

MINUTES

Wednesday, January 9, 2019

City of Huntington Beach
PERSONNEL COMMISSION

5:30 PM - Meeting Room B-7
Civic Center - 2000 Main Street
Huntington Beach CA 92648

CALL TO ORDER

Commissioner Lane called the meeting to order at 5:34 PM.

ROLL CALL

Commissioners present: William Blair, Katherine Elford, David Ellis, Phillis Lane

Commissioners absent:

Human Resources Department Staff:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

Tiffany Bose, Human Resources Manager

JoAnn Diaz, Principal Personnel Analyst

Sandy Henderson, Senior Personnel Analyst

Others Present:

Ursula Luna-Reynosa, Director of Community Development

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Ellis, second by Elford to approve the minutes for the December 19, 2018 meeting.

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

PUBLIC HEARING

Ms. Warren requested the Commission review items (b) and (c) before item (a). Chair Lane

allowed the order revision.

- b. Approve the job specification revisions of the position of **Code Enforcement Supervisor** in the Community Development Department updating the City's Classification Plan.

A motion was made by Blair, second by Ellis to approve the revised job specification as amended.

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

- c. Approve the job specification revisions of the position of **Building Manager** in the Community Development Department updating the City's Classification Plan.

A motion was made by Elford, second by Blair to approve the revised job specification as amended.

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

- a. Approve the job specification revisions of the position of **Principal Civil Engineer** in the Public Works Department updating the City's Classification Plan.

A motion was made by Ellis, second by Elford to approve the revised job specification as amended.

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

SECRETARY'S REPORTS

Ms. Warren informed the Commission that labor negotiations continue with the Police Officers Association (POA), Police Management Association (PMA), and Marine Safety Management Association (MSMA). A meeting with Fire Management Association (FMA) will take place soon.

Ms. Warren reported that the Personnel Commission Agenda has a new format to comply with the Maddy Act. She informed the Commissioners that there will be two appeals coming before the Commission soon.

COMMENTS FROM COMMISSIONERS

None

ADJOURNMENT

The meeting adjourned at 5:48 PM to the next regularly scheduled meeting of February 20, 2019.