

Personnel Commission
Wednesday, December 18, 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
TERESA DE COITE, Administrative Assistant
TRAVIS HOPKINS, Assistant City Manager



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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

19-1231 Approve Minutes

Recommended Action:

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

Attachments: [11-20-19 Minutes.docx](#)

PUBLIC HEARING ITEMS

- 19-1232** Discussion regarding proposed changes to the job class specification of Traffic Engineering Technician in the Public Works Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Traffic Engineering Technician.

Attachments: [Traffic Engineering Technician Staff Report.docx](#)
[Traffic Engineering Technician Final.docx](#)
[Traffic Engineering Technician Rev.pdf](#)

- 19-1233** Discussion regarding proposed changes to the job class specification of Deputy City Attorney I, in the City Attorney's Office, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Deputy City Attorney I.

Attachments: [Deputy City Attorney I Staff Report.docx](#)
[Deputy City Attorney I Final.docx](#)
[Deputy City Attorney I Rev.pdf](#)

- 19-1234** Discussion regarding proposed changes to the job class specification of Deputy City Attorney II, in the City Attorney's Office, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Deputy City Attorney II.

Attachments: [Deputy City Attorney II Staff Report.docx](#)
[Deputy City Attorney II Final.docx](#)
[Deputy City Attorney II Rev.pdf](#)

- 19-1235** Discussion regarding proposed changes to the job class specification of Deputy City Attorney III, in the City Attorney's Office, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Deputy City Attorney III.

Attachments: [Deputy City Attorney III Staff Report.docx](#)
[Deputy City Attorney III Final.docx](#)
[Deputy City Attorney III Rev.pdf](#)

- 19-1236** Discussion regarding proposed changes to the job class specification of Senior Deputy City Attorney, in the City Attorney's Office, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Senior Deputy City Attorney.

Attachments: [Senior Deputy City Attorney Staff Report.docx](#)
[Senior Deputy City Attorney Final.docx](#)
[Senior Deputy City Attorney Rev.pdf](#)

- 19-1237** Discussion regarding proposed changes to the job class specification of Senior Accounting Technician, in the Finance Department, updating the City's Classification Plan.

Recommended Action:

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

Attachments: [Senior Accounting Technician Staff Report.docx](#)
[Senior Accounting Technician Final.docx](#)
[Senior Accounting Technician Rev.pdf](#)

- 19-1238** Discussion regarding proposed changes to the job class specification of Accounting Technician Supervisor, in the Finance Department, updating the City's Classification Plan.

Recommended Action:

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

Attachments: [Accounting Technician Supervisor Staff Report.docx](#)
[Accounting Technician Supervisor Final.docx](#)
[Accounting Technician Supervisor Rev.pdf](#)

- 19-1239** Discussion regarding proposed changes to the job class specification of Payroll Specialist, in the Finance Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Payroll Specialist.

Attachments: [Payroll Specialist Staff Report.docx](#)
[Payroll Specialist Final.docx](#)
[Payroll Specialist Rev.pdf](#)

- 19-1240** 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.docx](#)
[Community Services Manager Rev.pdf](#)

- 19-1241** Discussion regarding proposed changes to the job class specification of Survey Party Chief, in the Public Works Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Survey Party Chief.

Attachments: [Survey Party Chief Staff Report.docx](#)
[Survey Party Chief Final.docx](#)
[Survey Party Chief Rev.pdf](#)

- 19-1242** Discussion regarding proposed changes to the job class specification of Assistant to the City Manager, in the City Manager's Office, updating the City's Classification Plan.

Recommended Action:

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

Attachments: [Assistant to the City Manager Staff Report.docx](#)
[Assistant to the City Manager Final.docx](#)
[Assistant to the City Manager Rev.pdf](#)

SECRETARY REPORTS

COMMISSIONER COMMENTS

ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of January 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/**](https://huntingtonbeach.legistar.com/)

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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) 536-5492 for more information, or request assistance from the staff or Sergeant-at-Arms at the meeting.