

Personnel Commission
Wednesday, January 15, 2020
5:30 PM - Regular Meeting
AGENDA

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



TRAVIS HOPKINS, Assistant City Manager
TIFFANY BOSE, Human Resources Manager
BARBARA MONTELONGO, Principal Personnel Analyst
PATRICIA ALBERS, Senior Personnel Analyst
TERESA DE COITE, Administrative Assistant

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

[20-1336](#) **Approve Minutes**

Recommended Action:

Approve the minutes from the December 18, 2019 Personnel Commission meeting.

Attachments: [12-18-19 Minutes.docx](#)

PUBLIC HEARING ITEMS

20-1337 Discussion regarding proposed changes to the job class specification of Associate Civil Engineer in the Public Works Department, updating the City’s Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Associate Civil Engineer.

Attachments: [Associate Civil Engineering Staff Report.docx](#)
[Associate Civil Engineer Final.docx](#)
[Associate Civil Engineer Rev.pdf](#)

20-1338 Discussion regarding proposed changes to the job class specification of Water Meter Repair 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 Meter Repair Technician.

Attachments: [Water Meter Repair Technician Staff Report.docx](#)
[Water Meter Repair Technician Final.docx](#)
[Water Meter Repair Technician Rev.pdf](#)

20-1339 Discussion regarding proposed changes to the job class specification of Water Distribution Meters 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 Meters Leadworker.

Attachments: [Water Distribution Meters Leadworker Staff Report.docx](#)
[Water Distribution Meters Leadworker Final.doc](#)
[Water Distribution Meters Leadworker Rev.pdf](#)

20-1341 Discussion regarding proposed changes to the job class specification of Water Distribution Meters Crewleader 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 Meters Crewleader.

- Attachments:** [Water Distribution Meters Crewleader Staff Report.docx](#)
[Water Distribution Meters Crewleader Final.docx](#)
[Water Distribution Meters Crewleader Rev.pdf](#)

REVIEWING THE ROLES AND RESPONSIBILITIES

SECRETARY REPORTS

COMMISSIONER COMMENTS

ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of February 19, 2020.

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