

Personnel Commission
Wednesday, January 9, 2019
5:30 PM - Regular Meeting
AGENDA

City of Huntington Beach
2000 Main Street
Huntington Beach, CA 92648
Room B7, Lower Level



TIFFANY BOSE, Human Resources Manager
JOANN DIAZ, Principal Personnel Analyst
LORI ANN FARRELL-HARRISON, ACM
SANDY HENDERSON, Personnel Analyst Senior
MICHELE WARREN, Director of Human Resources

PHILLIS LANE, Chair
KATHERINE ELFORD, Vice-Chair
WILLIAM BLAIR, Commissioner
DAVID ELLIS, Commissioner

Personnel Commission

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CALL TO ORDER

ROLL CALL

Blair, Elford, Ellis, Lane

PLEDGE OF ALLEGIANCE

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. Three (3) MINUTES PER PERSON, NO DONATING OF TIME TO OTHERS.

PRESENTATIONS

None

CONSENT CALENDAR

19-040 Approve Minutes

Recommended Action:

Approve the minutes from the December 19, 2018 Personnel Commission meeting.

Attachments: Personnel Commission Meeting Minutes 12-19-18.pdf

PUBLIC HEARING ITEMS

19-041 Discussion regarding proposed changes to the job class specification of Principal Civil Engineer in the Public Works Department, updating the City’s Classification Plan.

Recommended Action:

Approve the modifications/updates to the job class specification of Principal Civil Engineer.

Attachments: Principal Civil Engineer Staff Report.pdf
Principal Civil Engineer Job Class Specification Markup.pdf
Principal Civil Engineer Job Class Specification Final Proposed.pdf

19-045 Discussion regarding proposed changes to the job class specification of Code Enforcement Supervisor in the Community Development Department, updating the City’s Classification Plan.

Recommended Action:

Approve the modifications/updates to the job class specification of Code Enforcement Supervisor.

Attachments: Code Enforcement Supervisor Staff Report.pdf
Code Enforcement Supervisor Job Class Specification Markup.pdf
Code Enforcement Supervisor Job Class Specification Final Proposed.pdf

19-046 Discussion regarding proposed changes to the job class specification of Building Manager in the Community Development Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/updates to the job class specification of Building Manager.

Attachments: Building Manager Staff Report.pdf
Building Manager Job Class Specification Markup.pdf
Building Manager Job Class Specification Final Proposed.pdf

SECRETARY REPORTS

COMMISSIONER COMMENTS

ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of February 20, 2019.

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 [Insert Department] at [Insert Contact phone number] for more information, or request assistance from the staff or Sergeant-at-Arms at the meeting.