

Personnel Commission
Wednesday, January 15, 2025
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
Don Kennedy, Council Member

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

Staff Liaisons
MARISSA SUR, Director of Human Resources
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 agendized. 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)

NOMINATE AND ELECT CHAIR AND VICE-CHAIR

CONSENT CALENDAR

[24-696](#) **Approve Minutes**

Recommended Action:

Approve the minutes from the April 17, 2024 meeting.

Attachments: [Minutes.pdf](#)

24-845 Revisions to Detention Officer Job Class Specification

Recommended Action:

Approve updates to the Detention Officer job class specification.

- Attachments:** [Att# 1 Detention Officer Redline](#)
[Att# 2 Detention Officer Clean](#)
[Att# 3 Police Department Org Chart 24 25](#)

24-920 Revisions to the Detention Shift Supervisor Job Class Specification

Recommended Action:

Approve the updates to the Detention Shift Supervisor job class specification.

- Attachments:** [Att# 1 Detention Shift Supervisor Redline](#)
[Att# 2 Detention Shift Supervisor Clean](#)
[Att# 3 Police Department Org Chart 24 25](#)

24-921 Revisions to the Police Records Specialist Job Class Specification

Recommended Action:

Approve the updates to the Police Records Specialist job class specification.

- Attachments:** [Att# 1 Police Records Specialist Redline](#)
[Att# 2 Police Records Specialist Clean](#)
[Att# 3 Police Department Org Chart 24 25](#)

24-922 Revisions to the Public Works Maintenance Supervisor Job Class Specification

Recommended Action:

Approve the updates to the Public Works Maintenance Supervisor job class specification.

- Attachments:** [Att# 1 Public Works Maintenance Supervisor Redline](#)
[Att# 2 Public Works Maintenance Supervisor Clean](#)
[Att# 3 Public Works Org Chart 24 25](#)

24-923 Revisions to the Water Quality Specialist Job Class Specification

Recommended Action:

Approve the updates to the Water Quality Specialist job class specification.

Attachments: [Att# 1 Water Quality Specialist Redline](#)
[Att# 2 Water Quality Specialist Clean](#)
[Att# 3 Public Works Org Chart 24 25](#)

24-924 Revisions to the Senior Water Utility Worker Job Class Specification

Recommended Action:

Approve the updates to the Senior Water Utility Worker job class specification.

Attachments: [Att# 1 Senior Water Utility Worker Redline](#)
[Att# 2 Senior Water Utility Worker Clean](#)
[Att# 3 Public Works Org Chart 24 25](#)

24-925 Revisions to the Parking and Camping Operations Supervisor Job Class Specification

Recommended Action:

Approve the updates to the Parking and Camping Operations Supervisor job class specification.

Attachments: [Att# 1 Parking and Camping Operations Supervisor Redline](#)
[Att# 2 Parking and Camping Operations Supervisor Clean](#)
[Att# 3 CLS Org Chart 24 25](#)

24-926 Revisions to the Fire Captain Job Class Specification

Recommended Action:

Approve the updates to the Fire Captain job class specification.

Attachments: [Att# 1 Fire Captain Redline](#)
[Att# 2 Fire Captain Clean](#)
[Att# 3 Fire Department Org Chart 24 25](#)

24-927 Revisions to the Fire Battalion Chief Job Class Specification

Recommended Action:

Approve the updates to the Fire Battalion Chief job class specification.

- Attachments:** [Att# 1 Fire Battalion Chief Redline](#)
[Att# 2 Fire Battalion Chief Clean](#)
[Att# 3 Fire Department Org Chart 24 25](#)

24-928 Revisions to the Fire Engineer Job Class Specification

Recommended Action:

Approve the updates to the Fire Engineer job class specification.

- Attachments:** [Att# 1 Fire Engineer Redline](#)
[Att# 2 Fire Engineer Clean](#)
[Att# 3 Fire Department Org Chart 24 25](#)

COMMISSIONER COMMENTS

ADJOURNMENT

The next regularly scheduled meeting of the Personnel Commission is Wednesday, April 16, 2025 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) 536-5492 for more information, or request assistance from the staff or Sergeant-at-Arms at the meeting.