

Personnel Commission
Wednesday, September 15, 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

BRITTANY MELLO, Deputy Director of Admin Svcs
JOSE RODRIGUEZ, Human Resources Manager
PATRICIA ALBERS, Senior Personnel Analyst
SANDY HENDERSON, Senior Personnel Analyst
TERESA DE COITE, Administrative Assistant



GEORGE RIVERA, Chair
CINDY VELLUCCI, Vice-Chair
KATHERINE ELFORD, Commissioner
PATRICIA QUINTANA, Commissioner
DIANNE THOMPSON, Commissioner

PUBLIC PARTICIPATION/ ZOOM ACCESS: The Wednesday, September 15, 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

PLEDGE OF ALLEGIANCE

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

DIRECTOR'S REPORT

Introduction of New Human Resources Manager

Classification & Compensation Update

CONSENT CALENDAR

21-676 Approve Minutes

Recommended Action:

Approve the minutes from the August 18, 2021 Personnel Commission meeting.

Attachments: [8-18-21 Minutes](#)

21-669 Revisions to the Electrician Job Class Specification

Recommended Action:

Approve the updates to the job class specification of Electrician.

Attachments: [Att#1 Electrician Rev](#)
 [Att#2 Electrician Final](#)
 [Att#3 Public Works Facilities Org. Chart](#)

21-670 Revisions to the Landscape Maintenance Leadworker Job Class Specification

Recommended Action:

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

Attachments: [Att#1 Landscape Maintenance Leadworker Rev](#)
 [Att#2 Landscape Maintenance Leadworker Final](#)
 [Att#3 Public Works Maintenance Operations Org. Chart](#)

21-671 Revisions to the Senior Construction Inspector Job Class Specification

Recommended Action:

Approve the updates to the job class specification of Senior Construction Inspector.

Attachments: [Att#1 Senior Construction Inspector Rev](#)
[Att#2 Senior Construction Inspector Final](#)
[Att#3 Public Works Engineering Org. Chart](#)

COMMISSIONER COMMENTS

ADJOURNMENT

The next regularly scheduled meeting of the Personnel Commission is Wednesday, October 20, at 5:30 PM 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.