

REQUEST TO APPROVE REVISIONS, RECLASSIFICATION, AND NEW JOB SPECIFICATIONS



CITY OF
HERMOSA
BEACH

Overview

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- Background
- Job Specification Revisions
- Job Specification Reclassification
- Job Specification Additions
- Analysis
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Introduction

- Upon a Human Resources Classification Program Review:
 - Outdated job specifications
 - Lack of career ladders and class series
 - Employee retention concern
 - No position management flexibility for management



Background

- Goal to improve employee morale and retention by promoting internal career growth.
- The City has recognized job duties and department structures evolving.
- Provide management classification options when evaluating department needs as vacancies arise.
- Goal to continue providing exceptional service to the public without increasing FTE and increased demand/complexity of job duties.
- Goal to update job specification name(s), content, and duties that appear outdated based on market research.
- No intention to increase FTE count. Solely providing options to departments for future budget cycles, should they wish to utilize different classifications in their budget requests.



Analysis

- Revisions
 - Work with classification incumbents and department heads to revise/remove outdated duties. Add any duties that have been introduced/evolved over time.
 - Department name change
 - Department evolution over time/restructuring

Analysis

- Reclassification
 - Administer a Position Duties Questionnaire (PDQ) to all incumbents in classification.
 - Review results and analyze PDQ's/organizational structure with Division Supervisor/Department Head
 - Conduct a market classification & compensation study for comparable classifications with similar duties

Analysis

- Additions
 - Departments have identified gaps in career ladders and made requests to Human Resources.
 - Departments have identified evolution of job duties in positions and made requests to Human Resources.
 - Human Resources analyzed the organizational structure, current job duties of positions, and conducted classification & compensation market studies for all applicable positions.



Job Specification Revisions

- Human Resources Analyst
- Human Resources Manager
- Senior Account Clerk
- Recreation Specialist
- Senior Recreation Supervisor
- Community Resources Director



Job Specification Reclassification

- Account Clerk to Account Specialist

Job Specification Additions

- Senior Accountant
- Human Resources Technician
- Lead Account Specialist
- Parks & Recreation Manager
- Recreation Supervisor
- Revenue Services Manager
- Senior Crime and Intelligence Analyst
- Senior Human Resources Analyst



Conclusion

- All revisions, reclassifications and additions have been independently studied/compared to our neighboring/regional cities to ensure market competitiveness.
- All job specifications have been reviewed and approved (if applicable) by the relevant labor group.
- There is no intention to increase FTE or take immediate action with the job specification additions. These are solely options for upcoming budget cycles.
- Human Resources will maintain active and inactive approved job specifications to ensure we maintain a library of job specifications in the future, providing the City more flexibility in their personnel needs.



Recommendation

- Staff recommends the Civil Service board approve all proposed job specification revisions.
- Staff recommends the Civil Service Board approve the reclassification of the Account Clerk job specification to Account Specialist.
- Staff recommends the Civil Service Board approve all proposed new job specifications.

