

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: 3/21/2005	Department ID Number: AS-05-008

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

2005 MAR -9 4:38
RECEIVED
CITY CLERK
CITY OF
HUNTINGTON BEACH, CA

SUBMITTED TO: HONORABLE MAYOR and CITY COUNCIL MEMBERS

SUBMITTED BY: *Penelope Culbreth Graft*
PENELOPE CULBRETH-GRAFT, DPA, CITY ADMINISTRATOR

PREPARED BY: CHARLES THOMAS, ACTING DIRECTOR OF ADMINISTRATIVE SERVICES

SUBJECT: ADOPT RESOLUTION 2005-18 REGARDING CLASSIFICATION PLAN AMENDMENT

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

Statement of Issue: The City's Classification Plan needs to be amended to modify the job specification for: Street Maintenance Crewleader, Firefighter and Senior Detention Officer, as approved by the Personnel Commission on December 15, 2004 (Street Maintenance Crewleader and Firefighter) and February 16, 2005 (Senior Detention Officer).

Funding Source: There is no fiscal impact to this action

Recommended Action: Adopt Resolution No 2005-18, a resolution of the City Council of the City of Huntington Beach to amend the classification plan by modifying the classification for Street Maintenance Crewleader, Firefighter and Senior Detention Officer in the City classification plan.

Alternative Action(s): Make no changes to the City's Classification Plan.

Analysis:

Street Maintenance Crewleader, Public Works Department

In 2001, the City contracted with Public Sector Personnel Consultants to conduct a comprehensive classification and compensation study of classifications represented by the Municipal Employees Association (MEA). As a result, the classification of Street Services Crewleader was revised and retitled to Street Maintenance Crewleader. In revising the job specification for this classification, duties emphasized general street maintenance and repair. Specific job tasks related to hazardous materials, concrete and street sweeping were deleted.

REQUEST FOR ACTION

MEETING DATE: 3/21/2005

DEPARTMENT ID NUMBER:AS-05-008

The functions of this classification have always included responsibilities for oversight of concrete maintenance and repair, street sweeping, and hazardous materials cleanup and disposal. Therefore, the recommended changes to the attached specification for Street Maintenance Crewleader reinstate these duties. There are no changes recommended to the current salary range established for this position.

Firefighter, Fire Department

It has been over 10 years since the City conducted a Firefighter recruitment. After reviewing the current job specification, it was determined that changes were needed to reflect the current operational needs of the Fire Department. One of the more obvious outdated requirements is the need for previous experience in the Fire Apprentice program. The apprentice program was eliminated in the 1980's.

To bring the job classification to current standards, a survey of local fire departments within Orange County was conducted to evaluate and compare the minimum qualifications of similar Firefighter positions. Based on results of this survey, the proposed changes are in line with local fire departments. There are no changes recommended to the current salary range established for this position.

Senior Detention Officer, Police Department

As part of recent negotiations with the Huntington Beach Police Officers' Association (HBPOA), it was requested that the title be changed for the position of Senior Detention Officer to Detention Shift Supervisor. Currently, there are five employees in the classification, reporting to a civilian Detention Administrator. As clearly demonstrated in the current classification, these positions "supervise personnel and functions relating to incarceration of prisoners during a shift." Supervisory skills and functions are further itemized in the provisions for essential duties, knowledge, abilities, and education. These positions supervise, train, and evaluate subordinate personnel and coordinate the work schedules and projects of Detention Officers.

Environmental Status: Not applicable

Attachment(s):

City Clerk's Page Number	No.	Description
3 5, 9, 13	1	Resolution No. 2005-18 Specifications for Modified Classifications (Exhibit A - C)

ATTACHMENT #1

E-3.3

RESOLUTION NO. 2005-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HUNTINGTON BEACH TO AMEND THE CLASSIFICATION PLAN
BY MODIFYING THE CLASSIFICATION FOR
STREET MAINTENANCE CREWLEADER, FIREFIGHTER
AND SENIOR DETENTION OFFICER
IN THE CITY CLASSIFICATION PLAN

WHEREAS, the City Council of the City of Huntington Beach wishes to amend the City Classification Plan; and

The provisions of Personnel Rule 12-4 have been complied with, in that the changes to the City Classification Plan were considered by the Personnel Commission during public hearings held on December 15, 2004, and February 16, 2005; and the Commission voted to recommend amending the City's Classification Plan to modify classifications for Street Maintenance Crewleader, Firefighter and Senior Detention Officer, to the City Council,

NOW, THEREFORE, the City Council of the City of Huntington Beach does hereby resolve as follows:

1. Modify the Class Specification for the Street Maintenance Crewleader position in the City's Classification Plan as set forth in **Exhibit A**, which is attached hereto and incorporated herein by this reference.
2. Modify the Class Specification for the Firefighter position in the City's Classification Plan as set forth in **Exhibit B**, which is attached hereto and incorporated herein by this reference.
3. Modify the Class Specification for the Senior Detention Officer position in the City's Classification Plan and retile the position to Detention Shift Supervisor, as set forth in **Exhibit C**, which is attached hereto and incorporated herein by this reference.
4. All other provisions of the Classification Plan shall remain the same.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the _____ day of _____ 2005.

City Clerk

Mayor

REVIEWED AND APPROVED:

Renee Cullina
City Administrator

APPROVED AS TO FORM:

Jennifer M. Gault
City Attorney
2/28/05
LHM/2/28/05

INITIATED AND APPROVED:

C. Adams
Director of Administrative Services

EXHIBIT A

E-3.5

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: STREET MAINTENANCE CREWLEADER

DATE: OCTOBER 20, 2004

JOB CODE: 0150

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEA

FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision, functions as a working supervisor; schedules and leads skilled workers in the maintenance of the City's streets, including concrete, street sweeping operations, hazardous materials cleanup and disposal; screens and assigns work orders and service requests; determines priorities and monitors completed work, and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Crewleader, Street Maintenance, is a working supervisor with responsibility for maintaining the City's streets. This position supervises skilled employees engaged in street repairs, paving, patching, slurry operations, concrete maintenance and repair, collection and disposal of hazardous materials; and reports to the Street and Building Maintenance Supervisor.

EXAMPLES OF ESSENTIAL DUTIES

Plans, schedules, selects or approves, and requisitions necessary equipment and related supplies. Oversees all work in progress to ensure quality, timeliness and safety. Schedules and coordinates preventive maintenance projects on a regular basis. Supervises and assists contractors performing work on City streets; coordinates work with other departments.

Oversees, assists or participates in performing street maintenance and repair work as necessary. Inspects and makes recommendations for asphalt related problems and maintenance of bike paths, parking lots, arterial streets and parks, concrete improvements, fences and guardrails. Responds to calls for service after regular work hours.

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: STREET MAINTENANCE CREWLEADER

DATE: OCTOBER 20, 2004

Supervises and reviews the work of crews engaged in hazardous materials response, cleanup, storage and disposal. Supervises hazardous materials contractors performing work in the public right of way and in disposing of City-generated hazardous materials. Updates and maintains hazardous materials records and prepares quarterly and annual hazardous materials reports.

Interviews, trains and motivates employees; assigns and evaluates work; recommends disciplinary action according to established City procedures. Conducts performance appraisals; supports and actively promotes the City's safety programs. Performs periodic safety inspections; identifies and corrects safety hazards. Conducts and communicates within the City regarding various projects.

Provides input during the budget process and monitors the operating budget for area of responsibility. Maintains inspection and repair records; maintains inventory of necessary parts and equipment. Researches and stays up to date on new technologies and practices in asphalt maintenance. Works with Engineering Department in determining rehabilitation and maintenance of streets and highways.

Responds to emergency calls for service on a call-out basis, and works outside of normal business hours, as needed.

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: City and departmental rules, policies and procedures; tools and equipment needed to perform street and concrete maintenance and repair work; hazardous materials response, cleanup and disposal methods; occupational hazards and safety practices applicable to street maintenance operations; contract administration; budgeting and supervisory practices.

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: STREET MAINTENANCE CREWLEADER

DATE: OCTOBER 20, 2004

Ability to: Schedule and prioritize manpower and projects; assign work, monitor and evaluate work progress; research and gather information related to vendors, contractors, equipment and supplies; resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete projects; maintain accurate records; use hand and power tools; operate personal computer and standard software applications; establish and maintain effective interpersonal relations with those contacted in the course of work; communicate effectively, both orally and in writing.

Education: The equivalent of a high school diploma.

Experience: Five (5) years of street maintenance experience, including two (2) years of supervisory experience.

Certifications/License: Possession of a valid California motor vehicle operator's Class B license. Certificate verifying 40 hours of hazardous waste operations which meets the OSHA requirements outlined in 20 CFR, Part 1910 must be obtained prior to completion of probation.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to dangerous machinery, hazardous chemicals, extreme weather conditions, and ability to lift and carry up to 100 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Est. 12-01
Rev. 10-04

EXHIBIT B

E-3.9

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: FIREFIGHTER

DATE: DECEMBER 2004

JOB CODE: 0229
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBFA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

The fundamental reason this classification exists is to perform duties involving the protection of life and property in all phases of emergency and rescue operations while assigned to an engineer truck company.

DISTINGUISHING CHARACTERISTICS

Firefighter is the first level of the sworn fire safety series within the Fire Department. Under the supervision of a Fire Captain, performs various emergency and rescue duties including firefighting, medical care and hazardous materials abatement. In addition, performs fire prevention inspection, public education programs, training activities, station and equipment maintenance, and other duties as directed.

EXAMPLES OF ESSENTIAL DUTIES

Under the direction of a Fire Captain, responds as a team member on an assigned fire company for emergency rescue and non-emergency operations; performs standard firefighting procedures in laying hose, setting ladders and performing rescue, ventilation, salvage and cleanup work; participates in all phases of fire department activities including fire suppression activities, use and operation of special equipment, safety, hazardous materials abatement, physical fitness, medical aid response and fire prevention; participates and assists in planning of drills and other training activities to learn and improve emergency response tactics; participates in routine non-emergency activities such as fire prevention inspections, code enforcement, public education, hydrant maintenance, drills, training, and district familiarization; performs routine in-station activities such as station housekeeping, equipment cleaning and routine maintenance; performs apparatus inventory and maintenance; performs public education activities and carries out positive public relations; lives and works in a fire station with peers, coworkers and supervisors while exercising good judgment, self-restraint and tact in dealing with a variety of issues and situations; responds to major

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIREFIGHTER

DATE: DECEMBER 2004

alarms off duty when called; may be ordered to duty based on emergency needs; performs other related duties.

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 of: Modern firefighting methods and procedures; emergency medical methods and procedures; CPR techniques; safety practices and regulations; fire science; principles of fire prevention and arson investigation; various firefighting rescue and emergency medical tools and equipment.

Ability to: Use various firefighting rescue and emergency medical tools and equipment; take appropriate courses of action in emergencies; effectively and safely fight fires using a variety of firefighting apparatus and equipment; work in dangerous conditions around fire, chemicals and smoke; safely follow directions; live and work cooperatively with co-workers; exercise tact, self restraint and good judgment

Education:

High School diploma or G.E.D. equivalent and possession of at least one of the following:

1. Graduation from a California State certified Firefighter I Academy, **OR**
2. Certification as a Firefighter I from the California State Board of Fire Service, **OR**
3. One year of experience as a full-time firefighter and have passed probation.

Certification:

Currently EMT certified.

By time of appointment, must possess a valid California driver's license.

Prior to completion of probation, must possess a California Class B/Firefighter restricted drivers license.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIREFIGHTER

DATE: DECEMBER 2004

Other:

At least 18 years of age

United State Citizenship

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS --

Physical strength to and agility to fight fires wearing protective gear and self contained breathing apparatus; lift and carry heavy objects; lift, pull and use fire hoses; climb ladders and stairs; bend, stoop, kneel, crawl in tight places; swim and stay afloat in water; withstand a variety of environmental factors including working in the heat or cold, confined spaces, on ladders/scaffolds, slippery/uneven surfaces, moving heavy objects/vehicles; work irregular hours; exposure to toxic chemicals, fumes, smoke, gases and solvents; work long periods of time without relief.

Est. 10/1975

Rev. 12/2004

EXHIBIT C

E-3.13

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: DETENTION SHIFT SUPERVISOR

DATE: MARCH 21, 2005

**JOB CODE: 0222
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: POA
FLSA STATUS: EXEMPT**

DUTIES SUMMARY

The fundamental reason for the existence of this classification is to supervise the functions regarding the safety and well being of prisoners and arrestees until their release.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey classification where incumbents perform the full duties of Detention Officer as well as supervise personnel and functions relating to incarceration of prisoners during a shift. Assignments may be restricted based on the need to work with same sex prisoners as dictated by law or social mores.

EXAMPLES OF ESSENTIAL DUTIES

Under general supervision, insures that all personnel abide by the rules and regulations as prescribed by the department's manual as it relates to rules and regulations governing the jail; insures that jail operations comply with the minimum jail standards; makes regular inspections of the facility, inmates and the recording of same in the appropriate ledgers; maintains accounts of the purchases and distribution of all items and food required for the proper operations of the facility; maintains a daily log reflecting all unusual occurrences, damage to jail property, sick or injured prisoners and all necessary repairs needed for the efficient operation of the facility; maintains logs, ledgers and paperwork necessary for the processing of inmates to the respective courts within the time period as prescribed by law; reviews for acceptability of bonds, bail and writs to insure legal release of prisoners qualifying for same; reviews and prepares all citations for release from custody of those inmates charged only with misdemeanor offenses as described in the Penal Code; prepares reports and correspondence; supervises, trains, and evaluates assigned staff; performs related administrative duties; performs other duties as assigned.

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DETENTION SHIFT SUPERVISOR

DATE: MARCH 21, 2005

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: State and Federal ordinances regarding the detainment and care of prisoners; physical restraint techniques; principles and practices of supervision.

Ability to: Maintain professional, cooperative and harmonious relationships with inmates and members of the jail staff; gain compliance with persons under their custody; physically guide/restrain persons under their custody; effectively and expeditiously search persons in their custody and identify contraband and possible dangerous items; effectively deal with complex and fast-paced situations on a continual basis; utilize fire related equipment in a corrections environment during a crisis; use both hands, arms and legs; stoop bend and lift; read, comprehend, interpret and utilize instructions, manuals and other materials applicable to this area; successfully complete the State of California Detention Officer Supervisory Course prior to completion of the probationary period; successfully pass the Arrest and Control class; work assigned shift; train, supervise and evaluate assigned staff; coordinate work schedules and projects; communicate effectively verbally and in writing; work cooperatively with others.

Education:

- ◆ High school Diploma or GED Certificate.
- Must have successfully completed the State of California Detention Officer Training Program.
- After appointment, and prior to completion of probationary period, must successfully complete the State of California Detention Officer Supervisory Course.

Experience:

- Two years experience as a Detention Officer.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DETENTION SHIFT SUPERVISOR

DATE: MARCH 21, 2005

OTHER:

- **License:** Must obtain valid California Driver License, Class B, by date of appointment.
- **Physical:** Excellent physical condition. Must be physically capable of performing all tasks required of a Huntington Beach Detention Officer as determined by physical capabilities test and medical evaluation.
- **Background:** Must be of good moral character with no convictions for felony or crimes of moral turpitude and must successfully pass a comprehensive background investigation.
- **Shift Assignment:** Must be available to work all assigned shifts, including weekends and holidays.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS -- See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Est. 8/2000
Rev. 3/2005