

**Personnel Commission
Wednesday, April 17, 2024
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, Mayor
Pat Burns, Mayor Pro Tem

Staff Liaisons
MARISSA SUR, Director of Human Resources
PATRICIA ALBERS, Principal Human Resources
Analyst
TERESA DE COITE, Senior Administrative Assistant

KATHERINE ELFORD, Chair
DIANNE THOMPSON, Vice-Chair
CHARLES BARSAM, Commissioner
JUSTIN BETANCE, Commissioner
RON PASCUAL, Commissioner

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

Anyone wishing to speak during PUBLIC COMMENTS must fill out and submit a form to speak. The Personnel 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 REPORT

CONSENT CALENDAR

[24-161](#) Approve January 17, 2024 Minutes

Recommended Action:

Approve the minutes from the January 17, 2024 meeting.

Attachments: [Minutes.pdf](#)

24-181 Approve February 27, 2024 Minutes**Recommended Action:**

Approve the minutes from the February 27, 2024 meeting.

Attachments: [Minutes.pdf](#)

24-282 Revisions to the Public Works Maintenance Crew Leader Job Class Specification**Recommended Action:**

Approve the updates to the job class specification of Public Works Maintenance Crew Leader.

Attachments: [Att#1 Public Works Maintenance Crew Leader Showing Mark Up](#)
[Att# 2 Public Works Maintenance Crew Leader No Mark Up](#)
[Att# 3 Public Works Organizational Chart](#)

PUBLIC HEARING ITEMS**24-283 Creation of Capital Projects Supervisor Job Class Specification****Recommended Action:**

Amend the City's Classification Plan by approving the proposed Capital Projects Supervisor.

Attachments: [Att# 1 Capital Projects Supervisor NEW](#)
[Att# 2 Public Works Organizational Chart](#)

24-284 Creation of Real Time Crime Center Specialist Job Class Specification**Recommended Action:**

Amend the City's Classification Plan by approving the proposed Real Time Crime Center Specialist job classification.

Attachments: [Att# 1 Real Time Crime Center Specialist NEW](#)
[Att#2 Police Department Organizational Chart](#)

24-286 **Creation of Real Time Crime Center Supervisor Job Class Specification**

Recommended Action:

Amend the City's Classification Plan by approving the proposed Real Time Crime Center Supervisor job classification.

Attachments: [Att# 1 Real Time Crime Center Supervisor NEW](#)
[Att#2 Police Department Organizational Chart](#)

COMMISSIONER COMMENTS

ADJOURNMENT

The next regularly scheduled meeting of the Personnel Commission is Wednesday, July 17, 2024 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/**](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 714-536-5492 for more information, or request assistance from the staff or Sergeant-at-Arms at the meeting.