

# MEETING AGENDA

City of Huntington Beach  
PERSONNEL COMMISSION  
Wednesday, November 15, 2006  
Civic Center, Room B-8  
5:30 P.M.

## 1. CALL TO ORDER

Commissioners: Gooch, Deight, Hunt, Barton, Garner, Bush, Clemens  
Legal Counsel to the Personnel Commission: Jim Murphy, Esq.  
Staff Liaison: Irma Youssefieh, Secretary to the Personnel Commission/Human Resources Manager  
Also present: Bob Hall, Deputy City Administrator/City Services and Brigitte Charles, Principal Human Resources Analyst

## 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 October 18, 2006

## 5. PUBLIC HEARING

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

- a. Discussion on establishment of a new job specification for the position of Beach Maintenance Operations Manager in the Community Services Department.

**Recommended Action:** Approve the new class title and job specification for the position of Beach Maintenance Operations Manager, amending the City's Classification Plan and provide advisory comments on proposed compensation.

Please contact Sandy Henderson at (714) 960-8828 if you have questions or if the Human Resources Division can be of any assistance.

- b. Discussion on establishment of a new job specification for the position of Parking and Camping Assistant in the Community Services Department.

**Recommended Action:** Approve the new class title and job specification for the position of Parking and Camping Assistant, amending the City's Classification Plan and provide advisory comments on proposed compensation.

## **6. COMMISSION GOALS FOR THE COMING YEAR**

This item has been placed on the agenda at the request of the Personnel Commission Chair. There will be no City staff presentation.

## **7. LABOR RELATIONS UPDATE**

As offered

## **8. SECRETARY'S REPORT**

- a. Job Specification Review
- b. Recruitment Activity

## **9. 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.

## **10. INFORMATION ITEMS**

- a. Grievance Report – November 2006

## **11. ADJOURNMENT**

Meeting adjourned to the next regularly scheduled meeting of December 20, 2006.

**ITEM # 4**

**City of Huntington Beach**  
**PERSONNEL COMMISSION**  
**10/18/06**

Pending approval by Personnel Commission at the meeting on 11/15/06  
(These minutes are not verbatim. A taped recording of the meeting is available in the  
Human Resources Division, first floor of City Hall, for one year following meeting date.)

**CALL TO ORDER**

Chairperson Gooch called the Commission meeting to order at 5:35 p.m.

**ROLL CALL**

Commissioners present – Barton, Clemens, Deight, Gooch, Hunt

Commissioners absent – Bush, Garner

Legal Counsel to the Personnel Commission absent – James Murphy, Esq.

Staff Present – Irma Youssefieh, Secretary to the Personnel Commission/Human Resources Manager; Brigitte Charles, Principal Human Resources Analyst and Bob Hall, Deputy City Administrator

**PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

A motion was made by Commissioner Barton and seconded by Commissioner Deight to approve the minutes (passed 3:0:2 - Commissioners Gooch and Hunt abstained).

**PUBLIC HEARING**

- a. Discussion on the establishment of a new job specification for the position of Deputy Director of Economic Development and deletion of the class title and job specification for the position of Housing & Redevelopment Manager.

Chairperson Gooch opened the public hearing in accordance with Personnel Rule 12 regarding amendments to the City's classification plan. As there were no public present to comment, he closed the public hearing.

Ms. Youssefieh explained that staff was recommending the approval of a new classification and elimination of a division head classification to create an assistant department head level in Economic Development. Human Resources looked at 12 agencies in the local labor market and found five with similar classifications, but only three were strongly comparable. So staff relied more on internal alignment to establish the compensation level.

Commissioner Hunt asked if it would be mandatory to have a degree. Ms. Youssefieh responded that it was not, but that it was anticipated that generally candidates in the applicant pool would have a Bachelor's degree. Commissioner Hunt inquired why possession of a degree was not required. Ms. Youssefieh said by accepting an equivalent combination, the City was afforded more flexibility and could weigh experience.

Commissioner Hunt asked if there were any internal candidates. Economic Development Director Stanley Smalewitz replied there were no internal candidates. He said the recruitment would be open and competitive. Commissioner Hunt reiterated his position that a degree should be required for a management position of this caliber. Commissioner Barton agreed that senior management and higher should be degreed and that Directors should possess Masters. He was concerned about the message the City was sending by not requiring a Bachelor's and felt a Masters should be preferred.

Commissioner Deight asked if the staff who would report to this position were degreed. Mr. Smalewitz replied that some employees had degrees, but that it would not be a problem. Commissioner Clemens asked how the educational requirement was aligned with other deputy director classifications. Ms. Youssefieh said they all had the provision of any combination of experience, training and education would be qualifying.

Commissioner Barton felt this issue would be easier to address with no incumbents. Commissioner Gooch asked if the requirement for the degree would hinder the recruitment at a senior level. Mr. Smalewitz replied it would not. Ms. Youssefieh explained that the City would be competing with the private sector, and equivalency language would provide flexibility; however, the requirement could be revised to state that a Bachelor's degree was preferred.

Commissioner Hunt felt the City should raise standards for senior management and that it was important to specify certain minimum education levels. A motion was made by Commissioner Hunt to ask the City to consider for positions of senior management to require a Bachelors degree. Motion failed for lack of a second.

Commissioner Deight said the City should provide quality services with the highest professional standards. A motion was made by Commissioner Hunt and seconded by Commissioner Gooch to include in the education requirement a Bachelors degree for the position of Deputy Director of Economic Development.

Commissioner Gooch stated that senior management positions earning over \$100,000 per year should have degrees.

Commissioner Barton asked if there was a certain minimum pool that was needed to apply. Ms. Youssefieh responded no. She expected those who would apply would have college degrees.

A motion was made by Commissioner Hunt and seconded by Commissioner Gooch to approve the new class title and job specification for the position of Deputy Director of Economic Development as amended and delete the class title and job specification for the position of Housing & Redevelopment Manager, amending the City's Classification Plan (passed 5:0).

## **COMMISSION GOALS FOR THE COMING YEAR**

Chairperson Gooch addressed the timely review of job specifications. He felt all classes should be reviewed on a three-year basis to minimize reactionary responses. In addition, a timely review of the Personnel Rules was in order. Commissioner Barton echoed this sentiment and noted that physical task statements and environmental conditions were either inconsistent or not up-to-date.

Ms. Youssefieh said that each time a recruitment was conducted, staff reviews the job specification for possible updating and that over 100 recruitments had been done in the

past fiscal year. Thus, approximately one-third of the City's classifications had been addressed in this manner on an ongoing basis. Organizational changes have prompted other reviews.

Commissioner Gooch asked that this item be left on the agenda and asked Commissioners for input to identify two to three goals for the coming year.

Commissioner Barton asked perhaps that Human Resources provide a list of specifications with the date when they were last reviewed. Mr. Hall responded that Human Resources had a number of items they were working on to update, such as the Employer-Employee Relations Resolution and Personnel Rules. He stated staff needed to communicate with the Commission as to the current projects that were in progress. Updating the Classification Plan was a large task to take on, especially given the priorities of others and the need for Council to balance activities with a strategic plan.

Commissioner Deight said it would be helpful to review changes in the law and any effects upon the role of the Personnel Commission, but that the key was to keep apprised of Human Resources operations and activities. Commissioner Gooch said the best way to keep the Personnel Commission informed was to address recruitment practices and provide a list of specifications with dates of when they were last reviewed. Commissioner Barton again mentioned the need for cleanup language to ensure consistency. Commissioner Hunt suggested a newsletter as a means of communication or an annual report. Mr. Hall said that Ms. Youssefieh was looking at developing strategic goals for the division.

Chairperson Gooch said he wanted this item placed on the agenda again next month.

## **LABOR RELATIONS UPDATE**

Ms. Youssefieh said that the City was currently in negotiations with the Fire Management Association, Marine Safety Officers Association, Management Employees Organization and the part-time Surf City Lifeguard Employees Association. The Non-Associated Unit would need to be addressed before the end of the year. In addition, early in the new year, the City would be gearing up for negotiations with the Municipal Employees Association and the Huntington Beach Firefighters Association. Chairperson Gooch reported that the City of Long Beach City Council had approved \$10M to enhance the Police Officers Association contract from an anticipated structural surplus.

## **SECRETARY'S REPORT**

As follow up to questions from the last meeting, Ms. Youssefieh stated that Personnel Commission members are not mandated by law to serve as Disaster Service Workers. She also said the *Catching the Wave*, new employee orientation video would probably be on the City's website sometime in November. Ms. Youssefieh reported the division had lost a Human Resources Assistant in the Employee Benefits Unit to the City of Long Beach, but that a temporary office worker who had previous training was appointed to fill the vacancy.

## **COMMENTS FROM COMMISSIONERS**

Commissioner Hunt reported he had served as a rater on the City's Police Lieutenant oral board, and they had identified three well-qualified applicants for promotion from Sergeant to Lieutenant. He questioned why there had not been more candidates with 30 eligible for the promotion. Ms. McNamee, Police Senior Administrative Analyst said the problem

stemmed from the fact that the pay differential was minimal, Lieutenants did not receive overtime and Sergeants do not get assigned to swing shift. Commissioner Hunt also noted that the process was extremely rigid in its structured questions and suggested more leeway be given panelists to "drill down." Chairperson Gooch said that objective standards should be maintained to ensure uniformity in the questions asked and that additional detailed questions should be left to the hiring authority to follow up in interviews.

### **INFORMATIONAL ITEMS**

Commissioner Deight noted on Item #1 tentatively scheduled in November that no number had been given to the case. Commissioner Hunt inquired on the date that the grievance had been initiated. Chairperson Gooch said the headings of the dates should be clarified.

Chairperson Gooch reminded staff of the need to put the hearing officer on notice regarding the number of days and length of time for the process and asked if this had been included in letters that had been sent. Ms. Youssefieh said she had not seen correspondence sent by the City Attorney's office on this matter, but would follow up. Mr. Hall said retention of payment was not an issue as the hearing officer would not be paid until a report was received.

### **ADJOURNMENT**

The meeting adjourned at 6:40 p.m. to the next regularly scheduled meeting of November 15, 2006.

**ITEM # 5a**



## **CITY SERVICES**

### **Human Resources Division**

**DATE:** November 15, 2006

**TO:** Personnel Commission

**FROM:** Irma Youssefieh, Human Resources Manager

**SUBJECT: Beach Maintenance Operations Manager**

#### **DISCUSSION**

In the mid-1990's, the classification of Beach Division Manager was eliminated. In spite of an organizational audit conducted by an outside consulting firm (CityGate) in 2001 that recommended additional mid-managers in the Community Services Department structure, two management positions were eliminated—the Deputy Director and Cultural Arts Manager. The department head currently oversees Beach operations, which is the largest function of the department.

With the new FY 2006-07 budget, the City Council approved amending the table of organization for the Community Services Department by re-establishing a Beach Division, so that the department would be comprised of four divisions—Recreation, Cultural & Human Services; Facilities, Development & Concessions; Marine Safety; and Beach Operations. Consequently, Human Resources staff was requested to create a mid-management classification whose primary function would be to oversee this new division. With such a classification, the department structure would remain flat and provide more direct control, improved communication and interaction between the divisions.

Staff is recommending, therefore, that the classification of Beach Maintenance Operations Manager be established to oversee the functions of Beach Maintenance and Parking & Camping. Beach Maintenance includes the beach, harbor and pier maintenance, parking meter repair and collections, beach vehicle and marine equipment maintenance. Parking & Camping is comprised of the beach parking lots, Sunset Camping, and the Main Promenade Parking Structure. Both sections provide Pier Plaza parking services (parking machines and attendants). The Beach Operations Division collects and accounts for \$7.1 million in revenue annually and has an annual operating budget of \$3.2M.

In a review of the City's benchmark agencies and neighboring beach communities, staff was unable to identify a comparable position. Therefore, an analysis was conducted considering internal alignment. This position would report to the Director of Community Services and oversee 17 full-time employees and approximately 90 part-time employees. In addition, contract staff is used for maintenance, security and other functions. This is similar to the span of control for the position of Recreation, Cultural & Human Services Superintendent, a division head position that reports to the Director of Community Services and is compensated at Range 583 (\$6,921 - \$8,576/month). The Marine Safety Chief is a sworn classification and oversees safety programs similar to those of Police and Fire and thus is different operationally from the other three divisions in Community Services.

A Maintenance Operations Manager position is assigned to Public Works, reports to the Deputy Director of Public Works and is compensated at Range 587 (\$7,065 - \$8,750/month). However, this classification oversees a greater number of employees (112 full-time and 20 part-time) with an annual operating budget of \$14.8M, and has a greater depth and breadth of operational functions—street, building, fleet, park, tree, landscape maintenance and recycling, etc.

With this consideration, staff determines that compensation is appropriately established at Range 583 (\$6,921 - \$8,576/month). The Beach Maintenance Operations Manager classification is determined to be a classification represented by the Management Employees' Organization (MEO). Staff has met with the MEO, and they concur with the establishment of this classification.

### **RECOMMENDATION**

Approve the new class title and job specification for the position of Beach Maintenance Operations Manager, amending the City's Classification Plan and provide advisory comments on proposed compensation.

Attachments: Legislative draft of job specification for Beach Maintenance Operations Manager  
Organization Chart – Community Services Department

cc: Jim Engle, Community Services Director  
Kate Hoffman, MEO President

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: BEACH MAINTENANCE OPERATIONS MANAGER**

**PERSONNEL COMMISSION APPROVAL: NOVEMBER 15, 2006**

**COUNCIL APPROVAL:**

<b>JOB CODE:</b>	<b>0569</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>

**DUTIES SUMMARY**

Plans, directs, manages, supervises, and coordinates the activities, projects, and operations of the Beach Division, which includes oversight of the Beach, Pier and facilities maintenance, Beach parking, the downtown parking structure and camping facilities; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Community Services Director.

**EXAMPLES OF ESSENTIAL DUTIES**

Under general administrative direction, participates in the assessment, planning, coordination and evaluation of activities and programming; reviews beach, Pier, downtown parking and camping facility needs; manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service delivery and staffing levels; plans, directs, coordinates, and reviews the work plan for the Division; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; supervises, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; implements discipline and termination procedures; oversees and participates in the development and administration of the Division's annual budget, including forecasting of funds needed for staffing, equipment, materials, and facilities; monitors and approves expenditures and implements adjustments; serves as the liaison for the Division with other divisions, departments, and outside agencies; prepares and presents staff reports and other necessary correspondence; provides responsible staff assistance to the Community Services Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Division programs, policies, and procedures as appropriate; and, performs related duties and responsibilities as required.

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: BEACH MAINTENANCE OPERATIONS MANAGER**

*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**

*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:** Operational characteristics and activities of community services, including beach and pier recreation, safety and maintenance services, parking facility and camping operations; principles and practices of public administration and municipal government operations; basic supervision principles, training, and performance evaluation; principles and practices of program development and implementation; municipal budget preparation and administration; research and survey techniques; methods and techniques of contract management and negotiation; community services funding mechanisms and sources; modern office equipment, including computers; pertinent Federal, State, and local laws, codes, and regulations.

**Ability to:** Oversee and participate in the management of the Division; oversee, direct, and coordinate the work of assigned staff and professional consultants; select, supervise, train, and evaluate assigned staff; participate in the development and administration of division goals, objectives, and procedures; recommend and administer division budget; prepare accurate, clear and concise administrative reports; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations; interpret and apply Federal, State, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**Education:** At least two years of college level course work in Recreation Studies, Public Administration or a closely related field. A Bachelor's degree is preferred.

**Experience:** Five (5) years of increasingly responsible experience related to beach, parking and/or camping facility operations, including three years of progressively responsible administrative and supervisory experience.

**Certifications/License:** Due to the performance of field duties that may require operation of a vehicle, a California Driver's License and an acceptable driving record may be required.

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: BEACH MAINTENANCE OPERATIONS MANAGER**

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements, and the incumbent may be exposed to heat and cold. The incumbent stands and walks on level and uneven/slippery surfaces, twists, bends, pushes, pulls, crouches, reaches, and grasps. In an office environment, the work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

# Community Services Proposed Budget – FY 2006/07

Director of  
Community Services

ADMINISTRATION  
Administrative Analyst Senior  
Administrative Assistant  
Account Technician II  
Office Assistant II

## FACILITIES, DEVELOPMENT & CONCESSIONS

Facilities, Development &  
Concession Manager  
Administrative Secretary  
Specific Events Coordinator  
Administrative Analyst Senior  
Assistant Project Manager

## RECREATION, HUMAN & CULTURAL SERVICES

Recreation, Human & Cultural Services  
Superintendent  
Administrative Secretary

### ADULT & YOUTH SPORTS

Community Services Recreation  
Supervisor  
Maintenance Service Worker

### RECREATION PROGRAMS

Community Services Recreation  
Supervisor

### PROJECT SELF-SUFFICIENCY

Human Services Program Supervisor

### SENIORS

Human Services Program Supervisor  
Volunteer Services Coordinator  
Community Services Recreation  
Coordinator  
Senior Services Transportation  
Coordinator  
Social Worker  
Custodian  
Office Assistant II  
Senior Services Assistant (1.75)

### CULTURAL SERVICES

Cultural Services Supervisor  
Art Program Curator  
Office Assistant II

### CITY GYM & POOL

Community Services Recreation  
Supervisor  
Custodian  
Office Assistant II (0.5)

### EDISON CENTER

Community Services Recreation  
Supervisor  
Community Services Recreation  
Coordinator  
Custodian

### MURDY CENTER

Community Services Recreation  
Supervisor  
Custodian  
Office Assistant II (0.5)

## BEACH OPERATIONS

Maintenance Operations  
Manager  
Administrative Secretary

### BEACH OPERATIONS

Beach Operations Supervisor  
Beach Maintenance Crewleader  
(2)  
Senior Facilities Maintenance  
Technician  
Beach Equipment Operator (3)  
Beach Maintenance Service  
Worker  
Senior Marine Equipment  
Mechanic  
Marine Equipment Mechanic  
Parking Meter Repair  
Technician  
Parking Meter Repair Worker  
(2)

### PARKING & CAMPING

Parking & Camping Supervisor  
Parking & Camping Crewleader  
Parking & Camping Leadworker  
(2)  
Parking Assistant

## MARINE SAFETY

Marine Safety Chief  
Marine Safety Lieutenant (3)  
Marine Safety Officer II (10)

**ITEM # 5b**



## **CITY SERVICES**

### **Human Resources Division**

**DATE:** November 15, 2006

**TO:** Personnel Commission

**FROM:** Irma Youssefieh, Human Resources Manager

**SUBJECT:** **Parking and Camping Assistant**

#### **DISCUSSION**

Currently the Parking & Camping Section in the Community Services Department has four full-time positions and 60 part-time employees to account and collect \$4.2 million in revenue annually from use of the Sunset Vista RV Campground, beach parking, and the Main Promenade Parking Structure, and from the sale of annual parking passes.

With the use of the beach changing from seasonal to year round and attendance growing from 4.7 million in 1990 to over 10 million last year, staff was requested to create a new classification to provide support during regular working hours. The Section is led by a Supervisor and Crewleader, who coordinate activities and operations and two leadworkers, who act as working supervisors during irregular hours to oversee parking revenue collection and the maintenance and repair of parking meters and machines. The operation is a seven-day a week, 21-hours per day operation. This proposed classification adds a much-needed full-time staff member to this operation.

This position would be responsible for providing a variety of specialized duties related to collection of revenues, assistance in the supervision and training of part-time personnel, traffic and parking control, clerical support, and maintenance and repair of parking facility grounds and equipment. The position would report to Parking and Camping Facility Supervisor.

Due to no comparable positions found among the City's benchmark agencies and neighboring beach communities, internal alignment is considered in establish compensation for this position. Staff determines that appropriate compensation be set at Range 406 (\$16.52 – \$20.47/hour). This is the same compensation level for Maintenance Worker, Code Enforcement Technician and Parking/Traffic Control Officer that have similar duties, education and experience requirements.

The Parking and Camping Assistant classification is determined to be a classification represented by the Huntington Beach Municipal Employees Association (HBMEA). Staff has met with the HBMEA, and they concur with the establishment of this classification.

#### **RECOMMENDATION**

Approve the new class title and job specification for the position of Parking and Camping Assistant, amending the City's Classification Plan and provide advisory comments on proposed compensation.

**Attachments:** Legislative draft of job specification for Parking and Camping Assistant  
Organization Chart – Community Services Department

**cc:** Jim Engle, Community Services Director  
Elisabeth Bodine, HBMEA President

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: PARKING AND CAMPING ASSISTANT**

**PERSONNEL COMMISSION APPROVAL: NOVEMBER 15, 2006**

**COUNCIL APPROVAL:**

**JOB CODE:**

**EMPLOYMENT STATUS:**

**REGULAR FULL-TIME**

**UNIT REPRESENTATION:**

**MEA**

**FLSA STATUS:**

**NON-EXEMPT**

**DUTIES SUMMARY**

Performs a variety of specialized duties related to parking and camping operations, including collection of revenues, accounting, and assists with supervision of temporary/part-time recurrent staff; provides traffic and parking control; performs office support duties; and, maintains and repairs parking facility grounds and equipment.

**EXAMPLES OF ESSENTIAL DUTIES**

Under the direction of the Parking and Camping Facility Supervisor, assumes administrative responsibilities for the parking and camping operation under departmental policy during certain work shifts; accounts for and processes daily parking and camping revenues and records; assists in the supervision of staff during assigned work shifts; maintains traffic and crowd control within the facility and egress/ingress areas; enforces traffic and City ordinances within the parking facility; trains assigned staff; assigns and inspects work projects; assists in the evaluation of employees; conducts visual audits; perform basic first aid and assist in emergency situations; and, performs related duties and responsibilities as required within the scope of the classification.

*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**

*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:** Maintenance of tools, equipment and materials; practical accounting procedures; public relations and effective customer service principles and practices;

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: PARKING AND CAMPING ASSISTANT**

operational characteristics and activities of community services, including beach and pier recreation, safety and maintenance services, parking facility and camping operations.

**Ability to:** Effectively handle a variety of problems arising out of the enforcement of parking regulations; follow oral and written instructions; respond to first aid and emergency situations; coordinate the work of assigned staff; train, motivate and assist in the performance evaluation of personnel; conduct effective public relations; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations; and, establish and maintain effective and cooperative working relationships with those contacted in the performance of duties.

**Education:** High school diploma or equivalent.

**Experience:** Three (3) years of increasingly responsible experience related to beach, parking and/or camping facility operations.

**Certifications/License:** Completion of Advanced First Aid and CPR training within first six months of hire. Due to the performance of field duties that require operation of a vehicle, a California Driver's License and an acceptable driving record is required.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements, and the incumbent may be exposed to heat and cold. The incumbent stands and walks on level and uneven/slippery surfaces, twists, bends, pushes, pulls, crouches, reaches, and grasps. In an office environment, the work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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Human Services Program Supervisor

SENIORS  
Human Services Program Supervisor  
Volunteer Services Coordinator  
Community Services Recreation  
Coordinator  
Senior Services Transportation  
Coordinator  
Social Worker  
Custodian  
Office Assistant II  
Senior Services Assistant (1.75)

CULTURAL SERVICES  
Cultural Services Supervisor  
Art Program Curator  
Office Assistant II

CITY GYM & POOL  
Community Services Recreation  
Supervisor  
Custodian  
Office Assistant II (0.5)

EDISON CENTER  
Community Services Recreation  
Supervisor  
Community Services Recreation  
Coordinator  
Custodian

MURDY CENTER  
Community Services Recreation  
Supervisor  
Custodian  
Office Assistant II (0.5)

## BEACH OPERATIONS

Maintenance Operations  
Manager  
Administrative Secretary

BEACH OPERATIONS  
Beach Operations Supervisor  
Beach Maintenance Crewleader  
(2)  
Senior Facilities Maintenance  
Technician  
Beach Equipment Operator (3)  
Beach Maintenance Service  
Worker  
Senior Marine Equipment  
Mechanic  
Marine Equipment Mechanic  
Parking Meter Repair  
Technician  
Parking Meter Repair Worker  
(2)

PARKING & CAMPING  
Parking & Camping Supervisor  
Parking & Camping Crewleader  
Parking & Camping Leadworker  
(2)  
Parking Assistant

## MARINE SAFETY

Marine Safety Chief  
Marine Safety Lieutenant (3)  
Marine Safety Officer II (10)

**ITEM # 8a**



## **CITY SERVICES**

### **Human Resources Division**

**DATE:** November 15, 2006  
**TO:** Personnel Commission  
**FROM:** Irma Youssefieh, Human Resources Manager  
**SUBJECT:** **Job Specification Review**

#### **DISCUSSION**

In response to Personnel Commission discussion and request at the October meeting; attached is a list of job specifications including the date of last review.

The listing includes approximately one half of the City's Classification Plan for positions in the competitive service. For tracking purposes, these positions are designated per the following categories:

- **Administrative** (division management positions)
- **Administrative Support** (positions which report to a division manager or provide support to a division or executive management position, including clerical)
- **Professional** (positions which require specialized and theoretical knowledge usually acquired through college training).

The remaining positions are designated as:

- **Protective Service,**
- **Skilled Trade,**
- **Service/Maintenance**
- **Technical**

Human Resources will plan to provide the Personnel Commission with the remaining information in December or January 2007. These remaining positions total approximately one hundred sixty-three (163).

#### **RECOMMENDATION**

Receive and file job specification review information.

Attachment

## City of Huntington Beach

### Job Specification Review Status

#### Administrative, Administrative Support and Professional Classes

As of: 11/07/06

	<i>Job Code</i>	<i>Description</i>	<i>Occ Category</i>	<i>Pers Comm Approval Date</i>	<i>Last Review Date</i>
1	0516	Accounting Manager	Admin	07/19/06	07/19/06
2	0500	Business Systems Manager	Admin	05/00/03	05/00/03
3	0090/517	Deputy City Treasurer	Admin	09/00/99	09/00/99
4	0035	Deputy Director of Public Wrks	Admin	11/00/99	11/00/99
5	0474	Facilities, Dev & Conc Mgr	Admin	09/00/02	09/00/02
6	0026	Fire Division Chief	Admin	10/00/75	04/25/06
7	0006	Human Resources Manager	Admin	07/00/85	07/00/85
8	0489	Info Systems Communications Mgr	Admin	05/00/03	05/00/03
9	07/19/06	Inspection Manager	Admin	07/19/06	07/19/06
10	0030	Maintenance Operations Mgr	Admin	05/00/03	Under Review
11	0032	Marine Safety Division Chief	Admin	04/00/01	Under Review
12	0098	Permit & Plan Check Manager	Admin	07/19/06	Under Review
13	0444	Planning Manager	Admin	12/00/01	12/00/01
14	0233	Police Captain	Admin	02/00/02	02/00/02
15	0496	Public Safety Systems Manager	Admin	05/00/03	Under Review
16	0083	Purchasing & Central Svcs Mgr	Admin	04/00/93	Under Review
17	0043	Real Estate Services Manager	Admin	08/00/90	08/00/90
18	0042	Rec & Hmn Svcs Superintendent	Admin	09/00/02	09/00/02
19	0054	Risk Manager	Admin	06/21/06	06/21/06
20	0033	Transportation Manager	Admin	09/00/98	Under Review
21	0483	Utilities Manager	Admin	05/21/03	05/21/03
22	0294	Accounting Technician Supervisor	Admin Supp	12/00/01	Under Review
23	0025/005	Admin Analyst	Admin Supp	01/00/00	Under Review
24	0428	Administrative Aide	Admin Supp	04/00/03	04/00/03
25	0278	Administrative Assistant	Admin Supp	04/00/00	04/00/00
26	0289/466	Administrative Secretary	Admin Supp	04/00/00	04/00/00
27	0254	Alarm Services Coordinator	Admin Supp	12/00/01	12/00/01
28	0297	Art Programs Curator	Admin Supp	12/00/01	12/00/01
29	0296	Arts Education Coordinator	Admin Supp	08/00/93	08/00/93
30	0132	Assistant City Clerk	Admin Supp	06/00/02	08/00/05
31	0267	Assistant Social Worker	Admin Supp	12/00/01	08/00/05
32	0501	Business Application Supervisor	Admin Supp	05/00/03	Under Review
33	0112	Buyer	Admin Supp	12/00/01	12/00/01
34	0070	Chief Criminalist	Admin Supp	09/00/86	Under Review
35	0092	Claims Supervisor	Admin Supp	03/00/02	03/00/02
36	0186	Code Enforcement Officer I	Admin Supp	12/00/01	09/20/06
37	0182	Code Enforcement Officer II	Admin Supp	12/00/01	12/00/01
38	0280	Communications Operator-PD	Admin Supp	09/00/99	09/00/99
39	0281	Communications Supervisor-PD	Admin Supp	04/00/88	04/00/88
40	0471	Community Relations Officer	Admin Supp	09/00/02	09/00/02
41	0263	Community Relations Specialist	Admin Supp	12/00/01	12/00/01
42	0252	Community Svcs Rec Coord	Admin Supp	12/00/01	12/00/01
43	0258	Community Svcs Rec Supv	Admin Supp	05/00/05	05/00/05

**City of Huntington Beach**  
**Job Specification Review Status**  
**Administrative, Administrative Support and Professional Classes**  
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	<i>Job</i>			<i>Pers Comm</i>	
	<i>Code</i>	<i>Description</i>	<i>Occ</i>	<i>Approval</i>	<i>Last Review</i>
			<i>Category</i>	<i>Date</i>	<i>Date</i>
44	0097	Construction Manager	Admin Supp	03/00/01	Under Review
45	0085	Contract Administrator	Admin Supp	10/00/04	10/00/04
46	0312	Court Liaison Specialist	Admin Supp	12/00/01	12/00/01
47	0045	Criminalist Supervisor	Admin Supp	08/00/87	Under Review
48	0253	Cultural Affairs Supervisor	Admin Supp	12/00/01	Under Review
49	0299	Cultural Services Aide	Admin Supp	12/00/01	12/00/01
50	0134	Deputy City Clerk	Admin Supp	12/00/01	Under Review
51	0486	Detention Administrator	Admin Supp	06/00/03	Under Review
52	0138	Development Specialist	Admin Supp	08/00/01	03/00/05
53	0039	Econ Development Proj Mgr	Admin Supp	04/00/00	04/00/00
54	0232	Emergency Medical Srvcs Coord	Admin Supp	12/00/01	12/00/01
55	0198	Emergency Services Coordinator	Admin Supp	12/00/01	12/00/01
56	0061	Executive Assistant	Admin Supp	08/00/88	08/00/88
57	0398	Field Service Representative	Admin Supp	01/18/06	01/18/06
58	0131	Fire Medical Coordinator	Admin Supp	05/00/03	05/00/03
59	0130	Fire Protection Analyst	Admin Supp	12/00/85	12/00/85
60	0260	Fire Safety Program Specialist	Admin Supp	12/00/01	12/00/01
61	0204	Fire Training Media Specialist	Admin Supp	12/00/01	12/00/01
62	0498	GIS Administrator	Admin Supp	05/00/03	Under Review
63	0113	Human Services Program Supvr	Admin Supp	12/00/01	12/00/01
64	0200	Info Systems Computer Op Supv	Admin Supp	05/00/03	Under Review
65	0073	Inspection Supervisor	Admin Supp	07/19/06	Under Review
66	0049	Landscape Maint Supervisor	Admin Supp	09/15/04	09/15/04
67	0095	Law Office Manager	Admin Supp	04/00/00	04/00/00
68	0300	Legal Secretary	Admin Supp	01/00/00	Under Review
69	0311	Library Clerk	Admin Supp	03/00/88	03/00/88
70	0432	Library Facilities Coordinator	Admin Supp	12/00/01	12/00/01
71	0310	Library Processing Clerk	Admin Supp	12/00/01	12/00/01
72	0451	Library Services Clerk	Admin Supp	12/00/01	12/00/01
73	0257	Library Specialist	Admin Supp	12/00/01	12/00/01
74	0302	Literacy Program Specialist	Admin Supp	12/00/01	12/00/01
75	0048	Mechanical Maint Supervisor	Admin Supp	05/00/75	05/00/75
76	0441	Neighbrhd Preservtion Prog Mgr	Admin Supp	11/00/00	11/00/00
77	0490	Network Systems Administrator	Admin Supp	05/00/03	Under Review
78	0502	OA Systems Administrator	Admin Supp	05/00/03	Under Review
79	0306	Office Assistant I	Admin Supp	04/00/01	04/00/01
80	0304	Office Assistant II	Admin Supp	04/00/00	04/00/00
81	0290	Office Specialist	Admin Supp	04/00/00	04/00/00
82	0485	Paralegal	Admin Supp	06/00/03	06/00/03
83	0443	Payroll Analyst	Admin Supp	12/00/01	Under Review
84	0209	Permit & Plan Check Supervisor	Admin Supp	07/19/06	07/19/06
85	0453	Personnel Analyst	Admin Supp	12/00/01	12/00/01
86	0279	Personnel Assistant	Admin Supp	11/00/96	11/00/96

**City of Huntington Beach**  
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	<b>Job Code</b>	<b>Description</b>	<b>Occ Category</b>	<b>Pers Comm Approval Date</b>	<b>Last Review Date</b>
87	0136	Planning Aide	Admin Supp	12/00/01	12/00/01
88	0022	Police Communications Manager	Admin Supp	08/00/97	Under Review
89	0234	Police Lieutenant	Admin Supp	09/15/04	09/15/04
90	0094	Police Records Administrator	Admin Supp	01/00/87	01/00/87
91	0307	Police Records Specialist	Admin Supp	12/00/01	12/00/01
92	0283	Police Records Supervisor	Admin Supp	12/00/01	12/00/01
93	0308	Police Services Specialist	Admin Supp	12/00/01	12/00/01
94	0215	Police Systems Coordinator	Admin Supp	12/00/01	12/00/01
95	0062/084	Principal Admin Analyst	Admin Supp	01/00/01	Under Review
96	0060	Principal Personnel Analyst	Admin Supp	10/00/01	10/00/01
97	0037	Proj Mgr Assistant	Admin Supp	04/00/91	07/19/06
98	0497	Public Safety Systems Supv	Admin Supp	05/00/03	05/00/03
99	0093	Real Property Agent	Admin Supp	11/00/98	08/01/06
100	0519	Safety Officer	Admin Supp	03/00/05	03/00/05
101	0515	SCADA Coordinator	Admin Supp	10/19/05	10/19/05
102	0063/089	Senior Admin Analyst	Admin Supp	01/00/00	Under Review
103	0434	Senior Code Enforcement Ofcr	Admin Supp	12/00/01	12/00/01
104	0135	Senior Deputy City Clerk	Admin Supp	02/00/03	Under Review
105	0309	Senior Library Services Clerk	Admin Supp	12/00/01	12/00/01
106	0450	Senior Library Specialist	Admin Supp	12/00/01	12/00/01
107	0464	Senior Personnel Analyst	Admin Supp	12/00/01	12/00/01
108	0265	Senior Services Assistant	Admin Supp	01/00/03	01/00/03
109	0481	Senior Services Transp Coord	Admin Supp	12/00/01	12/00/01
110	0266	Social Worker	Admin Supp	12/00/01	12/00/01
111	0457	Special Events Coordinator	Admin Supp	12/00/01	Under Review
112	0488	Street/Bldg Maint Supervisor	Admin Supp	06/00/03	06/00/03
113	0473	Supervisor, Dev & Petro-Chem	Admin Supp	02/00/02	02/00/02
114	0051	Tree Maintenance Supervisor	Admin Supp	09/15/04	09/15/04
115	0268	Volunteer Services Coordinator	Admin Supp	12/00/01	12/00/01
116	0487	Wastewater Supervisor	Admin Supp	06/00/03	06/00/03
117	0052	Water Distribution Supervisor	Admin Supp	04/00/93	08/18/04
118	0053	Water Production Supervisor	Admin Supp	01/05/04	08/18/04
119	0156	Water Quality Coordinator	Admin Supp	01/05/03	08/18/04
120	0111	Accountant	Prof	12/00/01	12/00/01
121	0078	Assistant City Attorney	Prof	04/00/00	04/00/00
122	0108	Assistant Planner	Prof	12/00/01	12/00/01
123	0069	Associate Civil Engineer	Prof	06/00/00	Under Review
124	0071	Associate Planner	Prof	11/00/96	11/00/96
125	0034	Associate Traffic Engineer	Prof	06/00/00	Under Review
126	0024	City Engineer	Prof	07/00/00	07/00/00
127	0081	Deputy City Attorney I	Prof	04/00/04	04/00/04
128	0080	Deputy City Attorney II	Prof	04/00/04	04/00/04
129	0079	Deputy City Attorney III	Prof	04/00/04	04/00/04

**City of Huntington Beach****Job Specification Review Status****Administrative, Administrative Support and Professional Classes**

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130	0068	Deputy City Engineer	Prof	12/00/00	12/00/00
131	0220	Detention Officer, Nurse	Prof	08/00/00	08/00/00
132	0178	GIS Analyst	Prof	10/00/00	Under Review
133	0115	Info Systems Analyst I	Prof	05/00/03	Under Review
134	0116	Info Systems Analyst II	Prof	05/00/03	Under Review
135	0505	Info Systems Analyst II	Prof	05/00/03	Under Review
136	0117	Info Systems Analyst III	Prof	05/00/03	Under Review
137	0118	Info Systems Analyst IV	Prof	05/00/03	Under Review
138	0158	Landscape Architect	Prof	12/00/91	Under Review
139	0114	Librarian	Prof	12/00/01	Under Review
140	0099	Plan Check Engineer	Prof	07/19/06	Under Review
141	0028	Principal Accountant	Prof	01/00/87	Under Review
142	0096	Principal Civil Engineer	Prof	06/21/06	Under Review
143	0482	Principal Librarian	Prof	01/00/03	Under Review
144	0074	Principal Planner	Prof	12/00/01	12/00/01
145	0110	Senior Accountant	Prof	12/00/01	12/00/01
146	0064	Senior Budget Analyst	Prof	01/00/79	01/00/79
147	0484	Senior Deputy City Attorney	Prof	07/19/06	07/19/06
148	0499	Senior Info Systems Analyst	Prof	05/00/03	Under Review
149	0077	Senior Librarian	Prof	07/00/93	Under Review
150	0036	Senior Planner	Prof	11/00/96	11/00/96