

AGENDA

Wednesday, December 19, 2012

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

1. CALL TO ORDER

Commissioners: Bush, Clemens, Elford, Inglee, Rivera

Staff Liaison: Bob Hall, Deputy City Manager

Also present:

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

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources 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 November 21, 2012

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 the job specification revisions for the position of **Assistant to the City Manager** in the City Manager's Office amending the City's Classification Plan.

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

Recommended Action:

Approve the job specification revisions of the position of **Assistant to the City Manager** in the City Manager's Office amending the City's Classification Plan.

b. Discussion on the job specification revisions for the position of **Police Administrative Services Manager** in the Police Department amending the City's Classification Plan.

Recommended Action:

Approve the job specification revisions of the position of **Police Administrative Services Manager** in the Police Department amending the City's Classification Plan.

6. LABOR RELATIONS UPDATE

7. SECRETARY'S REPORT

8. 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.

9. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of January 16, 2013.

ITEM # 4

MINUTES

Wednesday, November 21, 2012

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

Pending approval by Personnel Commission at the meeting on 12/19/12
(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

Commissioner Clemens called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Bush, Clemens, Elford, and Inglee

Commissioners absent: Rivera

Others Present:

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

Mike Vigliotta, City Attorney's Office

JoAnn Diaz, Principal Human Resources Analyst

Bill Reardon, Fire Division Chief

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Bush and seconded by Commissioner Inglee to approve the minutes for the September 19, 2012 meeting.

VOTE: The motion was carried
AYES: 3
NOES: 0
ABSENT: 1
ABSTAIN: 1 - Clemens

PUBLIC HEARING

- a. Approve the job specification revisions of the position of **Hazardous Materials Program Specialist** in the Fire Department amending the City's Classification Plan.

A motion was made by Commissioner Bush and second by Commissioner Elford to approve the revised job specification as amended.

VOTE: The motion was carried
AYES: 4
NOES: 0
ABSENT: 1

- b. Approve the new job specification for the position of **Assistant Fire Marshall** in the Fire Department amending the City's Classification Plan.

A motion was made by Commissioner Bush and second by Commissioner Inglee to approve the new job specification as presented.

VOTE: The motion was carried
AYES: 4
NOES: 0
ABSENT: 1

COMMENTS FROM COMMISSIONERS

None

ADJOURNMENT

The meeting adjourned at 5:56 PM to the next regularly scheduled meeting of December 19, 2012.

ITEM # 5



CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: CREATION OF ASSISTANT TO THE CITY MANAGER JOB CLASSIFICATION
DATE: DECEMBER 19, 2012

The City Manager is restructuring the department by eliminating one Deputy City Manager position, re-titling another DCM to ACM and creating the new position of **ASSISTANT TO THE CITY MANAGER**. The proposed position of **Assistant to the City Manager** will provide advanced level research and analytical support to the City Manager, including but not limited to legislative policy analysis and intergovernmental relations as well as oversee a variety of complex and confidential administrative matters. The newly created job classification will be represented by the Management Employees Organization (MEO). It is recommended the position be established at pay grade 608.

The alternative to establishing a new job classification would be to incorporate the work into an existing job class. However, in reviewing the job duties, and knowledge, skills, and abilities of comparable positions, there are none that require the specific subject matter expertise necessary to perform the work of the proposed classification.

Several cities in Orange County, including, but not limited to, Anaheim, Fullerton, Garden Grove, Irvine, Newport Beach, Santa Ana, and Westminster have the classification of Assistant to the City Manager as part of the structure of the City Manager's office.

The City and MEO have met and conferred regarding the creation of this new job and its inclusion into the classification plan. The recommendation presented is based upon input from the City Manager's Department and a review of similar internal and external jobs.

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.

STAFF RECOMMENDATION

Proposed Job Class Title:	Assistant to the City Manager
Pay Grade:	Pay Grade 608
Action:	Create the recommended job classification for inclusion into the City's Classification Plan
Affected Employees:	None
Recommendation:	Approve the newly-created job classification

Att: Assistant to the City Manager job specification

cc: Fred Wilson, City Manager
Bob Hall, Deputy City Manager
Scott Field, MEO President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSISTANT TO THE CITY MANAGER

PERSONNEL COMMISSION APPROVAL: DECEMBER 19, 2013
COUNCIL APPROVAL:

JOB CODE:	XXXX
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT

DUTIES SUMMARY

Under administrative direction, provides professional-level managerial support to the City Manager and Deputy City Manager on a variety of difficult, complex and sensitive administrative matters; provides high-level research and analysis; reviews, reports, and monitors legislative and other intergovernmental activities.

DISTINGUISHING CHARACTERISTICS

The Assistant to the City Manager is a professional-level, single position job class with responsibility for coordinating and overseeing a variety of complex and confidential matters including, but not limited to, legislative policy analysis and intra/inter-governmental relations.

EXAMPLES OF ESSENTIAL DUTIES

- Supports the City Manager, Deputy City Manager, and department directors on matters pertaining to assigned functions, programs and projects; prepares the City Manager's Office budget and oversees the expenditure of funds.
- Conducts major analytical and research assignments, and develops recommendations on administrative and operational issues and problems with citywide impact.
- Develops and assists in the development of strategies to accomplish City goals and objectives.
- Provides guidance to City departments according to the directives of the City Manager; coordinates activities with those of other departments and outside agencies.
- Directs and participates in the preparation of various documents, including but not limited to correspondence, reports, resolutions, ordinances, contracts, and presentation materials.
- Researches, prepares and presents oral and written reports, responds to citizen inquiries.
- Monitors, analyzes and evaluates legislation and other intergovernmental activities affecting the City; prepares and/or coordinates appropriate responses to legislation impacting City operations and/or the community at large.
- Maintains effective and extensive professional relationships with representatives of other local, state and federal agencies.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ASSISTANT TO THE CITY MANAGER

- Attends a variety of meetings and civic functions; serves as the City Manager's representative/staff liaison at meetings of City management and staff, commissions, committees and other organizations as needed; represents the city in multi-jurisdictional meetings and with community groups, advisory boards and other governmental agencies.

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:

- Principles and practices of municipal government administration, including goal setting, program development, implementation and evaluation
- Municipal governance structure, practices and policies
- Pertinent Federal, State, and local laws, codes, and regulations
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs
- Public agency budgetary, contract administration, and City-wide administrative practices
- State and federal constitutional and statutory provisions relating to municipalities
- Methods and techniques of research, analysis, and statistical and analytical report preparation
- Methods and techniques of contract negotiation and administration
- Customer service and public relations
- English usage, spelling and grammar; principles of public speaking

Ability to:

- Develop alternative resolutions to problems and recommend a balanced use of strategic and administrative approaches in resolving issues.
- Analyze, appraise, and organize facts, data, and information and present findings and recommendations in oral and written reports.
- Manage a variety of complex and challenging projects simultaneously to completion
- Exercise judgment, initiative, decisiveness, and creativity necessary in situations involving the direction, control and planning of multiple programs, and in critical or unexpected situations involving considerable risk or loss to the City.
- Review, discuss, and advise regarding legislative and policy issues.
- Interact with public officials; work cooperatively with employees, customers, clients, and the public.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Communicate orally in group, face-to-face, and one-on-one settings.

Education: A Bachelors Degree in Public or Business Administration, Political Science or a closely

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CLASS SPECIFICATION



TITLE: ASSISTANT TO THE CITY MANAGER

related field from an accredited college or university is required. Master's Degree in Business, Public Administration, Political Science, or a closely related field from an accredited college or university, is preferred.

Experience: Five (5) years' increasingly responsible experience conducting complex administrative analysis, managing legislative affairs, or other professional-level municipal management support activities. Masters Degree may substitute for one (1) year of experience.

License/Certification: A valid California Class C driver's license with an acceptable driving record required by time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The incumbent sits 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 the general public, co-workers and subordinates. Must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds with the use of proper equipment.

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 WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: CREATION OF POLICE ADMINISTRATIVE SERVICES MANAGER JOB CLASSIFICATION
DATE: DECEMBER 19, 2012

As part of the FY 2012/13 budget process, the Police Department requested the reclassification of a vacant Police Lieutenant position to a civilian position to oversee/manage a variety of administrative functions within the department. The title of **POLICE ADMINISTRATIVE SERVICES MANAGER** was established for the newly created job classification. The new classification will be represented by the Management Employees Organization (MEO). The pay grade for the position is recommended at Range 599.

In an effort to centralize administrative responsibilities, it is the intent of the department to assign administrative tasks and other non-sworn projects being performed by other managers to this position. Some of the duties previously overseen by a Police Lieutenant will be assumed by this new position; however the duties of the new position are not limited only to those tasks that may have previously been performed by a Lieutenant. Also, creation of this position will ensure continuity in the reporting structure of the administrative function as Lieutenants are rotated every three years.

The alternative to establishing a new job classification would be to incorporate the work into an existing job class. However, in reviewing the job duties and knowledge, skills, and abilities of comparable positions, there are none that require the specific subject matter expertise necessary to perform the work of the proposed classification.

The City and MEO have met and conferred regarding the creation of this new job and its inclusion into the classification plan. The recommendation presented is based upon input from the Police Department and a review of similar internal and external jobs.

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.

STAFF RECOMMENDATION

Proposed Job Class Title	Police Administrative Services Manager
Pay Grade:	Pay Grade 599
Action:	Create the recommended job classification for inclusion into the City's Classification Plan
Affected Employees:	None
Recommendation:	Approve the newly-created job classification at the recommended pay grade

Att: Police Administrative Services Manager
cc: Kenneth Small, Police Chief
David Bunetta, Police Captain
Scott Field, MEO President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: POLICE ADMINISTRATIVE SERVICES MANAGER

PERSONNEL COMMISSION APPROVAL: DECEMBER 19, 2013
COUNCIL APPROVAL:

JOB CODE:	XXXX
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT

DUTIES SUMMARY

Under general direction, plans, directs, manages, and coordinates business services for various units within the Police Department, including supervision of sworn and non-sworn employees.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn position reporting to the Chief of Police or a Division Commander.

EXAMPLES OF ESSENTIAL DUTIES

- Select, train, motivate, and evaluate performance of assigned personnel; provide or coordinate staff training, provide assistance in improving skills and abilities; resolve staffing conflicts and work with employees to correct deficiencies; implement discipline and termination procedures
- Handles customer service and public relations matters related to assigned duties; takes or recommends action to ensure resolution of operational area complaints; respond to requests from the public; participate in commission, committee or community activities as assigned
- Supervises subordinate personnel in administering programs and activities of the unit; monitors and updates divisional staff regarding current laws, regulations and mandates affecting assigned operations.
- Ensures staff compliance with safety procedures, practices and policies
- Participates in the development of and implementation of departmental goals, objectives, policies, and priorities; identifies opportunities for improving service delivery methods and procedures, identifies resource needs
- Schedule and review work activities to ensure timely completion of short and long-term projects and assignments
- Conducts and administers a variety of complex administrative and operational studies; recommends administrative policies and procedures; and prepares reports and presentations.

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CLASS SPECIFICATION



TITLE: POLICE ADMINISTRATIVE SERVICES MANAGER

- Prepares and reviews City Council agenda materials and staff reports.
- Supervises the preparation of and reviews grant proposals; interfaces with governmental agencies regarding requirements for obtaining funds and monitoring procedures; develops, oversees and manages assigned contracts and program budgets.
- Confers with police management staff regarding department-wide administrative operations; coordinates unit activities with those of other departments and divisions.
- Performs related duties and responsibilities as required.

The preceding duties have been provided as examples of the essential types of work performed 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:

- Policies, principles and practices of public administration
- Pertinent Federal, State, and local laws, codes, and regulations
- Operations and functions of municipal government and police department operations
- Principles and practices of municipal budget preparation and grant administration
- Principles of supervision, training, and performance evaluation
- Customer service and conflict resolution techniques
- Effective managerial principles, practices and techniques
- Methods and techniques of research, analysis, and statistical and analytical report preparation
- Methods and techniques of contract negotiation and administration
- English usage, spelling and grammar; principles of public speaking
- Principles and procedures for financial record keeping and reporting

Ability to:

- Oversee, direct, and coordinate the work of subordinate staff; select, supervise, train, and evaluate staff; ensure safety and professional work standards are met
- Plan, coordinate and oversee program activities, projects, work schedules and personnel; prioritize activities to meet established deadlines
- Organize and coordinate projects and
- Read, interpret and implement policies, laws, ordinances, rules and regulations

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: POLICE ADMINISTRATIVE SERVICES MANAGER

- Perform complex administrative duties involving the use of independent judgment and initiative
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate and interact effectively both verbally and in writing with elected officials, the public, and staff
- Analyze complex issues and problems, develop and evaluate solutions, project consequences of proposed actions and implement recommendations in support of goals
- Deliver quality customer service
- Negotiate and administer various contracts and grants; prepare and administer assigned budgets
- Operate a variety of office equipment including computers and associated word processing applications

Education: A Bachelor's Degree in Public or Business Administration, Criminal Justice or a closely related field from an accredited university or college. A Master's degree in related field preferred.

Experience: Five (5) years' professional-level management and/or administration experience within a municipal agency, including three (3) years lead or supervisory experience. Law enforcement experience is preferred.

Certificates/Licenses: A valid California Class C driver's license and an acceptable driving record are required by time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors. The incumbent sits 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. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.