

Personnel Commission
Wednesday, February 17, 2021
5:30 PM - Regular Meeting
AGENDA

City of Huntington Beach
Virtual Location
Zoom Meeting ID: 968 6592 5579
Call-In Number: 1 (669) 900-6833



TRAVIS HOPKINS, Assistant City Manager
JOHN CLARK, Interim Director of Admin Svcs
BRITTANY MELLO, Deputy Director of Admin Svcs
PATRICIA ALBERS, Senior Personnel Analyst
SANDY HENDERSON, Senior Personnel Analyst
TERESA DE COITE, Administrative Assistant

KATHERINE ELFORD, Commissioner
PATRICIA QUINTANA, Commissioner
GEORGE RIVERA, Commissioner
CINDY VELLUCCI, Commissioner
ROBERT WENTZEL, Commissioner

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which allows a local legislative body to hold public meetings via teleconferencing, and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body.

PUBLIC PARTICIPATION/ZOOM ACCESS: In keeping with the Governor’s mandate to limit in-person gatherings that can spread COVID-19, the Wednesday, February 17, 2021, meeting of the Personnel Commission will be held virtually. The Zoom Webinar can be accessed here: <https://huntingtonbeach.zoom.us/j/96865925579>, or by entering Zoom Webinar ID 968 6592 5579 via computer device, or by calling at (669) 900-6833.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Katherine Elford, Patricia Quintana, George Rivera, Cindy Vellucci, Robert Wentzel

PUBLIC COMMENTS

At 5:30 PM, individuals wishing to attend the meeting to provide a comment on agendized or non-agendized items may enter Zoom Webinar ID 968 6592 5579 via computer device, or by phone at (669) 900-6833. The Webinar can be accessed here: <https://huntingtonbeach.zoom.us/j/96865925579>. Attendees utilizing computer devices to request to speak may select the “Raise Hand” feature in the Webinar Controls section. Attendees entering the Webinar and requesting to speak by phone can enter *9 to enable the “Raise Hand” feature, followed by the *6 prompt that unmutes their handheld device microphone. Attendees will be prompted to speak when the Secretary announces their name or the last three digits of their phone number. Speakers are encouraged, but not required to identify themselves by name. Each person may have up to 3 minutes to speak. The Personnel Commission can take no action on this date, unless the item is agendized. The Public Comment process will only be active during designated portions of the agenda (Public Comment and/or Public Hearing). After a speaker concludes their comment, their microphone will be muted, but they may remain in Webinar attendance for the duration of the meeting.

PRESENTATIONS

RECOGNITION OF WILLIAM BLAIR FOR HIS SERVICE TO THE PERSONNEL COMMISSION

SWEARING IN OF NEW COMMISSIONERS

NOMINATIONS AND ELECTION OF CHAIR AND VICE CHAIR

BROWN ACT OVERVIEW

CONSENT CALENDAR

21-154 **Approve Minutes**

Recommended Action:

Approve the minutes from the December 9, 2020 Personnel Commission meeting.

Attachments: [12-9-20 Minutes](#)

21-155 **Revisions to the Deputy City Clerk Job Class Specification**

Recommended Action:

Job Class Title: Deputy City Clerk

Pay Grade: MEA134

Affected Employees: Two

Recommendation: Approve the updated job class specification

Attachments: [Att#1 Deputy City Clerk Rev](#)
[Att#2 Deputy City Clerk Final](#)
[Att#3 City Clerk Org Chart](#)

21-156 Revisions to the Senior Deputy City Clerk Job Class Specification

Recommended Action:

Job Class Title: Senior Deputy City Clerk

Pay Grade: MEA135

Affected Employees: None

Recommendation: Approve the updated job class specification

Attachments: [Att#1 Senior Deputy City Clerk Rev](#)
[Att#2 Senior Deputy City Clerk Final](#)
[Att#3 City Clerk Org Chart](#)

21-151 Revisions to the Fire Safety Program Specialist Job Class Specification

Recommended Action:

Job Class Title: Fire Prevention Inspector I

Pay Grade: MEA613

Affected Employees: None

Recommendation: Approve the updated job class specification

Attachments: [Att#1 Fire Safety Program Specialist Rev](#)
[Att#2 Fire Prevention Inspector I Class Spec](#)
[Att#3 Fire Dept Org Chart](#)

21-152 Revisions to the Fire Prevention Inspector Job Class Specification

Recommended Action:

Job Class Title: Fire Prevention Inspector II

Pay Grade: MEA612

Affected Employees: Four

Recommendation: Approve the updated job class specification

Attachments: [Att#1 Fire Prevention Inspector Rev](#)
[Att#2 Fire Prevention Inspector II Class Spec](#)
[Att#3 Fire Dept Org Chart](#)

21-150 Revisions to the Fire Protection Analyst Job Class Specification

Recommended Action:

Job Class Title: Deputy Fire Marshal

Pay Grade: MEO611

Affected Employees: One

Recommendation: Approve the updated job class specification

Attachments: [Att#1 Fire Protection Analyst Rev](#)
[Att#2 Deputy Fire Marshal Class Spec](#)
[Att#3 Fire Dept Org Chart](#)

21-146 Revisions to the Parking and Camping Crewleader Job Class Specification

Recommended Action:

Job Class Title: Parking and Camping Crewleader

Pay Grade: MEA401

Affected Employees: None

Recommendation: Approve the updated job class specification

Attachments: [Att#1 Parking and Camping Crewleader Rev](#)
[Att#2 Parking and Camping Crewleader Final](#)
[Att#3 Community & Library Services Org Chart](#)

21-145 Revisions to the Parking and Camping Facility Supervisor Job Class Specification

Attachments: [Att#1 Parking and Camping Facility Supervisor Rev](#)
[Att#2 Parking and Camping Facility Supervisor Final](#)
[Att#3 Community & Library Services Org Chart](#)

21-147 Revisions to the Community Services Recreation Supervisor Job Class Specification

Recommended Action:

Job Class Title: Community Services Recreation Supervisor

Pay Grade: MEA258

Affected Employees: Four

Recommendation: Approve the updated job class specification

Attachments: [Att#1 Community Services Recreation Supv Rev](#)
[Att#2 Community Services Recreation Supv Final](#)
[Att#3 Community & Library Services Org Chart](#)

21-149 Revisions to the Senior Librarian Job Class Specification

Recommended Action:

Job Class Title: Senior Librarian

Pay Grade: MEO077

Affected Employees: Two

Recommendation: Approve the updated job class specification

Attachments: [Att#1 Senior Librarian Rev](#)
[Att#2 Senior Librarian Final](#)
[Att#3 Community & Library Services Org Chart](#)

21-148 Revisions to the Community Services Manager Job Class Specification

Recommended Action:

Job Class Title: Community Services Manager

Pay Grade: MEO353

Affected Employees: Three

Recommendation: Approve the updated job class specification

Attachments: [Att#1 Community Services Manager Rev](#)
[Att#2 Community Services Manager Final](#)
[Att#3 Community & Library Services Org Chart](#)

PUBLIC HEARING ITEMS

None

DIRECTOR'S REPORT

COMMISSIONER COMMENTS

ADJOURNMENT

The next regularly scheduled meeting of the Personnel Commission is Wednesday, March 17, 2021, at 5:30PM in Huntington Beach, California.

**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 Administrative Services Department at (714) 536-5252 for more information, or request assistance from the staff or Sergeant-at-Arms at the meeting.