

Personnel Commission
Wednesday, July 21, 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



KATHERINE ELFORD, Commissioner
PATRICIA QUINTANA, Commissioner
GEORGE RIVERA, Commissioner
DIANNE THOMPSON, Commissioner
CINDY VELLUCCI, 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: The Wednesday, July 21, 2021 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

ROLL CALL

Katherine Elford, Patricia Quintana, George Rivera, Dianne Thompson, Cindy Vellucci

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).

SWEARING IN OF NEW COMMISSIONER

NOMINATIONS AND ELECTION OF CHAIR AND VICE CHAIR

CLASSIFICATION & COMPENSATION UPDATE

CONSENT CALENDAR

21-539 **Approve Minutes**

Recommended Action:

Approve the minutes from the June 16, 2021 Personnel Commission meeting.

Attachments: [6-16-21 Minutes](#)

21-533 **Revisions to the Water Meter Repair Technician Job Class Specification**

Recommended Action:

Approve the updates to the job class specification of Water Meter Repair Technician.

Attachments: [Att#1 Water Meter Repair Technician Rev](#)
[Att#2 Water Meter Repair Technician Final](#)
[Att#3 Public Works Water Distribution Organizational Chart](#)

21-534 **Revisions to the Engineering Aide Job Class Specification**

Recommended Action:

Approve the updates to the job class specification of Engineering Aide.

Attachments: [Att#1 Engineering Aide Rev](#)
[Att#2 Engineering Aide Final](#)
[Att#3 Public Works Water Distribution Org Chart](#)

21-536 **Revisions to the Water Systems Technician III Job Class Specification**

Recommended Action:

Approve the updates to the job class specification of Water Systems Technician III.

Attachments: [Att#1 Water Systems Technician III Rev](#)
[Att#2 Water Systems Technician III Final](#)
[Att#3 Public Works Water Production Org Chart](#)

21-535 **Revisions to the Wastewater Equipment Operator Job Class Specification**

Recommended Action:

Approve the updates to the job class specification of Wastewater Equipment Operator.

Attachments: [Att#1 Wastewater Equipment Operator Rev](#)
[Att#2 Wastewater Equipment Operator Final](#)
[Att#3 Public Works Wastewater Org Chart](#)

21-537 **Revisions to the Equipment/Automotive Maintenance Leadworker Job Class Specification**

Recommended Action:

Approve the updates to the job class specification of Equipment/Automotive Maintenance Leadworker.

Attachments: [Att#1 Equipment Automotive Maintenance Leadworker Rev](#)
[Att#2 Equipment Automotive Maintenance Leadworker Final](#)
[Att#3 Public Works Maintenance Ops Org Chart](#)

DIRECTOR'S REPORT

COMMISSIONER COMMENTS

ADJOURNMENT

The next regularly scheduled meeting of the Personnel Commission is Wednesday, August 18, 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.