

City of Manhattan Beach  
Personnel Rules  
ATTACHMENT C

Classified Service

The following are designated to be in the Classified Service and therefore placed under the civil service system of the City. The City Council shall designate other full-time positions at-will and amend Attachment C of the Personnel Rules as appropriate.

- A. All full-time employees of the Police Department except the Chief of Police;
- B. All full-time employees of the Fire Department except the Fire Chief;
- C. All full-time employees of the Department of Community Development, except the Director of Community Development, Building Official, [Environmental Programs Manager](#), Senior Management Analyst and Traffic Engineer;
- D. All full-time employees of the Public Works Department, except the Director of Public Works, City Engineer, Utility Manager, Maintenance Manager, ~~Environmental Programs Manager~~ and Senior Management Analyst;
- E. All full-time employees of the Finance Department, except the Director of Finance, and Revenue Services Manager;
- F. All full-time employees of the Information Technology Department; except the Director of Information Technology and the Information Systems Manager;
- G. All full-time employees of the Management Services Department; except the Executive Assistant, City Clerk, Economic Development Manager, Communication/Civic Engagement Manager, Senior Management Analyst, and Legal Secretary;
- H. All full-time employees of the Parks and Recreation Department, except the Director of Parks and Recreation, Cultural Arts Manager, and Older Adult Program Supervisor;
- I. All full-time employees of the Human Resources Department except the Director of Human Resources, Executive Assistant, Human Resources [Manager](#), Risk Manager and Senior Human Resources Analyst.

Effective January 1, 2018, all new employees appointed to classified positions covered under the Manhattan Beach Mid-Management Employees' Association (MBMEA) Memorandum of Understanding (MOU) will be appointed at-will. Existing employees in classified positions covered under the MBMEA MOU as of January 1, 2018 have until March 8, 2018 to elect to convert from classified to at-will status or remain in classified status.

Effective March 21, 2018, all new employees appointed to full-time unrepresented classified positions will be appointed at-will. Existing employees in unrepresented classified positions as of March 20, 2018 will have until April 19, 2018 to elect to convert from classified to at-will status or remain in classified status.

The provisions of this section shall not apply to temporary, provisional, hourly or persons employed on a daily basis.

(§ 2, Ord. 1419, eff. July 3, 1975, as amended by §1, Ord. 1597, eff. March 5, 1981, § 4, Ord. 1955, eff. October 3, 1996, § 1, Ord. 2008, eff. November 18, 1999, and § 1, Ord. 2010, eff. February 17, 2000, June 5, 2007 Reso. #6097, June 3, 2008 Reso. #6148, October 7, 2014 Reso. #14-0066, August 2, 2016 Reso #16-0050, March 20, 2018 Reso #18-0032)

Revised: March 20, 2018~~August 2, 2016~~