

MINUTES

Wednesday, December 9, 2020

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM – Meeting Room B-7
Civic Center - 2000 Main Street
Huntington Beach CA 92648

Pending approval by Personnel Commission at the meeting on January 20, 2021.
(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 5:30 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioners present: William Blair, George Rivera, Robert Wentzel

Human Resources Department Staff:

Travis Hopkins, Assistant City Manager
Brittany Mello, Deputy Director of Administrative Services
Patricia Albers, Senior Personnel Analyst
Sandy Henderson, Senior Personnel Analyst
Teresa De Coite, Administrative Assistant

City Staff present:

Tim Andre, Fire Division Chief
Dahle Bulosan, Chief Financial Officer
Sean Crumby, Director of Public Works
Scott Haberle, Fire Chief
Julian Harvey, Police Chief
Ursula Luna-Reynosa, Community Development Director
Eric McCoy, Fire Division Chief
Kristin Miller, Police Administrative Division Services Manager
Sunny Rief, Assistant Chief Financial Officer
Chris Slama, Director of Community and Library Services

PUBLIC COMMENTS

CONSENT CALENDAR

The Personnel Commission had a discussion regarding items on the agenda and the City's restructuring plan. The Commissioners decided to proceed with the meeting as agendized.

APPROVAL OF MINUTES

20-2073 A motion was made by Wentzel, second by Rivera to approve the minutes for the November 18, 2020 meeting.

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

PUBLIC HEARING ITEMS

20-2060 Approve the new job classification of **Senior Buyer** in the Finance Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Blair to approve the new job class classification as presented.

VOTE:	The motion was carried
AYES:	2
NOES:	1- Wentzel
ABSENT:	0
ABSTAIN:	0

20-2064 Commissioner alerted staff to a typographical error with one certification requirement. Approve the new job classification of **Ocean Lifeguard Specialist** in the Fire Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Blair to approve the new job class classification as presented.

VOTE:	The motion was carried
AYES:	2
NOES:	1- Wentzel
ABSENT:	0

ABSTAIN: 0

- 20-2066** Approve the new job classification of **Economic Development Manager** in the Community Development Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Blair to approve the new job class classification as presented.

VOTE: The motion was carried
AYES: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

- 20-2063** Approve the new job classification of **Police Support Services Manager** in the Police Department, updating the City's Classification Plan.

A motion was made by Blair, second by Rivera to approve the new job class classification as presented.

VOTE: The motion was carried
AYES: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

- 20-2059** Approve the new job classification of **Water Distribution Superintendent** in the Public Works Department, updating the City's Classification Plan.

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

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

- 20-2069** Approve the new job classification of **Utilities Technology Coordinator** in the Public Works Department, updating the City's Classification Plan.

A motion was made by Blair, second by Rivera to approve the new job class classification as presented.

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

20-2056 Approve the new job classification of **Administrative Services Manager** in the Public Works Department, updating the City's Classification Plan.

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

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

20-2057 Approve the new job classification of **Operations Manager** in the Public Works Department, updating the City's Classification Plan.

A motion was made by Blair, second by Rivera to approve the new job class classification as presented.

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

20-2062 Commissioner alerted staff to remove dates listed at the end of the class specification which are unrelated. Approve the new job classification of **Social Services Supervisor** in the Community and Library Services Department, updating the City's Classification Plan.

A motion was made by Blair, second by Rivera to approve the new job class classification as presented.

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

20-2061 Approve the new job classification of **Deputy Director of Community & Library Services** in the Community and Library Services Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Blair to approve the new job class classification as presented.

VOTE: The motion was carried
AYES: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

20-2071 Approve the new job classification of **Director of Community & Library Services** in the Community and Library Services Department, updating the City's Classification Plan.

A motion was made by Blair, second by Rivera to approve the new job class classification as presented.

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

DIRECTOR'S REPORT

Mr. Hopkins informed the Commission that Monday there will be three outgoing Council Members and there will be three incoming Council Members. Once the new Council Members are on board there will be a process to organize Liaisons for Department Commissions. Once the Liaisons for the Personnel Commission have been selected the process of interviewing to fill the

three vacant Personnel Commissions can begin.

COMMENTS FROM COMMISSIONERS

Commissioner Wentzel requested that Personnel Commission meetings be kept to a one hour time limit and four new class specification limit.

ADJOURNMENT

The meeting adjourned at 7:17 PM.

DRAFT