

MINUTES

Wednesday, March 17, 2021

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM – Zoom
Virtual Location

Pending approval by Personnel Commission at the meeting on April 21, 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 Wentzel called the meeting to order at 5:30 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioners present: Katherine Elford, Patricia Quintana, George Rivera, Cindy Vellucci, Robert Wentzel

Human Resources Department Staff:

Travis Hopkins, Assistant City Manager
John Clark, Interim Director of Administrative Services
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:

Chau Vu, Deputy Director of Public Works
Ursula Luna-Reynosa, Community Development Director

PUBLIC COMMENTS

None

DIRECTOR'S REPORT

Mr. Clark gave the Commission an update on the Class and Compensation Study.

CONSENT CALENDAR

APPROVAL OF MINUTES

21-229 Commissioner Wentzel requested to pull the **February 17, 2021 Minutes** for discussion.

21-209 Commissioner Wentzel requested to pull the job class specification of **Administrative Secretary** for discussion.

21-210 Commissioner Wentzel requested to pull the job class specification of **Administrative Aide** for discussion.

21-211 Commissioner Wentzel requested to pull the job class specification of **Administrative Analyst** for discussion.

21-212 Approve the revisions to the job class specification of **Equipment/ Automotive Maintenance Crewleader** in the Public Works Department, updating the City's Classification Plan.

A motion was made by Quintana, second by Vellucci to approve the revisions to the job class specification as amended.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-213 Approve the revisions to the job class specification of **Wastewater Operations Crewleader** in the Public Works Department, updating the City's Classification Plan.

A motion was made by Quintana, second by Vellucci to approve the revisions to the job class specification as amended.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-214 Approve the revisions to the job class specification of **Traffic Signal/ Light Crewleader** in the Public Works Department, updating the City's Classification Plan.

A motion was made by Quintana, second by Vellucci to approve the revisions to the job class specification as amended.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-215 Approve the revisions to the job class specification of **Water Production Supervisor** in the Public Works Department, updating the City's Classification Plan.

A motion was made by Quintana, second by Vellucci to approve the revisions to the job class specification as amended.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-216 Approve the revisions to the job class specification of **Senior Permit Technician** in the Community Development Department, updating the City's Classification Plan.

A motion was made by Quintana, second by Vellucci to approve the revisions to the job class specification as presented.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-217 Approve the revisions to the job class specification of **Housing Manager** in the Community Development Department, updating the City's Classification Plan.

A motion was made by Quintana, second by Vellucci to approve the revisions to the job class specification as amended.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

PUBLIC HEARING ITEMS

21-229 Approve the minutes from the February 17, 2021 Personnel Commission meeting.

A motion was made by Elford, second by Quintana to approve the minutes.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-209 Approve the revisions to the job class specification of **Administrative Secretary**, updating the City's Classification Plan.

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

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-210 Approve the revisions to the job class specification of **Administrative Aide**, updating the City's Classification Plan.

A motion was made by Quintana, second by Vellucci to approve the revised job class classification as amended.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-211 Approve the revisions to the job class specification of **Administrative Analyst**, updating the City's Classification Plan.

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

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

COMMENTS FROM COMMISSIONERS

Commissioner Vellucci asked if the commission will still be reviewing job descriptions during the City's classification and compensation study. Mr. Clark informed the commission that yes the City will be bringing job descriptions to the commission for review as recruitments will be ongoing. Commissioner Wentzel thanked Ms. Mello for providing document 20-1999 from the City Council meeting that discusses the City's reorganization plan. Mr. Wentzel thanked Ms. De Coite for creating the binders for the commission meetings. Commissioner Quintana inquired about the City's last Class and Compensation study, if any employees had been grandfathered to retirement. Ms. Henderson informed the commission that at that time there were a few positions that the compensation was lower than it should have been, but none were reduced as the result of the study.

ADJOURNMENT

The meeting adjourned at 6:25 PM.