

Personnel Commission
Wednesday, March 15, 2023
5:30 PM - Regular Meeting
AGENDA

City of Huntington Beach
2000 Main Street
Huntington Beach, CA 92648
Civic Center, Lower Level, Room B-8



Council Liaisons
Gracey Van Der Mark, Mayor Pro Tem
Pat Burns, Council Member

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

Staff Liaisons
TRAVIS HOPKINS, Assistant City Manager
JOSE RODRIGUEZ, Acting Deputy Director of
Administrative Services
PATRICIA ALBERS, Acting Human Resources
Manager
TERESA DE COITE, Senior Administrative Assistant

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS

Anyone wishing to speak during PUBLIC COMMENTS must fill out and submit a form to speak. The [Insert Board/Commission Name] can take no action on this date, unless the item is agendaized. 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)

DIRECTOR'S REPORTS

CONSENT CALENDAR

23-098 **Approve Minutes**

Recommended Action:

Approve the minutes from the January 18, 2023 meeting.

Attachments: [Minutes](#)

23-255 Revisions to Job Classification Specifications**Recommended Action:**

Amend the City's Classification Plan by approving the proposed revised job classifications of Deputy City Attorney I, Deputy City Attorney III, Community Relations Officer, Parking Meter Repair Worker, Building Inspector I, Building Inspector II, Building Inspector III, Building Plan Checker I, Building Plan Checker II, Inspection Supervisor, Inspection Manager, Building Manager, Ocean Lifeguard Specialist, Marine Safety Captain, Emergency Services Coordinator, Payroll Specialist, Senior Payroll Technician, Personnel Assistant, Personnel Analyst, Personnel Analyst, Senior, Principal Personnel Analyst, Police Records Technician, Police Records Specialist, Police Records Supervisor, Civilian Check Investigator, Latent Fingerprint Examiner, Police Administrative Division Services Manager, Assistant Civil Engineer, Civil Engineering Assistant, Mechanic II, Mechanic III, Equipment Support Assistant, Equipment/Automotive Maintenance Leadworker, Equipment/Automotive Maintenance Crewleader, Landscape Maintenance Leadworker, Maintenance Worker, Operations Manager, Survey Technician I, Survey Technician II, Traffic Signal/Light Crewleader, Transportation Manager, Stock Clerk, Warehousekeeper, Utilities Technology Coordinator, Wastewater Pump Mechanic, Senior Wastewater Pump Mechanic, Wastewater Operations Leadworker, Wastewater Operations Crewleader, Water Meter Reader, Senior Water Meter Reader, Water Distribution Superintendent, Water Systems Technician III, and Water Utility Locator.

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

ADMINISTRATIVE ITEMS**23-256 Creation of Merged Job Classification Specifications****Recommended Action:**

Amend the City's Classification Plan by approving the proposed merged job classifications of Water Utility Worker, Lead Water Utility Worker, Water Utility Crew Leader, Water Utility Supervisor, and Water Quality Specialist.

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, April 19, 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.