

MINUTES

Wednesday, November 16, 2022

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM – Zoom and Administrative
Services Conference Room
Lower Level, 2000 Main Street
Huntington Beach, CA 92648

CALL TO ORDER

Chair Vellucci called the meeting to order at 5:30 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioners present: Katherine Elford, Dianne Thompson, Cindy Vellucci

Commissioners absent: George Rivera

City Staff:

Brittany Mello, Director of Administrative Services
Jose Rodriguez, Human Resources Manager
Patricia Albers, Principal Personnel Analyst
Sandy Henderson, Senior Personnel Analyst
Teresa De Coite, Administrative Assistant

PUBLIC COMMENTS

None

DIRECTOR'S REPORT

Ms. Mello gave the Commission an update on the Citywide Classification and Compensation Study. The City Council approved the Classification and Compensation Study Implementation Plan at the City Council Meeting held on Tuesday, November 15, 2022. The approved changes will be effective February 4, 2023.

Staff aim to bring the following items to the Personnel Commission for review prior to the February implementation date: approximately 7 new job class specifications, 20 merged job class specifications, and 81 modified job class specifications. Additionally, there were 55 deleted job class specifications approved through the Study. To meet the implementation timeline, Ms. Mello asked the Personnel Commission for their preference of whether to have longer meetings with more items on the agenda or shorter, more frequent meetings with fewer items to review

at one time. Vice Chair Thompson proposed the formation of two Ad Hoc Committees to review these items to then present to the Commission for approval. Commissioner Elford suggested consulting with an attorney regarding the formation of the Ad Hoc Committees to avoid a violation of the Brown Act. It was discussed that if it is not permissible to have the Ad Hoc Committee, they would move forward with more frequent meetings.

A motion was made by Thompson, second by Vellucci to (1) form two Ad Hoc Committees – one to review the merged jobs and a second to review the modified class specs – and then to report back to the full Commission; or, (2) if the Ad Hoc Committees may not proceed, to instead move forward with more frequent meetings. Staff said they would consult with the City Attorney's Office accordingly.

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

CONSENT CALENDAR

APPROVAL OF MINUTES

22-1004 A motion was made by Thompson, second by Vellucci to approve the minutes for the September 21, 2021 meeting.

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

22-993 Approve the revisions to the job class specification of **Administrative Assistant**, updating the City's Classification Plan.

A motion was made by Thompson, second by Vellucci to approve the revisions to the job class specification as amended.

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

22-994 Approve the creation of job class specification of **Senior Human Resources Technician**, updating the City's Classification Plan.

A motion was made by Thompson, second by Vellucci to approve the revisions to the job class specification as presented.

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

22-995 Approve the revisions to the job class specification of **Personnel Analyst**, updating the City's Classification Plan.

A motion was made by Thompson, second by Vellucci to approve the revisions to the job class specification as amended.

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

22-996 Approve the revisions to the job class specification of **Senior Personnel Analyst**, updating the City's Classification Plan.

A motion was made by Thompson, second by Vellucci to approve the revisions to the job class specification as amended.

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

22-997 Approve the creation of job class specification of **Information Technology Project Coordinator**, updating the City's Classification Plan.

A motion was made by Thompson, second by Vellucci to approve the revisions to the job class specification as presented.

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

22-998 Approve the revisions to the job class specification of **Social Worker**, updating the City's Classification Plan.

A motion was made by Thompson, second by Vellucci to approve the revisions to the job class specification as amended.

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

22-999 Approve the creation of job class specification of **Public Affairs Manager**, updating the City's Classification Plan.

A motion was made by Thompson, second by Vellucci to approve the revisions to the job class specification as presented.

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

22-1000 Approve the revisions to the job class specification of **Permit and Plan Check Supervisor**, updating the City's Classification Plan.

A motion was made by Thompson, second by Vellucci to approve the revisions to the job class specification as amended.

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

22-1001 Approve the revisions to the job class specification of **Planning Manager**, updating the City's Classification Plan.

A motion was made by Thompson, second by Vellucci to approve the revisions to the job class specification as amended.

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

22-1002 Approve the revisions to the job class specification of **Irrigation Specialist**, updating the City's Classification Plan.

A motion was made by Thompson, second by Vellucci to approve the revisions to the job class specification as amended.

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

COMMENTS FROM COMMISSIONERS

Vice Chair Thompson wished everyone a Happy Thanksgiving.

ADJOURNMENT

The meeting adjourned at 6:02 PM.