

**Personnel Commission
Wednesday, August 21, 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



ROBERT BINAM, Commissioner
WILLIAM BLAIR, Commissioner
DAVID ELLIS, Commissioner
GEORGE RIVERA, Commissioner
ROBERT WENTZEL, Commissioner

CALL TO ORDER

ROLL CALL

Robert Binam, William Blair, David Ellis, George Rivera, Robert Wentzel

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)

CONSENT CALENDAR

19-710 Approve Minutes

Recommended Action:

Approve the minutes from the April 17, 2019 Personnel Commission meeting.

Attachments: [4-17-19 Minutes.docx](#)

RECOGNITION OF PHILLIS LANE AND KATHERINE ELFORD FOR THEIR SERVICE TO THE PERONNEL COMMISSION.

COMMISSIONER ORIENTATION

NOMINATIONS AND ELECTION OF CHAIR AND VICE CHAIR

PUBLIC HEARING ITEMS

- 19-711** Discussion regarding proposed changes to the job class specification of Cross Connection Control Specialist in the Public Works Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Cross Connection Control Specialist.

Attachments: [Cross Connection Control Specialist Staff Report.docx](#)
[Cross Connection Control Specialist Final Proposed.docx](#)
[Cross Connection Control Specialist Rev.docx](#)

- 19-860** Discussion regarding proposed changes to the job class specification of Water Service Worker in the Public Works Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Water Service Worker.

Attachments: [Water Service Worker Staff Report.docx](#)
[Water Service Worker Final Proposed.docx](#)
[Water Service Worker Rev.docx](#)

- 19-712** Discussion regarding proposed changes to the job class specification of Fire Protection Analyst in the Fire Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Fire Protection Analyst.

Attachments: [Fire Protection Analyst Staff Report.docx](#)
[Fire Protection Analyst Final Proposed.docx](#)
[Fire Protection Analyst Rev.docx](#)

- 19-863** Discussion regarding proposed changes to the job class specification of Parking and Camping Leadworker in the Community Services Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Parking and Camping Leadworker.

Attachments: [Parking and Camping Leadworker Staff Report.docx](#)
[Parking and Camping Leadworker Final Proposed.docx](#)
[Parking and Camping Leadworker Rev.docx](#)

- 19-861** Discussion regarding proposed changes to the job class specification of Community Services Manager in the Community Services Department, updating the City's Classification Plan.

Recommended Action:

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

Attachments: [Community Services Manager Staff Report.docx](#)
[Community Services Manager Final Proposed.docx](#)
[Community Services Manager Rev.docx](#)

- 19-865** Discussion regarding proposed new job classification of Parks Development/ Facilities Project Coordinator in the Community Services Department, updating the City's Classification Plan.

Recommended Action:

Approve the new job classification of Parks Development/ Facilities Project Coordinator.

Attachments: [Parks Development Facilities Project Coordinator Staff Report.docx](#)
[Parks Development Facilities Project Coordinator Final Proposed.docx](#)

- 19-714** Discussion regarding proposed changes to the job class specification of Construction Inspector I in the Public Works Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Construction Inspector I.

Attachments: [Construction Inspector I Staff Report.docx](#)
 [Construction Inspector I Final.docx](#)
 [Construction Inspector I Rev.docx](#)

- 19-715** Discussion regarding proposed changes to the job class specification of Construction Inspector II in the Public Works Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Construction Inspector II.

Attachments: [Construction Inspector II Staff Report.docx](#)
 [Construction Inspector II Final Proposed.docx](#)
 [Construction Inspector II Rev.docx](#)

- 19-866** Discussion regarding proposed changes to the job class specification of Senior Construction Inspector in the Public Works Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Senior Construction Inspector.

Attachments: [Senior Construction Inspector Staff Report.docx](#)
 [Senior Construction Inspector Final Proposed.docx](#)
 [Senior Construction Inspector Rev.docx](#)

- 19-867** Discussion regarding proposed changes to the job class specification of Inspection Supervisor in the Community Development Department, updating the City's Classification Plan.

Recommended Action:

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

Attachments: [Inspection Supervisor Staff Report.docx](#)
[Inspection Supervisor Final Proposed.docx](#)
[Inspection Supervisor Rev.docx](#)

- 19-868** Discussion regarding proposed changes to the job class specification of Mechanic II in the Public Works Department, updating the City's Classification Plan.

Recommended Action:

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

Attachments: [Mechanic II Staff Report.docx](#)
[Mechanic II Final Proposed.docx](#)
[Mechanic II Rev.docx](#)

- 19-864** Discussion regarding proposed changes to the job class specification of Equipment/ Automotive Maintenance Crewleader in the Public Works Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Equipment/ Automotive Maintenance Crewleader.

Attachments: [Equipment Automotive Maintenance Crewleader Staff Report.docx](#)
[Equipment Automotive Maintenance Crewleader Final Proposed.docx](#)
[Equipment Automotive Maintenance Crewleader Rev.docx](#)

- 19-869** Discussion regarding proposed changes to the job class specification of Maintenance Worker, updating the City's Classification Plan.

Recommended Action:

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

Attachments: [Maintenance Worker Staff Report.docx](#)
[Maintenance Worker Final Proposed.docx](#)
[Maintenance Worker Rev.docx](#)

- 19-713** Discussion regarding proposed changes to the job class specification of Administrative Aide, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Administrative Aide.

Attachments: [Administrative Aide Staff Report.docx](#)
[Administrative Aide Final Proposed.docx](#)
[Administrative Aide Revised.docx](#)

SECRETARY REPORTS

COMMISSIONER COMMENTS

ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of September 18, 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.