

**Personnel Commission**  
**Wednesday, November 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  
SANDY HENDERSON, Personnel Analyst Senior  
TRAVIS HOPKINS, Assistant City Manager



WILLIAM BLAIR, Chair  
DAVID ELLIS, Vice-Chair  
ROBERT BINAM, Commissioner  
GEORGE RIVERA, Commissioner  
ROBERT WENTZEL, Commissioner

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## **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**

### **19-1151      Approve Minutes**

#### **Recommended Action:**

Approve the minutes from the August 21, 2019 Personnel Commission meeting.

**Attachments:**    [8-21-19 Minutes.docx](#)

## **PUBLIC HEARING ITEMS**

- 19-1147** Discussion regarding proposed changes to the job class specification of Principal Librarian in the Library Services Department, updating the City's Classification Plan.

**Recommended Action:**

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

**Attachments:**    [Principal Librarian Staff Report.docx](#)  
[Principal Librarian 0492 Final .docx](#)  
[Principal Librarian 0492 Rev.docx](#)

- 19-1148** Discussion regarding proposed changes to the job class specification of Warehousekeeper in the Public Works Department, updating the City's Classification Plan.

**Recommended Action:**

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

**Attachments:**    [Warehousekeeper Staff Report.docx](#)  
[Warehousekeeper 0385 Final.docx](#)  
[Warehousekeeper 0385 Rev.docx](#)

- 19-1149** Discussion regarding the proposed changes to the job class specification of Wastewater Supervisor in the Public Works Department, updating the City's Classification Plan.

**Recommended Action:**

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

**Attachments:**    [Wastewater Supervisor Staff Report.docx](#)  
[Wastewater Supervisor 0487 Final.docx](#)  
[Wastewater Supervisor 0487 Rev.docx](#)

**19-1150**      Discussion regarding the proposed changes to the job class specification of Water Quality Technician in the Public Works Department, updating the City's Classification Plan.

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Water Quality Technician

**Attachments:**    [Water Quality Technician Staff Report.docx](#)  
[Water Quality Technician 0191 Final.doc](#)  
[Water Quality Technician 0191 Rev.doc](#)

**SECRETARY REPORTS**

**COMMISSIONER COMMENTS**

**ADJOURNMENT**

Meeting adjourned to the next regularly scheduled meeting of December 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 Human Resources Department at (714) 960-8828 for more information, or request assistance from the staff or Sergeant-at-Arms at the meeting.