

MINUTES

Wednesday, April 17, 2019

City of Huntington Beach PERSONNEL COMMISSION

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

Pending approval by Personnel Commission at the meeting on May 15, 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

Commissioner Lane called the meeting to order at 5:30 PM.

ROLL CALL

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

Commissioners absent:

Human Resources Department Staff:

Tiffany Bose, Human Resources Manager

JoAnn Diaz, Principal Personnel Analyst

Sandy Henderson, Senior Personnel Analyst

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Blair, second by Ellis to approve the minutes for the March 20, 2019 meeting.

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

PUBLIC HEARING

19-444 Approve the job specification revisions of the position of **Office Assistant I** updating the City's Classification Plan.

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

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

19-445 Approve the job specification revisions of **Office Assistant II** updating the City's Classification Plan.

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

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

19-446 Approve the job specification revisions of **Parking/ Traffic Control Officer** in the Police Department, updating the City's Classification Plan.

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

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

19-447 Approve the job specification revisions of **Facilities Maintenance Technician** in the Public Works Department, updating the City's Classification Plan.

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

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

19-448 Approve the job specification revisions of **Senior Facilities Maintenance Technician** 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 class specification as amended.

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

19-449 Approve the job specification revisions of **Contract Administrator** in the Public Works Department, updating the City's Classification Plan.

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

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

SECRETARY'S REPORTS

Nothing to report

COMMENTS FROM COMMISSIONERS

None

ADJOURNMENT

The meeting adjourned at 5:45 PM to the next regularly scheduled meeting of May 15, 2019.

DRAFT