

**Personnel Commission**  
**Wednesday, April 17, 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)

## **CONSENT CALENDAR**

**19-443**      **Approve Minutes**

### **Recommended Action:**

Approve the minutes from the March 20, 2019 Personnel Commission meeting.

**Attachments:**    [3-20-19 Minutes.docx](#)

## **PUBLIC HEARING ITEMS**

- 19-444**      Discussion regarding proposed changes to the job class specification of Office Assistant I, updating the City's Classification Plan.

**Recommended Action:**

Approve the modifications/updates to the job class specification of Office Assistant I.

**Attachments:**    [Office Assistant I Staff Report.docx](#)  
[Office Assistant I Job Specification Final Proposed.docx](#)  
[Office Assistant I Job Specification Markup.docx](#)

- 19-445**      Discussion regarding proposed changes to the job class specification of Office Assistant II, updating the City's Classification Plan.

**Recommended Action:**

Approve the modifications/updates to the job class specification of Office Assistant II.

**Attachments:**    [Office Assistant II Staff Report.docx](#)  
[Office Assistant II Job Specification Final Proposed.docx](#)  
[Office Assistant II Job Specification Markup.docx](#)

- 19-446**      Discussion regarding proposed changes to the job class specification of Parking/ Traffic Control Officer in the Police Department, updating the City's Classification Plan.

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Parking/ Traffic Control Officer.

**Attachments:**    [Parking Traffic Control Officer Staff Report.docx](#)  
[Parking Traffic Control Officer Job Specification Final Proposed.docx](#)  
[Parking Traffic Control Officer Job Specification Markup.docx](#)

- 19-447**      Discussion regarding proposed changes to the job class specification of Facilities Maintenance Technician in the Public Works Department, updating the City's Classification Plan.

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Facilities Maintenance Technician.

**Attachments:**    [Facilities Maintenance Technician Staff Report.docx](#)  
[Facilities Maintenance Technician Job Specification Final Proposed.docx](#)  
[Facilities Maintenance Technician Job Specification Markup.docx](#)

- 19-448**      Discussion regarding proposed changes to the job class specification of Senior Facilities Maintenance Technician in the Public Works Department, updating the City's Classification Plan.

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Senior Facilities Maintenance Technician.

**Attachments:**    [Senior Facilities Maintenance Technician Staff Report.docx](#)  
[Senior Facilities Maintenance Technician Job Specification Final Proposed.docx](#)  
[Senior Facilities Maintenance Technician Job Specification Markup.docx](#)

**19-449**      Discussion regarding proposed changes to the job class specification of Contract Administrator in the Public Works Department, updating the City's Classification Plan.

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Contract Administrator.

**Attachments:**    [Contract Administrator Staff Report.docx](#)  
[Contract Administrator Job Specification Final Proposed.docx](#)  
[Contract Administrator Job Specification Markup.docx](#)

**SECRETARY REPORTS**

**COMMISSIONER COMMENTS**

**ADJOURNMENT**

Meeting adjourned to the next regularly scheduled meeting of May 15, 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.