

Personnel Commission
Wednesday, January 18, 2023
5:30 PM - Regular Meeting
AGENDA

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



Council Liaisons
Gracey Van Der Mark, Council Member
Pat Burns, Council Member

Staff Liaisons
TRAVIS HOPKINS, Assistant City Manager
JOSE RODRIGUEZ, Human Resources Manager
PATRICIA ALBERS, Principal Personnel Analyst
TERESA DE COITE, Administrative Assistant

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS

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 the item is agendized. The Public Comments process will only be active during designated portions of the agenda (Public Comments and/or Public Hearing).

DIRECTOR'S REPORT

CONSENT CALENDAR

[22-1121](#) Approve Minutes

Recommended Action:

Approve the minutes from the December 14, 2022 meeting.

Attachments: [Minutes](#)

23-058 **Revisions to Job Classification Specifications**

Recommended Action:

Amend the City’s Classification Plan by approving the proposed revised job classifications of Administrative Secretary, Administrative Assistant, Administrative Aide, Administrative Analyst, Senior Administrative Analyst, Principal Administrative Analyst, Senior Trial Counsel, Library Services Clerk, Librarian I, Community Services and Recreation Specialist, Community Services Recreation Supervisor, Parking and Camping Leadworker, Parking and Camping Facility Supervisor, Community Services Manager, Code Enforcement Officer I, Code Enforcement Officer II, Senior Code Enforcement Officer, Code Enforcement Supervisor, Fire Prevention Inspector I, Fire Prevention Inspector II, Geographic Information Systems Analyst I, Geographic Information Systems Analyst II, Information Technology Technician I, Senior Information Technology Technician, Senior Information Technology Analyst, Construction Inspector I, and Contract Administrator.

Attachments: [Att#1 Classification and Compensation Study Implementation Plan REVISED Job Class Specifications](#)

ADMINISTRATIVE ITEMS

23-056 **Creation of New Job Classification Specifications**

Recommended Action:

Amend the City’s Classification Plan by approving the proposed new job classifications of Cyber Information Security Officer, Facilities Maintenance Coordinator, Facilities Security Coordinator, Lead Construction Inspector, Librarian II, Public Works Maintenance Superintendent, and Public Works Maintenance Worker.

Attachments: [Att#1 Classification and Compensation Study Implementation Plan NEW Job Class Specifications](#)

23-057 Creation of Merged Job Classification Specifications

Recommended Action:

Amend the City’s Classification Plan by approving the proposed merged job classifications of Accounting Technician, Finance Manager, Information Technology Analyst, Senior Information Technology Analyst, Senior Information Technology Technician, Senior Public Works Maintenance Worker, Lead Public Works Maintenance Worker, Public Works Equipment Operator, Utility Equipment Operator, Public Works Maintenance Crew Leader, Public Works Maintenance Supervisor, Senior Community and Library Services Supervisor, Principal Combination Inspector, and Police Services Manager.

Attachments: [Att#1 Classification and Compensation Study Implementation Plan MERGED Job Class Specifications](#)

COMMISSIONER COMMENTS

ADJOURNMENT

The next regularly scheduled meeting of the Personnel Commission] is Wednesday, February 1, 2023, at 5:30 PM 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 Human Resources Department at 714-536-5252 for more information, or request assistance from the staff or Sergeant-at-Arms at the meeting.