

Personnel Commission
Wednesday, May 19, 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

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, May 19, 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 Comments 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

21-397 Approve Minutes

Recommended Action:

Approve the minutes from the April 21, 2021 Personnel Commission meeting.

Attachments: [4-21-21 Minutes](#)

21-386 Revisions to the Stock Clerk Job Class Specification

Recommended Action:

Approve the updates to the job class specification of Stock Clerk.

Attachments: [Att#1 Stock Clerk Rev](#)
 [Att#2 Stock Clerk Final](#)
 [Att#3 Public Works Organizational Chart](#)

21-387 Revisions to the Crime Scene Investigator Job Class Specification

Recommended Action:

Approve the updates to the job class specification of Crime Scene Investigator.

Attachments: [Att#1 Crime Scene Investigator Rev](#)
 [Att#2 Crime Scene Investigator Final](#)
 [Att#3 Police Dept Org Chart](#)

21-388 Revisions to the Community Relations Officer Job Class Specification

Recommended Action:

Approve the updates to the job class specification of Community Relations Officer.

Attachments: [Att#1 Community Relations Officer Rev](#)
 [Att#2 Community Relations Officer Final](#)
 [Att#3 Police Dept Org Chart](#)

21-390 Revisions to the Information Technology Manager - Systems Job Class Specification

Recommended Action:

Approve the updates to the job class specification of Information Technology Manager - Systems.

Attachments: [Att#1 Info Tech Manager Systems Rev](#)
[Att#2 Info Tech Manager Final](#)
[Att#3 Administrative Services Org Chart](#)

21-389 Revisions to the Human Resources Manager Job Class Specification

Recommended Action:

Approve the updates to the job class specification of Human Resources Manager.

Attachments: [Att#1 Human Resources Manager Rev](#)
[Att#2 Human Resources Manager Final](#)
[Att#3 Administrative Services Org Chart](#)

DISCUSSION ITEMS

21-398 Discussion of the “Chair Seniority Rule” in the Commission Bylaws

Attachments: [Personnel Commission Bylaws](#)

21-399 Discussion of Capping the Number of Classification Specifications Agendized for a Commission Meeting

DIRECTOR'S REPORT

Social Media Policy

COMMISSIONER COMMENTS

ADJOURNMENT

The next regularly scheduled meeting of the Personnel Commission is Wednesday, June 16, 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.