

**Personnel Commission**  
**Wednesday, November 16, 2022**  
**5:30 PM - Regular Meeting**  
**AGENDA**

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



Council Liaisons  
KIM CARR, Council Member  
NATALIE MOSER, Council Member

CINDY VELLUCCI, Chair  
DIANNE THOMPSON, Vice-Chair  
GEORGE RIVERA, Commissioner  
CATHERINE ELFORD, Commissioner

Staff Liaisons  
BRITTANY MELLO, Director of Admin Svcs  
JOSE RODRIGUEZ, Human Resources Manager  
PATRICIA ALBERS, Principal Personnel Analyst  
SANDY HENDERSON, Senior Personnel Analyst  
TERESA DE COITE, Administrative Assistant

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**PUBLIC PARTICIPATION/ ZOOM ACCESS: The Wednesday, November 16, 2022, meeting of the Personnel Commission will be held virtually and in person.**

**The Zoom Webinar can be accessed here: <https://huntingtonbeach.zoom.us/j/96865925579> or by entering Zoom Webinar ID 968 6592 5579 via computer device, or by calling at (669) 900-6833.**

**In-person participants may attend at City Hall, 2000 Main Street, in Room B8, Lower Level.**

#### **CALL TO ORDER**

#### **PLEDGE OF ALLEGIANCE**

#### **ROLL CALL**

#### **PUBLIC COMMENTS**

At 5:30 PM, individuals wishing to attend the meeting to provide comment on agenda items or non-agenda items may enter Zoom Webinar ID 968 6592 5579 via computer device, or by phone at (669) 900-6833. The Webinar can be accessed here: <https://huntingtonbeach.zoom.us/j/96865925579>. Attendees utilizing computer devices and requesting to speak may select the "Raise Hand" feature in the Webinar Controls section. Attendees requesting to speak by phone can enter \*9 to enable the "Raise Hand" feature, followed by the \*6 prompt that unmutes their handheld device microphone. Attendees will be prompted to speak when the Secretary announces their name or the last three digits of their phone number. After a virtual speaker concludes their comment, their microphone will be muted, but they may remain on the Webinar for the duration of the meeting.

Anyone attending in person who wishes to speak must fill out and submit a form to speak. Speakers are encouraged, but not required to identify themselves by name. Each person may have up to 3 minutes to speak. The Personnel Commission can take no action on this date, unless an item is agenda item. The Public Comments process will only be active during designated portions of the agenda (Public Comments and/or Public Hearing).

**DIRECTOR'S REPORT**

**Citywide Classification and Compensation Study Update**

**CONSENT CALENDAR**

**22-1004 Approve Minutes**

**Recommended Action:**

Approve the minutes from the September 21, 2021 Personnel Commission meeting.

**Attachments:** [Minutes 9-21-22](#)

**22-993 Revisions to the Administrative Assistant Job Class Specification**

**Recommended Action:**

Approve the updates to the job class specification of Administrative Assistant.

**Attachments:** [Administrative Assistant Job Class Specification Mark Up](#)  
[Administrative Assistant Job Class Specification Rev](#)

**22-994 Creation of Senior Human Resources Technician Job Class Specification**

**Recommended Action:**

Amend the City's Classification Plan by approving the proposed Senior Human Resources Technician job classification.

**Attachments:** [Senior Human Resources Technician Job Class Specification NEW](#)  
[Administrative Services Department Organization Chart](#)

**22-995 Revisions to the Personnel Analyst Job Class Specification**

**Recommended Action:**

Approve the updates to the job class specification of Personnel Analyst.

**Attachments:** [Personnel Analyst Job Class Specification Mark Up](#)  
[Personnel Analyst Job Class Specification Rev](#)

**22-996 Revisions to the Personnel Analyst, Senior, Job Class Specification**

**Recommended Action:**

Approve the updates to the job class specification of Personnel Analyst, Senior.

**Attachments:** [Personnel Analyst Senior Job Class Specification Mark Up](#)  
[Personnel Analyst Senior Job Class Specification Rev](#)

**22-997 Creation of Information Technology Project Coordinator Job Class Specification**

**Recommended Action:**

Amend the City's Classification Plan by approving the proposed Information Technology Project Coordinator job classification.

**Attachments:** [Information Technology Project Coordinator Job Class Specification NEW](#)  
[Administrative Services Department Organization Chart](#)

**22-998 Revisions to the Social Worker Job Class Specification**

**Recommended Action:**

Approve the updates to the job class specification of Social Worker.

**Attachments:** [Social Worker Job Class Specification Mark Up](#)  
[Social Worker Job Class Specification Rev](#)

**22-999 Creation of Public Affairs Manager Job Class Specification**

**Recommended Action:**

Amend the City's Classification Plan by approving the proposed Public Affairs Manager job classification.

**Attachments:** [Public Affairs Manager Job Class Specification NEW](#)  
[City Manager's Office Organizational Chart](#)

**22-1000**      **Revisions to the Permit and Plan Check Supervisor Job Class Specification**

**Recommended Action:**

Approve the updates to the job class specification of Permit and Plan Check Supervisor.

**Attachments:**    [Permit Plan & Check Supv Job Class Specification Mark Up](#)  
[Permit Plan & Check Supv Job Class Specification Rev](#)

**22-1001**      **Revisions to the Planning Manager Job Class Specification**

**Recommended Action:**

Approve the updates to the job class specification of Planning Manager.

**Attachments:**    [Planning Manager Job Class Specification Mark Up](#)  
[Planning Manager Job Class Specification Rev](#)

**22-1002**      **Revisions to the Irrigation Specialist Job Class Specification**

**Recommended Action:**

Approve the updates to the job class specification of Irrigation Specialist.

**Attachments:**    [Irrigation Specialist Job Class Specification Mark Up](#)  
[Irrigation Specialist Job Class Specification Rev](#)

**COMMISSIONER COMMENTS**

**ADJOURNMENT**

The next scheduled Special meeting of the Personnel Commission is Wednesday, December 14, 2022, at 5:30PM in 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 Administrative Services Department at (714) 536-5252 for more information, or request assistance from the staff or Sergeant-at-Arms at the meeting.