

# MEETING AGENDA

City of Huntington Beach  
PERSONNEL COMMISSION  
Wednesday, November 19, 2008  
Civic Center, Room B-8  
5:30 P.M.

## 1. CALL TO ORDER

Commissioners: Gooch, Hunt, Barton, Garner, Bush, Clemens, 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  
Patricia Albers, 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 October 15, 2008

## 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 Executive Assistant in the Administration Department amending the City's Classification Plan.

### **Recommended Action:**

Approve the job specification revision for the position of Executive Assistant in the Administration Department amending the City's Classification Plan.

- b. Discussion on a job specification revision for the position of Street Maintenance Supervisor in the Public Works Department amending the City's Classification Plan.

**Recommended Action:**

Approve the job specification revision for the position of Street Maintenance Supervisor in the Public Works Department amending the City's Classification Plan.

- c. Discussion on a job specification revision for the position of Code Enforcement Officer II in the Planning Department amending the City's Classification Plan.

**Recommended Action:**

Approve the job specification revision for the position of Code Enforcement Officer II in the Planning Department amending the City's Classification Plan.

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

**Recommended Action:**

Approve the establishment of a new job class and job specification for the position of Budget Manager in the Finance Department amending the City's Classification Plan.

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

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

## **7. LABOR RELATIONS UPDATE**

- FMA – Summary of pay and benefit provisions
- SCLEA Negotiations

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

- Position Vacancy Report
- NEOGOV Features Update

## **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**

Grievance Report – November 2008

## **11. ADJOURNMENT**

Meeting adjourned to the next regularly posted meeting of December 17, 2008.

**ITEM # 4**

**MINUTES**  
City of Huntington Beach  
**PERSONNEL COMMISSION**  
**10/15/08**

Pending approval by Personnel Commission at the meeting on 11/19/08  
(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, Clemens, Garner, Gooch, Hunt and Lipson  
Commissioners absent: Bush  
Others Present: Michele Carr, Director of Human Resources  
Sandy Henderson, Administrative Aide  
Jo Ann Diaz, Principal Personnel Analyst

**PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

A motion was made by Commissioner Gooch and seconded by Commissioner Lipson to approve the minutes for the September 24, 2008 meeting (passed 6:0:1).

**PUBLIC HEARING**

None

**COMMISSION GOALS FOR THE COMING YEAR**

Chairman Barton began discussion on the goal to conduct job description reviews on a three year cycle to ensure meeting changing needs of the City. He suggested developing an objective and relevant cycle to review, beginning in 2009. Michele Carr, Director of Human Resources, stated that a calendar is in development that would set the classification families into a rotational review; the calendar should be ready for the Commission in early 2009. Commissioner Gooch requested the opportunity for the Personnel Commissioners to add input in devising the strategy. Discussion ensued regarding the goal to design and conduct a Personnel Commission Orientation. Ms. Carr suggesting scheduling the orientation when Fred Wilson, our new City Administrator, is available to attend as well.

**LABOR RELATIONS UPDATE**

Negotiations continue with Fire Management Associations (FMA).

**SECRETARY'S REPORT**

Ms. Carr reported on position vacancies and commented on the large amount of recruitments that are very active. She also reported that candidate interviews for the Director of Library Services have been conducted and should have a replacement within 4 to 6 weeks for the current director who is retiring. Ms. Carr reported that NEOGOV

MINUTES  
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**10/15/08**

continues to be a wonderful avenue in terms of providing access for many applicants to apply for positions. She announced that staff attended the annual NEOGOV user conference and reported it was very beneficial.

Ms. Carr introduced JoAnn Diaz, the new Principal Personnel Analyst for Human Resources. Ms. Diaz gave a brief history of her work experience and communicated her enthusiasm for the new challenges ahead.

**COMMENTS FROM COMMISSIONERS**

Commissioner Gooch initiated discussion on the *Constructive Action* process in lieu of or parallel to the *Progressive Discipline* system. He described how it works and his successes using this process. He stated the *Constructive Action* process is non-threatening and resulted in reduced appeals of discipline actions.

The Commissioner's joined in welcoming JoAnn Diaz to the Huntington Beach staff.

**INFORMATION ITEMS**

The October Grievance report was reviewed.

**ADJOURNMENT**

The meeting adjourned at 5:55 PM to the next regularly scheduled meeting of November 19, 2008.

**ITEM # 5**



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE CARR, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** UPDATE OF MUNICIPAL EMPLOYEES ASSOCIATION POSITION IN THE CITY ADMINISTRATOR'S OFFICE: EXECUTIVE ASSISTANT  
**DATE:** NOVEMBER 19, 2008

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When a position class is vacated, the department has the opportunity to review the relevant portions of the position classification to determine if appropriate modifications should be made. With the recent retirement of a long-term employee in the position of **EXECUTIVE ASSISTANT**, it has been determined that reasonable modifications to the classification are required to reflect current modern office standards, terms and practices. The modifications are reflective of the time lapse since the class specification has been updated (circa 1988) – it does not reflect any true changes in the scope of job duties performed by the **EXECUTIVE ASSISTANT** position assigned to the City Administrator's Office.

The modifications are not material so as to change the fundamental scope of work to be performed. The proposed changes merely address the current technical requirements of the job since the last class specification update. These are non-substantive changes and assure the job specification appropriately reflects the required qualifications in current terminology. There is no material change to the classification – therefore, the compensation will remain as is. The format has been updated so that the job specification is easier to read.

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**

<b>Position Title</b>	<b>Recommended Job Class</b>	<b>Action</b>
Executive Assistant	Executive Assistant	Update

**Affected Employees: None**

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 updated class specification.

Attachments: Job Specifications –  
Executive Assistant

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

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: EXECUTIVE ASSISTANT

DATE: AUGUST, 1988

JOB CODE: 0061  
EMPLOYMENT STATUS: REGULAR FULL-TIME  
UNIT REPRESENTATION: MEA  
FLSA STATUS: NON-EXEMPT

**DUTIES SUMMARY**

Serves as Executive ~~Secretary~~ **Assistant** to the City Administrator ~~—P~~**performings** a variety of clerical and administrative functions ~~for the City Administrator. Interprets various policies and administrative regulations as prescribed by the City Administrator.~~ **Work requires the exercise of independent judgment, initiative and discretion based on knowledge of administrative policies and procedures and the municipal organization in performing daily activities.** Serves as Office Coordinator for projects requiring involvement of other clerical personnel within the office of the City Administrator.

**EXAMPLES OF ESSENTIAL DUTIES**

Performs a wide variety of **complex** tasks with considerable responsibility **and independence including:** ~~in segregating important matters to be brought to the attention of the City Administrator; interprets policies and administrative regulations. Relieves City Administrator of operating details such as routine correspondence and interviewing callers; reviews incoming details such as routine correspondence and interviewing callers; reviews incoming correspondence, reports and similar materials for the purpose of routing such to appropriate personnel;~~

- **Apprise the City Administrator of issues, problems, concerns or sensitive matters impacting the City.**
- **H**andles highly confidential information regarding personnel, controversial **legal** matters and administrative operations; may take and transcribe ~~dictation~~ **meeting notes and;** ~~writes letters either independently or in accordance with oral and written directions; required to~~ record proceedings of various business meetings or conferences. ~~as directed by the City Administrator and prepares agendas; assumes responsibility for the performance of administrative details requiring a high degree of skill, accuracy and discretion and an overall knowledge of the city functions;~~
- **Prepares or assists in the preparation and distribution of notices, agendas, reports and other documents; reviews and checks documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.**
- **A**ccumulates data and compiles statistical and other reports requiring research and personal contact with city personnel and outside agencies; confers with department heads, ~~superintendents,~~ division ~~heads~~ **managers** and others regarding **administrative**

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: EXECUTIVE ASSISTANT**

**DATE: AUGUST, 1988**

~~issues and activities. that the City Administrator has delegated and has provided general instructions;~~

- ~~Establishes, maintains, , designs, and~~ revises ~~and coordinates cross reference complex~~ office files ~~ing systems – including electronic data storage and retrieval; maintains records of expenditures and departmental records and various documents, bills receipts, material requisitions, work orders and a variety of complex records and documents relating to departmental operations;~~
- Provides information to City staff and the public where judgment, knowledge and interpretation of departmental and City policies and regulations are necessary; receives citizen inquiries and complaints and exercises judgment in determining the proper course of action; screens and routes visitors, ~~and~~ telephone calls; and written and electronic communication.
- Gathers information and composes routine correspondence in reply to various requests, inquiries and questionnaires
- Creates and schedules ~~making~~ appointments and meetings and maintains the City Administrators electronic calendar; makes travel arrangements. ~~referrals using discretion and diplomacy in conserving the City Administrator's time and maintaining municipal good will; screens incoming correspondence, arranges correspondence for reply in order of priority and with appropriate backup material attached; refers correspondence to subordinate staff members for reply and may follow up to insure that deadlines are met; arranges travel, transportation and hotel accommodations for City Administrator;~~
- Coordinates office support functions and activities, prioritizes and assigns tasks and projects; acts as liaison between the City Administrator's office and other departments/divisions; makes recommendations regarding clerical appointments, organizes, directs ~~and~~, coordinates, and evaluates the activities of clerical personnel ~~in the City Administrator's Office and may, from time to time, be required to accomplish projects assigned or designed by the City Administrator.~~

*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.*

### **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:*

#### **Knowledge of:**

- Office **administration, and management practices and** procedures ~~and municipal organization.;~~

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: EXECUTIVE ASSISTANT**

**DATE: AUGUST, 1988**

- **English usage, spelling, grammar and punctuation**, business letter writing and business **writing** format; **principles and practices of business communication and report writing**.
- **Organization of local government and roles and responsibilities of the City Administrator's office**; familiarity with general management functions and practices.
- **Event and meeting planning and coordination**.
- **Financial recordkeeping, purchasing and budgeting practices; filing, data records, office storage and retrieval systems**.
- **Basic supervision principles; receptionist, telephone and customer service techniques**.
- **Full range of modern computer software applications**. ~~in order to understand and interpret administrative policies and regulations;~~

**Ability to:**

- **Perform highly responsible and confidential executive support functions involving independent judgment**.
- **Learn, interpret, and effectively apply policies, rules, regulations and procedures**.
- **Establish and maintain effective working relationships**.
- **c**ommunicate effectively **both orally and in writing**; ~~and to use English properly~~; **prepare accurate reports; adhere to multiple deadlines and handle multiple projects to completion; be flexible in meeting work schedules and supervisor instructions**;
- **Oversee and coordinate the work of others; interface with staff and the public with courtesy and tact**;
- **Operate a variety of modern office equipment; use desktop computer office software, such as Word, Excel, Outlook, Access and Power Point; type or keyboard at 50 net wpm.**;
- **W**ork with highly confidential information requiring discretion and **diplomacy**. ~~tact; may require the ability to take dictation at 80 wpm.~~

**Education:** **High School Diploma or GED supplemented by specialized coursework/certification in Office Administration, Office Management, Administrative Assistant, or Legal Secretary**. **Associates**A degree in Business or **Management**~~Secretarial Science~~ is desirable.

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: EXECUTIVE ASSISTANT

DATE: AUGUST, 1988

**Experience:** Five (5) years **increasingly responsible secretarial or clerical duties involving substantial public contact or governmental** experience ~~in Public Administration,~~ including ~~the level of secretary to a~~ **experience directly assisting at the** ~~department~~ **directorhead,** or executive administrative level. One (1) year of lead or supervisory experience preferred.

**Certification:** Must possess a valid California drivers license.

**Physical Tasks and Environmental Conditions:**

Work involves light to moderate work in an office setting. There is some exposure to the elements and potential exposure to infectious disease or personal harm when working outdoors. There is a frequent need to sit and infrequent need to stand, walk and to lift objects up to 40 pounds.

Tasks involve the ability to exert light physical effort in sedentary to light work but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (15-40 pounds). There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Regular use of computer monitor and keyboard required.

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



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE CARR, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** UPDATE OF MUNICIPAL EMPLOYEES ASSOCIATION POSITIONS IN THE PUBLIC WORKS DEPARTMENT: MAINTENANCE OPERATIONS – STREET MAINTENANCE SUPERVISOR  
**DATE:** NOVEMBER 19, 2008

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When a position class is vacated, the department has the opportunity to review the relevant portions of the position classification to determine if appropriate modifications should be made. With the recent resignation of a long-term employee in the position of **STREET MAINTENANCE SUPERVISOR**, it has been determined that reasonable modifications to the classification are required to bring it in line with current operational standards.

The modifications are not material so as to change the fundamental scope of work to be performed. The proposed changes merely address the current technical requirements of the job since the last class specification update. These are non-substantive changes and assure the job specifications appropriately reflect the required qualifications. There is no material change to the classifications – therefore, the compensation remains as is.

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**

<b>Position Title</b>	<b>Recommended Job Class</b>	<b>Action</b>
Street Maintenance Supervisor	Street Maintenance Supervisor	Update

**Affected Employees: None**

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 updated class specification.

Attachments: Job Specifications –  
Street Maintenance Supervisor

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

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: STREET MAINTENANCE SUPERVISOR

DATE: OCTOBER 2007

PERSONNEL COMMISSION APPROVAL: 10/17/07

COUNCIL APPROVAL: 11/19/07

JOB CODE: 0488

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

**DUTIES SUMMARY**

Under the general direction of the Maintenance Operations Manager, plans, supervises, and coordinates the operation, maintenance and repair of the City's streets.

**DISTINGUISHING CHARACTERISTICS**

The Street Maintenance Supervisor administers the City's street maintenance programs. ~~This includes~~ **including** concrete, asphalt paving, slurry seal, and street sweeping, **activities; also provides oversight** ~~Supervision~~ of public works HazMat response **function.** ~~is also included.~~ The incumbent directly supervises program Crewleaders and/or Leadworkers.

**EXAMPLES OF ESSENTIAL DUTIES**

Plans, coordinates, and supervises program activities for the street maintenance programs, including budget and project forecasting; recommends program budgets and administers approved budgets; sets master schedule for program activities; coordinates program activities with citizens, contractors, agencies, and in-house personnel; supervises and evaluates program activities, especially in terms of quality and quantity of work product; evaluates employees reporting directly and reviews/approves evaluations for all street ~~and building~~ maintenance personnel; reviews, recommends and implements employment decisions regarding such activities as selection, promotion, discipline and contract administration; writes reports, requests for Council action, specifications for equipment and services, budget justifications, and business correspondence; remains current on developments in street maintenance practices, materials, and equipment; coordinates, directs, and inspects work performed by contractors for City ~~facilities~~ **streets**, under the program's purview, including detailed review of plans and specifications; prepares, conducts and administers safety and training programs; ensures availability of required resources for program operations as budgeted; maintains records of all work activity for street maintenance programs **including those required by the Resource Conservation and Recovery Act (RCRA) pertaining to hazardous waste treatment, storage and disposal**; investigates and mitigates citizen complaints; represents the City on street and building maintenance matters; works productively, independently or in a group setting, to complete projects, sets production standards, and develops work policies and procedures; participates as a Maintenance Operations management team member; provides quality customer service; and performed related duties and responsibilities as required.

*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*

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: STREET MAINTENANCE SUPERVISOR

DATE: OCTOBER 2007

*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:** Program management techniques including the planning and coordinating of work activities; principles and practices of supervision; contract administration; personnel policies and procedures; applicable local, State and federal regulations; modern methods, equipment, standards, procedures and practices used in street construction, maintenance and repair; project management and cost control; computer operation, including spreadsheet development and forecasting; business and trades math; safe working practices, procedures and regulations; record keeping systems; budgetary planning, preparation and control; purchasing practices and procedures; customer service delivery.

**Ability to:** Manage the street maintenance programs, including, planning, coordination and supervision of program activities and personnel; monitor outside contracts and contractors; write reports, correspondence and specifications; read and interpret plans, blueprints, manuals and specifications; give and follow written and oral instruction; develop and maintain effective record keeping systems; ensure safety and professional work standards are met; prepare and deliver training; communicate and interact effectively both verbally and in writing with managers, peers, subordinates, vendors, contractors and citizens; prepare and administer budgets.

**Education:** Equivalent to a high school diploma, supplemented by successful completion of professional or college level coursework in street construction, engineering, project management and/or management/supervision. An Associates degree from an accredited college or university with major coursework in Business Administration, Public Administration or a related field is preferred and may be substituted for one (1) year of experience.

**Experience:** Five (5) years' experience in street ~~and/or building~~ maintenance operations, including two years experience in a lead or supervisory capacity.

**Certifications/License:** Possession of a valid California driver's license, **PC 832 Powers of Arrest, and 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPR) Training** ~~by time within six months~~ of appointment. **Certificates of Completion for OSHA required Respirator Training and Department of Transportation (DOT) required Hazardous Waste Manifest Training within six months of appointment.**

**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, crawls, climbs ladders, reaches, grasps, lifts and carries items weighing 25 pounds or less. Indoor office 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.



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE CARR, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** UPDATE OF MUNICIPAL EMPLOYEES ASSOCIATION POSITIONS IN THE PLANNING DEPARTMENT: CODE ENFORCEMENT OFFICER II  
**DATE:** NOVEMBER 19, 2008

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The department is requesting that the job classification of **CODE ENFORCEMENT OFFICER II** be modified to support both promotional and open recruitments. Presently the position can only be filled by a candidate with 18 months of experience with the City of Huntington Beach as a Code Enforcement Officer I – however, there are an insufficient number of internal candidates meeting this criteria and therefore, neither a promotional nor open recruitment can commence based upon the current job specification language.

Currently one **CODE ENFORCEMENT OFFICER II** vacancy exists and, it has been determined that modification to the classification is required to allow the Planning Department to recruit to fill the vacancy in order to provide an appropriate level of service to the public.

The modification is not material so as to change the fundamental scope of work to be performed. The proposed change merely addresses the need to allow an open recruitment when the requirements for promotional-only recruitment cannot be met. This is a non-substantive change. There is no material change to the classification – therefore, the compensation remains as is.

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**

<b>Position Title</b>	<b>Recommended Job Class</b>	<b>Action</b>
Code Enforcement Officer II	Code Enforcement Officer II	Update

**Affected Employees: None**

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 updated class specifications.

Attachments: Job Specifications –  
Code Enforcement Officer II

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

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CODE ENFORCEMENT OFFICER II**

**DATE: DECEMBER, 2001**

**JOB CODE: 0182**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEA**  
**FLSA STATUS: NON-EXEMPT**

**DUTIES SUMMARY**

With general supervision, performs technical office and field work involving the inspection, investigation and enforcement of state and City codes and ordinances relating to public nuisances, zoning, litter, weeds, and signs; and performs other duties as required within the scope of the classification.

**DISTINGUISHING CHARACTERISTICS**

The Code Enforcement Officer II is the journey level class in the series and conducts more complex inspections, investigations and activities. It is distinguished from the higher class, Code Enforcement Officer, Senior, by the absence of supervisory responsibility.

**EXAMPLES OF ESSENTIAL DUTIES**

Assists in the implementation of a comprehensive code enforcement program; conducts field investigations and site surveillance of residential, commercial and industrial properties to uncover possible violations of state and City codes and ordinances; issues infraction and misdemeanor citations for violations relating to public nuisances including zoning, litter, abandoned vehicles, weeds, debris accumulation, oversized trucks in residential areas and parking violations.

Photographs evidence, prepares diagrams and measurements, interviews potential witnesses, composes letters and follows-up to ensure remedial action has been taken; receives complaints from citizens and other sources; issues correction notices; performs routine follow-up; effects removal if necessary. Prepares memos and investigative reports; initiates procedures on suspected violations; explains and provides alternative mitigating measures to property owners to resolve violations.

Answers inquiries from public regarding code and ordinance requirements, interpretations, policies and applicability; prepare code violation cases for presentation at public hearings, City Council meetings and judicial proceedings; file written complaints through City Attorney to secure compliance; assists in the preparation of depositions, affidavits, stipulated judgments and inspection warrants; serves legal documents.

Participates in and coordinates joint inspections of properties with other agencies and City departments; researches property ownership, and zoning, building and parcel

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: CODE ENFORCEMENT OFFICER**

**DATE : DECEMBER, 2001**

histories; interprets building and planning project entitlements; compiles statistics and prepares periodic reports; makes presentations to local civic, educational, professional, community and neighborhood groups.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Building, zoning, and housing codes and regulations; legal descriptions and boundary maps; basic principles of land use planning; research practices and techniques; rules of evidence related to public hearings and judicial cases; personal computer and standard business software; departmental policies and procedures; conflict resolution techniques; quality service principles and practices; appropriate safety methods and techniques.

**Ability to:** Read, interpret and enforce applicable codes; analyze and compile technical information; apply investigative techniques; inspect properties with unknown hazards; utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals; prepare clear and concise reports; maintain and follow department processes and regulations; communicate effectively in oral and written form; issue citations; operate standard office equipment including a two-way radio; establish and maintain effective working relationships with residents, City staff and supervisors.

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

**Experience:** Eighteen (18) months experience as a Code Enforcement Officer I with the City of Huntington Beach **or comparable public agency**.

**Certification:** Possession of a valid California motor vehicle operator's license **by time of appointment**. Successful completion of Penal Code 832 training upon completion of probationary period.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS --**

Work involves moderate work often in an outdoor setting with exposure to loud noises, chemicals, debris, air and waterborne pathogens. There is frequent need to stand, walk, sit, talk or hear, use hands, kneel, stoop and perform other similar actions during the course of the workday. ~~Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~ **Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.**



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE CARR, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** FINANCE DEPARTMENT REORGANIZATION – ESTABLISHMENT OF NEW MANAGEMENT EMPLOYEES ORGANIZATION POSITION – BUDGET MANAGER  
**DATE:** NOVEMBER 17, 2008

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As part of a reorganization plan, the Finance Department evaluated the functional and operational design, performance of services, and level and scope of department service requirements with respect to its budgeting operations. Based upon the input of the department director, it has been determined that a reorganization requiring the establishment of a new **BUDGET MANAGER** position is appropriate.

Presently, the Finance Department has five (5) operating divisions: Budget and Research, Administration, Accounting Services, Fiscal Services and Central Services.

There is a divisional manager for Accounting Services, Fiscal Services and Central Services. The Administration division reports directly to the Finance Director. Due to the nature and scope of services performed by the Budget and Research division, direct managerial leadership is needed going forward. A re-alignment of the services performed necessitates the department to reorganize.

**Therefore, it is recommended the implementation of reorganization be accomplished by adopting the new position classification of BUDGET MANAGER.** The **BUDGET MANAGER** position will be equivalent to the Accounting Manager position therefore it is recommended the compensation be set at the equivalent salary range [R-586: \$7,029 - \$8,707 per month].

The City and MEO have met and conferred regarding the establishment of this MEO 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
Budget Manager	Budget Manager	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 – Budget Manager

Cc: Kate Hoffman, MEO President



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: BUDGET MANAGER**

financial systems, required record-keeping and budgetary controls; supervise divisional audits, procedures and policies; prepare and maintain assigned operating budget; act as primary resource on budgetary accounting practices contained in the City's annual budget.

Recommend modifications to budget procedures and processes; plan, organize and implement CIP budgetary functions and maintain records of budget and CIP transactions; Oversee the approval and modification of appropriations within the City's financial system; prepare and present various budget-related resolutions, ordinances and other documents required for action by Council; and, perform other related duties. In the absence of the Finance Director, may act on an as-needed basis 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**

*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:** Governmental accounting and auditing principles and practices; cost accounting systems; budgeting; uses and limitations of electronic data utilized in City accounting and budgeting systems; governmental financial audit principles, practices and responsibilities; principles and practices of leadership and supervision; public administration and office management policies and procedures.

**Ability to:** Supervise, train and evaluate the performance of professional, technical, administrative, and clerical staff; communicate effectively, both in writing and verbally; establish and maintain cooperative working relationships with those contacted in the performance of duties.

**Education:** A Bachelor's degree in Accounting, Business Administration or a closely related field. A Masters degree is desirable.

**Experience:** Five (5) years of increasingly responsible professional level governmental accounting and/or budgeting experience of which at least three (3) years has included direct responsibility for the supervision of professional level accounting staff. Current or recent experience with a California municipality is highly desired.

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

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: BUDGET MANAGER**

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work is performed in a general office environment.

Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions, such as computer keyboards, calculators, copiers, and other office equipment.

Tasks involve the ability to exert light physical effort in sedentary to light work but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a computer keyboard or work station. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.



*City of Huntington Beach  
Finance  
Adopted Budget – FY 2008/09*

Director of Finance

ADMINISTRATION  
Administrative Assistant

ACCOUNTING SERVICES

Accounting Manager  
Administrative Analyst Senior  
GENERAL ACCOUNTING  
Senior Accountant  
Accountant (3)  
ACCOUNTS PAYABLE &  
RECEIVABLE  
Accounting Technician  
Supervisor  
Accounting Technician II (3)  
Accounting Technician I  
PAYROLL  
Payroll Systems Analyst  
Senior Payroll Technician  
Payroll Technician

BUDGET & RESEARCH

Budget Manager  
Administrative Analyst Senior (2)

CENTRAL SERVICES

Central Services Manager  
Administrative Analyst Senior  
PROCUREMENT  
Buyer (2)  
REPROGRAPHICS  
Senior Printing Services  
Technician (2)  
MAIL

FISCAL SERVICES

Fiscal Services Manager  
MUNICIPAL SERVICES  
Senior Accounting Technician  
Accounting Technician II (2)  
BUSINESS LICENSE  
Senior Accounting Technician  
Accounting Technician II (2)  
Field Service Representative

**ITEM # 6**

## Goals for the Personnel Commission & Staff

- Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
- Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
- Develop new classifications to meet changing needs of the City.
- 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.
- Design and conduct a Personnel Commission Orientation during the calendar year of 2008.

**ITEM # 8**

**POSITION VACANCY  
REPORT WILL BE  
DISTRIBUTED AT  
MEETING**