

AGENDA

Wednesday, February 19, 2014

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, Thompson

Staff Liaison: Ken Domer, Assistant 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, Personnel Analyst

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

- Meeting of January 15, 2014

5. PUBLIC HEARING

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

- a. Discussion regarding proposed changes to the job classification of **Detention Shift Supervisor** in the Police Department, amending the City's Classification Plan.

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

Recommended Action:

Approve the modifications to the job classification of **Detention Shift Supervisor** amending the City's Classification Plan.

b. Discussion regarding proposed changes to the job classification of **Detention Officer Nurse** in the Police Department, amending the City's Classification Plan.

Recommended Action:

Approve the modifications to the job classification of **Detention Officer Nurse** amending the City's Classification Plan.

c. Discussion regarding proposed changes to the job classification of **Detention Officer** in the Police Department, amending the City's Classification Plan.

Recommended Action:

Approve the modifications to the job classification of **Detention Officer** 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 March 19, 2014.

ITEM # 4

MINUTES

Wednesday, January 15, 2014

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 February 19, 2014
(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 Bush called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Clemens, Bush, Elford, Inglee, Thompson

Commissioners absent: None

Others 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

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Thompson and seconded by Commissioner Inglee to approve the minutes for the September 18, 2013 meeting.

VOTE:	The motion was carried
AYES:	3
NOES:	0
ABSENT:	0
ABSTAIN:	2 Clemens/Elford

A motion was made by Commissioner Clemens and seconded by Commissioner Elford to approve the minutes for the September 18, 2013 meeting.

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

PUBLIC HEARING

- a. Approve the job specification revisions of the position of Risk Management Specialist in the Human Resources Department amending the City's Classification Plan.

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

VOTE: The motion was carried
AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

LABOR RELATIONS UPDATE

Michele Warren, Human Resources Director, reported the City is continuing active negotiations with six of the eight bargaining units -HBFA, POA, MEA, MEO, MSMA, and SCLEA. A series of meetings have been held and we have yet to sign successor agreements with any of the groups.

SECRETARY'S REPORT

None

COMMENTS FROM COMMISSIONERS

The Commissioners joined in wishing everyone a Happy New Year.

ADJOURNMENT

The meeting adjourned at 5:45 PM to the next regularly scheduled meeting of February 19, 2014.

ITEM # 5



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

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES *MW*
SUBJECT: REVISIONS TO DETENTION SHIFT SUPERVISOR JOB CLASS SPECIFICATION
DATE: FEBRUARY 18, 2013

The **Detention Shift Supervisor** is a non-sworn job classification represented by the Police Officers Association (POA).

Modifications to the **Detention Shift Supervisor** job specification are recommended to 1) refresh the job duties; 2) revise the timing of obtaining a commercial driver license; 3) define the number of years' experience; and 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification to reflect the present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The existing job classification specification was reviewed by the Police and Human Resources Departments. The City and POA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Detention Shift Supervisor
Pay Grade	532
Affected Employees:	None
Recommendation:	Approve the updated job class specification

Att: Detention Officer Job Class Specification

c: Robert Handy, Chief of Police
Dale Miller, Detention Administrator
Richard Chen, POA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DETENTION SHIFT SUPERVISOR

PERSONNEL COMMISSION APPROVAL: FEBRUARY 19, 2014 - REVISED

COUNCIL APPROVAL: MARCH 2005

JOB CODE: 0222

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: POA

FLSA STATUS: NON-EXEMPT

JOB SUMMARY

Under general direction, for an assigned shift, plans and supervises the activities of the jail facilities and oversees the administration of the facility ensuring the safety and well being of inmates and arrestees until their release.

DISTINGUISHING CHARACTERISTICS

Detention Shift Supervisor is a non-sworn classification. The position differs from Detention Officer in that the Detention Shift Supervisor exercises first-line supervision over assigned detention personnel as well as performs the duties of a Detention Officer.

EXAMPLES OF ESSENTIAL DUTIES

- Supervises assigned staff; evaluates work, conducts performance appraisals and recommends disciplinary action; trains employees in proper jail operations and safe work practices
- Insures that staff and personnel abide by the rules and regulations governing the custody of persons who have been arrested or detained
- Supervises the processing of arrestees/inmates into and out of the City jail; supervises the care and handling of processed inmates
- Insures that jail operations comply with minimum jail standards
- Makes regular inspections of the facility, inmates and facilitates the recording of same in the appropriate ledgers
- Maintains accounts of the purchases and distribution of all sundry items and food required for the proper operations of the facility
- Maintains a daily log reflecting any unusual occurrences, damage to jail property, sick or injured inmates and any necessary repairs needed for the efficient operation of the facility
- Maintains logs, ledgers and paperwork necessary for the processing of inmates sent to the respective courts within the time period as prescribed by law
- Reviews validity of bonds, bail and writs to insure legal release of inmates

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DETENTION SHIFT SUPERVISOR

- Reviews and prepares citations for release from custody of inmates charged only with misdemeanor offenses
- Transports detained persons by bus or van to and from locations outside the City jail (i.e. courthouse, other jail facilities)
- Prepares reports and correspondence
- Performs other duties as assigned

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:

- Applicable federal and state laws, codes, ordinances, rules and regulations regarding the detainment and care of inmates and arrestees
- Services and activities of jail operations management
- Physical restraint techniques
- Principles and practices of supervision

Ability to:

- Plan, organize, and monitor the work of detention personnel engaged in the detainment, care and processing of arrestees and inmates
- Train, supervise and evaluate assigned staff
- Enforce laws, rules and regulations in the detainment of arrestees and inmates
- Gain compliance from and restrain individuals without causing physical harm
- *Search arrestees held in custody to identify contraband and possible dangerous items*
- Analyze problems and rationally and calmly take effective action in emergency and stressful situations
- Effectively deal with complex and fast-paced situations on a continual basis
- Read, comprehend, interpret and utilize instructions, manuals and other materials
- Prepare and maintain records and reports
- Operate standard office and law enforcement equipment and tools
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DETENTION SHIFT SUPERVISOR

Education: High school diploma or equivalent supplemented by one (1) year (30 semester units or equivalent) of college-level course work or specialized training in law enforcement and/or other directly-related subjects. Associate's degree preferred.

Experience: Three (3) years' experience performing detention work in a jail detention/law enforcement/prison/correctional facility.

Background Investigation: Must successfully pass a comprehensive background review, screening and investigation.

License/Certificates: Possession of valid California Class C driver license and an acceptable driving record are required by time of appointment. A California Class B commercial driver license with passenger endorsement is required prior to completion of the one-year probationary period.

SPECIAL CONDITIONS

Must successfully complete the State of California approved Adult Correctional Officer CORE Course training prior to completion of the one (1) year probationary period.

Must be available to work all assigned shifts, including evenings, nights, weekends and holidays.

Must successfully complete the State of California Law Enforcement Supervisory Course prior to completion of the probationary period; successfully pass the Arrest and Control class prior to completion of the one (1) year probationary period.

Employees assigned to positions requiring a commercial driver license for operating a City vehicle in the performance of field duties are mandated to be enrolled in the DMV Employer Pull Notice Program.

PUBLIC EMPLOYEE DISASTER SERVICE WORKER

In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents 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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DETENTION SHIFT SUPERVISOR

Work involves exposure to potential physical harm, infectious illnesses, and persons who may be inebriated, uncooperative, and/or mentally or emotionally unstable. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to lift heavy objects (up to 165 pounds) and perform other physical activities. Must be able to perform prolonged bouts of aerobic work without experiencing fatigue or exhaustion and exert maximum muscular force for a brief period of time. Must utilize approved safety equipment and protective gear.

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

Est. March 2005

Rev. Feb. 2014/jd

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

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES *MW*
SUBJECT: REVISIONS TO DETENTION OFFICER, NURSE JOB CLASS SPECIFICATION
DATE: FEBRUARY 18, 2013

The **Detention Officer, Nurse** is a non-sworn job classification represented by the Police Officers Association (POA).

Modifications to the **Detention Officer, Nurse** job specification are recommended to 1) refresh the job duties; 2) remove the commercial driver license requirement; 3) define the number of years' experience; and 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification to reflect the present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The existing job classification specification was reviewed by the Police and Human Resources Departments. The City and POA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Detention Officer, Nurse
Pay Grade	515
Affected Employees:	None
Recommendation:	Approve the updated job class specification

Att: Detention Officer Job Class Specification

c: Robert Handy, Chief of Police
Dale Miller, Detention Administrator
Richard Chen, POA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DETENTION OFFICER, NURSE

PERSONNEL COMMISSION APPROVAL: FEBRUARY 19, 2014 - REVISED

COUNCIL APPROVAL: AUGUST 2000

JOB CODE: 0220

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: POA

FLSA STATUS: NON-EXEMPT

JOB SUMMARY

Under moderate supervision, takes custody or arrestees and oversees safety and well being of inmates; renders required medical procedures of arrestees and inmates.

DISTINGUISHING CHARACTERISTICS

Detention Officer, Nurse is a non-sworn classification. Differs from Detention Officer in that Detention Officer, Nurse, performs the full duties of a nurse as well as the duties of a Detention Officer.

EXAMPLES OF ESSENTIAL DUTIES

- Obtains information from arresting officers and arrestees for booking purposes
- Books and processes arrestees, including taking of photographs and fingerprints; assigns cells
- Receives and stores inmate property and monies
- Conducts pat down searches, strip searches, and visible body cavity searches as determined by law
- Oversees the proper operational control of the jail infirmary and medical supplies
- Conducts pre-detention medical screenings; draws blood samples; obtains DNA samples; assesses physical, mental and development condition of arrestees
- Performs breathalyzer tests and collects urine specimens
- Advises inmates of their rights and ensures rights are respected
- Ensures health and welfare of inmates during period of detainment
- Administers emergency first aid care
- Dispenses prescription medication under the direction of a licensed physician; if necessary, provides over-the-counter non-prescription medication
- Determines if transport to a medical facility is needed, followed by tracking and logging of same
- Cites out misdemeanors after performing thorough records checks
- Ensures all requirements are met before processing releases and handling bail money
- Releases minors to parents
- Supervises sentenced inmate workers

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DETENTION OFFICER, NURSE

- Completes all necessary reports; testifies in courts; cooperates with other law enforcement agencies
- Handles billing inquiries from medical facilities and coordinates payment
- Performs other related duties 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.

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:

- Applicable federal and state laws, codes, ordinances, rules and regulations regarding the detainment and care of inmates and arrestees
- State health and medical regulations, policies and procedures regulating the medical care and treatment afforded incarcerated persons
- Physical restraint techniques

Ability to:

- Enforce laws, rules and regulations in the detainment of arrestees and inmates
- Gain compliance from and restrain individuals without causing physical harm
- Search arrestees held in custody to identify contraband and possible dangerous items
- Perform pre-detention medical screenings; draw blood in a safe and efficient manner
- Render basic first-aid and perform cardiopulmonary resuscitation; operate an automated external defibrillator
- Read, comprehend and utilize instructions, manuals and other materials
- Prepare and maintain records and reports
- Operate standard office and law enforcement equipment and tools
- Communicate clearly and concisely, both orally and in writing
- Analyze problems and rationally and calmly take effective action in emergency and stressful situations
- Establish and maintain effective working relationships with those contacted in the course of work
- Effectively deal with complex and fast-paced situations on a continual basis

Education: High school diploma or equivalent.

Experience: One (1) year's experience as a nurse working in a mental health, emergency, other medical facility or jail/correctional facility.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DETENTION OFFICER, NURSE

Background Investigation: Must successfully pass a comprehensive background investigation.

License/Certificates: A valid California Class C driver license and an acceptable driving record are required by time of appointment. Phlebotomy Technician Certification is required. Licensure as a RN, LVN or LPT is required.

SPECIAL CONDITIONS

Must successfully complete the State of California approved Adult Correctional Officer CORE Course training prior to completion of the one (1) year probationary period.

Must be available to work all assigned shifts, including weekends and holidays. .

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program

PUBLIC EMPLOYEE DISASTER SERVICE WORKER

In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents 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 involves exposure to potential physical harm, infectious illnesses, and persons who may be inebriated, uncooperative, and/or emotionally unstable. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to lift heavy objects (up to 165 pounds) and perform other physical activities. Must be able to perform prolonged bouts of aerobic work without experiencing fatigue or exhaustion and exert maximum muscular force for a brief period of time. Must utilize approved safety equipment and protective gear.

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

Est. Aug. 2000
Rev. Feb. 2014 jd



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

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES *MW*
SUBJECT: REVISIONS TO DETENTION OFFICER JOB CLASS SPECIFICATION
DATE: FEBRUARY 18, 2013

The **Detention Officer** is a non-sworn job classification represented by the Police Officers Association (POA).

Modifications to the **Detention Officer** job specification are recommended to 1) refresh the job duties; 2) revise the timing of obtaining a commercial driver license; 3) define the number of years' experience; and 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification to reflect the present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The existing job classification specification was reviewed by the Police and Human Resources Departments. The City and POA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Detention Officer
Pay Grade	505
Affected Employees:	None
Recommendation:	Approve the updated job class specification

Att: Detention Officer Job Class Specification

c: Robert Handy, Chief of Police
Dale Miller, Detention Administrator
Richard Chen, POA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DETENTION OFFICER

PERSONNEL COMMISSION APPROVAL: FEBRUARY 19, 2014 - REVISED

COUNCIL APPROVAL: AUGUST 2000

JOB CODE: 0221

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: POA

FLSA STATUS: NON-EXEMPT

JOB SUMMARY

Under moderate supervision, takes custody of arrestees and oversees the safety and well being of inmates; controls security of the City jail.

DISTINGUISHING CHARACTERISTICS

Differs from the position of Police Officer in that the Detention Officer is a non-sworn position responsible for the custody of inmates detained in City jail facilities while a Police Officer is a sworn law enforcement position responsible for patrolling an assigned area by car, motorcycle, or foot to prevent crime and maintain law and order.

EXAMPLES OF ESSENTIAL DUTIES

- Obtains information from arresting officers and arrestees for booking purposes
- Books and processes arrestees, including taking of photographs and fingerprints; assigns cells
- Receives and stores inmate property and monies
- Conducts pat down searches, strip searches, and visible body cavity searches as determined by law
- Performs breathalyzer tests and collects urine specimens
- Advises inmates of their rights and ensures rights are respected
- Ensures the health and welfare of inmates during period of detainment
- Reviews and prepares all citations for release from custody of detainees charged with misdemeanor offenses in accordance with the California Penal Code
- Ensures all requirements are met before processing releases and handling bail money
- Releases minors to parents
- Supervises inmate workers
- Completes all necessary reports; testifies in court; cooperates with other law enforcement agencies
- Transports detained persons by bus or van to and from locations outside the City jail (i.e. courthouse, other jail facilities)
- Performs other related duties as assigned

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DETENTION OFFICER

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:

- Applicable federal and state laws, codes, ordinances, rules and regulations regarding the detainment and care of inmates and arrestees
- Physical restraint and control techniques
- Practices and procedures of working within a law enforcement environment
- Security considerations and measures

Ability to:

- Enforce laws, rules and regulations in the detainment of arrestees and inmates
- Gain compliance from and restrain individuals without causing physical harm
- Search arrestees held in custody to identify contraband and possible dangerous items
- Read, comprehend, interpret and utilize instructions, manuals and other materials
- Prepare and maintain records and reports
- Operate standard office and law enforcement equipment and tools
- Communicate clearly and concisely, both orally and in writing
- Analyze problems and rationally and calmly take effective action in emergency and stressful situations
- Utilize fire related equipment in a corrections environment during a crisis
- Establish and maintain effective working relationships with those contacted in the course of work
- Effectively deal with complex and fast-paced situations on a continual basis

Education: High school diploma or equivalent.

Experience: One (1) year's experience performing work requiring public contact or customer service, preferably in a law enforcement environment. Training or experience involving the custody, restraint or detention of inmates is highly desirable.

Background Investigation: Must successfully pass a comprehensive background review, screening and investigation.

License/Certificates: Possession of valid California Class C driver license and an acceptable driving record are required by time of appointment. A California Class B commercial driver

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DETENTION OFFICER

license with passenger endorsement is required prior to completion of the one-year probationary period.

SPECIAL CONDITIONS

Must successfully complete the State of California approved Adult Correctional Officer CORE Course training prior to completion of the one-year probationary period.

Must be available to work all assigned shifts, including weekends and holidays. Assignments are restricted based on the need to work with same sex inmates as dictated by law.

Employees assigned to positions requiring a commercial driver license for operating a City vehicle in the performance of field duties are mandated to be enrolled in the DMV Employer Pull Notice Program.

PUBLIC EMPLOYEE DISASTER SERVICE WORKER

In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents 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 involves exposure to potential physical harm, infectious illnesses, and persons who may be inebriated, uncooperative, and/or emotionally unstable. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to lift heavy objects (up to 165 pounds) and perform other physical activities. Must be able to perform prolonged bouts of aerobic work without experiencing fatigue or exhaustion and exert maximum muscular force for a brief period of time. Must utilize approved safety equipment and protective gear.

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

Est. Aug. 2000
Rev. Feb. 2014/jd