

# MINUTES

Wednesday, Wednesday, February 20, 2019

## City of Huntington Beach PERSONNEL COMMISSION

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

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Pending approval by Personnel Commission at the meeting on March 20, 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 Elford called the meeting to order at 5:30 PM.

### ROLL CALL

Commissioners present: William Blair, Katherine Elford, David Ellis

Commissioners absent: Phillis Lane

Human Resources Department Staff:

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

Tiffany Bose, Human Resources Manager

JoAnn Diaz, Principal Personnel Analyst

Sandy Henderson, Senior Personnel Analyst

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

A motion was made by Blair, second by Ellis to approve the minutes for the January 9, 2019 meeting.

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

## PUBLIC HEARING

Ms. Warren requested to defer items 19-218, 19-225, and 19-226 to the March Personnel Commission meeting.

**19-227** Approve the job specification revisions of the position of **Water Systems Technician II** in the Public Works Department updating the City's Classification Plan.

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

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

**19-219** Approve the job specification revisions of **Water Systems Technician I** in the Public Works Department updating the City's Classification Plan.

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

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

**19-228** Approve the job specification revisions of **Landscape Equipment Operator** in the Public Works Department, updating the City's Classification Plan.

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

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

**19-229** Approve the job specification revisions of **Library Services Clerk** in the Library Services Department, updating the City's Classification Plan.

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

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

### **SECRETARY'S REPORT**

Michele Warren, Human Resources Director, reported that the City is in the process of reviewing the procedural steps to bring forward a grievance appeal to the commission.

Ms. Warren informed the Commission that labor negotiations continue with the Police Management Association (PMA), Fire Management Association (FMA), and Marine Safety Management Association (MSMA). Negotiations with the Police Officers Association (POA) have concluded and the tentative agreement and proposed memorandum of understanding were approved at the February 19, 2019 City Council meeting.

### **COMMENTS FROM COMMISSIONERS**

None

### **ADJOURNMENT**

The meeting adjourned at 5:52 PM to the next regularly scheduled meeting of March 20, 2019.