

AGENDA

Wednesday, May 16, 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: Barton, Bush, Clemens, Elford, Garner, Inglee, Rivera

Staff Liaison: Paul Emery, Deputy City Administrator

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 February 15, 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 following MEA job specifications proposed for deletion from the City's Classification Plan:

- 1) Fire Training Media Specialist

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

AGENDA - PERSONNEL COMMISSION

Wednesday, May 16, 2012

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- 2) Medical Claims Examiner
- 3) Communications Technician
- 4) Information Systems Specialist I, II, and III
- 5) Graphics Administrative Specialist
- 6) Traffic/Signal/Light Leadworker
- 7) Computer Drafting Technician
- 8) Grader Equipment Operator
- 9) Park Naturalist

Recommended Action:

Approve the job specification deletions amending the City's Classification Plan.

6. COMMISSION GOALS FOR THE COMING YEAR

- Personnel Commission Bylaws discussion and adoption

Recommended Action:

Approve and Adopt Personnel Commission Bylaws

7. LABOR RELATIONS UPDATE

8. SECRETARY'S REPORT

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. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of June 20, 2012

ITEM # 4

MINUTES

Wednesday, February 15, 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 03/21/12
(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

Chairperson Garner called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Bush, Clemens, Elford, Garner, Inglee, and Rivera

Commissioners absent: Barton

Others Present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources
(via telephone conference call)

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

The minutes were amended as follows:

Commissioners present: ~~Garner~~ Barton

Commissioners absent: Barton ~~Garner~~

A motion was made by Commissioner Clemens and seconded by Commissioner Rivera to approve the minutes as amended for the February 15, 2012 meeting.

VOTE: The motion was carried

AYES: 7

NOES: 0

PRESENTATION BY CITY ATTORNEY JENNIFER MCGRATH

Ms. McGrath gave a presentation on the Robert's Rules of Order vs. the Rosenberg's Rules of Order. A handout was also provided for reference.

PERSONNEL COMMISSION MEETING COMPENSATION

Recommended Action:

- a. Waive \$15.00 per meeting compensation until resolution is amended to abolish such compensation

A substitute motion was made by Commissioner Bush and seconded by Commissioner Inglee to continue the request for further discussion in four (4) months time and invite the Council Liaisons to be present.

COMMISSION GOALS FOR THE COMING YEAR

Discussion ensued regarding the final draft Personnel Commission Bylaws. Modifications were reviewed and agreed upon with some minor language adjustments. The Commissioners requested staff agendaize the Bylaws for review and adoption at the next meeting.

SECRETARY'S REPORT

Michele Warren, Director of Human Resources, reviewed the updated Personnel Commission Orientation PowerPoint presentation.

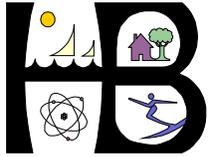
COMMENTS FROM COMMISSIONERS

None

ADJOURNMENT

The meeting adjourned at 6:33 PM to the next regularly scheduled meeting of March 21, 2012.

ITEM # 5



CITY OF HUNTINGTON BEACH

Interdepartmental Memo

TO: Michele Warren, Director of Human Resources
FROM: JoAnn Diaz, Principal HR Analyst *JD*
DATE: May 7, 2012
SUBJECT: Updating the Classification Plan

The following MEA job classifications are recommended for deletion from the Classification Plan. The criteria used to determine elimination included:

- Has the work become obsolete?
- What is the span of time from when the job was last filled?
- Has the work been incorporated into another job classification?

Fire Training Media Specialist – The position was funded by the Central Net Operations Authority (CNET), assigned to the Fire Training Center with the primary responsibility of developing multimedia training materials for CNET and CNET fire departments in the area, as well as operating and maintaining audio visual and television equipment. The position was eliminated by the Central Net Operations Authority in its FY 2003/04 budget.

Medical Claims Examiner - The work of the job class existed when the City administered its own health plans (circa 2004). In that the City contracts out for employee medical benefits administration since that time, the work is obsolete.

Communications Technician – The job became obsolete when work previously performed by user departments was consolidated into the IS department in 2003. The incumbents were reclassified to Information Systems Technicians.

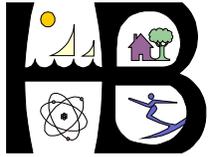
Information Systems Specialist I, II, and III – The duties listed are similar to those of the Information Systems Technician series. There are presently no incumbents in the classification and have been none since 2002.

Graphics Administrative Specialist – The primary responsibility of this single position job class was to design and maintain various forms, maps, charts, graphs, crime scene layouts and other drafting and graphic assignments used by the Police Department and other departments as requested. The last incumbent was in 2003.

Traffic/Signal/Light Leadworker -- The fundamental reason this classification exists is to ensure the effective field operations of traffic signal/light crews and contractors and to provide advanced journey level support to the installation, inspection, maintenance and repair of traffic signals and pole mounted outdoor lighting. In 2000, Public Works asked that the job be eliminated.

Computer Drafting Technician –The job was created in 1992 and there are no indications that it has been updated since then. JDEdwards does not show any current or former incumbents in this job classification.

Grader Equipment Operator – The last incumbent in this position separated from City service in 2004. The work associated with this job classification has been assumed by the Street Equipment Operator classification.



CITY OF HUNTINGTON BEACH

Interdepartmental Memo

Naturalist – This position served as the Park Ranger for the Nature Center with overall responsibility for supervising operations at the Nature Center, including building maintenance, programming and security of the building and grounds. The last incumbent left the employment of the City in 2003. The job is obsolete because the Nature Center is staffed and administered by volunteers.

There are no incumbents in any of the named job classes. The deletion of these job classes is subject to concurrence of MEA and approval of the Personnel Commission. MEA has approved the listing for deletion; the next step is to present the list to the Commission for action.

[This is a limited list and recommendations for further deletions will be presented within the next few months.]

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE TRAINING MEDIA SPECIALIST

DATE: DECEMBER, 2001

JOB CODE: 0204
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision, develops multimedia training materials for the Central Net Operations Authority and CNET fire departments in the area; operates and maintains audio visual and television equipment; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Fire Training Media Specialist is a professional level class working under supervision to develop technical training materials to assist in the training of Huntington Beach Fire Department personnel and staff in fire departments in neighboring communities.

EXAMPLES OF ESSENTIAL DUTIES

Develops multimedia training materials for local fire departments; operates and maintains audio visual and television equipment; develops and maintains the Central Net website for the City.

Works with staff personnel to develop training tapes, CD-Roms, computerized media presentations, films and training sessions on specific scripted topics, emergency medical technician classes, drills, and incidents in the field; provides presentation assistance for Central Net members; coordinates program broadcasting for Central Net stations, including setting up schedules, writing TV guides and distributing broadcast tapes; troubleshoots broadcast problems.

Markets and tracks accounting of sales and expenditures for internally developed videos; coordinates and trains others in the use of cameras, computers, editing equipment, and production methods; operates and maintains fire simulator equipment for training of fire and civilian personnel in fire suppression, prevention and education.

Maintains inventory records on all audio visual and computer equipment utilized by the Department; responds to 2nd alarm incidents in the field and video tapes/films the incidents for evaluation purposes; maintains the video library; attends related monthly

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE TRAINING MEDIA SPECIALIST

DATE: DECEMBER, 2001

meetings; performs research on technological advances to remain updated on equipment and procedures.

Operates cameras, programming consoles, projectors, computers, and related audio and video editing equipment; sets up equipment, lighting, audio and microphones for production work.

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: Computers and related software used for training applications, audio and video editing, and Internet and other interactive media; television programming, editing and production principles, practices, and procedures; maintenance and storage of video, motion picture, still photography, computerized synchronous sound motion picture or videotape editing equipment; sound recording, dubbing or mixing equipment; video and audio tape duplicating equipment; methods and equipment used in the production of videotapes, CD-Roms, films, etc.; effective customer service principles.

Ability to: Operate television cameras and consoles and a variety of audio visual equipment; effectively plan and schedule the use of equipment; communicate effectively in working with, and instructing others in the utilization of equipment; accurately record and maintain inventory and maintenance records; deliver quality customer service.

Education: Bachelor's Degree in Telecommunications, Film and Video Production or related fields.

Experience: One (1) year experience with Macromedia Authorware Experience; two years in media production; operation of a wide variety of video/multimedia production, and computerized multimedia equipment; one year training fire department personnel or other related training preferred.

Certifications/License: Possession of a valid California motor vehicle operator's license.

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.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MEDICAL CLAIMS EXAMINER

DATE: DECEMBER, 2001

JOB CODE: 0285
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision, reviews and processes healthcare claims and ensures proper payment in an efficient and timely manner, maintains claims record-keeping system, provides customer service to employees and their dependents in healthcare matters, and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Medical Claims Examiner is a single position job class with responsibility for providing customer service, processing medical claims and assisting in the resolution of healthcare coverage or payment disputes.

EXAMPLES OF ESSENTIAL DUTIES

Examines and processes medical claims for the various medical plans offered by the City; verifies medical procedure performed is appropriate with diagnosis; computes contracted discounts; reviews medical reports to evaluate questionable claims and refers complex or disputed claims to medical review board; reviews claims payment and claims processed reports and determines appropriate follow-up; corresponds with doctors, medical review board members and other healthcare providers regarding medical procedures necessary and proper handling of claims.

Performs customer service duties; assists employees and dependents in person or by phone with questions regarding verification of benefits, eligibility, status changes and coverage disputes. Reviews and matches statements to medical bills to assist employees in understanding the uninsured portion of a disputed claim. Responds verbally and in writing to complaints. Acts as a liaison between the insured and health care providers to support and assist in the resolution of personal, complex and highly confidential healthcare issues.

Updates and maintains member information in automated systems. Corrects data entry edits in accordance with established procedures. Orders and disseminates new member cards.

Performs related duties as assigned; assists in the open enrollment process, conducts periodic health education workshops.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: MEDICAL CLAIMS EXAMINER

DATE: DECEMBER, 2001

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: City, federal and state regulatory agency rules and regulations related to group health insurance, worker's compensation and the health care industry; City plan documents and collective bargaining agreements; medical procedures and terminology, claims processing practices and procedures; principles and procedures of bookkeeping and mathematics; office practices and procedures; conflict resolution techniques; quality service principles and practices.

Ability to: Read and interpret plan documents; interpret oral, written, quantitative and electronic information dealing with insurance-related or financial data to identify, analyze and extract pertinent data to produce periodic reports; prepare and maintain detailed records in an automated environment; check documents for accuracy and process for timely payment and discount calculation; research and resolve payment disputes; utilize appropriate interpersonal skills when interacting with confrontational individuals; maintain and follow department processes and regulations; operate standard office equipment, personal computer and related applications such as word processing, spreadsheet and database programs; communicate effectively in oral and written form; establish and maintain effective working relationships with those contacted in the course of work.

Education: The equivalent of a high school diploma, supplemented by coursework related to medical or claims processing.

Experience: A minimum of three (3) years experience in processing medical claims, or related experience.

Certifications/License: None.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves sedentary work in an office environment with extended sitting. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COMMUNICATIONS TECHNICIAN

DATE: DECEMBER, 2001

JOB CODE: 0335
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision, installs, troubleshoots, maintains and repairs a wide variety of radio and wireless or conventional telecommunications equipment and wiring; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Telecommunications Technician is a single position class with responsibility providing technical support services in maintaining the City's telecommunications systems, including specialized public safety circuits and equipment.

EXAMPLES OF ESSENTIAL DUTIES

Installs and tests conventional or wireless telecommunications equipment; responds to service requests or change orders; installs telephone system wiring and fiber-optic lines, jacks, connecting blocks and cross-connects; installs telecommunications equipment and cabling in all office moves; performs general repair and preventive maintenance on conventional or wireless telecommunications equipment and software; maintains service records on equipment and ensures an adequate inventory of parts and spare equipment.

Coordinates service requests with staff, outside vendors or the local telephone company. Assigns, trains and evaluates the work of student interns. Supports and actively promotes the City's safety programs.

Reports to the Emergency Operations Center when required during emergencies; responds to emergency calls for service on a call-out basis and works outside normal working 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.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: COMMUNICATIONS TECHNICIAN

DATE: DECEMBER, 2001

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; installation, repair and maintenance of conventional or wireless telecommunications equipment and wiring; personal computers and software applications applicable to communications systems; basic preventive maintenance on assigned equipment; appropriate safety methods and techniques.

Ability to: Read engineering drawings or blueprints; maintain and follow department processes and regulations; use hand and power tools; install, repair, troubleshoot and service telecommunications equipment and cabling; recognize hazardous situations and take corrective action; operate standard office equipment including personal computers and standard software applications; utilize computer databases to maintain and update records, files, and inventory; communicate effectively in oral and written form; maintain accurate records; establish and maintain effective working relationships with vendors, contractors, City staff and supervisors.

Education: The equivalent of a high school diploma.

Experience: Three (3) years experience in the installation, troubleshooting, programming, maintenance and repair of telecommunications systems.

Certifications/License: Possession of a valid California motor vehicle operator's license; some assignments require certification on Meridian PBX switches within twelve months of assignment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to potential physical harm or hazardous chemicals and performs moderate work in all types of weather. There is frequent need to stand, stoop, walk, climb ladders, balance, work in confined spaces, lift moderately heavy objects up to 40 pounds 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.



INFORMATION SYSTEMS SPECIALIST

I

Class Code:
0212

Bargaining Unit: Municipal Employees' Association

CITY OF HUNTINGTON BEACH
Established Date: Nov 1, 1999
Revision Date: Nov 10, 2007

SALARY RANGE

\$23.76 - \$29.45 Hourly
\$1,900.62 - \$2,356.15 Biweekly
\$4,118.00 - \$5,105.00 Monthly
\$49,416.00 - \$61,260.00 Annually

DESCRIPTION:

DUTIES SUMMARY

Provides technical assistance to system users for computer related problems; provides support for desk top computer equipment including hardware, software, and peripheral printers and related equipment; serves as the primary interface between the end user and information system staff; upgrades existing hardware and software; performs a variety of technical tasks relative to assigned area of responsibility.

Note: To meet operational needs of the department, recruitments to fill vacancies may address all positions in the series.

This is the entry level class in the Information Systems Specialist series. This class is distinguished from the Information Systems Specialist II by the performance of the more routine tasks and duties assigned to positions within the series including responding to and resolving problems from system users. Since this class is typically an entry level class, employees may have only limited or no directly related work experience.

EXAMPLES OF ESSENTIAL DUTIES:

Performs technical duties in the implementation and maintenance of information systems, software and hardware; receives requests for assistance on desk top and computer related problems including hardware, software, peripheral printers and related equipment; receives and logs user calls regarding hardware, software and network connectivity issues; receives and logs in problem notification; determines severity of problem and resolves or refers to appropriate staff member; troubleshoots and resolves problem or refers to network staff; coordinates trouble ticket generation and tracking with appropriate network personnel; ensures prompt and accurate status feedback to clients and information systems staff; ensures quality customer service to client users; ensures proper and accurate feedback on technical problems; coordinates communications between client, providers, vendors and information systems staff; prepares and maintains a variety of logs, records and reports on help desk operations including vendor service logs, purchase orders, inventory, status reports and problem resolution; installs system and network personal computer cabling and wiring; determines communication needs for new equipment installation; participates in the planning, implementation and installation of new desktop computer units and/or peripherals; coordinates major equipment repairs; locates vendors and ships parts as needed for repairs; arranges for vendor to perform on-site repairs; performs a variety of duties in the installation, configuration and troubleshooting of hardware and software applications and equipment related to local area networks; maintains network components including routers, bridges, hubs, multi-plexors and smart switches; confers with information services staff in the evaluation, selection, acquisition and implementation of computer hardware and/or software solutions; provides various applications development support in response to staff needs including software installation, set up and configuration, and troubleshooting user problems; maintains existing computer applications by modifying programs or implementing new programs; test modified program for possible errors and resolve as needed; designs

data and application structures for new computer application systems using appropriate design tools; analyze current systems; designs data structures and application interfaces; designs on-line screens, maps, reports, forms, menus and input and output records; writes, tests, debugs and installs applications; develops optimum software configurations to achieve application functional goals; locates, reviews, reformats, converts, and downloads existing system data; installs, tests and connects applications on personal computers; monitors networks for usage and space capacity; purges old documents from system volume; maintains and provides technical support for new or current applications; troubleshoots and resolves application or database problems; evaluates requests for application enhancements; provides guidance to end users on applications use and operating parameters; oversees quality assurance for new applications; reviews new application software for compliance with applicable quality assurance standards before implementation; 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.

TYPICAL 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: Operations, services and activities of a client support help desk program; telephone line type and testing equipment; basic local area network concepts; methods and techniques used in troubleshooting various computer application problems; personal computer hardware and software components; principles and practices of customer service; operational characteristics of various computer software packages; modern office procedures, methods and equipment including computers.

Ability to: Perform the full range of help desk duties; respond to and identify user needs and determine resolutions; learn methods and techniques of system programming and software installation; learn principles and practices of computer science and information systems; learn to recommend, design, implement and install computer software applications; learn to assist in the operation and maintenance of computer equipment; learn to troubleshoot computer equipment problems; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education: Equivalent to the completion of the twelfth grade supplemented by specialized training in information systems, computer science or a related field.

Experience: One year of information systems support experience.

PHYSICAL TASK & ENVIRONMENTAL CONDITIONS:

Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift objects (up to 15 pounds) 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.

OTHER:

CITY OF HUNTINGTON BEACH
INFORMATION SYSTEMS DEPARTMENT
JOB SPECIFICATION
January 2008

SYSTEMS ENVIRONMENT:

Network

With approximately 1000 users, the City operates under a Windows 2003 network with all Cisco hardware, including a Cisco 6509 core switch and Cisco Pix Firewalls. Remote sites are connected via Frame Relay or fractional T-1 lines. The internal network consists of a mixture of 1Gb and 100Mb Fast Ethernet switches and routers. TCP/IP protocol is used with address resolution via DNS and WINS with DHCP. Critical devices are monitored via Cisco Works and Ipswitch Whatsup! Gold.

Public Safety

The Police Department operates under the county's 800MHz system and uses Intergraph's CAD/RMS running on Windows 2003 Servers utilizing Microsoft SQL Server. The City has an internal radio group

responsible for maintaining the police radios which consist of ASTRO spectra 800's in police vehicles and portable XTS 3000's. MDCs in these vehicles consist of Motorola MW800s and Panasonic Toughbooks. Motorola is currently under contract to install an independent wireless network utilizing 802.11b & g to operate in conjunction with the existing 800MHz infrastructure. The Fire Department currently contracts with City of Anaheim for CAD services, uses Firehouse for RMS and Telestaff for scheduling.

Business Systems

The City utilizes JD Edwards OneWorld Xe ERP system on Windows 2003 server and MS SQL for all of the City's financials, Kronos for timecard/payroll system, and Cityview for the support of permitting, inspection, code enforcement, plan check, and business licensing. Office Automation is achieved through Microsoft Exchange 2003 Server and Office 2003 Professional. Citrix software provides thin client support for remote desktop

applications. The City also runs a custom utility billing system called Utiligy which integrates with a Radex meter reading system and uses Crystal reports to produce bills and notices. Application development is performed with Microsoft Visual Studio 2005 utilizing technologies including C#, Visual Basic, JavaScript, XML, CSS, and AJAX.

Operations

The City's current desktop and hardware standards include Windows 2000 Pro, Windows XP, and Sever 2003 running on Dell Power/Edge servers and Dell Optiplex workstations. The City utilizes a NetApp NAS Group for file sharing and database backups. Backups are performed with Syncsort Backup Express software and a Spectra Logic Gator 12000 tape library. The City is also implementing a NetApp SAN solution to enhance storage capabilities. The City also uses VMWare for server and workstation virtualization. Virus protection is provided by Symantec Anti-virus software.

Geographic Information Systems:

The City utilizes ESRI's ArcGIS software running on Windows Server 2003 and XP, with the data consisting of over 300 layers stored in an SDE database utilizing MS SQL Server 2005. The GIS currently hosts a COM based desktop application as well as an ArcIMS based Internet application. The GIS Division is currently developing web based applications in ASP.NET and ArcGIS Server.

Web Site:

Connectivity is over two channelized T-1's and content filtering is provided by 8E6 R2000. The City continually expands the uses for its website and plans to tie many of its business applications to the web, such as paying utility bills and the purchase of basic permits. The City has also implemented a robust intranet environment know as "SurfNet". Currently, the City uses Adobe Contribute for content management, Cold Fusion MX for website application development, and IIS 6.0 web servers that run on Windows 2003.



INFORMATION SYSTEMS SPECIALIST II

Class Code:
0213

Bargaining Unit: Municipal Employees' Association

CITY OF HUNTINGTON BEACH
Established Date: Nov 1, 1999
Revision Date: Nov 10, 2007

SALARY RANGE

\$26.13 - \$32.38 Hourly
\$2,090.31 - \$2,590.62 Biweekly
\$4,529.00 - \$5,613.00 Monthly
\$54,348.00 - \$67,356.00 Annually

DESCRIPTION:

DUTIES SUMMARY

Provides technical assistance to system users for computer related problems; provides support for desk top computer equipment including hardware, software, and peripheral printers and related equipment; serves as the primary interface between the end user and information system staff; upgrades existing hardware and software; performs a variety of technical tasks relative to assigned area of responsibility.

Note: To meet operational needs of the department, recruitments to fill vacancies may address all positions in the series.

This is the full journey level class within the Information Systems Specialist series. Employees within this class are distinguished from the Information Systems Specialist I by the performance of the full range of duties as assigned including the installation and modification of various software applications. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level or when filled from the outside, have prior experience. This class is distinguished from the Information Systems Specialist III in that the latter provides advanced technical support to system users.

EXAMPLES OF ESSENTIAL DUTIES:

Performs technical duties in the implementation and maintenance of information systems, software and hardware; receives requests for assistance on desk top and computer related problems including hardware, software, peripheral printers and related equipment; receives and logs user calls regarding hardware, software and network connectivity issues; receives and logs in problem notification; determines severity of problem and resolves or refers to appropriate staff member; troubleshoots and resolves problem or refers to network staff; coordinates trouble ticket generation and tracking with appropriate network personnel; ensures prompt and accurate status feedback to clients and information systems staff; ensures quality customer service to client users; ensures proper and accurate feedback on technical problems; coordinates communications between client, providers, vendors and information systems staff; prepares and maintains a variety of logs, records and reports on help desk operations including vendor service logs, purchase orders, inventory, status reports and problem resolution; installs system and network personal computer cabling and wiring; determines communication needs for new equipment installation; participates in the planning, implementation and installation of new desktop computer units and/or peripherals; coordinates major equipment repairs; locates vendors and ships parts as needed for repairs; arranges for vendor to perform on-site repairs; performs a variety of duties in the installation, configuration and troubleshooting of hardware and software applications and equipment related to local area networks; maintains network components including routers, bridges, hubs, multiplexors and smart switches; confers with information services staff in the evaluation, selection, acquisition and implementation of computer hardware and/or software solutions; provides various applications

development support in response to staff needs including software installation, set up and configuration, and troubleshooting user problems; maintains existing computer applications by modifying programs or implementing new programs; test modified program for possible errors and resolve as needed; designs data and application structures for new computer application systems using appropriate design tools; analyze current systems; designs data structures and application interfaces; designs on-line screens, maps, reports, forms, menus and input and output records; writes, tests, debugs and installs applications; develops optimum software configurations to achieve application functional goals; locates, reviews, reformats, converts, and downloads existing system data; installs, tests and connects applications on personal computers; monitors networks for usage and space capacity; purges old documents from system volume; maintains and provides technical support for new or current applications; troubleshoots and resolves application or database problems; evaluates requests for application enhancements; provides guidance to end users on applications use and operating parameters; oversees quality assurance for new applications; reviews new application software for compliance with applicable quality assurance standards before implementation; 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.

TYPICAL 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:

In addition to the qualifications for Information Systems Specialist I:

Knowledge of: Methods and techniques of programming and software installation; personal computer hardware and software components; computer software and operating systems; principles and practices of computer science and information systems; operational characteristics of local area network systems; computer software and operating systems; principles and practices of hardware and software troubleshooting; operational characteristics of various computer hardware systems and software applications.

Ability to: Recommend, implement and install computer software applications; troubleshoot computer equipment problems; monitor and maintain local and wide area networks; learn to monitor, maintain and administer a variety of network operating systems.

Education: Equivalent to the completion of the twelfth grade supplemented by specialized training in information systems, computer science or a related field.

Experience: Two years of increasingly responsible support or software installation experience.

PHYSICAL TASK & ENVIRONMENTAL CONDITIONS:

Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift objects (up to 15 pounds) 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.

OTHER:

CITY OF HUNTINGTON BEACH
INFORMATION SYSTEMS DEPARTMENT
JOB SPECIFICATION
January 2008

SYSTEMS ENVIRONMENT:

Network

With approximately 1000 users, the City operates under a Windows 2003 network with all Cisco hardware, including a Cisco 6509 core switch and Cisco Pix Firewalls. Remote sites are connected via Frame Relay or fractional T-1 lines. The internal network consists of a mixture of 1Gb and 100Mb Fast Ethernet switches and routers. TCP/IP protocol is used with address resolution via DNS and WINS with DHCP. Critical devices are monitored via Cisco Works and Ipswitch Whatsup! Gold.

Public Safety

The Police Department operates under the county's 800MHz system and uses Intergraph's CAD/RMS

running on Windows 2003 Servers utilizing Microsoft SQL Server. The City has an internal radio group responsible for maintaining the police radios which consist of ASTRO spectra 800's in police vehicles and portable XTS 3000's. MDCs in these vehicles consist of Motorola MW800s and Panasonic Toughbooks. Motorola is currently under contract to install an independent wireless network utilizing 802.11b & g to operate in conjunction with the existing 800MHz infrastructure. The Fire Department currently contracts with City of Anaheim for CAD services, uses Firehouse for RMS and Telestaff for scheduling.

Business Systems

The City utilizes JD Edwards OneWorld Xe ERP system on Windows 2003 server and MS SQL for all of the City's financials, Kronos for timecard/payroll system, and Cityview for the support of permitting, inspection, code enforcement, plan check, and business licensing. Office Automation is achieved through Microsoft Exchange 2003 Server and Office 2003 Professional. Citrix software provides thin client support for remote desktop

applications. The City also runs a custom utility billing system called Utiligy which integrates with a Radex meter reading system and uses Crystal reports to produce bills and notices. Application development is performed with Microsoft Visual Studio 2005 utilizing technologies including C#, Visual Basic, JavaScript, XML, CSS, and AJAX.

Operations

The City's current desktop and hardware standards include Windows 2000 Pro, Windows XP, and Sever 2003 running on Dell Power/Edge servers and Dell Optiplex workstations. The City utilizes a NetApp NAS Group for file sharing and database backups. Backups are performed with Syncsort Backup Express software and a Spectra Logic Gator 12000 tape library. The City is also implementing a NetApp SAN solution to enhance storage capabilities. The City also uses VMWare for server and workstation virtualization. Virus protection is provided by Symantec Anti-virus software.

Geographic Information Systems:

The City utilizes ESRI's ArcGIS software running on Windows Server 2003 and XP, with the data consisting of over 300 layers stored in an SDE database utilizing MS SQL Server 2005. The GIS currently hosts a COM based desktop application as well as an ArcIMS based Internet application. The GIS Division is currently developing web based applications in ASP.NET and ArcGIS Server.

Web Site:

Connectivity is over two channelized T-1's and content filtering is provided by 8E6 R2000. The City continually expands the uses for its website and plans to tie many of its business applications to the web, such as paying utility bills and the purchase of basic permits. The City has also implemented a robust intranet environment know as "SurfNet". Currently, the City uses Adobe Contribute for content management, Cold Fusion MX for website application development, and IIS 6.0 web servers that run on Windows 2003.



INFORMATION SYSTEMS SPECIALIST III

Class Code:
0313

Bargaining Unit: Municipal Employees' Association

CITY OF HUNTINGTON BEACH
Established Date: Nov 1, 1999
Revision Date: Nov 10, 2007

SALARY RANGE

\$30.21 - \$37.42 Hourly
\$2,416.62 - \$2,993.54 Biweekly
\$5,236.00 - \$6,486.00 Monthly
\$62,832.00 - \$77,832.00 Annually

DESCRIPTION: DUTIES SUMMARY

Provides technical assistance to system users for computer related problems; provides support for desk top computer equipment including hardware, software, and peripheral printers and related equipment; serves as the primary interface between the end user and information system staff; upgrades existing hardware and software; performs a variety of technical tasks relative to assigned area of responsibility.

Note: To meet operational needs of the department, recruitments to fill vacancies may address all positions in the series.

This is the advanced journey level class in the Information Systems Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing advanced technical support to system users. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

EXAMPLES OF ESSENTIAL DUTIES:

Performs technical duties in the implementation and maintenance of information systems, software and hardware; receives requests for assistance on desk top and computer related problems including hardware, software, peripheral printers and related equipment; receives and logs user calls regarding hardware, software and network connectivity issues; receives and logs in problem notification; determines severity of problem and resolves or refers to appropriate staff member; troubleshoots and resolves problem or refers to network staff; coordinates trouble ticket generation and tracking with appropriate network personnel; ensures prompt and accurate status feedback to clients and information systems staff; ensures quality customer service to client users; ensures proper and accurate feedback on technical problems; coordinates communications between client, providers, vendors and information systems staff; prepares and maintains a variety of logs, records and reports on help desk operations including vendor service logs, purchase orders, inventory, status reports and problem resolution; installs system and network personal computer cabling and wiring; determines communication needs for new equipment installation; participates in the planning, implementation and installation of new desktop computer units and/or peripherals; coordinates major equipment repairs; locates vendors and ships parts as needed for repairs; arranges for vendor to perform on-site repairs; performs a variety of duties in the installation, configuration and troubleshooting of hardware and software applications and equipment related to local area networks; maintains network components including routers, bridges, hubs, multi-plexors and smart switches; confers with information services staff in the evaluation, selection, acquisition and implementation of computer hardware and/or software solutions; provides various applications development support in response to staff needs including software installation, set up and configuration, and troubleshooting user problems; maintains existing computer applications by modifying programs or

implementing new programs; test modified program for possible errors and resolve as needed; designs data and application structures for new computer application systems using appropriate design tools; analyze current systems; designs data structures and application interfaces; designs on-line screens, maps, reports, forms, menus and input and output records; writes, tests, debugs and installs applications; develops optimum software configurations to achieve application functional goals; locates, reviews, reformats, converts, and downloads existing system data; installs, tests and connects applications on personal computers; monitors networks for usage and space capacity; purges old documents from system volume; maintains and provides technical support for new or current applications; troubleshoots and resolves application or database problems; evaluates requests for application enhancements; provides guidance to end users on applications use and operating parameters; oversees quality assurance for new applications; reviews new application software for compliance with applicable quality assurance standards before implementation; 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.

TYPICAL 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:

In addition to the qualifications for Information Systems Specialist II:

Knowledge of: Advanced methods and techniques of application development, system design, programming and software installation; operational characteristics of mainframe and network operating systems; advanced principles and practices of computer science and information systems; advanced principles and practices of software troubleshooting.

Ability to: Analyze, evaluate and modify operating methods and procedures; monitor, maintain and administer a variety of network operating systems.

Education: Equivalent to the completion of the twelfth grade supplemented by specialized training in information systems, computer science or a related field.

Experience: Three years of increasingly responsible information systems support, application installation or programming experience.

PHYSICAL TASK & ENVIRONMENTAL CONDITIONS:

Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift objects (up to 15 pounds) 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.

OTHER:

CITY OF HUNTINGTON BEACH
INFORMATION SYSTEMS DEPARTMENT
JOB SPECIFICATION
January 2008

SYSTEMS ENVIRONMENT:

Network

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: GRAPHICS ADMIN SPECIALIST

DATE: DECEMBER, 2001

JOB CODE: 0187
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision, designs and maintains the various forms, maps, charts, graphs, crime scene layouts and other drafting and graphic assignments used by the Police Department and other departments as requested; performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Graphics Administrative Specialist is a single class position, reporting to the Senior Administrative Analyst; performs no supervisory duties.

EXAMPLES OF ESSENTIAL DUTIES

Designs and maintains the various forms, maps, charts, graphs, crime scene layouts and other drafting and graphic assignments; prepares drawings of maps according to scale, site plans, building, parking lots, parks, etc.

Updates and maintains index books and various base maps including additions to final tract maps, zone changes and precise plan of street alignments.

Takes aerial and ground photographs as needed; prepares photographic and drawing representations of assessor parcels; determines and prepares slide presentations; sets up necessary media equipment for various meetings.

Performs a variety of graphical assignments such as report covers, title pages, maps, charts, tables and graphs; utilizes a variety of media and drafting equipment such as a drafting machine, leroy lettering equipment, cameras, slide projects, overhead projectors, calculators, tape recorders and computers.

Performs a variety of mathematical computations in the accomplishment of work assignments; maintains all master forms and statistical reports; oversees budget for Department and researches areas for grant reporting; acts as backup to accounts payable and statistical reporting functions.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: GRAPHICS ADMIN SPECIALIST

DATE: DECEMBER, 2001

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: Geographical Information System operations; drafting and graphic production techniques; architectural design; mathematics related to drafting and engineering; municipal planning and zoning procedures and practices; computer languages and applications related to AutoCad, graphics design, engineering drawing, writing, presentation and spreadsheet programs.

Ability to: Read, analyze and interpret blueprints, maps, and technical manuals; use drafting equipment; make mathematical computations related to mapping; letter neatly and clearly by freehand and/or mechanical means.

Education: High school diploma or equivalent.

Experience: Two years in drafting, graphic arts, and/or computer sciences; familiarity with audiovisual equipment, videotape production and editing; photography.

Certifications/License: Possession of a valid California driver's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to potential physical harm. 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 work any shift, including weekends and holidays. Employee accommodations for physical disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LEADWORKER, TRAFFIC SIGNAL & LIGHT

DATE: AUGUST, 1992

JOB CODE: 0374
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

The fundamental reason this classification exists is to ensure the effective field operations of traffic signal/light crews and contractors and to provide advanced journey level support to the installation, inspection, maintenance and repair of traffic signals and pole mounted outdoor lighting.

DISTINGUISHING CHARACTERISTICS

The Leadworker Traffic Signal and Light provides oversight to the day-to-day operations of the traffic signal and pole mounted outdoor lighting program for the City of Huntington Beach. Incumbents work under the general supervision of the Crewleader Traffic Signal and Light and provides daily assignments to work crews, monitor contractors and perform advanced journey level work where required.

EXAMPLES OF ESSENTIAL DUTIES

Inspect traffic signal and pole mounted outdoor lighting work completed by city crews and contractors to ensure compliance with applicable codes and standards. Participate in the planning process for traffic signal and pole mounted outdoor lighting improvements. Compile and maintain records of installations, maintenance, repair and general operation of traffic signal and pole mounted outdoor lighting systems. Track work performed on jointly owned systems for billing appropriate agencies. Prepare materials for written and oral evaluations of work performed by crews and contractors. Provide maintenance and operation statistics to the crewleader for budgetary planning. Install, inspect, maintain and repair traffic signal and pole mounted outdoor lighting.

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.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LEADWORKER, TRAFFIC SIGNAL & LIGHT

DATE: AUGUST, 1992

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: Traffic signal and pole mounted outdoor lighting operations and design; applicable regulations and codes including the National Electrical Code ;and State of California Standard Plans and Specifications; hand tool, power tool and electrical test equipment operations; basic trigonometry and business math; safe working practices, procedures and regulations; professional standards; on-the-job training methods; record keeping systems; budgetary preparation practices.

Ability to: Install, inspect, maintain and repair traffic signal and pole mounted outdoor lighting; perform electrical system diagnostics; read and interpret electrical system diagnostics; read and interpret electrical diagrams, specifications, manuals and blueprints; make field drawings and amendments to blueprints/specifications; give and follow oral and written instruction; keep accurate records and files; work form 85 foot aerial platforms; work according to prescribed safety and professional standards; provide on-the-job training; communicate effectively with work crews and contractors; schedule work and track assignments.

Education: Equivalent to two (2) years college level coursework in Industrial Electricity.

Experience: Three (3) years experience as a journey level electrician working on traffic signal and/or pole mounted outdoor lighting electrical systems, including work with high and low voltages.

Certifications/License: Possession of Class B California driver's license, IMSA Level II Traffic Signal Electrician Certificate. Completion of an International Brotherhood of Electrical Workers (IBEW) apprenticeship program OR possession of a California Electrical Contractor's License OR completion of an approved program in Electrical Technology.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work is primarily performed in an outdoor setting with exposure to the elements, dangerous machinery and potential physical harm. There is frequent need to walk, talk, see, hear or drive, ability to lift and carry up to 50 pounds, and perform other similar actions during course of the workday. Employee accommodations for physical disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: COMPUTER DRAFTING TECHNICIAN

DATE: JUNE, 1992

JOB CODE: 0179
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision, performs computer-aided drafting under the direction of the engineering staff.

DISTINGUISHING CHARACTERISTICS

This is a journey level computerized drafting position supporting the City engineering function.

EXAMPLES OF ESSENTIAL DUTIES

Works with City engineers to produce computer drafted plans and maps; produces hard copy plans and maps with pen plotters and laser printers; works with firms outside the City to produce electrostatic plots of plans and maps; use computer-aided drafting to produce presentation quality exhibits; customize the computer-aided drafting system in order to work more efficiently; evaluate and recommend software and hardware upgrades for the computer aided drafting system; reviews memorandums, reports and other written materials for the purpose of summarizing and making reports and recommendations; prepares analysis of cost and/or effectiveness; participates in in-depth study projects; works independently on technical assignments and provides support to City departments; provides functional supervision to others engaged in technical computer-aided drafting work; trains others in the use and operation of the computer-aided drafting system; provides temporary and vacation relief in similar occupational 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.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COMPUTER DRAFTING TECHNICIAN

DATE: JUNE, 1992

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: AutoCAD as applied to city government; knowledge and experience in the operation of IBM PC or compatible computers operating under the DOS operating system.

Ability to: Read maps and plans to create computerized maps; train other employees in computerized drafting techniques and procedures; work independently based on written and verbal instruction in the support of the City engineering staff and/or in the functional supervision of others with minimal technical assistance; performs tasks requiring finger dexterity and visual acuity.

Education: Formal education in AutoCAD with course work in mathematics related to engineering, drafting and design.

Experience: Twenty-four (24) months technical engineering experience with computer-aided drafting.

Certification: Must possess a valid and appropriate California drivers license.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: GRADER EQUIPMENT OPERATOR

DATE: DECEMBER, 2001

JOB CODE: 0352
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision, operates motor graders and a variety of streets maintenance equipment to level and grade areas; to excavate, lay and replace asphalt and concrete; and to maintain, repair and clean City streets, channels, sidewalks, curbs, gutters and public rights-of-way; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Equipment Operator, Grader is responsible for the operation of a variety of equipment used to maintain, repair, and clean City streets with no supervisory responsibility.

EXAMPLES OF ESSENTIAL DUTIES

Checks daily schedule and service requests for work that must be completed; inspects equipment and reports safety hazards and maintenance problems; operates truck with trailer or drives related equipment to and from job sites.

Sets traffic control patterns; operates large grader to perform finished grading, shoulder grading, asphalt cutting, and leveling of other surfaces; operates rollers and small graders to compact and prepare asphalt and dirt areas; operates backhoes to remove and demolish asphalt and concrete.

Removes roots and dirt; performs rough and fine grading; repairs or replaces utility lines, and backfills soil in excavated areas; operates front end and bobcat loaders to carry sand and materials to and from dump trucks and dump sites; operates forklift to move and store materials; operates patch trucks, slurry and spreader boxing equipment in support of streets maintenance crews; operates dump trucks and flat bed trucks; operates jackhammers and power hand tools.

Trains other equipment operators in the use of the large grader; demonstrates and explains proper equipment and material use and explains safety procedures.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: GRADER EQUIPMENT OPERATOR

DATE: DECEMBER, 2001

Completes time records and safety reports and requests materials and equipment as needed; attends safety and staff meetings.

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 policies and procedures; work methods, procedures, materials and techniques associated with the operation of graders, patch trucks, slurry trucks, backhoes, loaders, rollers and related streets construction and maintenance equipment; State Vehicle Code and traffic safety laws and regulations; proper composition and temperature of materials to be applied; maintenance, safety and basic repair procedures.

Ability to: Operate large graders, patch trucks, slurry trucks, backhoes, loaders, rollers, forklifts and related equipment; read maps and interpret basic blueprints; judge distance to make proper turns and avoid accidents with other vehicles, persons, or objects; set up, adjust and operate equipment controls; explain work methods and demonstrate proper use of materials and equipment; use hand and power tools; follow oral and written orders and instructions; work cooperatively and communicate effectively with coworkers, supervisors and the general public; maintain mental and visual concentration for extended periods of time; complete basic work and safety records; may be required to perform work on an overtime or emergency call-out basis.

Education: High school diploma or equivalent.

Experience: Two years in operating large scale streets construction equipment such as graders and excavation equipment.

Certifications/License: Possession of a valid California motor vehicle driver's license Class A.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work is primarily performed in an outdoor setting with exposure to the elements, dangerous machinery and potential physical harm. There is frequent need to walk, talk, see, hear or drive, ability to lift and carry up to 50 pounds, and perform other similar actions during course of the workday. Employee accommodations for physical disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARK NATURALIST

DATE: DECEMBER, 2001

JOB CODE: 0264
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision, coordinates and oversees operations at the Nature Center, plans, organizes and implements natural history, environmental awareness and interpretive programs, patrols, enforces laws and oversees park recreational activities; issues permits; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Park Naturalist is a journey level professional position with overall responsibility for supervising operations at the Nature Center, including building maintenance, programming and security of the building and grounds. The Park Naturalist supervises recurrent Park Naturalists/Rangers and contractors in programming, security and grounds maintenance.

EXAMPLES OF ESSENTIAL DUTIES

Plans, coordinates, provides natural history, environmental awareness and interpretive programs at the Nature Center including guided nature walks for schools and civic groups; schedules and coordinates use of facilities including reservations; patrols the park observing compliance with park rules and regulations including parking and issues citations as necessary. Designs, writes and edits published and web-based materials concerning the Nature Center and Central Park for public dissemination.

Oversees and participates in maintenance of Nature Center facilities and grounds; performs or arranges for necessary repairs; mows trails, picks-up debris and provides for or supervises ongoing care of exotic plants. Supervises recurrent staff; interviews, hires, trains and evaluates staff in accordance with established policies. Resolves interpersonal conflicts between/among park users. Supports and actively promotes the City's safety programs. Performs periodic safety inspections; identifies and corrects safety hazards. Provides public first-aid.

Assists or participates in repair or field work as necessary and operates a wide variety of equipment including tractors, chain saws and machetes; stays current with developments in the field; maintains and reports statistics on park users.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARK NATURALIST

DATE: DECEMBER, 2001

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 parks; development and administration of natural history and environmental awareness programs; conflict resolution techniques; quality service principles and practices; standard office principles and procedures; basic first aid and CPR; principles of budgeting and supervision.

Ability to: Plan environmental education programs and activities for target residents; 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: The equivalent of a Bachelor's degree in Biology, Natural Resources or a related field.

Experience: A minimum of three (3) years of experience as a park ranger/naturalist or closely related experience.

Certifications/License: Possession of a valid California motor vehicle operator's license. 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 dangerous machinery, hazardous chemicals, debris, air and waterborne pathogens and potential physical harm. There is a frequent need to stand, walk and to lift heavy objects (up to 100 pounds). Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

ITEM # 6

BYLAWS
[Effective July 1, 2012]
PERSONNEL COMMISSION
of the
CITY OF HUNTINGTON BEACH

Section 1. TITLE AND MEMBERSHIP. The official title of this Commission shall be “Personnel Commission of the City of Huntington Beach”, which may also be referred to as the “Huntington Beach Personnel Commission”, “City Personnel Commission” or “Personnel Commission.” The Personnel Commission shall consist of five (5) members, each appointed by the City Council. The members shall serve for terms of two (2) years. Terms shall expire on June 30 of the appropriate year. A vacancy occurring before the expiration of a term shall be filled by appointment for the remainder of the unexpired term. No person shall serve more than two (2) consecutive terms on the Commission.

Section 2. DUTIES OF COMMISSION. The duties of the Personnel Commission shall be as provided in the City Charter, as provided by ordinance of the City of Huntington Beach, as provided in the Municipal Code and as may be delegated to it by the City Council.

Section 3. OFFICERS. The officers of the Personnel Commission shall be a Chair and a Vice-Chair who shall be elected by majority vote of the Commission. Outgoing officers’ term expires upon election of new officers. Officer nominations will be submitted annually in June. An election of officers shall be held as soon as practical following the first day of July of every year. The Chair and Vice-Chair shall be elected based on seniority, as follows:

- a. The Commissioner with the most seniority who has not served as Chair, or the Commissioner who served as Chair longest ago if all Commissioners have served as Chair, shall be elected Chair.
- b. The Commissioner with the most seniority who has not served as Vice-Chair, or the Commissioner who served as Vice-Chair longest ago if all Commissioners have served as Vice-Chair, shall be elected Vice-Chair.

- c. Seniority between Commissioners shall be determined by the chronological order of the uninterrupted service date of first attendance of each as a sworn Commissioner at a Personnel Commission meeting. If seniority between two or more Commissioners is equal based on the first determination, then seniority between the subject Commissioners shall be based on the highest or higher vote counts of the Commissioners' appointing City Council Members.
- d. Any Commissioner may decline nomination as Chair or Vice-Chair. Such declination shall not alter the selection process for Chair or Vice-Chair among the remaining Commissioners.

The elected Chair and Vice-Chair shall assume office immediately following said election. In the event of a vacancy of the Chair, the Vice-Chair shall serve the balance of the unexpired term of the Chair. In the event of a vacancy of the Vice-Chair, a member of the Commission shall be elected, in accordance with the aforementioned seniority determination, to serve the balance of the unexpired term of the Vice-Chair. No person shall occupy the office of Chair or Vice-Chair for more than two consecutive terms. The Director of Human Resources of the City shall serve as Secretary of the Commission.

Section 4. DUTIES OF CHAIR AND VICE-CHAIR. The Chair shall preside at the meetings of the Commission and in case of his/her absence or inability to act, the Vice-Chair shall act, and in the absence of both the Chair and Vice-Chair, the Commission shall appoint a Chair pro tempore who shall have all the powers and duties of the Chair and shall serve only until such time as the Chair or Vice-Chair returns and is able to act. The Chair shall have the power to make or second any motion, to present and discuss any matters, and vote, notwithstanding the fact that they are the presiding officer of the Commission.

The Chair, or his/her designee shall be available to meet with the City Council Liaisons to the Personnel Commission, the Mayor, or his/her designee whenever requested to discuss issues common to the City Council and Personnel Commission.

When a Personnel Commission item has been appealed to the City Council, or when a Personnel Commission decision on an item before the City Council differs from staff's recommendation, the Chair or his/her designee shall attend City Council meetings and present the majority position of the Personnel Commission on the pertinent item. When the Chair is not a member of the voting majority on the item before the Council, the Chair shall appoint a member of such Commission majority as the Commission's representative.

Section 5. DUTIES OF THE SECRETARY. It shall be the duty of the Secretary to keep accurate and permanent records of the acts and proceedings of the Commission, and such records shall be retained and have the same status as other records of the city; to schedule matters for hearing and consideration by the Commission; to provide timely notice of meetings, agenda and actions as required by code, ordinance, statute or the Commission; and to perform such other duties required by code, ordinance, statute or the Commission. In case of absence of the Secretary, an Acting Secretary, appointed by the Secretary, shall act, and in the absence of both Secretary and Acting Secretary, the Chair shall appoint a Secretary pro tempore who for such period shall have all the powers and duties of the Secretary and serve only until such time as the Secretary or Acting Secretary returns and is able to act.

Section 6. ADVISORS. The Chair, or a majority of the Commission, may request the attendance at Personnel Commission meetings of any officer or employee of the City to assist the Commission in its deliberations in an advisory capacity.

Section 7. MEETINGS.

- (a) Open Meetings. All meetings of the Commission shall be governed by the Ralph M. Brown Act [Government Code Section 54950].
- (b) Regular Meetings. Regular meetings shall be held on the third Wednesday of each month at the Huntington Beach Civic Center commencing at 5:30 PM or as soon thereafter as the meeting may be called to order. Public Notice and an agenda of meeting shall be given as required by law. In the event the date for a regular meeting falls on a legal holiday, such meeting date shall be deemed to be the day following such holiday. In the event the date of a regular meeting follows the date of a regular City Council meeting and such Council meeting falls on a legal holiday, thereby requiring such Council meeting to be postponed to the following day, the date of the regular Commission meeting shall be deemed to be the day after the postponed Council meeting is held.
- (c) Special Meeting. A special meeting may be called at any time by the Chair, or by a majority of the members, with public notice and an agenda of meeting as required by law.
- (d) Public Hearings. The Commission shall not begin any public hearing item after 11:00 PM unless the Commission, by majority vote, so agrees.

(e) Adjournment. Any meeting may be adjourned to a date certain which may be specified in the order of adjournment. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within the twenty-four (24) hours after the time of the adjournment.

Section 8. ATTENDANCE. Regular attendance at meetings of the Personnel Commission is required of all members to enable the Commission to discharge the duties conferred thereupon . In the event a member is absent from two or more consecutive regular meetings, without securing the consent of the Chair, such consent not to be unreasonably withheld, and upon majority vote, the Commission shall request the City Council appointing member to remove the Commissioner and appoint a new member to fill the unexpired term. In the event a member is absent from 50% or more of the regular meetings held in a calendar year, (with or without consent of the Chair), the Commission may request the City Council appointing member to remove the Commissioner and appoint a new member to fill the unexpired term.

Section 9. QUORUM. At any meeting of the Personnel Commission, a majority of said Commission shall constitute a quorum for the transaction of business. In the event there is no quorum at a Commission meeting, the Secretary shall adjourn such meeting or shall adjourn to a date certain.

Section 10. ORDER OF BUSINESS. The order of business for a regular or special meeting shall be:

- (a) Call to order by the Chair.
- (b) Consideration of matters on the agenda.
- (c) Any other business which may properly come before the Commission.

Section 11. PARLIAMENTARY PROCEDURE. The parliamentary rules contained in the current revision of Rosenberg's Rules of Order, except as otherwise noted in these bylaws, shall, in general, govern the proceedings of this Commission. The Chair shall decide all questions of order, subject to appeal by the Commission, and all appeals shall be decided by a majority vote of the members present. The Chair shall vote on all matters coming before the Commission whether there is a tie vote or not. No member may vote at a meeting by proxy, or by any method not consistent with the Ralph M. Brown Act~~other than being personally present~~

~~and casting his/her vote.~~ Every member present shall vote on all questions. The result of any vote shall be audibly announced by the Secretary and recorded in the minutes as the vote of the Commission. Any member present who disqualifies himself/herself for any reason from voting upon any question shall state his/her reasons for so doing. ~~If a member disqualifies~~

~~himself/herself or abstains, they shall so state the reason(s) for disqualification or abstention.~~

The Secretary shall enter any disqualification and the grounds therefore in the minutes of the meeting. A member who has disqualified himself/herself shall not be required to vote upon the question on which they have disqualified himself/herself, and his/her failure to vote shall be recorded as an abstention. An affirmative vote of a majority of the members present and voting shall be required for the passage of any matter before the Commission, except as otherwise noted in these bylaws.

Section 12. CHANGES IN BYLAWS. An affirmative vote of ~~four three (43)~~ the majority of members of the Personnel Commission shall be required to amend these bylaws.

Copies of a proposed amendment shall be given to each member at a regular meeting, and shall be mailed to each member at least five (5) days prior to a meeting, and may then be voted upon at the next regular meeting.

Section 13. ADOPTION. APPROVED AND ADOPTED ON THE _____ , as the Bylaws of the Personnel Commission of the City of Huntington Beach, adopted _____, by a (unanimous) vote of _____ .

ATTEST:

Michele Warren
Secretary to the Personnel Commission

Jan Garner
Personnel Commission Chair