

**Personnel Commission**  
**Wednesday, October 21, 2020**  
**5:30 PM - Regular Meeting**  
**AGENDA**

**City of Huntington Beach**  
**2000 Main Street**  
**Huntington Beach, CA 92648**  
**Room B8, Lower Level**

TRAVIS HOPKINS, Assistant City Manager  
BRITTANY MELLO, Assistant to the City Manager  
PATRICIA ALBERS, Senior Personnel Analyst  
SANDY HENDERSON, Senior Personnel Analyst  
TERESA DE COITE, Administrative Assistant



WILLIAM BLAIR, Chair  
GEORGE RIVERA, Commissioner  
ROBERT WENTZEL, Commissioner

---

## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

William Blair, George Rivera, Robert Wentzel

## **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**

**[20-1514](#)      Approve Minutes**

### **Recommended Action:**

Approve the minutes from the March 4, 2020 Personnel Commission meeting.

**Attachments:    [3-4-20 Minutes](#)**

**20-1517**      **Approve proposed changes to the job class specification of Senior Librarian in the Library Department, updating the City’s Classification Plan.**

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Senior Librarian.

**Attachments:**    [Senior Librarian Staff Report](#)  
[Senior Librarian Final](#)  
[Senior Librarian 0077 Rev](#)  
[Org Chart](#)

**20-1515**      **Approve proposed changes to the job class specification of Accounting Technician I in the Finance and other Departments, updating the City’s Classification Plan.**

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Accounting Technician I.

**Attachments:**    [Accounting Technician I Staff Report](#)  
[Accounting Technician I Final](#)  
[Accounting Technician I 0286 Rev](#)  
[Org Chart](#)

**20-1516**      **Approve proposed changes to the job class specification of Accounting Technician II in the Finance and other Departments, updating the City’s Classification Plan.**

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Accounting Technician II.

**Attachments:**    [Accounting Technician II Staff Report](#)  
[Accounting Technician II Final](#)  
[Accounting Technician II 0287 Rev](#)  
[Org Chart](#)

**20-1519**      **Approve proposed changes to the job class specification of Buyer in the Finance Department, updating the City’s Classification Plan.**

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Buyer.

- Attachments:**    [Buyer Staff Report](#)  
[Buyer 0112 Final](#)  
[Buyer 0112 Rev](#)  
[FIN FY20-21 Org Chart](#)

**20-1520**      **Approve proposed changes to the job class specification of Senior Finance Analyst in the Finance Department, updating the City’s Classification Plan.**

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Senior Finance Analyst.

- Attachments:**    [Senior Finance Analyst Staff Report](#)  
[Senior Finance Analyst 0868-Final](#)  
[Senior Finance Analyst 0868 Rev](#)  
[FIN FY20-21 Org Chart](#)

**20-1521**      **Approve proposed changes to the job class specification of Principal Finance Analyst in the Finance Department, updating the City’s Classification Plan.**

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Principal Finance Analyst.

- Attachments:**    [Principal Finance Analyst Staff Report](#)  
[Principal Finance Analyst 0896 Final](#)  
[Principal Finance Analyst 0896 Rev](#)  
[FIN FY20-21 Org Chart](#)

**20-1522**      **Approve proposed changes to the job class specification of Assistant Chief Financial Officer in the Finance Department, updating the City’s Classification Plan.**

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Assistant Chief Financial Officer.

**Attachments:**    [Assistant Chief Financial Officer Staff Report](#)  
[Assistant Chief Financial Officer 0900-Final](#)  
[Assistant Chief Financial Officer 0900 Rev](#)  
[FIN FY20-21 Org Chart](#)

**PUBLIC HEARING ITEMS**

**20-1523**      **Approve proposed new job classification of Fire Marshal in the Fire Department, updating the City’s Classification Plan.**

**Recommended Action:**

Approve the new job classification of Fire Marshal.

**Attachments:**    [Fire Marshal Staff Report](#)  
[Fire Marshal Final](#)  
[Fire Org Chart](#)

**DIRECTOR'S REPORT**

**COMMISSIONER COMMENTS**

**ADJOURNMENT**

The next regularly scheduled meeting of the Personnel Commission is Wednesday, November 18th, at 5:30 PM in Meeting Room B-8, Huntington Beach, California.

**INTERNET ACCESS TO THE PERSONNEL COMMISSION AGENDA AND STAFF REPORT MATERIAL IS AVAILABLE PRIOR TO PERSONNEL COMMISSION MEETINGS AT:  
<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) 536-5252 for more information, or request assistance from the staff or Sergeant-at-Arms at the meeting.