

Personnel Commission

Wed., November 18, 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
BRITTANY MELLO, Assistant to the City Manager
PATRICIA ALBERS, Senior Personnel Analyst
SANDY HENDERSON, Senior Personnel Analyst
TERESA DE COITE, Administrative Assistant

WILLIAM BLAIR, Chair
GEORGE RIVERA, Commissioner
ROBERT WENTZEL, Commissioner

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

William Blair, 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 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

Approve Minutes

Recommended Action:

Approve the minutes from the October 21, 2020 Personnel Commission Meeting

Attachments: 10-21-20 Minutes

Approve proposed changes to the job class specification of Building Inspector I in the Community Development Department, updating the City’s Classification Plan.

Recommended Action:

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

Attachments: Building Inspector I Staff Report
Building Inspector I Final
Building Inspector I Rev
Org Chart

Approve proposed changes to the job class specification of Building Inspector II in the Community Development Department, updating the City’s Classification Plan.

Recommended Action:

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

Attachments: Building Inspector II Staff Report
Building Inspector II Final

Building Inspector II Rev
Org Chart

Approve proposed changes to the job class specification of Building Inspector III in the Community Development Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Building Inspector III.

Attachments: Building Inspector III Staff Report
Building Inspector III Final
Building Inspector III Rev
Org Chart

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 Rev
Org Chart

Approve proposed changes to the job class specification of Deputy Director of Community Development in the Community Development Department, updating the City's Classification Plan.

Recommended Action:

Approve the modifications/ updates to the job class specification of Deputy Director of Community Development.

Attachments: Deputy Director of Community Development Staff Report
Deputy Director of Community Development Final
Deputy Director of Community Development Rev
Org Chart

Approve proposed changes to the job class specification of Streets Equipment Officer 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 Officer.

Attachments: Streets Equipment Officer Staff Report
Streets Equipment Officer Final
Streets Equipment Officer Rev
Org Chart

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 Rev
Org Chart

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 Rev
Org Chart

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 Rev
Org Chart

Approve proposed changes to the job class specification of Beach 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 Beach Maintenance Crewleader.

Attachments: Beach Maintenance Crewleader Staff Report
Beach Maintenance Crewleader Final
Beach Maintenance Crewleader Rev
Org Chart

Approve proposed changes to the job class specification of Beach 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 Beach Operations Supervisor.

Attachments: Beach Operations Supervisor Staff Report
Beach Operations Supervisor Final
Beach Operations Supervisor Rev
Org Chart

Approve proposed changes to the job class specification of Landscape 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 Landscape Maintenance Supervisor.

Attachments: Landscape Maintenance Supervisor Staff Report
Landscape Maintenance Supervisor Final
Landscape Maintenance Supervisor Rev
Org Chart

Approve proposed changes to the job class specification of Tree 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 Tree Maintenance Supervisor.

Attachments: Tree Maintenance Supervisor Staff Report
Tree Maintenance Supervisor Final
Tree Maintenance Supervisor Rev
Org Chart

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 Rev
Org Chart

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 Engineering Assistant Staff Report
Civil Engineering Assistant Final
Civil Engineering Assistant Rev
Org Chart

Approve proposed changes to the job class specification of Principal 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 Principal Civil Engineer.

Attachments: Principal Civil Engineer Staff Report
Principal Civil Engineer Assistant Final
Principal Civil Engineer Rev
Org Chart

PUBLIC HEARING ITEMS

Approve the new job classification of Deputy Director of Public Works in the Public Works Department, updating the City's Classification Plan

Recommended Action:

Approve the new job classification of Deputy Director of Public Works.

Attachments: Deputy Director of Public Works Staff Report
Deputy Director of Public Works Final
Org Chart

Approve the new job classification of Director of Administrative Services in the Administrative Services Department, updating the City’s Classification Plan

Recommended Action:

Approve the new job classification of Director of Administrative Services.

Attachments: Director of Administrative Services Staff Report
Director of Administrative Services Final
Org Chart

Approve the new job classification of Deputy Director of Administrative Services in the Administrative Services Department, updating the City’s Classification Plan

Recommended Action:

Approve the new job classification of Deputy Director of Administrative Services.

Attachments: Deputy Director of Administrative Services Staff Report
Deputy Director of Administrative Services Final
Org Chart

DIRECTOR’S REPORT

COMMISSIONER COMMENTS

RECESS TO CLOSED SESSION

CLOSED SESSION

PERSONNEL HEARING- CONSIDERATION OF HEARING OFFICERS DECISION IN DISCIPLINARY MATTER IN ACCORDANCE WITH PERSONNEL RULE 20- FINDINGS OF FACT AND CONCLUSIONS OF LAW- CLOSED SESSION OPTION PER GOVERNMENT CODE SECTION 54957

Recommendations of hearing Officer Anthony Miller regarding termination of employment

Deliberation in Closed Session

Recommended Action: Sustain, reject or modify the Hearing Officer’s recommendation. If the Commission rejects or modifies the recommendation, direct the legal advisor to prepare findings of fact and conclusions of law in support of the Commission’s decision.

ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of December 16, 2020.

INTERNET ACCESS TO THE PERSONNEL COMMISSION AGENDA AND STAFF REPORT MATERIAL IS AVAILABLE PRIOR TO PERSONNEL COMMISSION MEETINGS AT:

<https://huntingtonbeach.legistar.com/>

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interpreters, a reader during the meeting and/or large print agendas. Please contact the Human Resources Department at 714-536-5252 for more information, or request assistance from the staff or Sergeant-at-Arms at the meeting.