

# MINUTES

Wednesday, December 14, 2022

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM – Administrative Services  
Conference Room  
Lower Level, 2000 Main Street  
Huntington Beach, CA 92648

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### CALL TO ORDER

Chair Vellucci called the meeting to order at 5:30 PM.

### PLEDGE OF ALLEGIANCE

### ROLL CALL

Commissioners present: Katherine Elford, George Rivera, Dianne Thompson, Cindy Vellucci

Commissioners absent:

City Staff:

Brittany Mello, Director of Administrative Services  
Jose Rodriguez, Human Resources Manager  
Patricia Albers, Principal Personnel Analyst  
Sandy Henderson, Senior Personnel Analyst  
Teresa De Coite, Administrative Assistant

### PUBLIC COMMENTS

None

### CONSENT CALENDAR

### APPROVAL OF MINUTES

**22-1082** A motion was made by Thompson, second by Rivera to approve the minutes for the November 16, 2022 meeting.

VOTE:	The motion was carried
AYES:	4 (Elford, Rivera, Thompson, Vellucci)
NOES:	0
ABSENT:	0
ABSTAIN:	0

**22-1067** Approve the revisions to the job class specification of **Principal Librarian**, updating the City's Classification Plan.

A motion was made by Thompson, second by Rivera to approve the revisions to the job class specification as amended.

VOTE: The motion was carried  
AYES: 4 (Elford, Rivera, Thompson, Vellucci)  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**22-1068** Approve the revisions to the job class specification of **Water Utility Locator**, updating the City's Classification Plan.

A motion was made by Thompson, second by Rivera to approve the revisions to the job class specification as amended.

VOTE: The motion was carried  
AYES: 4 (Elford, Rivera, Thompson, Vellucci)  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**22-1069** Approve the revisions to the job class specification of **Tree Equipment Operator**, updating the City's Classification Plan.

A motion was made by Thompson, second by Rivera to approve the revisions to the job class specification as amended.

VOTE: The motion was carried  
AYES: 4 (Elford, Rivera, Thompson, Vellucci)  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

## DIRECTOR'S REPORT

Ms. Mello made an announcement to the Commission that she will be departing from The City

of Huntington Beach. She has accepted a position in another city and her last day with the City will be January 3, 2023. Upon her departure, Assistant City Manager, Travis Hopkins will be primary liaison to the Personnel Commission. Ms. Mello also informed the Commission there may be changes to the structure of Administrative Services Department. City Manager Al Zelinka would like The Administrative Services Department split into two separate departments, Human Resources and Information Services. This item will be presented to the City Council for Approval at the Council meeting on December 20, 2022.

## ADMINISTRATIVE ITEMS

**22-1070** Approve the creation of job class specification of **Information Technology Supervisor**, updating the City's Classification Plan.

A motion was made by Thompson, second by Elford to approve the creation of the job class specification as presented.

VOTE: The motion was carried  
AYES: 4 (Elford, Rivera, Thompson, Vellucci)  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**22-1081** Approve the formation and selection of members to serve on two Classification Specification Review Ad Hoc Committees.

Recommended Action:

- (A) Appoint Chair Vellucci and Commissioner Rivera to serve as members of the New Job Classification Specification Review Ad Hoc Committee; and
- (B) Appoint Vice-Chair Thompson and Commissioner Elford to serve as members of the Merged Classification Specification Review Ad Hoc Committee.

The Ad Hoc Committees will meet and present their recommendations to the Commission at the Personnel Commission meetings scheduled on January 18, 2023 and February 1, 2023.

A motion was made by Elford, second by Thompson to approve the appointment of Chair Vellucci and Commissioner Rivera to serve as members of the New Job Classification Specification Review Ad Hoc Committee.

VOTE: The motion was carried  
AYES: 4 (Elford, Rivera, Thompson, Vellucci)  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

A motion was made by Thompson, second by Rivera to approve the appointment of Vice-Chair Thompson and Commissioner Elford to serve as members of the Merged Job Classification Specification Review Ad Hoc Committee.

VOTE: The motion was carried  
AYES: 4 (Elford, Rivera, Thompson, Vellucci)  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

### **COMMENTS FROM COMMISSIONERS**

Commissioner Elford wished everyone Happy Holidays!

Commissioner Rivera asked if the City has a new City Manager. Ms. Mello let him know that Al Zelinka is the new City Manager.

Vice-Chair Thompson asked if there would be a fifth Commissioner appointed to the Personnel Commission. Ms. Mello let her know that the Council will be appointing the Personnel Commission Liaisons and then staff will be given direction on how to proceed with filling the vacant position.

### **ADJOURNMENT**

The meeting adjourned at 5:59 PM.