



Staff Report

File #: REPORT 19-0060, Version: 1

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of January 22, 2019**

**APPROVE CHANGES TO THE ASSOCIATE ENGINEER
JOB DESCRIPTION**

(Human Resources Manager Vanessa Godinez)

Recommended Action:

Staff recommends that City Council approve changes made to the Associate Engineer job description, approved by the Professional and Administrative Employee Group on January 14, 2019 and approved by the Civil Service Board on January 16, 2019.

Background:

An Associate Engineer in the Public Works Department retired from his position, leaving a vacancy in the department. Before conducting the recruitment for the Associate Engineer position, the Public Works Director recommended a few minor changes to the job description. The changes were reviewed and approved by the Professional and Administrative Employee Group on January 14, 2019. The revised job description was reviewed and approved by the Civil Service Board on January 16, 2019.

Fiscal Impact:

There are no changes to the salary range, therefore, there is no fiscal impact to report.

Attachments:

Associate Engineer job description (red-lined)

Respectfully Submitted by: Vanessa Godinez, Human Resources Manager

Approved: Suja Lowenthal, City Manager