

**Personnel Commission**  
**Wednesday, June 16, 2021**  
**5:30 PM - Regular Meeting**  
**AGENDA**

**City of Huntington Beach**  
**2000 Main Street**  
**Huntington Beach, CA 92648**  
**Room B8, Lower Level**  
**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 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:** The Wednesday, June 16 meeting of the Personnel Commission will be held virtually and in person. 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. In-person participants may attend at City Hall, 2000 Main Street, in Room B8, Lower Level.

#### **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 agenda items or non-agenda 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 and requesting to speak may select the "Raise Hand" feature in the Webinar Controls section. Attendees 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. After a virtual speaker concludes their comment, their microphone will be muted, but they may remain on the Webinar for the duration of the meeting. Anyone attending in person who wishes to speak must fill out and submit a form to speak.

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 an item is agenda. The Public Comments process will only be active during designated portions of the agenda (Public Comments and/or Public Hearing).

**CLASSIFICATION & COMPENSATION UPDATE**

**CONSENT CALENDAR**

**21-472      Approve Minutes**

**Recommended Action:**

Approve the minutes from the May 19, 2021 Personnel Commission meeting.

**Attachments:**    [5-19-21 Minutes](#)

**PUBLIC HEARING ITEMS**

**21-454      Creation of Senior Information Technology Manager Job Class  
Specification**

**Recommended Action:**

Amend the City's Classification Plan by approving the proposed Senior Information Technology Manager job classification.

**Attachments:**    [Att#1 Senior IT Manager NEW](#)  
[Att#2 Administrative Services Org Chart](#)

**DIRECTOR'S REPORT**

**PRESENTATIONS**

**RECOGNITION OF ROBERT WENTZEL FOR HIS SERVICE TO THE PERSONNEL COMMISSION**

**COMMISSIONER COMMENTS**

**ADJOURNMENT**

The next regularly scheduled meeting of the Personnel Commission is Wednesday, July 21, 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.