

MINUTES

Wednesday, December 19, 2018

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

Pending approval by Personnel Commission at the meeting on January 16, 2019
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Department, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Commissioner Lane called the meeting to order at 5:32 PM.

ROLL CALL

Commissioners present: Katherine Elford, David Ellis, Phillis Lane

Commissioners absent: William Blair

Staff Liaison: Lori Ann Farrell-Harrison, Assistant City Manager

Human Resources Department Staff:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

JoAnn Diaz, Principal Personnel Analyst

Teresa De Coite, Administrative Assistant

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Ellis, second by Lane to approve the minutes for the November 14, 2018 meeting.

VOTE:	The motion was carried
AYES:	3
NOES:	0
ABSENT:	1
ABSTAIN:	0

PUBLIC HEARING

- a. Approve the new job classification of **Principal Finance Analyst** in the Finance Department updating the City's Classification Plan.

A motion was made by Ellis, second by Elford to approve the job specification as presented.

VOTE: The motion was carried

AYES: 3

NOES: 0

ABSENT: 1

ABSTAIN: 0

- b. At the request of staff, this item regarding revisions to Principal Civil Engineer moved to the January Personnel Commission Meeting.

- c. Approve the job specification revisions of the position of **Code Enforcement Technician** in the Community Development Department updating the City's Classification Plan.

A motion was made by Ellis, second by Lane to approve the revised job specification as amended.

VOTE: The motion was carried

AYES: 3

NOES: 0

ABSENT: 1

ABSTAIN: 0

- d. Approve the job specification revisions of the position of **Code Enforcement Officer I** in the Community Development Department updating the City's Classification Plan.

A motion was made by Elford, second by Ellis to approve the revised job specification as amended.

VOTE: The motion was carried

AYES: 3

NOES: 0

ABSENT: 1

ABSTAIN: 0

- e. Approve the job specification revisions of the position of **Code Enforcement Officer II** in the Community Development Department updating the City's Classification Plan.

A motion was made by Elford, second by Ellis to approve the revised job specification as amended.

VOTE: The motion was carried
AYES: 3
NOES: 0
ABSENT: 1
ABSTAIN: 0

- f. Approve the job specification revisions of the position of **Senior Code Enforcement Officer** in the Community Development Department updating the City's Classification Plan.

A motion was made by Elford, second by Ellis to approve the revised job specification as amended.

VOTE: The motion was carried
AYES: 3
NOES: 0
ABSENT: 1
ABSTAIN: 0

LABOR RELATIONS UPDATE

Michele Warren, Human Resources Director, reported the City is in active negotiations with the Police Management Association (PMA) and Marine Safety Management Association (MSMA). Negotiations are to begin soon with Fire Management Association (FMA). The contract with Surf City Lifeguard Employee Association (SCLEA) will expire at the end of December.

SECRETARY'S REPORT

Ms. Warren requested that the next regular meeting scheduled for January 16, 2019 be moved to January 9, 2019. Commissioner Elford said she is tentatively available. Staff will poll the commissioners as to their availability on this date.

COMMENTS FROM COMMISSIONERS

The Commissioners wished everyone a happy holidays and thank you for a great year.

ADJOURNMENT

The meeting adjourned at 5:58 PM to the next regularly scheduled meeting of January 16, 2019.

DRAFT