

MINUTES

Wednesday, April 21, 2021

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM – Zoom
Virtual Location

Pending approval by Personnel Commission at the meeting on May 19, 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 5:31 PM.

PLEDGE OF ALLEGIENCE

ROLL CALL

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

Administrative Services 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:

Oliver Chi, City Manager
Ursula Luna-Reynosa, Community Development Director
Denny Bacon, Operations Manager

PUBLIC COMMENTS

None

CLASS & COMPENSATION UPDATE

Mr. Clark gave the Commission an update on the Classification and Compensation (C & C) Study.

He noted that on April 15, 2021 there was a Class and Compensation Study kickoff meeting with

about a dozen representatives of the City's bargaining groups and approximately 120 City of Huntington Beach employees attending the meeting via Zoom. The City's consultants for the study, Matt Weatherly and Bob Longmire of Public Sector Personnel Consultants, gave a brief presentation and overview of the study process and schedule, and answered questions from employees.

CONSENT CALENDAR

APPROVAL OF MINUTES

21-317 Commissioner Wentzel requested to pull the **March 17, 2021 Minutes** for discussion.

21-325 Commissioner Wentzel requested to pull the job class specification of **Beach Maintenance Service Worker** for discussion.

21-328 Commissioner Wentzel requested to pull the job class specification of **Associate Planner** for discussion.

21-329 Commissioner Wentzel requested to pull the job class specification of **Accountant** for discussion.

A motion was made by Quintana, second by Vellucci to approve the balance of the Consent Calendar: Items 21-321, 21-322, 21-324, 21-326, 21-327, 21-330

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

21-321 Approve the revisions to the job class specification of **Senior Trial Counsel** in the City Attorney's Office, updating the City's Classification Plan.

21-322 Approve the revisions to the job class specification of **Community Services & Recreation Specialist** in the Community & Library Services Department, updating the City's Classification Plan.

21-324 Approve the revisions to the job class specification of **Literacy Program Specialist** in the Community & Library Services Department, updating the City's Classification Plan.

21-326 Approve the revisions to the job class specification of **Trees Maintenance Leadworker** in the Public Works Department, updating the City's Classification Plan.

21-327 Approve the revisions to the job class specification of **Trees Maintenance Crewleader** in the Public Works Department, updating the City's Classification Plan.

21-330 Approve the revisions to the job class specification of **Senior Accountant** in the Finance Department, updating the City's Classification Plan.

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

21-317 Approve the minutes from the March 17, 2021 Personnel Commission meeting.

Chair Wentzel pulled the March 17, 2021 minutes from the consent calendar to comment that he was pleased with the changes to the format of the minutes and thanked Teresa De Coite for the detail of the minutes.

A motion was made by Wentzel, 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

21-325 Approve the revisions to the job class specification of **Beach Maintenance Service Worker**, updating the City's Classification Plan.

Chair Wentzel pulled the job class specification of Beach Maintenance Service Worker to inquire about the weight lifting requirement for the position. Denny Bacon, Operations Manager in Public Works answered Chair Wentzel's question. No changes were made to the job class specification as presented.

A motion was made by Wentzel, second by Elford 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

21-328 Approve the revisions to the job class specification of **Associate Planner**, updating the City's Classification Plan.

Chair Wentzel pulled the job class specification of Associate Planner from the consent calendar to inquire about the ranking of Associate Planner in relation to Planner and Assistant Planner and Planning Technician. Additionally he inquired about Environmental Impact Reports (EIR's). Ursula Luna-Reynosa, Community Development Director, answered his questions regarding these items. No changes were made to the job class specification as presented.

A motion was made by Wentzel, 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

21-329 Approve the revisions to the job class specification of **Accountant**, updating the City's Classification Plan.

Chair Wentzel pulled the job class specification of Accountant from the consent calendar with questions regarding the organizational chart in Finance in relation to this job class. He also inquired if the requirement for CPA was an addition to this job class specification. Sunny Rief, Assistant Chief Financial Officer, answered his questions regarding the organizational chart and informed the commission that the CPA requirement was an addition to this job class specification. No changes were made to the job class specification as presented.

A motion was made by Wentzel, 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

PUBLIC HEARING ITEMS

21-334 Approve the new job classification of **Deputy Director of Homelessness & Behavioral Health Services**, updating the City's Classification Plan.

Chair Wentzel inquired if this job classification is a replacement for another position. City Manager, Oliver Chi, gave the commission an overview of this position duties and responsibilities. He explained that the City Council asked him to create this structure for the City's homelessness response. Commissioner Elford inquired about the qualifications and education requirements for this position as it deals with important mental health issues. Mr. Chi replied that this was good feedback that will be considered when filling this position.

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

VOTE:	The motion was carried
AYES:	4 (Elford, Quintana, Rivera, Vellucci)
NOES:	1 (Wentzel)
ABSENT:	0
ABSTAIN:	0

DIRECTOR'S REPORT

Mr. Clark reported to the Commission the status of ongoing recruitments within the City. He noted that the "wave" of recruitments arising from last Fall's early retirement incentive had peaked and that the recruitment team should be returning to a more normal pace.

COMMENTS FROM COMMISSIONERS

Commissioner Wentzel thanked the Commissioners for their input during the discussion of the Class and Compensation Study and let them know he would be meeting with Mayor Kim Carr on this topic and welcomed any input the Commissioners may have on the topic. A discussion ensued and Assistant City Manager, Travis Hopkins provided a refresher on the Brown Act.

ADJOURNMENT

The meeting adjourned at 6:51 PM.