

# MINUTES

Wednesday, August 18, 2021

## City of Huntington Beach PERSONNEL COMMISSION

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

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Pending approval by Personnel Commission at the meeting on September 15, 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 Rivera called the meeting to order at 5:30 PM.

### PLEDGE OF ALLEGIANCE

### ROLL CALL

Commissioners Present: Patricia Quintana, George Rivera, Dianne Thompson, Cindy Vellucci  
Commissioners Absent: Katherine Elford

City 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 Position Analysis Questionnaires (PAQ's) have been filled out by approximately 250 employees and have been reviewed by the supervisors. The PAQ's are now being reviewed by the consultants. Another component to this study will be to update and standardize the City's pay schedule. Currently, each bargaining unit has a separate pay schedule for the positions in their unit. The City is creating one universal pay schedule that will separate each pay range by 1 percent, starting at minimum wage up to the executive level. Additionally, the City will transition from a 5-step pay range with 5.5 percent separation between each step, to a 7-step pay range with 5 percent between each step.

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## CONSENT CALENDAR

A motion was made by Thompson, second by Vellucci, to approve all of the items on the Consent Calendar: Items 21-604, 21-606, 21-607, 21-608.

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

**21-604** Approve the minutes from the July 21, 2021 Personnel Commission meeting.

**21-606** Approve the revisions to the job class specification of **Senior Planner** in the Community Development Department, updating the City's Classification Plan.

**21-607** Approve the revisions to the job class specification of **Principal Planner** in the Community Development Department, updating the City's Classification Plan.

**21-608** Approve the revisions to the job class specification of **Building Manager** in the Community Development Department, updating the City's Classification Plan.

## DIRECTOR'S REPORT

Mr. Clark informed the Commission that there have been updates to the City's COVID-19 Policy. Ms. Mello let the Commission know that the City requires masks to be worn by the unvaccinated, and masks are strongly recommended for vaccinated employees as well. The City has followed the California Division of Occupational Safety and Health guidelines of documenting vaccination status, and there has been good compliance with the rules thus far. She let the Commission know there was a recent spike in cases among employees due to the Delta Variant. Commissioner Quintana asked if the City provides COVID-19 testing for employees, and Ms. Mello confirmed that the City does pay for the testing.

## COMMENTS FROM COMMISSIONERS

None.

## ADJOURNMENT

The meeting adjourned at 5:49 PM.