

MINUTES

Wednesday, June 16, 2021

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM – Regular Meeting
2000 Main Street, Room B8
Huntington Beach, CA 92648

Pending approval by Personnel Commission at the meeting on July 21, 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 5:32 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Commissioners absent: George Rivera

Administrative Services Department Staff:

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 consultants for the Class & Compensation study met with the City and presented information on the “salary only” portion of the study. Mr. Clark commented that the last study was done in 2003 and said that best practices would be to do a study every 3-4 years. The consultants were able to find comparisons for a good portion of the positions from the survey cities of Anaheim, Santa Ana, Irvine, Garden Grove, Orange, Fullerton, Costa Mesa and Newport Beach. The total aggregate level on “salary only” basis put the City of Huntington Beach about 4 % behind the market. About 60% of the City’s positions fell into that category as they are at the top step of the current pay grade. Total compensation consists of three parts: health insurance, pension pickup, and add-on pay which includes items such as

longevity pay, educational incentive pay, and bilingual pay. The initial review shows the City may be behind the market on this portion. The next step for the study will be to review the Position Analysis Questionnaires that are to be completed by all employees.

CONSENT CALENDAR

APPROVAL OF MINUTES

21-472 Approve the minutes from the April 21, 2021 Personnel Commission meeting.
A motion was made by Quintana, second by Vellucci to approve the minutes as presented.

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

PUBLIC HEARING ITEMS

21-454 Approve the new job classification of **Senior Information Technology Manager**, updating the City's Classification Plan.

Commissioner Wentzel inquired if this job class specification should have been reviewed after the Class & Compensation study had been completed. Mr. Clark informed the Commission that this job classification will be needed even after the study is complete.

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

VOTE: The motion was carried
AYES: 3 (Elford, Quintana, Vellucci)
NOES: 1 (Wentzel)
ABSENT: 1 (Rivera)
ABSTAIN: 0

DIRECTOR'S REPORT

Mr. Clark informed the Commission that the City is currently conducting the recruitment process for Human Resources Manager. He let the Commission know the position is expected to be filled by the first week of August.

PRESENTATIONS

RECOGNITION OF ROBERT WENTZEL FOR HIS SERVICE TO THE PERSONNEL COMMISSION

COMMENTS FROM COMMISSIONERS

Chair Wentzel thanked staff for their work on behalf of the Commission and that he enjoyed working with everyone during his tenure on the Personnel Commission.

Chair Wentzel also commented that he would like to see the Personnel Commission listed on the City Calendar. He also noted he saw a new page on the City's website called Diversity Equity and Inclusion and that it is a great page and has a lot of good information.

ADJOURNMENT

The meeting adjourned at 6:32 PM.