

Personnel Commission
Wednesday, March 20, 2019
5:30 PM - Regular Meeting
AGENDA

City of Huntington Beach
2000 Main Street
Huntington Beach, CA 92648
Room B8, Lower Level

TIFFANY BOSE, Human Resources Manager
JOANN DIAZ, Principal Personnel Analyst
SANDY HENDERSON, Personnel Analyst Senior
MICHELE WARREN, Director of Human Resources



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

CALL TO ORDER

ROLL CALL

William Blair, Katherine Elford, David Ellis, Phillis Lane

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

PRESENTATIONS

CONSENT CALENDAR

[19-338](#) **Approve Minutes**

Recommended Action:

Approve the minutes from the February 20, 2019 Personnel Commission Meeting.

Attachments: [2-20-19 Minutes.docx](#)

PUBLIC HEARING ITEMS

- 19-341** Discussion regarding proposed changes to the job class specification of Librarian in the Library Services Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Librarian.

Attachments: [Librarian Staff Report.docx](#)
 [Librarian Markup.docx](#)
 [Librarian Final Proposed.docx](#)

- 19-340** Discussion regarding proposed changes to the job class specification of Wastewater Operations Leadworker in the Public Works Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Wastewater Operations Leadworker.

Attachments: [Wastewater Operations Leadworker Staff Report.docx](#)
 [Wastewater Operations Leadworker Markup.docx](#)
 [Wastewater Operations Leadworker Final Proposed.docx](#)

- 19-342** Discussion regarding proposed changes to the job class specification of Water Equipment Operator in the Public Works Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Water Equipment Operator.

Attachments: [Water Equipment Operator Staff Report.docx](#)
 [Water Equipment Operator Markup.docx](#)
 [Water Equipment Operator Final Proposed.docx](#)

- 19-345** Discussion regarding proposed changes to the job class specification of Water Distribution Maintenance Leadworker in the Public Works Department, updating the City's Classification plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Water Distribution Maintenance Leadworker.

Attachments: [Water Distribution Maintenance Leadworker Staff Report.docx](#)
[Water Distribution Maintenance Leadworker Markup.doc](#)
[Water Distribution Maintenance Leadworker Final Proposed.doc](#)

- 19-347** Discussion regarding proposed changes to the job class specification of Water Meter Reader in the Public Works Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Water Meter Reader.

Attachments: [Water Meter Reader Staff Report.docx](#)
[Water Meter Reader Markup.docx](#)
[Water Meter Reader Final Proposed.docx](#)

- 19-348** Discussion regarding proposed changes to the job class specification of Senior Traffic Engineer in the Public Works Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Senior Traffic Engineer.

Attachments: [Senior Traffic Engineer Staff Report.docx](#)
[Senior Traffic Engineer Markup.docx](#)
[Senior Traffic Engineer Final Proposed.docx](#)

SECRETARY REPORTS

COMMISSIONER COMMENTS**ADJOURNMENT**

The next regularly scheduled meeting of the Personnel Commission is Wednesday, April 17, 2019 at 5:30 p.m. in Meeting Room B8, Lower Level, 2000 Main Street, 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 [Insert Department] at [Insert Contact phone number] for more information, or request assistance from the staff or Sergeant-at-Arms at the meeting.