public.
- Reviews permit requests, bids, legal descriptions, plans and specifications submitted by private contracting firms for completeness and ensures conformance with established ordinance codes, standard plans, Public Works policies, criteria, standards and specifications, engineering principles, and conditions of approval; reviews and/or issues a variety of permits, including encroachment and Harbor and dock permits; performs plan check, reviews building applications for conditions that trigger Public Works requirements, conducts field review for permits, and modifies designs as necessary before issuing permits; writes permit fee letters and issues receipts.
- Assists in the design, development, and maintenance of the City's computerized permit database system; assists with testing and modification of the system; may train or instruct other staff in the use of the database system.
- Develops applications for grant funding by preparing cost estimates and other support documentation; may assist in accounting for grant funds, prepares billing statements for the appropriate agencies.
- Receives and responds to information requests from the public, consultants, engineering firms, developers, title companies, inspectors, and staff for base maps, parcel maps and improvement plan information, encroachment permits, benchmarks, copies of maps and other geographical data, soils reports, as-builts, and street improvements; retrieves plans, reports, permits, and files as necessary to comply with requests; responds to complaints from the public and resolves conflicts between owners, contractors, developers, utility companies, and others.

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CLASS SPECIFICATION



TITLE: ENGINEERING TECHNICIAN

DATE: DECEMBER, 2001

- Maintains engineering files, including plans, permits, inspections, surveys, maps, studies, and other data related to engineering projects; prepares, updates, reproduces, and distributes maps, drawings, blueprints, and other information.
- Enters and maintains a wide variety of engineering data in the appropriate computerized databases and tracking systems; may process or reformat data as needed, such as property addresses and storm/sanitary sewer lines; perform quality control of data entered; performs basic analysis as needed.
- Maintains and updates department records, tracking lists, permit records, and files of engineering plans, including grading, encroachments, improvements, storm drain, landscaping, and final maps.
- Performs other duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS KNOWLEDGE, SKILLS AND ABILITIES

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: ~~Federal, State, and city codes and regulations applicable to utility/public works construction; City and departmental policies and procedures; contract administration; criteria used in the design of projects; methods, materials, public works performance and payment bonds; construction bidding, change orders and directives; equipment, and safety hazards of utility construction projects.~~

- Modern civil engineering principles, practices, and methods applicable to office and fieldwork involving the design, construction, and maintenance of public works projects.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Principles and practices of technical civil engineering drafting and surveying support.
- Drafting and surveying equipment, computers, principles, problems, techniques, and practices.
- Basic cartography concepts and standards.
- Applicable Federal, State, and local laws, codes, and regulations.
- Technical engineering mathematics.
- Technical report writing practices and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ENGINEERING TECHNICIAN

DATE: DECEMBER, 2001

- Computer applications related to the work, including specialized software such as computer-aided drafting application and permit tracking databases and systems.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to: ~~Read and interpret blueprints, electrical schematics, architectural and engineering drawings; organize and prioritize work to ensure projects are completed on time; maintain and follow department processes and regulations; perform engineering-related mathematical computations; operate standard office equipment including calculators, personal computers and standard software applications including word processing and spreadsheets; utilize computer databases to maintain and update records and files; maintain accurate records and files; analyze and evaluate information and to express ideas clearly when providing oral or written reports and recommendations establish and maintain effective working relationships with contractors, City staff and supervisors.~~

- Prepare a variety of plans, specifications, maps, graphic materials, cost estimates, and technical engineering reports.
- Prepare and modify engineering drawings, topographic maps, improvement plans, and illustrative graphics using Computer-Assisted Drafting (CAD) software.
- Perform responsible technical engineering support work with accuracy and speed.
- Read and interpret engineering plans, technical drawings, specifications, and subdivision maps.
- Perform basic engineering design under professional engineering supervision.
- Make mathematical calculations and accurate engineering computations.
- Make and record accurate field engineering observations.
- Use engineering, drafting and surveying instruments and equipment.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Apply technical research methodologies and write technical reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ENGINEERING TECHNICIAN

DATE: DECEMBER, 2001

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Equivalent to completion of twelfth (12th) grade supplemented by cCollege level coursework in ~~Construction Management, civil eEngineering, drafting, surveying, mathematics,~~ or related field. An Associate of Science degree in an engineering-related field as outlined above is preferred.

Experience: Two (2)-Three (3) years of ~~paraprofessional civil engineering~~ experience in the design or construction of Public Works projects.

Certifications/License: Due to performance of field duties that require operation of a motor vehicle, ~~Possession of a valid California motor vehicle operator's license Class C Driver's License and an acceptable driving record are required by time of appointment.~~

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS ~~— Work involves detailed concentration for long periods of time in a modified office environment and exposure to the elements in an outdoor environment. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to visit and inspect various City development sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although the job involves field inspection work requiring frequent walking at inspection sites to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.~~

Employees work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Employee Reasonable accommodation(s) for ~~physical disabilities~~ an individual with a qualified disability will be considered on a case-by-case basis.

Est. Dec. 2001

Rev. Sept. 2009

ITEM # 5b



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: RECLASSIFICATION OF MUNICIPAL EMPLOYEES ASSOCIATION POSITIONS
IN THE PUBLIC WORKS DEPARTMENT: SENIOR ENGINEERING
TECHNICIAN
DATE: SEPTEMBER 16, 2009

In July 2007, the Personnel Commission took action to amend the City of Huntington Beach Classification plan as a result of a (limited) classification and compensation study conducted by CPS (Cooperative Personnel Services). Cooperative Personnel Services (CPS) was retained to perform a classification and compensation study. The goal of the study was to determine whether positions were appropriately classified, to update classification specifications and to conduct a base salary analysis of selected benchmark classifications.

The City and the Municipal Employees Association (MEA) mutually agreed to carve-out the classification of [Engineering Technician](#) from the CPS study. The parties agreed to review the [Engineering Technician](#) classification separately and to implement any agreed upon changes in a manner similar to that employed for positions adjusted as part of the CPS review.

After an appropriate period of review and evaluation, including meet and confer, the parties have agreed to three items:

- Modification of the Engineering Technician job classification
- [Establishment of the job classification of Senior Engineering Technician](#)
- Establishment of the job classification of Construction Project Coordinator

The establishment of the position of [Senior Engineering Technician](#) was required to highlight the material aspects of the job duties that are significantly different than that of Engineering Technician and have the effect of changing the fundamental scope of work to be performed. The proposed new classification addresses the appropriate knowledge, skills, abilities, scope of duties and responsibilities most appropriate and inherent to the requirements of the job going forward.

The City and MEA have met and conferred regarding the recommended changes to these classifications. The recommended classification changes are a result of the department's review and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Senior Engineering Technician	Senior Engineering Technician	Establish Job Class

Based on internal alignment considerations, the recommended base salary range for the Senior Engineering Technician Job Class is set at R-534 (\$5,422 - \$6,717). This is 15% above the range of Engineering Technician which is the benchmark class.

Affected Employees: Three (3)

- **Eric Powell**
- **John Von Holle**
- **Paul Whitely**

**Reclassification
Reclassification
Reclassification**

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:

Approve the new class specification.

Attachments: Job Specifications – Senior Engineering Technician

Cc: Gregorio Daniel, Teamsters Representative
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR ENGINEERING TECHNICIAN

PERSONNEL COMMISSION APPROVAL:

COUNCIL APPROVAL:

JOB CODE:

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

MEA

FLSA STATUS:

NON-EXEMPT

JOB SUMMARY

Under general supervision, performs a variety of complex and specialized paraprofessional engineering office and field duties in support of professional engineering staff, involving drafting, design and construction drawing of public works facilities, review and issuance of special permits, engineering plan review, and field surveying and inspection; reviews building permits in the City's computerized permit system; researches engineering topics and prepares basic engineering calculations; provides technical advice to the public; coordinates plan submittals; maintains plan files and engineering records; prepares reports; performs a variety of specialized engineering-related activities; and performs related work as required. Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to lower-level staff; may oversee contractors and consultants.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the engineering technical support series with responsibilities spanning the entire spectrum of paraprofessional engineering functions, including coordination responsibilities for projects and support programs in addition to performing complex and specialized engineering-related activities. Incumbents apply advanced paraprofessional engineering knowledge and skills to complete assignments in engineering, mapping, surveying, inspections of construction projects, conducting surveys, and preparation of designs, drawings, specifications, plans, and estimates. The work requires public contact, the frequent use of tact and judgment, good knowledge of departmental operations, and the ability to coordinate independent projects and programs. This class is distinguished from the professional engineering series in that the latter requires a four-year college degree and/or engineering licenses/certifications and performs professional engineering work.

EXAMPLES OF ESSENTIAL DUTIES

When performing journey-level Engineering Technician assignments:

- Prepares or assists in the preparation of and/or interprets specifications, plans, designs, drawings, estimates, and reports pertaining to the construction, maintenance, and operation of a variety of engineering, land development, utility, and other capital improvement projects, including conducting a variety of field surveys for creation of sidewalks, curbs, street striping, and utility lines, collecting all pertinent information to

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CLASS SPECIFICATION



TITLE: SENIOR ENGINEERING TECHNICIAN

create useful maps and evaluating building plans for compliance with public works standards.

- Utilizes Computer-Aided Drafting software to create and modify engineering drawings, sketches, plot plans, site lay-outs, topographic maps, improvement plans, and illustrative graphics, such as charts, illustrations, graphs for reports, drawings for design manuals, and other projects.
- Prepares preliminary and final designs from field notes and data files, drawings, profiles, and cross sections; calculates areas/volumes and performs other necessary mathematical computations, including project cost estimating.
- Performs field, office, and computer-aided studies and prepares periodic and special reports based on findings from research, studies, and surveys; and makes recommendations on findings.
- Receives, tags, logs, and reviews submitted engineering plans, maps, and related documents for plan check; checks calculations used in designs and estimates; distributes plans to other departments as appropriate; tracks status of plan checks and original documents; files plans; researches, reviews, and interprets plans for developers, engineers, contractors, and the public.
- Reviews permit requests, bids, legal descriptions, plans and specifications submitted by private contracting firms for completeness and ensures conformance with established ordinance codes, standard plans, Public Works policies, criteria, standards and specifications, engineering principles, and conditions of approval; reviews and/or issues a variety of permits, including encroachment and Harbor and dock permits; performs plan check, reviews building applications for conditions that trigger Public Works requirements, conducts field review for permits, and modifies designs as necessary before issuing permits; writes permit fee letters and issues receipts.
- Assists in the design, development, and maintenance of the City's computerized permit database system; assists with testing and modification of the system; may train or instruct other staff in the use of the database system.
- Develops applications for grant funding by preparing cost estimates and other support documentation; may assist in accounting for grant funds, prepares billing statements for the appropriate agencies.
- Receives and responds to information requests from the public, consultants, engineering firms, developers, title companies, inspectors, and staff for base maps, parcel maps and improvement plan information, encroachment permits, benchmarks, copies of maps and other geographical data, soils reports, as-builts, and street improvements; retrieves plans, reports, permits, and files as necessary to comply with requests; responds to complaints from the public and resolves conflicts between owners, contractors, developers, utility companies, and others.
- Maintains engineering files, including plans, permits, inspections, surveys, maps, studies, and other data related to engineering projects; prepares, updates, reproduces, and distributes maps, drawings, blueprints, and other information.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR ENGINEERING TECHNICIAN

- Enters and maintains a wide variety of engineering data in the appropriate computerized databases and tracking systems; may process or reformat data as needed, such as property addresses and storm/sanitary sewer lines; perform quality control of data entered; performs basic analysis as needed.
- Maintains and updates department records, tracking lists, permit records, and files of engineering plans, including grading, encroachments, improvements, storm drain, landscaping, and final maps.
- Performs other duties as assigned.

In addition to the above, the Senior Engineering Technician performs specialized duties, such as:

- Recommends and assists in the implementation of goals, objectives, policies, procedures, and work standards for the assigned department and/or division, including recommending improvements.
- May provide technical and functional direction to other employees; reviews and controls quality of work; performs the most complex duties assigned to the division.
- May train other employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations.
- Coordinates and oversees special permit programs, such as the issuance of Harbor permits, truck overload permits, and issuing permits to utility companies, which includes plan checking, field review, collecting fees, and overall permit tracking.
- Interprets, applies, explains, and ensures compliance with existing Federal, State, and local laws, codes, ordinances, rules, and regulations.
- Acts as a liaison between private developers, engineers, architects, and City staff and ensures that all necessary steps are taken to complete projects and obtain final sign-off.
- Maintains a wide variety of public works and engineering related databases; designs, codes, and implements new database software; codes modifications in existing databases to comply with and/or meet the department's or division's changing needs.
- Assists the department with developing and implementing other computerized systems and tracking applications, such as the document imaging software; develops specifications, evaluates vendors, researches and recommends equipment and services; develops system testing and operating policies and procedures; coordinates and evaluates the work performed by vendors and consultants.
- Coordinates grant reimbursements; assembles project payment and compliance information to prepare grant reimbursement invoices that comply with and meet legal auditing requirements and submittal deadlines to ensure that the department continues receiving grant funds.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR ENGINEERING TECHNICIAN

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Basic principles of supervision and training.
- Modern civil engineering principles, practices, and methods applicable to office and fieldwork involving the design, construction, and maintenance of public works projects.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Principles and practices of technical civil engineering drafting and surveying support.
- Drafting and surveying equipment, computers, principles, problems, techniques, and practices.
- Basic cartography concepts and standards.
- Applicable Federal, State, and local laws, codes, and regulations.
- Technical engineering mathematics.
- Technical report writing practices and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work, including specialized software such as computer-aided drafting application and permit tracking databases and systems.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Plan, schedule, assign, and oversee activities of staff; train staff in work procedures.
- Prepare a variety of plans, specifications, maps, graphic materials, cost estimates, and technical engineering reports.
- Prepare and modify engineering drawings, topographic maps, improvement plans, and illustrative graphics using Computer-Assisted Drafting (CAD) software.
- Perform responsible technical engineering support work with accuracy and speed.
- Read and interpret engineering plans, technical drawings, specifications, and subdivision maps.
- Perform basic engineering design under professional engineering supervision.
- Make mathematical calculations and accurate engineering computations.
- Make and record accurate field engineering observations.
- Use engineering, drafting and surveying instruments and equipment.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR ENGINEERING TECHNICIAN

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Apply technical research methodologies and write technical reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Equivalent to completion of the twelfth (12th) grade supplemented by college-level coursework in civil engineering, drafting, surveying, mathematics, or related field. An Associate of Science degree in an engineering-related field as outlined above is preferred.

Experience: Five (5) years of paraprofessional civil engineering experience.

Certifications/License: Due to the performance of field duties that require operation of a motor vehicle, a valid California Class C Driver's License and an acceptable driving record are required by time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to visit and inspect various City development sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although the job involves field inspection work requiring frequent walking at inspection sites to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

Employees work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR ENGINEERING TECHNICIAN

public and private representatives in interpreting and enforcing departmental policies and procedures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. Sept. 2009

DRAFT

ITEM # 5c



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: RECLASSIFICATION OF MUNICIPAL EMPLOYEES ASSOCIATION POSITIONS
IN THE PUBLIC WORKS DEPARTMENT: CONSTRUCTION PROJECT
COORDINATOR
DATE: SEPTEMBER 16, 2009

In July 2007, the Personnel Commission took action to amend the City of Huntington Beach Classification plan as a result of a (limited) classification and compensation study conducted by CPS (Cooperative Personnel Services). Cooperative Personnel Services (CPS) was retained to perform a classification and compensation study. The goal of the study was to determine whether positions were appropriately classified, to update classification specifications and to conduct a base salary analysis of selected benchmark classifications.

The City and the Municipal Employees Association (MEA) mutually agreed to carve-out the classification of [Engineering Technician](#) from the CPS study. The parties agreed to review the [Engineering Technician](#) classification separately and to implement any agreed upon changes in a manner similar to that employed for positions adjusted as part of the CPS review.

After an appropriate period of review and evaluation, including meet and confer, the parties have agreed to three items:

- Modification of the Engineering Technician job classification
- Establishment of the job classification of Senior Engineering Technician
- [Establishment of the job classification of Construction Project Coordinator](#)

The establishment of the position of [Construction Project Coordinator](#) was required to highlight the material aspects of the job duties that are significantly different than that of Engineering Technician and have the effect of changing the fundamental scope of work to be performed. The proposed new classification addresses the appropriate knowledge, skills, abilities, scope of duties and responsibilities most appropriate and inherent to the requirements of the job going forward.

The City and MEA have met and conferred regarding the recommended changes to these classifications. The recommended classification changes are a result of the department's review and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Construction Project Coordinator	Construction Project Coordinator	Establish Job Class

Based on internal alignment considerations, the recommended base salary range for the Construction Project Coordinator Job Class is set at R-544 (\$5,670 - \$7,060). This is 15% below the range of Contract Administrator which is the comparable senior classification.

Affected Employees: Three (3)

- **Robert Martinez**

Reclassification

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:

Approve the new class specification.

Attachments: Job Specifications – Construction Project Coordinator

Cc: Gregorio Daniel, Teamsters Representative
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CONSTRUCTION PROJECT COORDINATOR

PERSONNEL COMMISSION APPROVAL:

COUNCIL APPROVAL:

JOB CODE:

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

MEA

FLSA STATUS:

NON-EXEMPT

JOB SUMMARY

Under general supervision, oversees and coordinates basic to moderately complex public works and capital improvement construction projects for the Public Works Department; ensures that all contract document and correspondence is in place before construction begins; schedules and coordinates pre-construction meetings; inspects job sites for compliance with City, Public Works, and project plans, standards, and specifications; provides support to Contract Administrators in the preparation and coordination of various contract documents and activities; and performs related work as required.

Receives general supervision from the Construction Manager. Exercises no direct supervision over staff. May provide some guidance, information and training to other staff or outside consultants on a project- or as-needed basis.

DISTINGUISHING CHARACTERISTICS

This is a journey level class that performs a variety of construction project coordination duties and activities related to City public works and capital improvement projects and developments to ensure safety and conformance with project plans and specifications. Responsibilities include working closely with City engineering and operations staff, developers and contractors to effect project modifications and address field contingencies. The work requires public contact, the frequent use of tact and judgment, thorough knowledge of departmental operations, and the ability to conduct independent projects and programs. This class is distinguished from the professional engineering classifications in that the latter perform design and plan review work requiring specific training in an engineering discipline. This class is further distinguished from Contract Administrator in that the latter performs project management duties and activities for larger and more complex capital improvement projects that require additional knowledge of and skill in various engineering disciplines.

EXAMPLES OF ESSENTIAL DUTIES

- Performs a wide variety of duties and activities in the preparation and coordination of construction project contracts, including issuing letters of award to

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CONSTRUCTION PROJECT COORDINATOR

various contractors, obtaining certificates of insurance, project bonds, and other pertinent documentation, and ensuring that contracts are properly executed by contractors and the City; prepares all necessary correspondence to contractors.

- Coordinates public works and capital improvement construction projects and day-to-day construction activities to ensure compliance with plans and specifications; evaluates change orders and resolves problems.
- Prepares material requisitions necessary for project funding and sets up accounting procedures for each project as appropriate.
- Schedules and coordinates pre-construction meetings with contractors, engineers, architects, utility companies, consultants, City staff, and various other parties prior to beginning each project to discuss conceptual designs, schedules, budgets, and scopes of work.
- Assists contractors in obtaining required City building permits, copies of State licenses, business licenses, and traffic control sketches as necessary; coordinates traffic control plans with contractors and traffic engineering staff.
- Secures copies of work schedules, haul routes, after-hour emergency contact lists, storm water pollution prevention plans, underground alert identification numbers, CalTRANS permits, County permits, shop submittal approvals, and a variety of other pertinent documentation required for construction.
- Reviews design plans and specifications for accuracy, completeness and conformance with applicable Federal, State, and City codes and regulations; participates in project design meetings and reviews plans, specifications and engineering drawings for conformance with applicable codes; prepares and makes recommendations for revisions and/or improvements to construction plans and specifications.
- Assists with field inspections during all phases of construction projects for conformance with approved plans, specifications, contract provisions, and safe work practices in accordance with all applicable laws, codes, and regulations; measures, documents, videos, and photographs various components of each project to document workmanship and status of completion; works with building and construction inspectors to ensure and control the quality and quantity of materials used; reviews various test results and soil reports from material labs for compliance; reviews alternate materials submittals from contractors.
- Prepares bid specifications and contract documents, project budgets and cost estimates, and reviews bids submitted; assists in bid opening as needed; assists in contract negotiations.
- Prepares daily project progress reports and project review meeting reports; coordinates workflow and prepares and maintains comprehensive technical

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CONSTRUCTION PROJECT COORDINATOR

documentation; sets up necessary funding and accounting; reviews change orders, progress payments, or other disbursements; closes-out project upon completion and prepares and files notices of completion with the County.

- Prepares and obtains cost estimates, reviews bids, provides advice to City staff for contractor selection, prepares contract documents, reviews and prepares change orders, and prepares progress payments related to tenant improvement projects.
- Receives and responds to information requests from the public, consultants, engineering firms, developers, title companies, inspectors, and staff; retrieves plans, reports, permits, and files as necessary to comply with requests; responds to complaints from the public and resolves conflicts between owners, contractors, developers, utility companies, and others.
- Performs other related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, practices, methods, materials, equipment, and safety requirements of public works and capital improvement construction projects.
- Materials, methods, principles and practices used in construction, including encroachment, grading, landscaping, traffic control, water quality, and public safety.
- Basic technical principles and practices of engineering design, specification, and cost estimate preparation.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Applicable Federal, State, and local laws, codes, and regulations.
- Materials sampling, testing, and estimating procedures.
- Mathematical principles including algebra, geometry, and trigonometry.
- Occupational hazards and standard safety practices necessary in the area of construction inspection.
- Modern office practices, methods, and computer equipment.
- Principles and procedures of record keeping.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CONSTRUCTION PROJECT COORDINATOR

- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with contractors, engineers, architects, governmental agencies, community groups and various professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Interpret, apply, and explain applicable Federal, State, and local laws, regulations, codes and policies governing public works infrastructure and capital improvement construction.
- Perform field review and assist with construction inspections, detect and locate faulty materials and workmanship, and determine the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications, maps and blueprints for conformance with City and public works standards and policies.
- Review and authorize change orders within specific procedural guidelines.
- Coordinate and deal tactfully with contractors, engineers and property owners.
- Respond to complaints or inquiries from the public, staff, and outside organizations.
- Make mathematical calculations and accurate computations.
- Make and record accurate field observations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CONSTRUCTION PROJECT COORDINATOR

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Equivalent to completion of the twelfth (12th) grade supplemented by college-level coursework in construction management, civil engineering, surveying, mathematics, or related field. An Associate of Science degree in construction management and/or an engineering-related field as outlined above is preferred.

Experience: One (1) to three (3) years of construction project coordination experience.

Certifications/License: Due to the performance of field duties that require operation of a motor vehicle, a valid California Class C Driver's License and an acceptable driving record are required by time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to visit and inspect various City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves field inspection work requiring frequent walking at inspection sites to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

Employees partly work in the office and partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. Sept. 2009

ITEM # 5d



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: FIRE DEPARTMENT – ESTABLISHMENT OF NEW MUNICIPAL EMPLOYEES ASSOCIATION (MEA) POSITION – **FIRE PREVENTION INSPECTOR**
DATE: SEPTEMBER 16, 2009

As part of a modification of service delivery review and analysis, the Fire Department evaluated the functional and operational design, performance of services, and level and scope of department service requirements with respect to its fire inspection operations. Based upon the input of the department director and the firefighters' association, it has been determined that the needs of the department and the community with respect to fire inspection services requires the establishment of a new (civilian) **FIRE PREVENTION INSPECTOR** position is appropriate.

Presently, sworn fire personnel perform the duties inherent to fire inspection services. However, the Fire Department has worked with HBFA to determine which duties may be handled by civilian personnel so that sworn staff may be deployed for direct fire prevention and fire protection service delivery within the field.

The civilian **FIRE PREVENTION INSPECTOR** position varies significantly from the sworn, administratively appointed position of Fire Protection Specialist in that the latter performs direct fire service work and requires extensive fire prevention experience, certifications, and formal training as a firefighter.

Therefore, it is recommended the implementation of Fire Department's service delivery modification and operational reorganization be accomplished by adopting the new position classification of **FIRE PREVENTION INSPECTOR**. It is recommended the compensation for the classification of **FIRE PREVENTION INSPECTOR** be set at the salary range of [R-545: \$5,726 - \$7,094 per month].

The City and MEA have met and conferred regarding the establishment of this MEA classification. The recommendation presented is based upon the department's input and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
FIRE PREVENTION INSPECTOR	FIRE PREVENTION INSPECTOR	Adopt New Classification

Affected Employees:

N/A

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:

Approve the newly established class specification and set the compensation as recommended.

Attachments: Job Description – FIRE PREVENTION INSPECTOR

Cc: Judy Demers, MEA President
Gregorio Daniel, Teamsters 911

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE PREVENTION INSPECTOR

PERSONNEL COMMISSION APPROVAL: 09-16-09

COUNCIL APPROVAL: 10-05-09

JOB CODE: XXXX
EMPLOYMENT STATUS: REGULAR
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

To participate in a multi-phased fire prevention program including fire inspection, investigation, and fire-protection information and education.

Incumbents are responsible to perform a wide variety of technical and specialized fire prevention activities including fire safety inspections, hazardous materials disclosure and regulatory enforcement work.

DISTINGUISHING CHARACTERISTICS

The Fire Prevention Inspector is a journey-level classification and is expected to perform the full range of fire prevention inspection duties. Incumbents at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This classification is distinguished from the Fire Protection Specialist in that the latter is the administratively appointed sworn professional fire service position which performs direct fire service work in addition to non-fire service duties and requires extensive fire prevention experience, certifications, and formal training as a firefighter.

EXAMPLES OF ESSENTIAL DUTIES

- Performs fire prevention inspections of hazardous processes, industrial and commercial occupancies, institutional and public assemblage occupancies, and new construction sites to ensure compliance with the California Fire Code, city ordinances, state and local laws and nationally recognized fire prevention standards
- Review plans, blueprints, equipment, standards, chemical inventories, and processes to ensure compliance with safety requirements
- Inspect and test fire protection systems; Interprets the various fire codes for the public and makes recommendations for alteration of inadequate fire prevention systems
- Checks plans and specifications for the installation of fire protection systems and appliances
- Conducts basic fire investigations regarding cause and origin
- Review, evaluate, process, and maintain a variety of files related to fire inspection and prevention activities

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE PREVENTION INSPECTOR

- Complete data input and analysis of a variety of information related to fire inspection and prevention activities
- Draft reports related to fire inspection and prevention activities
- Prepare and issue safety notices, permits and correction letters that outline compliance issues and deficiencies
- Attend a variety of continuing education classes, seminars and meetings in an effort to maintain familiarity with applicable codes, regulations, policies and procedures
- Instruct assigned subordinate staff in inspection techniques and may conduct public education programs on fire safety inspection and prevention
- Participate in a variety of special projects related to fire inspection and prevention activities

In addition to the above, performs related duties as required which may include assignment as an oil field / fire prevention inspector to include any combination of the following duties:

- Under close supervision, manage city owned oil wells
- Issue new and reactivated oil well permits
- Conduct inspections of oil wells and oil tank farms for compliance with established regulations
- Review and coordinate oil well abandonments
- Maintain oil well management records and oil well waste water records
- Maintain petroleum pipeline identification
- Review methane gas mitigation plans
- Conduct methane gas mitigation inspections

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Applicable city ordinances*
- Hazardous chemicals and explosives*
- Fire protection systems*

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE PREVENTION INSPECTOR

**This knowledge may be substituted with knowledge of adopted Building, Mechanical, Plumbing and Electrical Codes, State and local codes and standards and other building related codes and ordinances as adopted by the State or the City of Huntington Beach:*

- Methods and practices involved in construction
- Arithmetic and basic algebra
- Computer equipment and associated software programs
- Quality service practices
- Safety issues and liability reduction, report writing methods
- Customer service principles
- Applicable federal, state and local laws, rules and regulations pertaining to fire prevention and investigation

Ability to:

- Conduct fire prevention inspections
- Read and understand drawings, diagrams and specifications for construction projects;
- Prepare reports and communications; communicate clearly and concisely, both verbally and in writing; communicate and deal effectively with fire personnel, engineers, contractors and the general public;
- Perform arithmetic and basic algebraic functions
- Ensure safety and professional work standards are met
- Establish and maintain cooperative working relationships with those contacted in the course of work; and deliver quality customer service

MINIMUM QUALIFICATIONS

Education: One (1) year of college-level coursework (30 semester units or 45 quarter units) from an accredited college or university in skilled or construction trades, fire administration/science/technology, engineering or a directly related field.

An Associate's degree from an accredited college or university in a directly-related field may be substituted for experience on a year-for-year basis up to one (1) year.

Experience: Three (3) years experience as a building inspector, public works inspector, construction inspector, engineering assistant or equivalent fire prevention inspection experience.

Licenses/Certifications: Due to performance of field duties that require operation of a motor vehicle, a valid California driver's license and an acceptable driving record are required at time of appointment. Possession of PC 832 certification is desirable.

Certification from the International Code Council (ICC), California Building Officials (CALBO), or possession of a Public Works Inspector's Certificate, or certification as a Building Inspector, is preferred.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE PREVENTION INSPECTOR

Must satisfactorily complete California State Fire Training Course: Fire Prevention 1A, 1B and 1C within the probationary period.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding.

May also necessitate frequent exposure to weather conditions, physical, electrical, mechanical, and chemical hazards. Must comply with all California Occupational Safety & Health Act (Cal/OSHA) regulations and utilize approved safety equipment and protective gear including but not limited to respirators and/or hearing protective devices if and when required. May climb, stoop, bend, crouch, kneel, and reach above and below shoulder level.

Must be able to work beyond a regular scheduled workday when required

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. August 2009

DRAFT

ITEM # 6

Council/Agency Meeting Held: _____	City Clerk's Signature
Deferred/Continued to: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied	
Council Meeting Date: 08/17/09	Department ID Number: 09-19

**CITY OF HUNTINGTON BEACH
REQUEST FOR CITY COUNCIL ACTION**

SUBMITTED TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
SUBMITTED BY: FRED A. WILSON, CITY ADMINISTRATOR *Fred Wilson*
PREPARED BY: FRED A. WILSON, CITY ADMINISTRATOR
SUBJECT: City of Huntington Beach Strategic Objectives Update

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)

Statement of Issue:

During this calendar year, the City Council undertook a strategic planning process to develop a consensus on a Mission Statement, Three -Year Goals, Core Values and Priority Strategic Objectives for the next six months.

Funding Source: N/A

Recommended Action: MOTION TO:

Receive and file the updated status of the Huntington Beach Six-Month Strategic Objectives.

Alternative Action(s):

Do not accept the update and direct staff accordingly.

REQUEST FOR ACTION

MEETING DATE: August 17, 2009

DEPARTMENT ID NUMBER: 09-19

Analysis: At the City Council's direction, a strategic planning process was undertaken on January 30, 2009, and again on July 31, 2009, to establish consensus on a Mission Statement, Three-Year Goals, Core Values, and Priority Strategic Objectives for the next six months. Marilyn Snider of Snider and Associates served as the facilitator.

The process resulted in a statement of the City Council's Mission, Three-Year Goals, Core Values, and Six Month Strategic Objectives. The City Council's mission statement is as follows:

"The City of Huntington Beach provides sustainable quality services to maintain and enhance our safe and vibrant community".

The three-year goals have been organized into five categories:

- Maintain and enhance our financial reserves
- Maintain, improve, and obtain funding for public improvements
- Maintain and enhance public safety
- Enhance economic development
- Improve internal and external communication

Each of these categories also includes a list of six month strategic objectives. At the second City Council meeting of every month, staff will provide the attached matrix with updated information on the status of the Six Month Strategic Objectives.

The strategic plan is designed to serve as a framework for the City Council and staff in the challenging work of achieving what is important to the community, within the resources available. Implementation will require continual refinement of staff work plans, resource allocation, and staffing priorities. It will also require ongoing deliberations as budget priorities are discussed, and as specific projects are brought before the City Council.

Environmental Status: N/A

Attachment(s):

City Clerk's Page Number	No.	Description
3	1.	Huntington Beach Six-Month Strategic Objectives Matrix

ATTACHMENT #1

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HUNTINGTON BEACH * SIX-MONTH STRATEGIC OBJECTIVES
 31 July 2009 through 15 January 2010

THREE-YEAR GOAL: MAINTAIN OUR FINANCIAL RESERVES

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the Aug. 17, 2009 City Council meeting	City Administrator and Finance Director	Present to the City Council for action a revised reserve policy.				
2. At the Sept. 8, 2009 City Council meeting	Finance Director	Present to the City Council an updated Long-Term Financial Plan and its components.				
3. Jan. 15, 2010	Finance Director and City Administrator	Conduct a City Council study session on PERS rates and their implications.				
4. At the Feb. 1, 2010 City Council study session and quarterly thereafter	Finance Director	Present to the City Council quarterly financial updates.				

THREE-YEAR GOAL: MAINTAIN, IMPROVE AND OBTAIN FUNDING FOR PUBLIC IMPROVEMENTS

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Sept. 1, 2009	Director of Public Works and Planning Director	Conduct an EIR scoping meeting for the Circulation Element of the General Plan.				
2. Oct. 1, 2009	City Administrator and Dep. City Administrator	Report to the City Council on the status of the Senior Center.				
3. Oct. 1, 2009	Director of Public Works, working with the Army Corps of Engineers and the Ferguson Group	Identify funding opportunities of the WRDA grant for the Heil Pump Station.				
4. At the Nov. 16, 2009 City Council meeting	Director of Public Works	Present to the City Council for consideration an evaluation of the process and required procedures to transfer ownership of block walls to property owners.				
5. Dec. 15, 2009	Dep. City Administrator	Identify cost neutral funding for Green projects and present to the community's Sustainability Committee.				

THREE-YEAR GOAL: MAINTAIN PUBLIC SAFETY

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Sept. 30, 2009	Fire Chief	Present to the City Council for consideration a plan, including costs and funding sources, to relocate Station 8 (Heil) to the city-owned site at Graham/Production.				
2. At the Nov. 2, 2009 City Council meeting	Police Chief, working with the Fire Chief and the Marine Safety Chief	Present to the City Council for information a plan to maintain public safety considering current budget constraints and personnel vacancies.				
3. Jan. 15, 2010	Police Chief	Present to the City Council for action a funding strategy to support construction of a police training facility.				
4. Jan. 15, 2010	Community Services Dir.	Develop a funding strategy to support acquisition of needed equipment to maintain beach safety and present to the City Council for action.				

THREE-YEAR GOAL: ENHANCE ECONOMIC DEVELOPMENT

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Sept. 15, 2009	Economic Development Dir.	Commence negotiations of an Owner Participation Agreement (OPA) with developer DJM for Phase II of Bella Terra.				
2. At the Oct. 19, 2009 City Council meeting	Economic Development Dir.	Propose to the City Council for action the hiring of a consultant to amend the merged project area to include previously identified blighted shopping centers.				
3. At the Oct. 19, 2009 City Council meeting	Economic Development Dir., with input from the Council's Economic Development Committee	Present to the City Council for direction proposed developers for a hotel in north Huntington Beach.				
4. At the Nov. 2, 2009 City Council meeting	Planning Director and Economic Development Dir.	Present to the City Council for action an amended Downtown Specific Plan and an amended Parking Master Plan.				
5. Dec. 15, 2009	Deputy City Administrator	Publish and distribute to the City Council standards for accelerated services to expedite development from the Development Departments.				
6. Jan. 15, 2010	Planning Director and Economic Development Dir.	Complete the Beach-Edinger Corridor Specific Plan/EIR and hold at least one public hearing.				

THREE-YEAR GOAL: IMPROVE INTERNAL AND EXTERNAL COMMUNICATION

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Oct. 31, 2009	City Administrator and Finance Director	Present orally an overview of the 2009-2010 budget and financial forecast to all employees.				
2. Dec. 1, 2009	Mayor	Host and conduct at least one town hall meeting to provide information about the city and obtain feedback from the public.				
3. Jan. 15, 2010	IS Director – lead, HR Dir., Dep. City Administrator	Conduct and present to the Executive Team a review of community requests from the Surf City Pipeline.				

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ITEM # 7

Goals for the Personnel Commission & Staff

1. Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
2. Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
3. Develop new classifications to meet changing needs of the City.
4. Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
5. Design and conduct a Personnel Commission Orientation during the calendar year of 2008.



Goal completed October 2007

6. Review Administrative Regulation 413: Constructive Action Plan (CAP) – Disciplining Alternative program.

ITEM # 9

Vacant Position List

For Pay Period Ending 08/21/09

RECRUITMENT STATUS REPORT

as of September 9, 2009

IMPORTANT

*This report highlights status of actual vacancies only. It is a SNAPSHOT of the last day of the reported pay period. It does **not** include reallocations of positions, the impact of acting or underfilled assignments in a higher class, nor any activity that has occurred since the end of the reported pay period.*

DEPT	JOB TITLE	QTY	STATUS
ADMINISTRATION			
	Executive Assistant	1	On hold (Eligible list established 1/6/09)
CITY ATTORNEY			
	Deputy City Attorney I	1	On hold
	Legal Assistant	1	On hold
CITY CLERK			
	(none)		
CITY TREASURER			
	Accounting Tech Supervisor	1	On hold
	Accounting Technician II	1	On hold
BUILDING & SAFETY			
	Plan Check Engineer	1	On hold
	Permit Technician	1	On hold
COMMUNITY SERVICES			
	Beach Maint Operations Mgr	1	On hold
	Beach Operations Supervisor	1	Freeze waiver recd - list certified to dept. 8/27/09
	Program Coord-Human Services	1	On hold (Eligible list established 12/11/08)

ECONOMIC DEVELOPMENT

Sr. Administrative Analyst	1	Freeze waiver recd-hold (Eligible list established 8/12/09)
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FINANCE

Sr. Administrative Analyst	1	Freeze waiver recd-list certified to dept. 8/27/09
Accounting Technician II	1	On hold
Sr. Payroll Tech	1	On hold

FIRE

Emergency Services Coordinator	1	On hold
Fire Engineer	4	Freeze waiver recd - apprvd for 2 promo job offers (Eligible list est. 4/15/09)
Firefighter Paramedic	4	On hold
Office Assistant II	1	On hold

HUMAN RESOURCES

Principal Personnel Analyst	1	On hold (Eligible list established 4/30/09)
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INFORMATION SERVICES

Info Sys Computer Ops Manager	1	On hold
Public Safety Systems Manager	1	On hold

LIBRARY

Librarian	1	On hold (Eligible list established 5/7/09)
Senior Librarian	1	On hold

PLANNING

Assistant Planner	1	On hold
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POLICE

Accounting Tech I	1	On hold
Communications Operator	3	Freeze waiver recd for 1 - job offer eff. 9/6/09 - others on hold
Criminalist	1	On hold
Detention Shift Supervisor	1	On hold
Facilities Maint Crewleader (PD)	1	On hold (Eligible List established 10/14/08)
Mechanic II	1	Freeze waiver recd (Eligible list established 3/18/09) bkgd in progress
Parking/Traffic Control Officer	1	Freeze waiver recd - testing 8/11/09
Police Officer	6	On hold
Police Records Spec (Tech)	4	On hold
Police Recruit	4	On hold

PUBLIC WORKS

Deputy Director of Public Works	1	On hold
Facilities Maintenance Leadworker	1	On hold
Irrigation Specialist	3	On hold (Eligible list established 1/21/09)
Landscape Maint Leadworker	1	On hold (Eligible list established 10/30/08)
Landscape Maint Supervisor	1	On hold
Landscape Equipment Operator	1	On hold
Maintenance Service Worker	1	On hold (1-Landscape)
Mechanic II	1	On hold (Eligible list established 3/18/09)
Mechanic III	1	On hold
Mechanical Maint Supervisor	1	On hold
Park Maintenance Crewleader	1	On hold
Principal Civil Engineer	1	On hold
Senior Traffic Engineer	1	On hold
Street Equipment Operator	2	On hold
Street Maintenance Crewleader	1	On hold
Stock Clerk	1	On hold
Tree Equipment Operator	1	On hold
Traffic Signal Electrician	1	On hold
Vehicle Body Repair Crewleader	1	On hold
Water Equipment Operator	1	On hold
Water Systems Tech III	1	Freeze waiver recd - promo job offer eff. 8/22/09
Water Service Worker	1	On hold

TOTAL**75**



CITY OF HUNTINGTON BEACH

OFFICE OF HUMAN RESOURCES

2000 Main Street, P.O. Box 190, Huntington Beach, CA 92648

November 17, 2008

Judy Demers, MEA President
City of Huntington Beach
2000 Main Street
Huntington Beach, CA 92647

Re: Engineering Technicians – Supplemental Classification and Compensation Study
City Implementation Methodology

Dear Judy:

Based upon all of the collective information regarding this process, the City of Huntington Beach intends to implement the study as follows for the impacted incumbents:

Engineering Technician

This position title of ENGINEERING TECHNICIAN will be established as the benchmark for the classification series. The salary will be set to Range 499 - \$4,553 – 5,640, based on the AVERAGE within the market.

Senior Engineering Technician

The position of SENIOR ENGINEERING TECHNICIAN will be established. The salary range will be set at 15% ABOVE the range of Engineering Technician at Range 529 - \$5,288 - \$6,552.

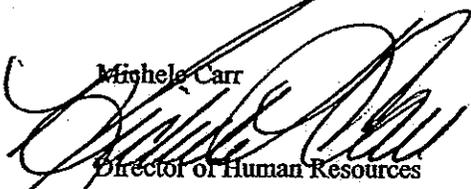
Construction Project Coordinator

The position of CONSTRUCTION PROJECT COORDINATOR will be established. The salary range will be set at 15% BELOW the range of Contract Administrator at Range 539 - \$5,560 – \$6,887.

The implementation will be retro-active to the same date as the implementation of the CPS study for all others, which is the pay period that followed June 4, 2007.

Please provide any feedback regarding this implementation.

Michele Carr


Director of Human Resources

Cc: Gregorio Daniel, Teamsters 911



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: MODIFICATION OF MUNICIPAL EMPLOYEES ASSOCIATION POSITION IN THE PUBLIC WORKS DEPARTMENT: ENGINEERING TECHNICIAN
DATE: SEPTEMBER 16, 2009

In July 2007, the Personnel Commission took action to amend the City of Huntington Beach Classification plan as a result of a (limited) classification and compensation study conducted by CPS (Cooperative Personnel Services). Cooperative Personnel Services (CPS) was retained to perform a classification and compensation study. The goal of the study was to determine whether positions were appropriately classified, to update classification specifications and to conduct a base salary analysis of selected benchmark classifications.

The City and the Municipal Employees Association (MEA) mutually agreed to carve-out the classification of Engineering Technician from the CPS study. The parties agreed to review the Engineering Technician classification separately and to implement any agreed upon changes in a manner similar to that employed for positions adjusted as part of the CPS review.

After an appropriate period of review and evaluation, including meet and confer, the parties have agreed to three items:

- Modification of the Engineering Technician job classification
- Establishment of the job classification of Senior Engineering Technician
- Establishment of the job classification of Construction Project Coordinator

The modifications to the Engineering Technician job description are material and have the effect of partially changing the fundamental scope of work to be performed. The proposed changes address the appropriate knowledge, skills, abilities, scope of duties, and responsibilities most appropriate and inherent to the requirements of the job going forward. The compensation is also being revised due to material changes to the classification. The City and MEA have met and conferred regarding the recommended changes to these classifications. The recommended classification changes are a result of the department's review and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Engineering Technician	Engineering Technician	Modify

Based on market considerations, the recommended base salary range for the modified Engineering Technician Job Class is set at *R-499 (\$4,553 - \$5,640).

*Per implementation agreement date of June 4, 2007.

Affected Employees: None – all incumbents in this classification are recommended to be re-classified to other job classes

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:

Approve the modified class specification.

Attachments: Job Specifications – Engineering Technician

Cc: Gregorio Daniel, Teamsters Representative
Judy Demers, MEA President



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: RECLASSIFICATION OF MUNICIPAL EMPLOYEES ASSOCIATION POSITIONS
IN THE PUBLIC WORKS DEPARTMENT: SENIOR ENGINEERING
TECHNICIAN
DATE: SEPTEMBER 16, 2009

In July 2007, the Personnel Commission took action to amend the City of Huntington Beach Classification plan as a result of a (limited) classification and compensation study conducted by CPS (Cooperative Personnel Services). Cooperative Personnel Services (CPS) was retained to perform a classification and compensation study. The goal of the study was to determine whether positions were appropriately classified, to update classification specifications and to conduct a base salary analysis of selected benchmark classifications.

The City and the Municipal Employees Association (MEA) mutually agreed to carve-out the classification of Engineering Technician from the CPS study. The parties agreed to review the Engineering Technician classification separately and to implement any agreed upon changes in a manner similar to that employed for positions adjusted as part of the CPS review.

After an appropriate period of review and evaluation, including meet and confer, the parties have agreed to three items:

- Modification of the Engineering Technician job classification
- Establishment of the job classification of Senior Engineering Technician
- Establishment of the job classification of Construction Project Coordinator

The establishment of the position of Senior Engineering Technician was required to highlight the material aspects of the job duties that are significantly different than that of Engineering Technician and have the effect of changing the fundamental scope of work to be performed. The proposed new classification addresses the appropriate knowledge, skills, abilities, scope of duties and responsibilities most appropriate and inherent to the requirements of the job going forward.

The City and MEA have met and conferred regarding the recommended changes to these classifications. The recommended classification changes are a result of the department's review and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Senior Engineering Technician	Senior Engineering Technician	Establish Job Class

Based on internal alignment considerations, the recommended base salary range for the Senior Engineering Technician Job Class is set at *R-529 (\$5,288 - \$6,552). This is 15% above the range of Engineering Technician which is the benchmark class.

*Per implementation agreement date of June 4, 2007.

Affected Employees: Three (3)

- Eric Powell
- John Von Holle
- Paul Whitely

**Reclassification
Reclassification
Reclassification**

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:

Approve the new class specification.

Attachments: Job Specifications – Senior Engineering Technician

Cc: Gregorio Daniel, Teamsters Representative
Judy Demers, MEA President



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: RECLASSIFICATION OF MUNICIPAL EMPLOYEES ASSOCIATION POSITIONS
IN THE PUBLIC WORKS DEPARTMENT: CONSTRUCTION PROJECT
COORDINATOR
DATE: SEPTEMBER 16, 2009

In July 2007, the Personnel Commission took action to amend the City of Huntington Beach Classification plan as a result of a (limited) classification and compensation study conducted by CPS (Cooperative Personnel Services). Cooperative Personnel Services (CPS) was retained to perform a classification and compensation study. The goal of the study was to determine whether positions were appropriately classified, to update classification specifications and to conduct a base salary analysis of selected benchmark classifications.

The City and the Municipal Employees Association (MEA) mutually agreed to carve-out the classification of Engineering Technician from the CPS study. The parties agreed to review the Engineering Technician classification separately and to implement any agreed upon changes in a manner similar to that employed for positions adjusted as part of the CPS review.

After an appropriate period of review and evaluation, including meet and confer, the parties have agreed to three items:

- Modification of the Engineering Technician job classification
- Establishment of the job classification of Senior Engineering Technician
- Establishment of the job classification of Construction Project Coordinator

The establishment of the position of Construction Project Coordinator was required to highlight the material aspects of the job duties that are significantly different than that of Engineering Technician and have the effect of changing the fundamental scope of work to be performed. The proposed new classification addresses the appropriate knowledge, skills, abilities, scope of duties and responsibilities most appropriate and inherent to the requirements of the job going forward.

The City and MEA have met and conferred regarding the recommended changes to these classifications. The recommended classification changes are a result of the department's review and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Construction Project Coordinator	Construction Project Coordinator	Establish Job Class

Based on internal alignment considerations, the recommended base salary range for the Construction Project Coordinator Job Class is set at *R-539 (\$5,560 - \$6,887). This is 15% below the range of Contract Administrator which is the comparable senior classification.

*Per implementation agreement date of June 4, 2007.

Affected Employees: Three (3)

▪ **Robert Martinez**

Reclassification

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:

Approve the new class specification.

Attachments: Job Specifications – Construction Project Coordinator

Cc: Gregorio Daniel, Teamsters Representative
Judy Demers, MEA President