

# MINUTES

Wednesday, August 21, 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 September 18, 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

Michele Warren called the meeting to order at 5:30 PM.

### ROLL CALL

Commissioners present: William Blair, David Ellis, Robert Wentzel

Commissioners absent: Robert Binam, George Rivera

Human Resources Department Staff:

Michele Warren, Human Resources Director

Tiffany Bose, Human Resources Manager

JoAnn Diaz, Principal Personnel Analyst

Patricia Albers, Senior Personnel Analyst

Sandy Henderson, Senior Personnel Analyst

City Staff present:

Derek Smith, Water Quality Supervisor

Rudy Ocampo, Water Distribution Supervisor

Jerry Thompson, General Services Manager

Tim Andre, Fire Division Chief

Marie Knight, Director of Community Services

Joe Dale, Construction Manager

### PUBLIC COMMENTS

Kenneth Omura spoke regarding defamation by a library employee.

### APPROVAL OF MINUTES

A motion was made by Blair, second by Ellis to approve the minutes for the April 17, 2019 meeting.

VOTE:	The motion was carried
AYES:	2
NOES:	0
ABSENT:	2

ABSTAIN: 1

## **RECOGNITION OF PHILLIS LANE AND KATHERINE ELFORD FOR THEIR SERVICE TO THE PERSONNEL COMMISSION**

### **COMMISSIONER ORIENTATION**

#### **NOMINATIONS OF CHAIR AND VICE-CHAIR**

A motion was made by Ellis, second by Wentzel to nominate Blair as Chair of the Personnel Commission.

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0

A motion was made by Blair, second by Wentzel to nominate Ellis as Vice-Chair of the Personnel Commission.

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0

#### **PUBLIC HEARING**

**19-711** Approve the job specification revisions of the position of **Cross Connection Control Specialist** 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: 2  
ABSTAIN: 0

- 19-860** Approve the job specification revisions of **Water Service Worker** 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: 2  
ABSTAIN: 0

- 19-712** Approve the job specification revisions of **Fire Protection Analyst** in the Fire Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0

- 19-863** Approve the job specification revisions of **Parking and Camping Leadworker** in the Community Services Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0

- 19-861** Approve the job specification revisions of **Community Services Manager** in the Community Services Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0

**19-865** Approve the new job classification of **Parks Development/ Facilities Project Coordinator** in the Community Services Department, updating the City's Classification Plan.

A motion was made by Wentzel, second by Ellis to approve the job classification as presented.

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0

**19-714** Approve the job specification revisions of **Construction Inspector I** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0

**19-715** Approve the job specification revisions of **Construction Inspector II** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0

**19-866** Approve the job specification revisions of **Senior Construction Inspector** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0

**19-867** Approve the job specification revisions of **Inspection Supervisor** in the Community Development Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0

**19-868** Approve the job specification revisions of **Mechanic II** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0

**19-864** Approve the job specification revisions of **Equipment/ Automotive Maintenance Crewleader** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0

**19-869** Approve the job specification revisions of **Maintenance Worker** 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: 2  
ABSTAIN: 0

**19-713** Approve the job specification revisions of **Administrative Aide**, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0

## SECRETARY'S REPORTS

Michele Warren announced the retirement of JoAnn Diaz, Principal Personnel Analyst, effective September 3<sup>rd</sup>. She praised JoAnn's accomplishments and is grateful for her diligent work on all the classification plan updates over the past 10 years. Ms. Warren introduced Patricia Albers, Senior Personnel Analyst, to the Commission and stated Patricia works on the City recruitments of which there are currently many recruitments and vacancies. Ms. Warren stated there were many retirements this year and last year and the City is changing in many ways. The new City Manager, Oliver Chi, will begin in September and the Interim City Manager, Dave Kiff, will depart. There is an active recruitment for the Fire Chief position and vacant positions of Assistant City

Manager and Chief Financial Officer.

### **COMMENTS FROM COMMISSIONERS**

The Commissioners joined in thanking staff for their hard work.

### **ADJOURNMENT**

The meeting adjourned at 7:18 PM to the next regularly scheduled meeting of September 18, 2019.

DRAFT