

MINUTES

Wednesday, September 15, 2021

City of Huntington Beach PERSONNEL COMMISSION

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

Pending approval by Personnel Commission at the meeting on October 20, 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: Katherine Elford, Patricia Quintana, George Rivera, Dianne Thompson
Commissioners Absent: Cindy Vellucci

City Staff: Brittany Mello, Deputy Director of Administrative Services
Jose Rodriguez, Human Resources Manager
Sandy Henderson, Senior Personnel Analyst
Teresa De Coite, Administrative Assistant

PUBLIC COMMENTS

None.

DIRECTOR'S REPORT

Ms. Mello announced to the Commission that Interim Director of Administrative Services, John Clark had to end his appointment with the City due to personal reasons. She thanked him for the great service and expertise he provided to the Department, the Commission and the City and said he will be missed. With Mr. Clark's departure, Ms. Mello will now serve as the Secretary to the Personnel Commission going forward.

Ms. Mello welcomed the City's new Human Resources Manager, Jose Rodriguez to the Commission. Mr. Rodriguez introduced himself to the Commission and provided an overview of his prior experience and background. Mr. Rodriguez expressed his excitement to work for the City of Huntington Beach.

Ms. Mello gave the Classification & Compensation update to the Commission. Ms. Mello

announced the Cities' working group, which consist of one representative from each department and one representative per union group met with the consultants. The working group and consultants met twice in the past month and discussed the total compensation package of wages and benefits. The consultants will be factoring in two of the study's comparison cities recent salary increases and will have the results in the next few weeks. Commissioner Thompson inquired if the Classification & Compensation study would come to the Commission before going to City Council. Ms. Mello replied if there are any new positions created as a result of the study, those would be brought to the Commission. Ms. Mello informed the Commission that the scope of all of the City's Commissions is being reviewed by a Council Committee. This could have some changes on the type of items that would come before the Personnel Commission.

CONSENT CALENDAR

21-669 Commissioner Thompson requested to pull the job class specification of **Electrician** for discussion.

A motion was made by Thompson, second by Quintana, to approve the balance of the Consent Calendar: Items 21-676, 21-670, 21-671.

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

21-676 Approve the minutes from the August 18, 2021 Personnel Commission meeting.

21-670 Approve the revisions to the job class specification of **Landscape Maintenance Leadworker** in the Public Works Department, updating the City's Classification Plan.

21-671 Approve the revisions to the job class specification of **Senior Construction Inspector** in the Public Works Department, updating the City's Classification Plan.

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

21-669 Approve the revisions to the job class specification of **Electrician**, updating the City's Classification Plan.

Commissioner Thompson pulled the job class specification of Electrician from the consent calendar to inquire if the open position is an enhancement. Operations Manager, Denny Bacon spoke about the position and informed the Commission that when the current position of Electrician became vacant the job class specifications were old and needed to be updated. The changes to the job class specification for Electrician include changing from a class A license to a class C license as the electrician is not carrying heavy equipment. Certification from the Department of Industrial Relations requires eight thousand hours to become a Journeyman and that is what this position will require. These are the most substantial changes to this position.

A motion was made by Thompson, second by Rivera to approve the revised job class classification

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

COMMENTS FROM COMMISSIONERS

Commissioner Rivera inquired if there were any future hearings coming before the Commission. Ms. Mello replied that the City did recently receive a disciplinary appeal and there are hearing officers that will be doing the background process of holding hearings and once that process is complete it will come before the Commission.

ADJOURNMENT

The meeting adjourned at 5:41 PM.