

**Personnel Commission**  
**Wednesday, June 17, 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  
GEORGE RIVERA, Commissioner  
ROBERT WENTZEL, Commissioner

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## **CALL TO ORDER**

## **ROLL CALL**

## **PUBLIC COMMENTS**

Anyone wishing to speak during PUBLIC COMMENTS must fill out and submit a form to speak. The [Insert Board/Commission Name] 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. (3 MINUTES PER PERSON, NO DONATING OF TIME TO OTHERS)

## **CONSENT CALENDAR**

### **20-1514      Approve Minutes**

#### **Recommended Action:**

Approve the minutes from the March 4, 2020 Personnel Commission meeting.

**20-1515**      **Approve proposed changes to the job class specification of Accounting Technician I in the Finance Department, updating the City's Classification Plan.**

**Recommended Action:**

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

**Attachments:**    [Accounting Technician I Staff Report](#)  
[Accounting Technician I Final](#)  
[Accounting Technician I Revised](#)  
[Org Chart](#)

**20-1516**      **Approve proposed changes to the job class specification of Accounting Technician II in the Finance Department, updating the City's Classification Plan.**

**Recommended Action:**

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

**Attachments:**    [Accounting Technician II Staff Report](#)  
[Accounting Technician II Final](#)  
[Accounting Technician II Revised](#)  
[Org Chart](#)

**20-1517**      **Approve proposed changes to the job class specification of Senior Librarian in the Library Department, updating the City's Classification Plan.**

**Recommended Action:**

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

**Attachments:**    [Senior Librarian Staff Report](#)  
[Senior Librarian Final](#)  
[Senior Librarian Revised](#)  
[Org Chart](#)

**20-1519**      **Approve proposed changes to the job class specification of Civil Engineering Assistant in the Public Works Department, updating the City's Classification Plan.**

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Civil Engineering Assistant.

**Attachments:**    [Civil Engineer Assistant Staff Report](#)  
[Civil Engineering Assistant Final](#)  
[Civil Engineering Assistant Revised](#)  
[Org Chart](#)

**20-1520**      **Approve proposed changes to the job class specification of Fleet Operations Supervisor in the Public Works Department, updating the City's Classification Plan.**

**Recommended Action:**

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

**Attachments:**    [Fleet Operations Supervisor Staff Report](#)  
[Fleet Operations Supervisor Final](#)  
[Fleet Operations Supervisor Revised](#)  
[Org Chart](#)

**20-1521**      **Approve proposed changes to the job class specification of Plan Check Engineer in the Community Development Department, updating the City's Classification Plan.**

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Plan Check Engineer.

**Attachments:**    [Plan Check Engineer Staff Report](#)  
[Plan Check Engineer Final](#)  
[Plan Check Engineer Revised](#)  
[Org Chart](#)

**20-1522**      **Approve proposed changes to the job class specification of Streets Equipment Operator in the Public Works Department, updating the City's Classification Plan.**

**Recommended Action:**

Approve the modifications/ updates to the job class specification of Streets Equipment Operator.

**Attachments:**    [Streets Equipment Operator Staff Report](#)  
[Streets Equipment Operator Final](#)  
[Streets Equipment Operator Revised](#)  
[Org Chart](#)

**20-1523**      **Approve proposed changes to the job class specification of Streets Maintenance Leadworker in the Public Works Department, updating the City's Classification Plan.**

**Recommended Action:**

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

**Attachments:**    [Streets Maintenance Leadworker Staff Report](#)  
[Streets Maintenance Leadworker Final](#)  
[Streets Maintenance Leadworker Revised](#)  
[Org Chart](#)

**20-1524**      **Approve proposed changes to the job class specification of Street 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 Street Maintenance Crewleader.

**Attachments:**    [Street Maintenance Crewleader Staff Report](#)  
[Street Maintenance Crewleader Final](#)  
[Street Maintenance Crewleader Revised](#)  
[Org Chart](#)

- 20-1525**      **Approve proposed changes to the job class specification of Street Maintenance Supervisor in the Public Works Department, updating the City's Classification Plan.**

**Recommended Action:**

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

**Attachments:**    [Street Maintenance Supervisor Staff Report](#)  
[Street Maintenance Supervisor Final](#)  
[Street Maintenance Supervisor Revised](#)  
[Org Chart](#)

**PUBLIC HEARING ITEMS**

**COMMITTEE REPORTS**

**MEMBER COMMENTS**

**ADJOURNMENT**

The next regularly scheduled meeting of the [Insert Board or Commission] is [Insert Day of Week], [Insert date], at [Insert Time] in [Insert Location] Huntington Beach, California.

INTERNET ACCESS TO THE [Insert Board or Commission] AGENDA AND STAFF REPORT MATERIAL IS AVAILABLE PRIOR TO [Insert Board or 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.