

# MINUTES

Wednesday, November 20, 2019

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8  
Civic Center - 2000 Main Street  
Huntington Beach CA 92648

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Pending approval by Personnel Commission at the meeting on December 18, 2019  
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Department, lower level of City Hall, for one year following meeting date.)

### CALL TO ORDER

Travis Hopkins called the meeting to order at 5:40 PM.

### PLEDGE OF ALLEGIENCE

### ROLL CALL

Commissioners present: Robert Binam, William Blair, David Ellis, George Rivera, Robert Wentzel

Commissioners absent: None

Human Resources Department Staff:

Travis Hopkins, Assistant City Manager  
Patricia Albers, Senior Personnel Analyst  
Teresa De Coite, Administrative Assistant

City Staff present:

Jessica Framson, Senior Librarian  
Brian Ragland, Utilities Manager  
Derek Smith, Water Quality Supervisor

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

A motion was made by Wentzel, second by Ellis to approve the minutes for the August 21, 2019 meeting.

VOTE:	The motion was carried
AYES:	3
NOES:	0
ABSENT:	0
ABSTAIN:	2

**PUBLIC HEARING**

**19-1147** Approve the job specification revisions of the position of **Principal Librarian** in the Library Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**19-1148** Approve the job specification revisions of **Warehousekeeper** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**19-1149** Approve the job specification revisions of **Wastewater Supervisor** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**19-1150** Approve the job specification revisions of **Water Quality Technician** in the Public Works Department, updating the City's Classification Plan.

A motion was made by Binam, second by Wentzel to approve the revised job class specification as amended after adding the word "preferred" under Experience.

VOTE: The motion was carried  
AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

## **SECRETARY'S REPORTS**

Mr. Hopkins let the Commission know that he will be providing his contact information to the Commissioners. Commissioner Rivera asked if there are any hearings coming up and Mr. Hopkins replied that there will be a hearing taking place in the near future. The Commissioners inquired about the status of the Fire Chief position and Mr. Hopkins let the Commissioners know that the position is in the process of recruitment.

## **COMMENTS FROM COMMISSIONERS**

Discussion ensued regarding the Brown Act, Rosenberg's Rules of Order and Personnel Commission procedures. Commissioner Wentzel requested the City's organization charts.

## **ADJOURNMENT**

The meeting adjourned at 6:27 PM to the next regularly scheduled meeting of December 18, 2019.