

# MINUTES

Wednesday, January 15, 2020

## 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 February 19, 2020.  
(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 Blair called the meeting to order at 5:27 PM.

### PLEDGE OF ALLEGIANCE

### ROLL CALL

Commissioners present: Robert Binam, William Blair, David Ellis, George Rivera, Robert Wentzel

Commissioners absent: None

Human Resources Department Staff:

Travis Hopkins, Assistant City Manager  
Tiffany Bose, Human Resources Manager  
Barbara Montelongo, Principal Personnel Analyst  
Patricia Albers, Senior Personnel Analyst  
Teresa De Coite, Administrative Assistant

City Staff present:

Andrew Ferrigno, Principal Civil Engineer  
Rudy Ocampo, Water Distribution Supervisor

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

A motion was made by Ellis, second by Wentzel to approve the minutes for the December 18, 2019 meeting.

VOTE:	The motion was carried
AYES:	5
NOES:	0
ABSENT:	0
ABSTAIN:	0

**PUBLIC HEARING**

- 20-1337** Approve the job specification revisions of the position of **Associate Civil Engineer** in the Public Works Department, updating the City's Classification Plan.

A motion was made by Wentzel, second by Binam to approve the revised job class specification as amended after striking the words "the ability to" under Certifications/Licenses.

VOTE: The motion was carried  
AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

- 20-1338** Approve the job specification revisions of **Water Meter Repair Technician** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

- 20-1339** Approve the job specification revisions of **Water Distribution Meters Leadworker** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**20-1341** Approve the job specification revisions of **Water Distribution Meters Crewleader** in the Public Works Department, updating the City's Classification Plan.

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

VOTE:	The motion was carried
AYES:	5
NOES:	0
ABSENT:	0
ABSTAIN:	0

## **REVIEWING THE ROLES AND RESPONSIBILITIES**

Staff gave a presentation on the grievance appeal hearings process.

## **SECRETARY'S REPORTS**

None

## **COMMENTS FROM COMMISSIONERS**

Commissioner Binam announced that due to his office moving out of state he will no longer be a resident of the City of Huntington Beach and will be resigning as Commissioner effective January 16, 2020. The Commissioners thanked him for his service.

## **ADJOURNMENT**

The meeting adjourned at 6:28 PM to the next regularly scheduled meeting of February 19, 2020.