

**Personnel Commission**  
**Wednesday, April 21, 2021**  
**5:30 PM - Regular Meeting**  
**AGENDA**

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

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



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

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**On March 17, 2020, Governor Newsome 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, April 21, 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 comment on agendized or non-agendized items may enter the 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.

**CLASSIFICATION & COMPENSATION UPDATE****CONSENT CALENDAR****21-317      Approve Minutes****Recommended Action:**

Approve the minutes from the March 17, 2021 Personnel Commission meeting.

**Attachments:**    [3-17-21 Minutes](#)

**21-321      Revisions to the Senior Trial Counsel Job Class Specification****Recommended Action:**

Approve the updates to the job class specification of Senior Trial Counsel.

**Attachments:**    [Att#1 Senior Trial Counsel Rev](#)  
                          [Att#2 Senior Trial Counsel Final](#)  
                          [Att #3 City Attorney's Office Org Chart](#)

**21-322      Revisions to the Community Services & Recreation Specialist Job Class Specification****Recommended Action:**

Approve the updates to the job class specification of Community Services & Recreation Specialist.

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

**21-324      Revisions to the Literacy Program Specialist Job Class Specification****Recommended Action:**

Approve the updates to the job class specification of Literacy Program Specialist.

**Attachments:**    [Att#1 Literacy Program Specialist Rev](#)  
                          [Att#2 Literacy Program Specialist Final](#)  
                          [Att#3 Community & Library Services Org Chart](#)

**21-325**      **Revisions to the Beach Maintenance Service Worker Job Class Specification**

**Recommended Action:**

Approve the updates to the job class specification of Beach Maintenance Service Worker.

**Attachments:**    [Att#1 Beach Maintenance Service Worker Rev](#)  
                          [Att#2 Beach Maintenance Service Worker Final](#)  
                          [Att#3 Public Works Organizational Chart](#)

**21-326**      **Revisions to the Trees Maintenance Leadworker Job Class Specification**

**Recommended Action:**

Approve the updates to the job class specification of Trees Maintenance Leadworker.

**Attachments:**    [Att#1 Trees Maint Leadworker Rev](#)  
                          [Att#2 Trees Maint Leadworker Final](#)  
                          [Att#3 Public Works Organizational Chart](#)

**21-327**      **Revisions to the Trees Maintenance Crewleader Job Class Specification**

**Recommended Action:**

Approve the updates to the job class specification of Trees Maintenance Crewleader.

**Attachments:**    [Att#1 Trees Maint Crewleader Rev](#)  
                          [Att#2 Trees Maint Crewleader Final](#)  
                          [Att#3 Public Works Organizational Chart](#)

**21-328      Revisions to the Associate Planner Job Class Specification****Recommended Action:**

Approve the updates to the job class specification of Associate Planner.

**Attachments:**    [Att#1 Associate Planner Rev](#)  
                          [Att#2 Associate Planner Final](#)  
                          [Att#3 Community Development Org Chart](#)

**21-329      Revisions to the Accountant Job Class Specification****Recommended Action:**

Approve the updates to the job class specification of Accountant.

**Attachments:**    [Att#1 Accountant Rev](#)  
                          [Att#2 Accountant Final](#)  
                          [Att#3 Finance Org Chart](#)

**21-330      Revisions to the Senior Accountant Job Class Specification****Recommended Action:**

Approve the updates to the job class specification of Senior Accountant.

**Attachments:**    [Att#1 Senior Accountant Rev](#)  
                          [Att#2 Senior Accountant Final](#)  
                          [Att#3 Finance Org Chart](#)

**PUBLIC HEARING ITEMS****21-334      Creation of Deputy Director of Homelessness & Behavioral Health Services Job Class Specification****Recommended Action:**

Amend the City's Classification Plan by approving the proposed Deputy Director of Homelessness & Behavioral Health Services job classification, and establishing the compensation.

**Attachments:**    [Att#1 Deputy Director of Homelessness & Behavioral Health Services NEW](#)  
                          [Att#2 City Manager's Office Org Chart](#)

**DIRECTOR'S REPORT****COMMISSIONER COMMENTS****ADJOURNMENT**

**The next regularly scheduled meeting of the Personnel Commission is Wednesday, May 19, at 5:30PM in Huntington Beach, California.**

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