

RESOLUTION NO. 2022 -71

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH  
AMENDING THE CITY'S CLASSIFICATION PLAN AND MEMORANDUM OF  
UNDERSTANDING BETWEEN THE CITY AND THE HUNTINGTON BEACH  
MANAGEMENT EMPLOYEES' ORGANIZATION (MEO) BY ADOPTING THE SIDE  
LETTER OF AGREEMENT

WHEREAS, on April 20, 2020, the City Council of Huntington Beach adopted Resolution No. 2020-20 approving a Memorandum of Understanding (MOU) with the Huntington Beach Management Employees' Organization (MEO) specifying that a citywide Classification and Compensation Study would commence during the term of the agreement ending October 31, 2020; and the City Council subsequently adopted Resolution No. 2021-26 extending the term of the MOU through December 31, 2021; and,

WHEREAS, on March 15, 2021, the City Council of Huntington Beach approved an agreement with Public Sector Personnel Consultants, Inc., to conduct a citywide Classification and Compensation Study to review, simplify, and modernize the City's classification plan, and to conduct a comparison of salary and benefits within the City's employment market, which was defined as the cities of Anaheim, Santa Ana, Irvine, Garden Grove, Orange, Fullerton, Costa Mesa, and Newport Beach; and,

WHEREAS, on December 21, 2021, the City Council of Huntington Beach adopted Resolution No. 2021-71 for approving the MOU between the City and MEO through the term ending December 31, 2024, which stated that the parties agreed to meet and confer regarding the Classification and Compensation Study, and which transitioned all classifications to a new master salary schedule with pay ranges that are one percent (1%) apart and consist of seven (7) steps that are five percent (5%) apart that provides additional flexibility in assigning pay ranges and creates greater alignment across associations; and,

WHEREAS, the City's Human Resources Division, with assistance from Public Sector Personnel Consultants, has met and conferred with the impacted associations and individual employees through the Request for Reconsideration process; and the proposed Classification and Compensation Study implementation plan improves internal alignment, more clearly defines career ladders, and brings classifications whose pay range maximums were behind the market average of similar positions in the City's employment market as close to market average as feasible within the authorized budget and constraints of the City's existing classification and compensation plan; and,

Subsequent to the adoption of the MOU, the City of Huntington Beach and MEO has met and conferred and agreed to changes, corrections, and clarifications to the MOU that are reflected in a Side Letter of Agreement attached hereto as Exhibit A and incorporated herein by this reference.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Huntington Beach as follows:

1. The Side Letter of Agreement attached hereto as Exhibit A is approved and adopted.
2. The Side Letter of Agreement amends the MOU between the City of Huntington Beach and MEO.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the 15<sup>th</sup> day of November, 2022.

REVIEWED AND APPROVED:

  
\_\_\_\_\_  
City Manager

  
\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

INITIATED AND APPROVED:

  
\_\_\_\_\_  
Director of Administrative Services

**SIDE LETTER OF AGREEMENT  
BETWEEN  
THE CITY OF HUNTINGTON BEACH  
AND THE  
MANAGEMENT EMPLOYEES' ORGANIZATION (MEO)**

---

Representatives of Management Employees' Organization (MEO) and the City of Huntington Beach (City) have negotiated this Side Letter of Agreement to modify the following sections of the MEO MOU dated January 1, 2022, through December 31, 2024:

**ARTICLE II – REPRESENTATIONAL UNIT/CLASS**

The City of Huntington Beach proposes to add/modify/delete the following classifications to the City's Classification Plan and the MEO MOU (see Exhibit A – Salary Schedule):

**ADD CLASSIFICATIONS**

Job Title	Range	Minimum	Maximum
Cyber Information Security Officer	220	\$102,972	\$137,992
Public Works Maintenance Superintendent	218	\$100,943	\$135,273

**DELETE CLASSIFICATIONS**

Job Title
Beach Maintenance Operations Manager
Cultural Affairs Supervisor
Deputy City Attorney III
Deputy Director of Economic Development
Energy Project Manager
Facilities, Development & Concessions Manager
Finance Manager – Fiscal Services
General Services Manager
Geographic Information Systems Manager
Investigator
Law Office Manager
Liability Claims Coordinator
Maintenance Operations Manager
Parks Development/Facilities Project Coordinator
Payroll Systems Analyst
Police Communications Manager
Police Records Administrator



Job Title
Principal Accountant
Project Manager
Public Safety Systems Manager
Public Safety Systems Supervisor
Risk Management Analyst
Senior Budget Analyst
Senior Risk Management Analyst
Special Events Coordinator

### **MODIFY CLASSIFICATIONS**

Current Job Title	New Job Title
Administrative Analyst	Management Analyst
Building Manager	Building Official
Code Enforcement Supervisor	Code Enforcement Manager
Community Relations Officer	Public Affairs Officer
Community Services Manager	Community and Library Services Manager
Contract Administrator	Capital Projects Administrator
Deputy City Attorney III	Deputy City Attorney II
Inspection Manager	Building Inspection Manager
Inspection Supervisor	Building Inspection Supervisor
Operations Manager	Public Works Operations Manager
Parking and Camping Facility Supervisor	Parking and Camping Operations Supervisor
Personnel Analyst	Human Resources Analyst
Police Administrative Division Services Manager	Civilian Police Services Commander
Principal Administrative Analyst	Principal Management Analyst
Principal Personnel Analyst	Principal Human Resources Analyst
Senior Administrative Analyst	Senior Management Analyst
Senior Information Technology Analyst	Principal Information Technology Analyst
Senior Personnel Analyst	Senior Human Resources Analyst
Senior Trial Counsel	Chief Litigation Counsel
Transportation Manager	Traffic and Transportation Manager
Water Distribution Superintendent	Utilities Superintendent

## **MERGE AND MODIFY CLASSIFICATIONS**

<b>Current Job Title</b>	<b>New Job Title</b>
Finance Manager - Budget	Finance Manager
Finance Manager - Treasury	
Finance Manager - Accounting	
Information Technology Manager - Systems	Information Technology Manager
Information Technology Manager - Infrastructure	
Information Technology Manager - Operations	
Police Administrative Services Manager	Police Services Manager
Police Support Services Manager	
Principal Electrical Inspector	Principal Combination Inspector
Principal Plumbing and Mechanical Inspector	
Street Maintenance Supervisor	Public Works Maintenance Supervisor
Tree Maintenance Supervisor	
Landscape Maintenance Supervisor	
Beach Operations Supervisor	
Facilities Maintenance Supervisor	
Senior Supervisor, Cultural Affairs	Senior Community and Library Services Supervisor
Senior Supervisor, Human Services	
Water Distribution Supervisor	Water Utility Supervisor
Water Production Supervisor	

The parties agree that this side letter agreement will take effect on the pay period beginning February 4, 2023. If the City is unable to complete implementation of these changes by this pay period due to competing year-end priorities, the parties agree that these changes will be retroactive to the pay period beginning February 4, 2023.

Each employee will be placed on the step (A-G) of their classification's assigned salary range that is nearest to their current base salary step without being less. If the preceding methodology would result in an employee moving more than one step below their current step (e.g., Step F to Step D), then the employee will instead be placed one step below their current step (e.g., Step F to Step E).

The parties agree that some of the above classifications are new and that the class specifications and minimum qualifications have not been completed. The parties agree to meet and confer on these class specifications and minimum qualifications before final implementation of the new classifications.



The parties agree that the policies and procedures surrounding the addition of new full-time equivalent authorized positions and positional adjustments via the budgeting process remain in effect. The creation of a new job classification does not equate to a new authorized position, nor an upgrade to an existing position, and that if and when a position is added or upgraded, the policies surrounding the promotional process remain in effect.

The parties agree that the implementation of this side letter will not change the anniversary date of employees that are being reclassified or retitled. Employees will receive their merit-based step advancement on their current anniversary date, in accordance with the Personnel Rules.

The parties agree that no incumbent employee shall be required to serve a probationary period as a result of being reclassified, retitled, or placed under new supervision or a new reporting relationship as a result of this implementation.

The parties agree that if a classification that has been merged or modified is listed elsewhere in the MOU, those sections will continue to remain in full effect.

The parties agree that all of the intended additions or deletions of MEO positions are encompassed in this side letter agreement. If the City proposes any further additions and/or deletions to MEO positions following the adoption of this agreement, the parties agree to meet and confer on those matters.

## **ARTICLE VIII – UNIFORMS**

### **B. Affected Personnel**

All employees in classifications listed below shall wear a standard City adopted uniform. Each Department Head shall determine which employees must wear a uniform.

<b>Department</b>	<b>Classification</b>	<b>Uniform Items</b>
Community Development	Code Enforcement Manager	3 polo shirts, 2 pants (khaki style), 1 hat, 1 pair of safety boots
Community Development	Principal Combination Inspector	5 polo shirts, 1 jacket, 1 windbreaker (not annually), 1 hat, shoes PPE/Safety
Community Development	Building Inspection Supervisor	
Community Development	Building Inspection Manager	
Community Development	Building Official	
Community Services	Parking and Camping Operations Supervisor	5 shirts, 1 jacket (not annually), 1 hat
Fire	Fire Marshal	5 shirts, 5 pants, 1 dress shirt, 1 belt, 1 pair boots, 1 badge
Fire	Fire Medical Coordinator	1 dress shirt, 1 pant, 1 dress pant, 1 skirt, 1 pair dress shoes, 1 badge

Department	Classification	Uniform Items
Fire	Deputy Fire Marshal	5 shirts, 5 pants, 1 dress shirt, 1 belt, 1 pair boots, 1 badge
Police	Detention Administrator	1 shirt/1 pants/1 jacket, 1 BDU pants/1 polo, name tag, tie, tie bar
Public Works	Public Works Maintenance Supervisor (assigned to Beach)	5 polo shirts, 1 jacket (not annually), 1 hat, 1 pair boots (not annually)

## ARTICLE XV – MISCELLANEOUS

### B. Vehicle Policy

7. Employees in the following classifications are eligible to receive Auto Allowance:

- Administrative Services Manager
- Assistant to the City Manager
- Building Inspection Manager
- Building Inspection Supervisor
- Building Official
- City Engineer
- Civilian Police Services Commander
- Community and Library Services Manager
- Construction Manager
- Deputy Fire Marshal
- Detention Administrator
- Economic Development Manager
- Environmental Services Manager
- Finance Manager\*
- Fire Marshal
- Fleet Operations Supervisor
- Housing Manager
- Human Resources Manager
- Information Technology Manager
- Parking and Camping Operations Supervisor
- Planning Manager
- Police Services Manager
- Principal Combination Inspector
- Public Affairs Manager
- Public Works Maintenance Supervisor
- Public Works Operations Manager
- Risk Manager
- Senior Information Technology Manager
- Traffic and Transportation Manager
- Utilities Manager

- Utilities Superintendent
  - Wastewater Supervisor
  - Water Utility Supervisor
  - Water Quality Supervisor
- \*Grandfathered incumbent only.

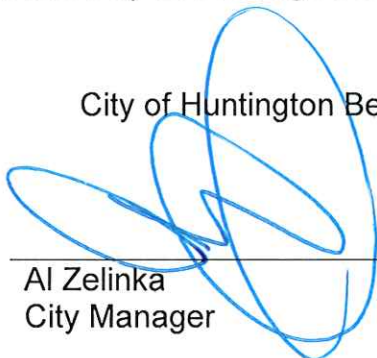
New or revised job classifications may become eligible to receive Auto Allowance during the term of this MOU, as approved by the City Manager.

### Side Letter Implementation

Should the MOU between MEO and the City of Huntington Beach continue beyond December 31, 2024, either through a successor MOU or an extension of the current MOU, all terms and conditions of this side letter shall remain in full force and effect unless changes are mutually agreed to by both parties.

IN WITNESS WHEREOF, the parties have caused this SIDE LETTER AGREEMENT to be executed by and through their authorized officers on November 15, 2022.

City of Huntington Beach

By:   
 Al Zelinka  
 City Manager

By:   
 Travis Hopkins  
 Assistant City Manager

By:   
 Brittany Mello  
 Administrative Services Director


Management Employees'  
 Organization

By:   
 Debra Jubinsky  
 MEO President

By:   
 Jane Cameron  
 MEO Vice President

By:   
 Aaron Peardon  
 OCEA Representative

**APPROVED AS TO FORM:**

  
 Michael Gates  
 City Attorney



**MANAGEMENT EMPLOYEES' ORGANIZATION**  
**EXHIBIT A – SALARY SCHEDULE**

<b>Job Description</b>	<b>Pay Range</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
Administrative Services Manager	226	52.55	55.18	57.94	60.83	63.88	67.07	70.42
Assistant City Attorney	257	71.54	75.12	78.87	82.82	86.96	91.30	95.87
Assistant City Clerk	207	43.50	45.67	47.96	50.36	52.87	55.52	58.29
Assistant to the City Manager	222	50.50	53.03	55.68	58.46	61.38	64.45	67.68
Associate Civil Engineer	210	44.82	47.06	49.41	51.88	54.48	57.20	60.06
Associate Planner	201	40.98	43.03	45.18	47.44	49.81	52.30	54.91
Building Inspection Manager	227	53.08	55.73	58.52	61.44	64.52	67.74	71.13
Building Inspection Supervisor	211	45.27	47.53	49.90	52.40	55.02	57.77	60.66
Building Official	240	60.41	63.43	66.60	69.93	73.42	77.10	80.95
Capital Projects Administrator	212	45.72	48.00	50.40	52.92	55.57	58.35	61.27
Chief Litigation Counsel	253	68.75	72.19	75.79	79.58	83.56	87.74	92.13
City Engineer	253	68.75	72.19	75.79	79.58	83.56	87.74	92.13
Civilian Police Services Commander	242	61.62	64.70	67.94	71.33	74.90	78.65	82.58
Code Enforcement Manager	230	54.69	57.42	60.29	63.30	66.47	69.79	73.28
Community and Library Services Manager	226	52.55	55.18	57.94	60.83	63.88	67.07	70.42
Construction Manager	226	52.55	55.18	57.94	60.83	63.88	67.07	70.42
Council Policy Analyst	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72
Cyber Information Security Officer	220	49.51	51.98	54.58	57.31	60.17	63.18	66.34
Deputy City Attorney I	226	43.07	45.22	47.48	49.86	52.35	54.97	57.72
Deputy City Attorney II	245	63.49	66.66	70.00	73.50	77.17	81.03	85.08
Deputy City Engineer	237	58.63	61.56	64.64	67.87	71.27	74.83	78.57
Deputy Fire Marshal	210	44.82	47.06	49.41	51.88	54.48	57.20	60.06
Detention Administrator	219	49.02	51.47	54.04	56.74	59.58	62.56	65.69
Economic Development Manager	237	58.63	61.56	64.64	67.87	71.27	74.83	78.57
Economic Development Project Manager	219	49.02	51.47	54.04	56.74	59.58	62.56	65.69
Environmental Services Manager	227	53.08	55.73	58.52	61.44	64.52	67.74	71.13
Finance Manager	236	58.05	60.95	64.00	67.20	70.56	74.09	77.79
Fire Marshal	240	60.41	63.43	66.60	69.93	73.42	77.10	80.95
Fire Medical Coordinator	211	45.27	47.53	49.90	52.40	55.02	57.77	60.66
Fleet Operations Supervisor	207	43.50	45.67	47.96	50.36	52.87	55.52	58.29
Housing Manager	230	54.69	57.42	60.29	63.30	66.47	69.79	73.28
Human Resources Analyst	192	37.47	39.34	41.31	43.37	45.54	47.82	50.21
Human Resources Manager	238	59.22	62.18	65.29	68.55	71.98	75.58	79.36



**MANAGEMENT EMPLOYEES' ORGANIZATION**  
**EXHIBIT A – SALARY SCHEDULE**

<b>Job Description</b>	<b>Pay Range</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
Information Technology Manager	240	60.41	63.43	66.60	69.93	73.42	77.10	80.95
Information Technology Project Coordinator	203	41.80	43.89	46.09	48.39	50.81	53.35	56.02
Information Technology Supervisor	217	48.05	50.45	52.97	55.62	58.40	61.33	64.39
Landscape Architect	205	42.64	44.77	47.01	49.36	51.83	54.42	57.14
Management Analyst	192	37.47	39.34	41.31	43.37	45.54	47.82	50.21
Network Systems Administrator	225	52.03	54.63	57.36	60.23	63.24	66.41	69.73
Parking & Camping Operations Supervisor	199	40.17	42.18	44.29	46.50	48.83	51.27	53.83
Permit & Plan Check Manager	230	54.69	57.42	60.29	63.30	66.47	69.79	73.28
Permit & Plan Check Supervisor	205	42.64	44.77	47.01	49.36	51.83	54.42	57.14
Plan Check Engineer	223	51.01	53.56	56.23	59.05	62.00	65.10	68.35
Planning Manager	236	58.05	60.95	64.00	67.20	70.56	74.09	77.79
Police Services Manager	219	49.02	51.47	54.04	56.74	59.58	62.56	65.69
Principal Civil Engineer	235	57.47	60.35	63.37	66.53	69.86	73.35	77.02
Principal Combination Inspector	202	41.39	43.46	45.63	47.91	50.31	52.82	55.46
Principal Finance Analyst	219	49.02	51.47	54.04	56.74	59.58	62.56	65.69
Principal Human Resources Analyst	214	46.64	48.97	51.42	53.99	56.69	59.52	62.50
Principal Information Technology Analyst	225	52.03	54.63	57.36	60.23	63.24	66.41	69.73
Principal Librarian	201	40.98	43.03	45.18	47.44	49.81	52.30	54.91
Principal Management Analyst	214	46.64	48.97	51.42	53.99	56.69	59.52	62.50
Principal Planner	226	52.55	55.18	57.94	60.83	63.88	67.07	70.42
Public Affairs Manager	232	55.78	58.57	61.50	64.58	67.81	71.20	74.76
Public Affairs Officer	223	51.01	53.56	56.23	59.05	62.00	65.10	68.35
Public Works Maintenance Superintendent	218	48.53	50.96	53.50	56.18	58.99	61.94	65.04
Public Works Maintenance Supervisor	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72
Public Works Operations Manager	253	68.75	72.19	75.79	79.58	83.56	87.74	92.13
Real Estate & Project Manager	216	47.57	49.95	52.45	55.07	57.83	60.72	63.75
Risk Manager	234	56.91	59.75	62.74	65.88	69.17	72.63	76.26
Senior Civil Engineer	222	50.50	53.03	55.68	58.46	61.38	64.45	67.68
Senior Community and Library Services Supervisor	199	40.17	42.18	44.29	46.50	48.83	51.27	53.83
Senior Deputy City Attorney	251	67.39	70.76	74.30	78.02	81.92	86.01	90.31
Senior Finance Analyst	211	45.27	47.53	49.90	52.40	55.02	57.77	60.66

**MANAGEMENT EMPLOYEES' ORGANIZATION  
EXHIBIT A – SALARY SCHEDULE**

<b>Job Description</b>	<b>Pay Range</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
Senior Human Resources Analyst	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72
Senior Librarian	186	35.30	37.06	38.91	40.86	42.90	45.05	47.30
Senior Management Analyst	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72
Senior Planner	216	47.57	49.95	52.45	55.07	57.83	60.72	63.75
Senior Traffic Engineer	231	55.23	57.99	60.89	63.94	67.13	70.49	74.02
Traffic and Transportation Manager	239	59.81	62.80	65.94	69.24	72.70	76.33	80.15
Utilities Manager	238	59.22	62.18	65.29	68.55	71.98	75.58	79.36
Utilities Superintendent	218	48.53	50.96	53.50	56.18	58.99	61.94	65.04
Wastewater Supervisor	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72
Water Quality Supervisor	206	43.07	45.22	47.48	49.86	52.35	54.97	57.72
Water Utility Supervisor	208	43.93	46.13	48.44	50.86	53.40	56.07	58.88



STATE OF CALIFORNIA  
COUNTY OF ORANGE                     ) ss:  
CITY OF HUNTINGTON BEACH        )

I, ROBIN ESTANISLAU, the duly elected, qualified City Clerk of the City of Huntington Beach, and ex-officio Clerk of the City Council of said City, do hereby certify that the whole number of members of the City Council of the City of Huntington Beach is seven; that the foregoing resolution was passed and adopted by the affirmative vote of at least a majority of all the members of said City Council at a **Regular** meeting thereof held on **November 15, 2022** by the following vote:

**AYES:**       Peterson, Bolton, Posey, Delgleize, Moser, Kalmick  
**NOES:**       None  
**ABSENT:**   Carr  
**RECUSE:**   None



---

City Clerk and ex-officio Clerk of the  
City Council of the City of  
Huntington Beach, California