

# AGENDA

Wednesday, December 18, 2013

## City of Huntington Beach PERSONNEL COMMISSION

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

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### 1. CALL TO ORDER

Commissioners: Bush, Clemens, Elford, Inglee, Thompson

Staff Liaison: Assistant City Manager Ken Domer

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 September 18, 2013
- Meeting of November 20, 2013

### 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 **Construction Manager** in the Public Works 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 **Construction Manager** amending the City's Classification Plan.

b. Discussion regarding proposed changes to the job classification of **Marine Safety Chief** in the Fire Department, amending the City's Classification Plan.

**Recommended Action:**

Approve the modifications to the job classification of **Marine Safety Chief** amending the City's Classification Plan.

c. Discussion regarding proposed changes to the job classification of **Recreation, Human and Cultural Services Superintendant** in the Community Services Department, amending the City's Classification Plan.

**Recommended Action:**

Approve the modifications to the job classification of **Recreation, Human and Cultural Services Superintendant** and change the title to **Community Services Manager** amending the City's Classification Plan.

**6. LABOR RELATIONS UPDATE**

**7. SECRETARY'S REPORT**

**8. COMMENTS FROM COMMISSIONERS**

Announcements, brief report regarding Commissioner activities, questions for clarification, requests for information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

**9. ADJOURNMENT**

Meeting adjourned to the next regularly posted meeting of January 15, 2013

**ITEM # 4**

# MINUTES

Wednesday, September 18, 2013

## City of Huntington Beach PERSONNEL COMMISSION

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

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Pending approval by Personnel Commission at the meeting on September 18, 2013  
(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: Bush, Elford, Thompson

Commissioners absent: Clemens, Inglee

Others Present:

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 Elford and seconded by Commissioner Thompson to approve the minutes for the August 21, 2013 meeting.

VOTE: The motion was carried

AYES: 3

NOES: 0

ABSENT: 2

ABSTAIN: 0

### PUBLIC HEARING

- a. Approve the new job classification of Building Manager in the Planning & Building Department amending the City's Classification Plan.

A motion was made by Commissioner Elford and second by Commissioner Thompson to approve the new job classification.

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

### **LABOR RELATIONS UPDATE/SECRETARY'S REPORT**

Michele Warren, Human Resources Director, reported that the City is continuing active negotiations with MEA (Municipal Employees Association), MEO (Management Employees Organization), HBPOA (Huntington Beach Police Officers Association), HBFA (Huntington Beach Firefighters Association), SCLEA (Surf City Lifeguard Employee Association), and MSMA (Marine Safety Management Association).

She reported the City Council is approved the FY 2013-14 Budget at its September 3<sup>rd</sup> meeting which did not include any layoffs or cuts in service. The budget included five (5) additional police officers.

She announced that the City hired Ken Domer as Assistant City Manager, and he will be the staff liaison for the Personnel Commission.

### **COMMENTS FROM COMMISSIONERS**

None

### **ADJOURNMENT**

The meeting adjourned at 5:43 PM to the next regularly scheduled meeting of October 16, 2013.

# MINUTES

Wednesday, November 20, 2013

## City of Huntington Beach PERSONNEL COMMISSION

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

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Pending approval by Personnel Commission at the meeting on December 18, 2013  
(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, Inglee, Thompson

Commissioners absent: Elford

Others Present:

Ken Domer, Assistant City Manager

Mike Vigliotta, Chief Assistant City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

A motion was made by Commissioner Clemens and seconded by Commissioner Inglee to approve the minutes for the October 16, 2013 meeting.

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 1 Elford  
ABSTAIN: 1 Bush

**PUBLIC HEARING**

- a. Approve the job specification revisions of the position of Beach Maintenance Crewleader in the Community Services Department amending the City's Classification Plan.

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

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

**CLOSED SESSION 5:34 PM**

**PERSONNEL HEARING – SUPPLEMENTAL DISCIPLINARY HEARING IN ACCORDANCE WITH PERSONNEL RULE 20 – FINDINGS OF FACT AND CONCLUSIONS OF LAW - CLOSED SESSION OPTION PER GOVERNMENT CODE SECTION 54957**

Recommendations of Hearing Officer Michael Prihar regarding a Suspension Appeal.

Deliberation in Closed Session.

By unanimous vote, the Commission sustained the hearing officers recommended decision.

**PERSONNEL HEARING – SUPPLEMENTAL DISCIPLINARY HEARING IN ACCORDANCE WITH PERSONNEL RULE 20 – FINDINGS OF FACT AND CONCLUSIONS OF LAW - CLOSED SESSION OPTION PER GOVERNMENT CODE SECTION 54957**

Recommendations of Hearing Officer Michael Prihar regarding a Termination Appeal.

Deliberation in Closed Session.

By majority vote, the Commission sustained the hearing officers recommended decision. Both parties are directed to determine and complete the computation of back pay and benefits within 60 days with a report to the Commission on the resolution.

**RECONVENE PERSONNEL COMMISSION PUBLIC MEETING 7:51 PM**

**COMMENTS FROM COMMISSIONERS**

Commissioner Clemens wished everyone a Happy Thanksgiving.

**ADJOURNMENT** - The meeting adjourned at 7:55PM to the next regularly scheduled meeting of December 18, 2013.

DRAFT

**ITEM # 5a**



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

**TO:** PERSONNEL COMMISSION

**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES *MW*

**SUBJECT:** REVISION OF CONSTRUCTION MANAGER JOB CLASS SPECIFICATION

**DATE:** DECEMBER 18, 2013

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The **Construction Manager** is a classification within the engineering/construction section of the Public Works Department. The job classification is represented by the Management Employees Organization (MEO).

Modifications to the **Construction Manager** job classification are recommended to 1) update the job duties and 2) revise the minimum qualifications. The recommended changes will affect the present hiring standards but will not change the fundamental nature of the work performed. The current pay grade remains the same.

The recommendation presented is based upon the Public Works Department's input and a review of similar external jobs. The City and MEO have met and conferred regarding the updated job duties. This is a single position classification which is currently filled. The recommended changes will have no impact on the current incumbent.

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

**STAFF RECOMMENDATION**

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<b>Current Job Class Title:</b>	<b>Construction Manager</b>
<b>Actions:</b>	<b>1) Update job duties 2) Revise minimum qualifications</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Recommendation:</b>	<b>Approve the updated job class specification.</b>

Att: Construction Manager Job Class Specification

c: T. Hopkins, Director of Public Works  
T. Herbel, City Engineer  
T. Graham, MEO President

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CONSTRUCTION MANAGER**

**DATE: ~~MARCH, 2004~~ DECEMBER 2013**

**JOB CODE: 0097**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEO**  
**FLSA STATUS: EXEMPT**

**DUTIES JOB SUMMARY**

Under administrative direction from the City Engineer, plans, organizes and ~~supervises~~ manages the activities and operations of the Construction Engineering Section in the Public Works Department, including difficult and complex construction management work within an assigned unit; supervises subordinate staff engaged in surveying, inspections, construction and contract administration and related support activity.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: City Engineer

Supervises: Contract Administrator, Senior Construction Inspector, Survey Party Chief

**DISTINGUISHING CHARACTERISTICS**

This is a major section head in the Public Works Department having overall responsibility for the administration and planning of designated engineering and construction projects.

This is a supervisory classification

**EXAMPLES OF ESSENTIAL DUTIES**

- Provides overall management of the Construction Engineering Section through staff engaged in contracts administration, construction inspections, surveying and engineering field data collection and reduction
- Assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff and other stakeholders to identify and resolve problems
- Develops and implements of goals, objectives, policies, and priorities for assigned programs and projects
- Directs and oversees field surveys and inspection of public works construction projects and the inspection of privately funded public works construction within the City
- Oversees and participates in the development and administration of the section's annual budget and capital improvement program budget; participates in the forecast

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CONSTRUCTION MANAGER**

**DATE: ~~MARCH, 2004~~ DECEMBER 2013**

- of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures and implements adjustments
- Ensures the compliance of public works projects with construction plans and specifications; ensures that privately financed public improvement construction projects comply with City standards; monitors City construction contract costs and change orders
- Recommends for approval engineering plans and specifications
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; administers discipline as needed
- Oversees constructability review and guidance relating to advertising, bidding, and construction of public works/capital improvements and public facility projects
- Serves as a liaison with other department divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues
- Serves as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies and procedures as appropriate
- Attends and participates in professional association meetings; maintains awareness of new trends and developments in the field of construction, surveying, and engineering; incorporates new developments as appropriate
- Responds to and resolves difficult and sensitive citizen inquiries and complaints
- Performs related duties as required

~~Plans, assigns and evaluates construction and contract administration staff, the work of a unit staff which may include subordinate inspectors, survey party chiefs and other support staff; prepares detailed reports for the construction and/or improvement of public facilities; hires, trains and evaluates employees, reviews operational procedures to ensure compliance with applicable policies and quality control standards as well as to ensure consistency in technique performs a variety of administrative duties for the unit such as budget preparation, equipment inventory and work progress status reports; coordinates and monitors contracted services with construction management firms; provides the necessary plans, specifications, record forms, information and tools to inspect construction projects; maintains inspection status reports on projects in progress until completion; performs construction ability reviews on cash contract project plans and specifications; processes city cash contracts, residential commercial and industrial subdivisions, right-of-way encroachment permits, harbor permits, state highway permits~~

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CONSTRUCTION MANAGER**

**DATE: ~~MARCH, 2001~~ DECEMBER 2013**

~~and other agency permits; coordinates inspection with other departments, developers and contractors involved in the construction process to assure compliance with all requirements prior to final approval; resolves job problems referred by surveyors, inspectors and/or contractors; answers complaints and gives out information by correspondence, telephone and personal contact at the office and in the field; reviews test reports from materials testing engineering for compliance with specifications; investigates and determines corrective action on inquiries and complaints regarding public safety referred to the Department of Public Works; makes recommendations for changes in procedures, standard plans, quality control and standardization with other public agencies in order to keep abreast of new techniques and innovations; performs related duties as required.~~

*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:**

- ~~- Theories, principles, and practices of civil engineering, construction management, and program development and administration~~
- ~~- Modern principles and practices related to the variety of projects in public works~~
- ~~- Survey and inspection methods~~
- ~~- Safety standards related to structural design, specifications and inspection~~
- ~~- Applicable local, state, and federal laws, ordinances, and codes governing the National Pollution Discharge Elimination System (NPDES) environmental, engineering, construction equipment and materials, prevailing wage, and construction standards~~
- ~~- Contract negotiations and administration related to engineering projects~~
- ~~- Engineering plan review and analysis; construction inspection procedures and techniques~~
- ~~- Public works safety programs~~
- ~~- Municipal budget preparation and administration~~
- ~~- Modern management theory~~

**Ability to:**

- ~~- Manage, organize and coordinate multiple construction projects~~

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CONSTRUCTION MANAGER**

**DATE: ~~MARCH, 2004~~ DECEMBER 2013**

- Exercise management authority over staff engaged in contracts administration, construction inspections, survey and engineering field data collection and reduction activities
- Interpret and apply federal, state, and local policies, laws, and regulations; ensure safety and professional work standards are met
- Analyze complex issues and problems, develop and evaluate solutions, project consequences of proposed actions and implement recommendations in support of goals
- Negotiate and administer various contracts and grants; prepare and administer large program budgets
- Maintain detailed project management records and documentation
- Provide quality customer service to internal and external customers
- Recommend engineering plans and specifications for approval
- Develop specifications for contracts and proposals, interpret contract language, and monitor contract compliance
- Negotiate and make recommendations for construction change orders and settlement of construction claims
- Research, analyze, and evaluate new service delivery methods and techniques
- Communicate and interact effectively both verbally and in writing with elected officials, the public, and staff
- Establish and maintain effective working relationships with those contacted in the course of work
- Operate office equipment including computers and supporting word processing, spreadsheet, and specialized engineering software programs

~~Organize, supervise, negotiate, write clearly and perform administrative functions for the survey, management and inspection of all public works projects.~~

**Education:** Bachelor's Degree in civil engineering, architecture, construction management or other related field from an accredited university or college. High school graduation or equivalent is required. Additional course work in construction, civil engineering, surveying or related fields is preferred.

**Experience:** Five years' experience managing major construction, engineering or architectural contracts, including two years' administrative and supervisory responsibility.

~~Requires eight (8) years of progressively responsible experience in managing complex public works and private engineering and construction projects such as new and reconstruction of storm water pump stations, sewer lift stations, large reservoirs and arterial bridges.~~

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CONSTRUCTION MANAGER**

**DATE: ~~MARCH, 2004~~ DECEMBER 2013**

**Certifications/License:** A valid California Class C driver license and an acceptable driving record are required by time of appointment. State of California registration as a Civil Engineer preferred.

**Licenses:** Must possess and maintain a valid California driver'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.

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

Work is performed indoors and outdoors. The incumbent uses a computer keyboard and related equipment and sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear including but not limited to hard hats, respirators, and/or hearing protective devices.

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

**SPECIAL CONDITIONS**

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.

0210

**ITEM # 5b**



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES *MW*  
**SUBJECT:** UPDATE OF MARINE SAFETY DIVISION CHIEF JOB CLASS SPECIFICATION  
**DATE:** DECEMBER 18, 2013

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The recent retirement of the incumbent in this position and the transfer of jurisdiction over the Marine Safety Division from the Community Services Department to the Fire Department have provided the opportunity to update the job class specification for Marine Safety Division Chief. The changes made were to 1) update the reporting relationship 2) refresh the job duties and 3) reflect the certificates required to perform the work of this position. These changes did not dictate a change in pay grade.

The City and MEO have met and conferred regarding the updated job duties. The recommendation presented is based upon input from the Fire Department and a review of similar external jobs.

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

**STAFF RECOMMENDATION**

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<b>Job Class Title:</b>	<b>Marine Safety Division Chief</b>
<b>Pay Grade:</b>	<b>626</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Action:</b>	<b>Approve changes to current job classification</b>

Att: Marine Safety Division Chief Job Class Specification

c: P. McIntosh, Fire Chief  
T. Graham, MEO President

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: MARINE SAFETY DIVISION CHIEF**

**PERSONNEL COMMISSION APPROVAL: DECEMBER 2013**

**COUNCIL APPROVAL: APRIL 2001**

**JOB CODE: 0032**

**EMPLOYMENT STATUS: REGULAR, FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**JOB SUMMARY**

Under administrative direction, oversees the operations, services, programs, and activities of the Marine Safety Division within the Fire Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Fire Chief  
Supervises: Marine Safety and Lifeguard Personnel

**DISTINGUISHING CHARACTERISTICS**

The Marine Safety Division Chief is the division manager assigned to oversee the Marine Safety Division within the Fire Department. The incumbent is expected to possess advanced knowledge of policies and procedures related to Marine Safety operations, including life safety practices in an ocean/beach environment, principles and practices of emergency service training and education methods, principles of leadership, management, employee development, evaluation, and discipline, public service principles and practices, and budget and personnel administration.

**EXAMPLES OF ESSENTIAL DUTIES**

- Manages all services and activities of the Marine Safety Division; directs and participates in the planning, development, organization, supervision and coordination of all division activities and programs
- Oversees the administration of the Junior Lifeguard program
- Prepares division budget and monitors fund expenditures for the Marine Safety Division and Junior Lifeguard Program; ensures availability of required equipment, materials, and supplies within budget parameters
- Conducts a variety of staff projects, organizational studies and investigations; prepares and presents reports to the City Council, administration and outside agencies and community groups
- Investigates complaints and accidents and follows up as required

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



TITLE: MARINE SAFETY DIVISION CHIEF

- Prepares and implements policies, procedures and training
- Coordinates division activities with other departments and outside agencies; serves as Marine Safety Division spokesperson on various City Committees, study groups and task forces; represents Marine Safety at community events and other promotional activities
- Works with other safety department personnel in the City's Emergency Operation Center during disasters; functions as an incident commander for specific types of City emergencies
- Selects, trains, supervises and evaluates assigned staff
- Reviews all incident and emergency reports and citations issued for beach infractions
- Prepares, reviews and/or analyzes statistical reports
- Monitors concession contracts
- Writes, updates and manages sponsorship and promotional contracts; administers and negotiates contractual agreements, ensures contract compliance with City policies
- Approves all beach special event permits
- Conducts rescues, issues citations and arrests as required
- Develops, implements, and reviews strategies for improving service delivery
- 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.*

#### **QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

Knowledge of:

- Principles and practices of marine safety, ocean lifeguard, and junior lifeguard programs and activities
- Applicable local, state, and federal laws, ordinances, and codes governing boating and waterway enforcement, harbors and navigation, environmental protection, and recreational use of boats in a marine environment
- Methods and equipment used in ocean rescue, underwater search and recovery, rescue boat operations, disaster operations, an incident command system, and medical aid operations
- Marine and water safety programs, including Cliff Rescue, Rescue Systems 1, Swiftwater Rescue Technician Advanced, Rescue Diver, Dry Suit Diver, and Rescue Water Craft
- Municipal budget preparation and administration
- Principles and practices of effective public relations
- Principles of instructional methodology
- Principles and practices of leadership, contract and program administration and

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: MARINE SAFETY DIVISION CHIEF**

- management, staff development, effective supervision, employee training and discipline
- Modern office procedures, methods and computer equipment and software

Ability to:

- Interpret and apply federal, state, and local policies, laws, and regulations related to marine safety and other lifesaving operations
- Ensure safety and professional work standards are met
- Analyze complex issues and problems, develop and evaluate solutions, project consequences of proposed actions and implement recommendations in support of goals
- Negotiate and administer various contracts and grants; prepare and administer large program budgets
- Maintain detailed project management records and documentation, including maintenance of confidential medical, personnel and/or other privileged information
- Provide quality customer service to internal and external customers
- Research, analyze, and evaluate new service delivery methods and techniques
- Communicate and interact effectively both verbally and in writing with elected officials, the public, and staff
- Establish and maintain effective working relationships with those contacted in the course of work
- Represent the Fire Department and the Marine Safety Division in interactions with other outside agencies and community groups
- Operate office equipment including computers and supporting word processing, spreadsheet, and specialized software programs

**Education:** Bachelor's Degree in Public Administration or other related field from an accredited university or college preferred.

**Experience:** Five years' experience performing work as a Marine Safety Officer or equivalent, including one year management and/or supervisory experience at the level of Lieutenant or higher.

**Other:** Compliance with Department of Justice Live Scan fingerprinting criminal record check and successful completion of thorough background investigation required.

**Certifications/License/Special Training:**

- State or County issued Emergency Medical Technician (EMT) Certificate
- Automated External Defibrillator (AED) Training
- PC 832 Arrest Course Training
- California Boat Basics Certificate
- Advanced Open Water Diver (PADI) (NAUI)
- Valid California Class C driver license with an acceptable driving record
- The incumbent must be able to successfully complete Huntington Beach Marine Safety Division Rescue Vehicle Training within probationary period.

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



TITLE: MARINE SAFETY DIVISION CHIEF

The following certifications are required to be obtained following appointment to the position within a timeframe identified by the department head:

- Completion of California State Fire Courses Incident Command System (ICS) 200, 300, 400 Courses
- Command 1A and 1B Certificates
- Management 1 Certificate (previously Management 1A & 1B)

The following certification is desirable:

- California Boating Safety Officer Core Training Certificate

#### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

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

Work is performed in a beach and ocean environment involving prolonged exposure to cold weather, water and sun. The employee may be exposed to hazardous materials and communicable diseases. Must have the physical strength, endurance and ability required for swimming, paddling, running, walking, standing or sitting for extended periods of time, operating assigned motorized equipment, vehicles and vessels. The incumbent must also be able to reach, twist, lean, and bend at the neck and waist, squat, climb, and twist at the neck and waist; engage in repetitive use of hands for simple to power grasping, must be able to use hands for fine manipulations, pushing, pulling and reaching above and below shoulder level; operate a computer keyboard for a prolonged or intermittent period of time, lift files and reports from counter tops or file drawers. The operation of a personal computer requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch and glare from a computer. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

#### **SPECIAL CONDITIONS**

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.

Est. 04/2001  
Rev. 12/2013 jd

**ITEM # 5c**



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

**TO:** PERSONNEL COMMISSION

**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES *MW*

**SUBJECT:** REVISIONS TO RECREATION, HUMAN & CULTURAL SERVICES SUPERINTENDENT JOB CLASSIFICATION

**DATE:** DECEMBER 11, 2013

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The **Recreation, Human & Cultural Services Superintendent** is a classification within the Community Services Department. The job classification is represented by the Management Employees Organization (MEO).

The recent promotion of the former incumbent provides the opportunity to update the job classification before commencing with the recruitment and selection process to fill the vacancy. The prior incumbent held the position for many years and the position has not been reviewed in approximately a decade.

Modifications to the **Recreation, Human & Cultural Services Superintendent** job classification are recommended to:

- 1) Rename the classification to **Community Services Manager** to reflect a job title that more accurately identifies the work performed, is recognized in the industry/marketplace and aligns with other managerial jobs in the City's classification plan; and
- 2) Update the job duties and minimum qualifications.

The recommended changes will update the hiring standards to better reflect present-day recruitment requirements but are not materially sufficient to change the fundamental nature of the work performed. The current pay grade remains the same. The recommendation presented is based upon the Community Services Department's input and the meet and confer process with the MEO.

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

**STAFF RECOMMENDATION**

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<b>Current Job Class Title:</b>	<b>Recreation, Human &amp; Cultural Services Superintendent</b>
<b>Proposed Actions:</b>	<b>1) Retitle to Community Services Manager 2) Update job duties and minimum qualifications</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Recommendation:</b>	<b>Approve the updated job class specification.</b>

Att: Revised Recreation, Human & Cultural Services Superintendent Job Class Specification

Cc: Janeen Laudenback, Director of Community Services  
Tom Graham, MEO President

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: ~~RECREATION, HUMAN & CULTURAL SERVICES SUPERINTENDENT~~ COMMUNITY SERVICES  
MANAGER DATE: SEPTEMBER 2002

JOB CODE: 0042  
EMPLOYMENT STATUS: REGULAR FULL-TIME  
UNIT REPRESENTATION: MEO  
FLSA STATUS: EXEMPT

**DUTIES-JOB SUMMARY**

~~Under administrative direction, oversees the operations, services, programs, and activities of the Recreation, Human Services, and Cultural Services Divisions within the Community Services Department. Plans, directs, manages, supervises, and coordinates the activities and operations of the Recreation, Human Services and Cultural Services Division within the Community Services Department; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Community Services Director.~~

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Director of Community Services  
Supervises: Senior Supervisor, Human Services; Senior Supervisor, Cultural Affairs;  
Community Services Recreation Supervisor; Assigned Clerical Staff

**EXAMPLES OF ESSENTIAL DUTIES**

- ~~Responsible for the services and activities of the Recreation, Human, and Cultural Services Division including recreation, human, and cultural/historic facilities, activities, special events, and projects; Directs and manages staff in supervising, coordinating and administering comprehensive community services and recreational programs, including fine arts, performing arts, human services, senior citizens services, parks and recreation services and activities; facility maintenance and rehabilitation, park planning and development, and contract management~~
- ~~Oversees and participates in the development and administration of the department's annual budget, including the forecasting of funds needed for staffing, equipment, materials, and facilities; monitors and approves expenditures; develops strategies for funding division projects and programs~~
- ~~Participates in the assessment, planning, and evaluation of citizen-based facilities, programsming; and services~~
- ~~Manages and participates in the development, and implementation, and administration of goals, objectives, policies, procedures and priorities for community services assigned overall programs~~
- ~~Recommends and administers policies and procedures;~~
- ~~Monitors and evaluates the efficiency and effectiveness of service delivery methods practices and procedures; recommends and administers appropriate service delivery methods and staffing levels~~
- ~~Recommends appropriate service delivery and staffing levels;~~

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- Reviews facility needs and coordinates with various departments to oversee facility development and construction
- Plans, directs, coordinates, and reviews ~~the work plans for assigned staff;~~ selects, trains, motivates, and evaluates assigned personnel; implements corrective action plans and administers discipline
- ~~Selects, trains, motivates, and evaluates assigned personnel; implements discipline and termination procedures;~~
- ~~Oversees and participates in the development and administration of the division's annual budget, including the forecasting of funds needed for staffing, equipment, materials, and facilities; monitors and approves expenditures; develops funding strategies for funding Department projects and programs;~~
- Serves as the department liaison ~~for the Division~~ with other divisions, departments, and outside agencies; ~~serves as~~ represents the Department ~~representative to on~~ a variety of boards, commissions, and committees
- Prepares and presents staff reports and other necessary correspondence
- ~~Serves as a member of the Department's management team;~~
- Conducts a variety of organizational and operational studies and investigations
- Performs other related duties assigned
- ~~Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Division programs, policies, and procedures as appropriate; and, performs related duties and responsibilities as required.~~

*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:**

- ~~Operational characteristics, activities of recreation, human and cultural services programs~~ Principles and practices of community services and recreational programs and activities
- Facilities management ~~principles and practices;~~ oversight
- Principles and practices of public administration and municipal government operations including budget preparation and administration;
- ~~basic s~~ Supervision principles, training, and performance evaluation;
- Principles and practices of program development and implementation;
- Community services funding mechanisms and sources; methods and techniques of grant application and administration; contract negotiations and management
- Pertinent Federal, State, and local laws, codes, and regulations.

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#### Ability to:

- Oversee and ~~participate in the management of~~ the Recreation, Human and Cultural Services operations Division
- Oversee, direct, and coordinate the work of assigned staff; select, supervise, train, and evaluate staff
- Participate in the development and administration of division goals, objectives, and procedures
- Prepare and administer ~~large~~ program budgets
- Prepare accurate, clear, and concise administrative and analytical reports
- Design and implement effective public relations programs
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Interpret and apply Federal, State, and local policies, laws, and regulations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education:** ~~A~~ Bachelor's ~~d~~ Degree from an accredited college or university with major course work in Recreation ~~Studies~~, Human Services and /or Cultural Services, Public Administration, or a other closely related field.

**Experience:** Five (5) years of increasingly responsible experience related to recreation, human services, cultural services, or education administration, including three years ~~of~~ progressively responsible administrative and supervisory experience.

**License/Certification:** Possession of a valid Class "C" California Driver's License and an acceptable driving record are required by time of appointment.

#### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

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

Work is performed primarily indoors. The incumbent sits for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. ~~Work is performed in a general office environment.~~ When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear including but not limited to hard hats, respirators, and/or

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[hearing protective devices.](#) Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

**SPECIAL CONDITIONS**

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.