## **MINUTES**

### Wednesday, April 17, 2019

# **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 May 15, 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 5:30 PM.

#### **ROLL CALL**

Commissioners present: William Blair, Katherine Elford, David Ellis, Phillis Lane

Commissioners absent:

**Human Resources Department Staff:** 

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 March 20, 2019 meeting.

VOTE: The motion was carried

AYES: 4
NOES: 0
ABSENT: 0
ABSTAIN: 0

#### **PUBLIC HEARING**

**19-444** Approve the job specification revisions of the position of **Office Assistant I** updating the City's Classification Plan.

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

VOTE: The motion was carried

AYES: 4
NOES: 0
ABSENT: 0
ABSTAIN: 0

**19-445** Approve the job specification revisions of **Office Assistant II** 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: 4
NOES: 0
ABSENT: 0
ABSTAIN: 0

**19-446** Approve the job specification revisions of **Parking/ Traffic Control Officer** in the Police Department, updating the City's Classification Plan.

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

VOTE: The motion was carried

AYES: 4
NOES: 0
ABSENT: 0
ABSTAIN: 0

**19-447** Approve the job specification revisions of **Facilities Maintenance Technician** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried

AYES: 4
NOES: 0
ABSENT: 0
ABSTAIN: 0

**19-448** Approve the job specification revisions of **Senior Facilities Maintenance Technician** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried

AYES: 4
NOES: 0
ABSENT: 0
ABSTAIN: 0

**19-449** Approve the job specification revisions of **Contract Administrator** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried

AYES: 4
NOES: 0
ABSENT: 0
ABSTAIN: 0

#### **SECRETARY'S REPORTS**

Nothing to report

#### **COMMENTS FROM COMMISSIONERS**

None

#### **ADJOURNMENT**

The meeting adjourned at 5:45 PM to the next regularly scheduled meeting of May 15, 2019.

