

Personnel Commission
Tuesday, February 27, 2024
Special Meeting
5:30 PM
AGENDA

City of Huntington Beach
2000 Main Street
Huntington Beach, CA 92648
Civic Center, Lower Level
Admin Services Conference Room



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

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

Staff Liaisons
DANIELLE TELLEZ, Interim Director of Human Resources
PATRICIA ALBERS, Principal Human Resources Analyst
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 Personnel Commission 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)

CONSENT CALENDAR

24-161 Approve Minutes

Recommended Action:

Approve the minutes from the January 17, 2024 meeting.

Attachments: [Minutes.pdf](#)

24-167 Revisions to the Fire Captain Job Class Specification**Recommended Action:**

Approve the updates to the job class specification of Fire Captain.

Attachments: [Att# 1 Fire Captain Showing Mark Up](#)
 [Att# 2 Fire Captain No Mark Up](#)
 [Att# 3 Fire Dept Organizational Chart](#)

24-168 Revisions to the Water Quality Supervisor Job Class Specification**Recommended Action:**

Approve the updates to the job class specification of Water Quality Supervisor.

Attachments: [Att# 1 Water Quality Supervisor Showing Mark Up](#)
 [Att# 2 Water Quality Supervisor No Mark Up](#)
 [Att# 3 Public Works Organizational Chart](#)

24-169 Revisions to the Economic Development Project Manager Job Class Specification**Recommended Action:**

Approve the updates to the job class specification of Economic Development Project Manager.

Attachments: [Att# 1 Economic Development Project Mgr Showing Mark Up](#)
 [Att# 2 Economic Development Project Mgr No Mark Up](#)
 [Att# 3 Community Development Department Organizational Chart](#)

COMMISSIONER COMMENTS**ADJOURNMENT**

The next regularly scheduled meeting of the Personnel Commission is Wednesday, April 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/>

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.