

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: 11/03/08	Department ID Number: HR 08-09

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

SUBMITTED TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

SUBMITTED BY: FRED WILSON, CITY ADMINISTRATOR

PREPARED BY: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES *for MC*

SUBJECT: ADOPT RESOLUTION 2008-65 REGARDING AN AMENDMENT TO THE CITY'S CLASSIFICATION PLAN

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

The City's Classification Plan requires amendment to incorporate changes considered and approved by the Personnel Commission at a (special) meeting held September 24, 2008.

Funding Source:

Funding for the proposed compensation adjustment is included in the FY 2008-09 budget.

Recommended Action: Motion to:

Adopt Resolution No. 2008-65, a Resolution of the City Council of the City of Huntington Beach amending the City's Classification Plan by adding the job specification of PROGRAM COORDINATOR – HUMAN SERVICES and establishing the compensation.

Alternative Action(s):

Reject amendment to the classification plan or reject proposed compensation. In accordance with Personnel Rule 12-4, if an amendment to the City's Classification Plan is rejected by the City Council, the City Council is to refer such amendments or revisions back to the Personnel Commission with reasons for rejection and its recommendation thereon.

REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: 11/03/08

DEPARTMENT ID NUMBER: HR 08-09

Analysis:

The Personnel Commission has considered and approved the following amendment to the City's Classification Plan:

At the September 24, 2008 Personnel Commission meeting, staff proposed the establishment of the new classification of PROGRAM COORDINATOR – HUMAN SERVICES. This position was created due to a reorganization of a segment of the Recreation, Human and Cultural Services Division of the Community Services Department. The Department evaluated the direction, performance of services, and level and scope of program requirements regarding the Project Self Sufficiency program. This reorganization places the general oversight of Project Self Sufficiency at the appropriate level of PROGRAM COORDINATOR. The PROGRAM COORDINATOR class specification is the appropriate class required for the performance of the duties of this position. No new funds are required in the FY 2008-09 budget as the current funding level is adequate to support this class plan amendment. The recommended base salary range is \$4,332 - \$5,365 (Range 489), it is equivalent to other similarly situated coordinator assignments within Community Services. The City and MEA have met and conferred regarding the recommended change to the impacted MEA classifications. The recommended classification and compensation changes are a result of the establishment of this new position and the meet and confer process. The Personnel Commission approved the class plan modification, adding the class specification.

The approved recommended action is:

- a) Add the job specification for the classification of PROGRAM COORDINATOR-HUMAN SERVICES and establish compensation at pay range 489.

Strategic Plan Goal:

The recommendation to amend the City's Classification Plan as outlined above, is consistent with Strategic Plan Goal C-2. The objective is to obtain an effective organizational structure with appropriate classifications and compensation in order to deliver quality public services.

Environmental Status:

Not applicable

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Attachment(s):

City Clerk's Page Number	No.	Description
	1.	Resolution No. 2008-65 Specification for Classification (Exhibits A)
	2.	Report to Personnel Commission – 9/24/08 Community Services Department Reorganization – Impact on Municipal Employees Association Position – Human Services Program Supervisor – Project Self Sufficiency.

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ATTACHMENT #1

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RESOLUTION NO. 2008-65

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HUNTINGTON BEACH AMENDING THE CITY'S
CLASSIFICATION PLAN BY ADDING THE JOB SPECIFICATION
OF PROGRAM COORDINATOR-HUMAN SERVICES AND
ESTABLISHING THE COMPENSATION

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

The provisions of Personnel Rule 12-4 have been complied with, in that the changes to the Classification Plan were considered by the Personnel Commission during a public hearing on September 24, 2008; and

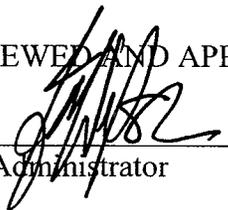
The Personnel Commission voted to recommend to the City Council that the Classification Plan be amended to include the classification of Program Coordinator-Human Services,

NOW, THEREFORE, the City Council of the City of Huntington Beach does hereby resolve that the Classification Plan be amended to add the job specification of Program Coordinator-Human Services and establish the compensation at Range 489 (\$4,332 - \$5,365) as set forth in Exhibit A which is attached hereto and incorporated by this reference.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the _____ day of _____, 20____.

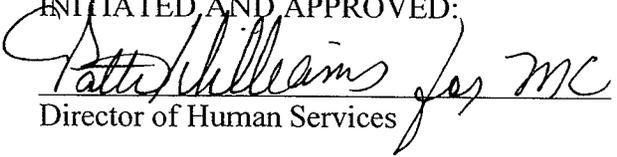
Mayor

REVIEWED AND APPROVED:



City Administrator

INITIATED AND APPROVED:



Director of Human Services

APPROVED AS TO FORM:

 10/20/08

City Attorney

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EXHIBIT A

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**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: PROGRAM COORDINATOR – HUMAN SERVICES

**PERSONNEL COMMISSION APPROVAL: SEPTEMBER 24, 2008
COUNCIL APPROVAL: NOVEMBER 3, 2008**

**JOB CODE: 0584
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT**

DUTIES SUMMARY

With general supervision, plans, organizes and implements community human service program(s), case management and referral services to target residents, works closely with outside community resources, makes referrals to community programs and resources; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Program Coordinator-Human Services is a journey level professional position with responsibility for development and delivery of community human services programs, and general case management and referral services targeting one or more specific program groups, (i.e. the elderly or the economically disadvantaged). The Program Coordinator-Human Services may oversee other staff members, contractors and/or volunteers.

EXAMPLES OF ESSENTIAL DUTIES

Plans, coordinates, oversees and evaluates the delivery of assigned human services programs including, but not limited to, conducting needs assessments and intakes of potential clients and providing ongoing case management of current program participants; provides educational trainings, informational classes and/or workshops, and produces specialty area programming such as recognition events, holiday programs, and social programs. Oversees program development, marketing and implementation including selection of community partners and solicitation of program donations.

Supervises full or part-time staff and volunteers; interviews, hires, trains and evaluates staff in accordance with established policies. Provides supervision to others assigned to assist in program or event production including site set-up and break down. Resolves participant conflicts; develops an individual care plans with each client,

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PROGRAM COORDINATOR – HUMAN SERVICES

monitors progress to reassess client status and maintains thorough case documentation for each client; serves as a City representative with community groups, business organizations, corporate partners, government agencies, and other City departments.

Stays current with developments in the field; attends a variety of professional development programs; attends multi-disciplinary and task force meetings to develop collaborative efforts, identify program needs, strategies and solutions to promote various human services programs and activities. Performs related duties including report preparation, development of promotional or program materials, and making public presentations regarding program services offered.

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 policies and procedures; federal, state and local regulations governing the operation of human services programs/ community based organizations; human services program development and administration practices and procedures; standard office principles and procedures; principles and practices of supervision.

Ability to: Identify community human service needs; plan and market programs and activities for target population; form cooperative relationships and partnerships with others whom do not have a direct reporting relationship; respond with tact, composure and courtesy when dealing with individuals who may be experiencing significant emotional distress; maintain accurate records; record and retrieve information; write reports; operate personal computer and standard software applications; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively with others both orally and in writing.

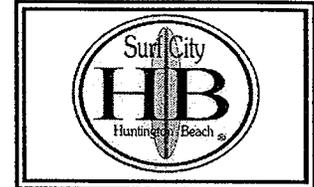
Education: Bachelor's degree in social work, human services or a related field.

Experience: Two (2) years experience in human service or social service program administration. A Master's degree may be substituted for one year of experience.

Certifications/License: Possession of a valid "Class C" California driver's license by time of appointment.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PROGRAM COORDINATOR – HUMAN SERVICES

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves light to moderate work in an office setting. 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. There is some exposure to the elements and potential exposure to infectious disease or personal harm when working outdoors.

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

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ATTACHMENT 2

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

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: COMMUNITY SERVICES DEPARTMENT REORGANIZATION – IMPACT ON MUNICIPAL EMPLOYEES ASSOCIATION POSITION – HUMAN SERVICES PROGRAM SUPERVISOR – PROJECT SELF SUFFICIENCY
DATE: SEPTEMBER 24, 2008

As part of a reorganization review of a segment of the Recreation, Human and Cultural Services Division, the Community Services Department evaluated the direction, performance of services, and level and scope of program requirements regarding the Project Self Sufficiency program. Based upon the input of the department supervisor and following the evaluation of the program's service delivery for the better part of one (1) year; it has been determined that the historical level of service necessitates reorganization.

This reorganization places the oversight of Project Self Sufficiency at the appropriate level of PROGRAM COORDINATOR. The current position classification duties and responsibilities are inconsistent with the actual performance of duties needed to effectively oversee the Project Self Sufficiency program. A program supervisor has a multitude of programs to oversee and has a staff of program coordinators to assist in overseeing each of the specifically assigned areas of service. Equating the service level delivery required to oversee a singular program with that of the broader Program Supervisor duties is inaccurate. The Project Self Sufficiency assignment is not equivalent in the breadth or depth of functional operations within the department as the Human Services Program supervisor. The primary duties associated with the PSS program operations are fundamentally at the level of coordinator.

Project Self Sufficiency, like many other Community Services and Recreation programs, requires journey-level knowledge, skills, abilities, duties and responsibilities. The COORDINATOR class specification is the equivalent class required for the performance of the duties of this position. **Therefore, it is recommended the implementation of reorganization be accomplished by adopting the new position classification of PROGRAM COORDINATOR – HUMAN SERVICES.**

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

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Human Services Program Supervisor	Program Coordinator-Human Services	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 re-titled class specification and set the compensation as recommended.

- Attachments: Job Specifications:
- A. Human Services Program Supervisor
 - B. Program Coordinator – Human Services
 - C. Organizational Charts (2)

Cc: Bill Davis, MEO Legal Representative
Judy Demers, MEA President

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