

MINUTES

Wednesday, January 17, 2024

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM – Meeting Room B-8
Lower Level, 2000 Main Street
Huntington Beach, CA 92648

CALL TO ORDER

The meeting was called to order at 5:39 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioners present: Katherine Elford, Charles Barsam, Justin Betance, Ron Pascual

Commissioners absent: Dianne Thompson

City Staff present: Theresa St. Peter, Interim Director of Human Resources, Teresa De Coite, Senior Administrative Assistant, Tim Andre, Fire Deputy Chief, Eric Mc Coy, Fire Deputy Chief

PUBLIC COMMENTS

None

CONSENT CALENDAR

APPROVAL OF MINUTES

24-053 A motion was made by Pascual, second by Barsam to approve the minutes for the October 18, 2023 meeting.

VOTE: The motion was carried
AYES: 4 (Elford, Barsam, Betance, Pascual)
NOES: 0
ABSENT: 1 (Thompson)
ABSTAIN: 0

24-035 A motion was made by Pascual, second by Barsam to approve the minutes for the January 9, 2024 meeting.

VOTE: The motion was carried
AYES: 4 (Elford, Barsam, Betance, Pascual)
NOES: 0

ABSENT: 1 (Thompson)
ABSTAIN: 0

24-050 Approve the revisions to the **Senior Community and Library Services Supervisor** Job Class Specification, updating the City's Classification Plan.

A motion was made by Betance, second by Barsam to approve the job class specifications as amended.

VOTE: The motion was carried
AYES: 4 (Elford, Barsam, Betance, Pascual)
NOES: 0
ABSENT: 1 (Thompson)
ABSTAIN: 0

24-054 Approve the revisions to the **Fire Division Chief** Job Class Specification, updating the City's Classification Plan.

A motion was made by Betance, second by Barsam to approve the job class specifications as amended.

VOTE: The motion was carried
AYES: 4 (Elford, Barsam, Betance, Pascual)
NOES: 0
ABSENT: 1 (Thompson)
ABSTAIN: 0

PUBLIC HEARING ITEMS

24-052 Approve the creation of the **Business Liaison** Job Class Specification, updating the City's Classification Plan.

A motion was made by Pascual, second by Barsam to approve the job class specifications as presented.

VOTE: The motion was carried
AYES: 4 (Elford, Barsam, Betance, Pascual)
NOES: 0
ABSENT: 1 (Thompson)
ABSTAIN: 0

24-055 Approve the creation of the **Deputy Fire Chief** Job Class Specification, updating the City's Classification Plan.

A motion was made by Barsam, second by Betance to approve the job class specifications as presented.

VOTE: The motion was carried
AYES: 4 (Elford, Barsam, Betance, Pascual)
NOES: 0
ABSENT: 1 (Thompson)
ABSTAIN: 0

DIRECTOR'S REPORT

Interim Director of Human Resources and Secretary to the Personnel Commission, Theresa St. Peter informed the Commission that her temporary assignment with the City has concluded, and tonight was her last Personnel Commission meeting. She introduced the City's new Interim Director of Human Resources and Secretary to the Commission, Danielle Tellez. She informed the Commission that the City is conducting an ongoing recruitment for a permanent Director of Human Resources.

COMMENTS FROM COMMISSIONERS

Chair Elford thanked Ms. St. Peter for her service to the City and the Commission and welcomed Ms. Tellez.

ADJOURNMENT

The meeting adjourned at 5:55 PM.