

Personnel Commission
Wednesday, May 28, 2025
5:30 PM - Special Meeting
AGENDA

City of Huntington Beach
2000 Main Street
Huntington Beach, CA 92648
Civic Center, Lower Level, Administrative
Services Conference Room

Council Liaisons
Gracey Van Der Mark, Council Member
Don Kennedy, Council Member

Staff Liaisons
MARISSA SUR, Director of Human Resources
MARISA AREYAN, Senior Human Resources Analyst
TERESA DE COITE, Senior Administrative Assistant



DIANNE THOMPSON, Chair
JUSTIN BETANCE, Vice-Chair
CHARLES BARSAM, Commissioner
RON PASCUAL, Commissioner

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS

Anyone wishing to speak during PUBLIC COMMENTS must fill out and submit a form to speak. The Personnel Commission can take no action on this date, unless the item is agendized. Anyone wishing to speak on items not on today's agenda, may do so during PUBLIC COMMENTS. Please note comments on closed public hearing items will not be part of the permanent entitlement record. Speakers on items scheduled for PUBLIC HEARING will be invited to speak during the public hearing. (3 MINUTES PER PERSON, NO DONATING OF TIME TO OTHERS)

CONSENT CALENDAR

[25-268](#) **Approve Minutes**

Recommended Action:

Approve the minutes from the January 15, 2025 meeting.

Attachments: [Minutes.pdf](#)

25-423 **Senate Bill 1100 (SB 1100) Bulk Revisions to Job Class Specifications**

Recommended Action:

Amend the City's Classification Plan by approving the proposed revisions to the job classification specifications in compliance with Senate Bill 1100 and the proposed additional changes to wording and formatting.

Attachments: [Att #1 Revised Job Class Specifications MEO - Added DMV Language Redline](#)
[Att #2 Revised Job Class Specifications MEO - Added DMV Language Clean](#)
[Att #3 Revised Job Class Specifications MEO - DMV Language Removed Redlined](#)
[Att #4 Revised Job Class Specifications MEO - DMV Language Removed Clean](#)
[Att #5 Revised Job Class Specifications MEO - Formatting/Wording Only Redlined](#)
[Att #6 Revised Job Class Specifications MEO - Formatting/Wording Only Clean](#)
[Att #7 Revised Job Class Specification HBFA - Formatting/Wording Only Redlined](#)
[Att #8 Revised Job Class Specification HBFA - Formatting/Wording Only Clean](#)
[Att #9 Revised Job Class Specifications FMA - Formatting/Wording Only Redlined](#)
[Att #10 Revised Job Class Specifications FMA - Formatting/Wording Only Clean](#)
[Att #11 Revised Job Class Specifications POA - Formatting/Wording Only Redlined](#)
[Att #12 Revised Job Class Specifications POA - Formatting/Wording Only Clean](#)
[Att #13 Revised Job Class Specifications PMA - Added DMV Language Redlined](#)
[Att #14 Revised Job Class Specifications PMA - Added DMV Language Clean](#)

25-425 **Revisions to the Information Technology Manager Job Class Specification**

Recommended Action:

Approve updates to the Information Technology Manager job class specification.

Attachments: [Att#1 Information Technology Manager Redline](#)
[Att#2 Information Technology Manager Clean](#)
[Att#3 Information Services Org Chart](#)

25-426 **Revisions to the Public Affairs Officer Job Class Specification**

Recommended Action:

Approve updates to the Public Affairs Officer job class specification.

Attachments: [Att#1 Public Affairs Officer Redline](#)
[Att# 2 Public Affairs Officer Clean](#)
[Att# 3 City Manager's Office Org Chart](#)

25-430 **Revisions to the Capital Projects Administrator Class Specification**

Recommended Action:

Approve the updates to the Capital Projects Administrator job class specification

Attachments: [Att #1 Capital Projects Administrator Redline](#)
[Att #2 Capital Projects Administrator Clean](#)
[Att #3 Public Works Org Chart 24 25](#)

COMMISSIONER COMMENTS

ADJOURNMENT

The next regularly scheduled meeting of the Personnel Commission is Wednesday, July 16 , at 5:30 PM in Huntington Beach, California.

INTERNET ACCESS TO THE PERSONNEL COMMISSION AGENDA AND STAFF REPORT MATERIAL IS AVAILABLE PRIOR TO PERSONNEL MEETINGS AT:

[**https://huntingtonbeach.legistar.com/**](https://huntingtonbeach.legistar.com/)

MEETING ASSISTANCE NOTICE:

In accordance with the Americans with Disabilities Act, services are available to members of our community who require special assistance to participate in public meetings. If you require special assistance, 48-hour prior notification will enable the City to make reasonable arrangements for an assisted listening device (ALD) for the hearing impaired, American Sign Language interpreters, a reader during the meeting and/or large print agendas. Please contact the Human Resources Department at 714-536-5492 for more information, or request assistance from the staff or Sergeant-at-Arms at the meeting.