

MINUTES

Wednesday, May 19, 2021

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM – Zoom
Virtual Location

Pending approval by Personnel Commission at the meeting on June 16, 2021.
(These minutes are not verbatim. A recording of the meeting is available in the Administrative Services 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 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

PUBLIC COMMENTS

None

CLASS & COMPENSATION UPDATE

Mr. Clark informed the Commission that the compensation portion of the Classification and Compensation (C & C) Study will be completed by around the end of June. He also informed the Commission that the City has created a dedicated page on the City's Intranet where employees can fill out a Position Analysis Questionnaire (PAQ) for the Classification and Compensation Study. Commissioner Wentzel requested a copy of the PAQ as well as the C & C PowerPoint

presentation.

CONSENT CALENDAR

APPROVAL OF MINUTES

21-397 Commissioner Quintana requested to pull the **April 21, 2021 Minutes** for discussion.

21-389 Commissioner Wentzel requested to pull the job class specification of **Human Resources Manager** for discussion.

A motion was made by Rivera, second by Vellucci to approve the balance of the Consent Calendar: Items 21-386, 21-387, 21-388, 21-390

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

21-386 Approve the revisions to the job class specification of **Stock Clerk** in the Public Works Department, updating the City's Classification Plan.

21-387 Approve the revisions to the job class specification of **Crime Scene Investigator** in the Police Department, updating the City's Classification Plan.

21-388 Approve the revisions to the job class specification of **Community Relations Officer** in the Police Department, updating the City's Classification Plan.

21-390 Approve the revisions to the job class specification of **Information Technology Manager** in the Administrative Services Department, updating the City's Classification Plan.

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

21-397 Approve the minutes from the April 21, 2021 Personnel Commission meeting.

Commissioner Quintana pulled the April 21, 2021 minutes from the consent calendar to request the minutes be amended to include comments regarding the job description of Deputy Director of Homelessness & Behavioral Health Services. She asked that it be included in the minutes that she had inquired if studies had been done of other cities in relation to this position and that City Manager Oliver Chi had explained why this position is appropriate to the City of Huntington Beach as well as his confirmation that it was the desire of the City Council to create this position. Chair Wentzel requested that the minutes reflect that Deputy Director of Administrative Services, Brittany Mello had provided clarification on questions he had regarding funding the position.

A motion was made by Wentzel, second by Rivera to approve the minutes as amended.

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

21-389 Approve the revisions to the job class specification of **Human Resources Manager**, updating the City's Classification Plan.

Chair Wentzel pulled the job class specification of Human Resources Manager to inquire about the Risk Management aspects of the job description. Brittany Mello provided some background history on the structure of Human Resources Department in regards to the Human Resources Manager and the Risk Manager and explained the benefit of having the Human Resources Manager oversee all divisions of Human Resources including Risk Management. Commissioner Quintana commented regarding the importance of having a safeguard in the division of workers compensation and human resources functions. John Clark responded to this that the City maintains separation as the department continues to have a full time Risk Manager and third party administrators for both the Workers Compensation program and the General Liability program. Mr. Clark suggested Risk Management certifications be added to the class specification as desirable, to ensure this area of expertise is also addressed.

A motion was made by Quintana, 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

DISCUSSION ITEMS

21-398 Discussion of the “Chair Seniority Rule” in the Bylaws

Chair Wentzel requested this item be placed on the agenda. He wanted to discuss section 3 of the Bylaws with the Commissioners with regard to the nomination of Chair and Vice Chair and the “Chair Seniority Rule”. He stated that he believes this rule potentially obligates a specific Commissioner in to the Chair role based on seniority even if it is not what they desire and asked if any of the Commissioners would like to eliminate this rule from the Bylaws. Commissioner Elford commented that the Bylaws permit a Commissioner to decline the nomination if they wish to, so she does not believe there is a need to alter the Bylaws. Vice Chair Rivera, Commissioner Quintana and Commissioner Vellucci all stated that they do not see the need to alter the Bylaws. No action was taken.

21-399 Discussion of the Capping the Number of Classification Specifications Agendized for a Commission Meeting

Chair Wentzel requested this item be placed on the agenda. He wanted to discuss with the commission capping the number of classification specifications agendized per meeting. He stated the amount that have been agendized is too high of a number and would like to have fewer items. He expressed his concerns that the Classification and Compensation Study may keep the levels of agendized items at a high number. Travis Hopkins thanked the Commission for their hard work in reviewing so many job class specifications. He explained the reason there have been so many was due to the restructuring of the City after the budget reduction due to the pandemic as well as the Separation Incentive Program, which led to the departure of more than 100 employees. Commissioner Quintana commented that she felt Commissioner Wentzel had a good point and that the job classification specifications deserve special attention and in order to do due diligence the number should be capped. Mr. Hopkins thanked the Commission for working so diligently to keep the consent calendar moving and stated the number of agendized items will be kept to a reasonable amount to review. No formal action was taken.

DIRECTOR’S REPORT

Mr. Clark informed the Commission that the June Personnel Commission meeting will be held in person in meeting room B-8 at City Hall and that a Zoom option will continue to be available. Mr. Clark then gave an update regarding the City’s Social Media Policy for Elected and Appointed

Officials that was adopted at the May 3, 2021 Council Meeting.

COMMENTS FROM COMMISSIONERS

Chair Wentzel inquired as to how to get the Personnel Commission meeting added to the City's Calendar. Mr. Hopkins stated that would be remedied for the next Personnel Commission meeting.

ADJOURNMENT

The meeting adjourned at 6:21 PM.

DRAFT