

MINUTES

Wednesday, January 18, 2023

City of Huntington Beach
PERSONNEL COMMISSION

5:30 PM – Meeting Room B-8
Lower Level, 2000 Main Street
Huntington Beach, CA 92648

CALL TO ORDER

Chair Vellucci called the meeting to order at 5:31 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioners present: Katherine Elford, George Rivera, Dianne Thompson, Cindy Vellucci

Commissioners absent: None

Council Liaisons: Gracey Van Der Mark, Mayor Pro Tem, Pat Burns, Council Member

Staff Liaisons: Travis Hopkins, Assistant City Manager, Jose Rodriguez, Human Resources Manager, Patricia Albers, Principal Personnel Analyst, Teresa De Coite, Administrative Assistant

PUBLIC COMMENTS

None

DIRECTOR'S REPORT

Mr. Hopkins introduced Council Liaisons Mayor Pro-Tem Gracey Van Der Mark and Council Member Pat Burns to the Commission. Mr. Hopkins informed the Commission that the Council has approved the division of the Administrative Services Department into two departments: the Human Resources Department and the Information Services Department. He explained that these departments had been separate for many years but were consolidated during the pandemic. Mr. Hopkins informed the Commission that the City will be recruiting Directors for the Human Resources and Information Services Departments.

CONSENT CALENDAR

APPROVAL OF MINUTES

22-1121 A motion was made by Thompson, second by Vellucci to approve the minutes for the December 14, 2022 meeting.

VOTE: The motion was carried

AYES: 4 (Elford, Rivera, Thompson, Vellucci)
NOES: 0
ABSENT: 0
ABSTAIN: 0

23-058 Approve the revisions to the job class specifications of **Administrative Secretary, Administrative Assistant, Administrative Aide, Administrative Analyst, Senior Administrative Analyst, Principal Administrative Analyst, Senior Trial Counsel, Library Services Clerk, Librarian I, Community Services and Recreation Specialist, Community Services Recreation Supervisor, Parking and Camping Leadworker, Parking and Camping Facility Supervisor, Community Services Manager, Code Enforcement Officer I, Code Enforcement Officer II, Senior Code Enforcement Officer, Code Enforcement Supervisor, Fire Prevention Inspector I, Fire Prevention Inspector II, Geographic Information Systems Analyst I, Geographic Information Systems Analyst II, Information Technology Technician I, Senior Information Technology Technician, Senior Information Technology Analyst, Construction Inspector I, and Contract Administrator**, updating the City's Classification Plan.

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

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

ADMINISTRATIVE ITEMS

23-056 Approve the creation of job class specification of **Cyber Information Security Officer, Facilities Maintenance Coordinator, Facilities Security Coordinator, Lead Construction Inspector, Librarian II, Public Works Maintenance Superintendent, and Public Works Maintenance Worker**, updating the City's Classification Plan.

A motion was made by Vellucci, second by Rivera to approve the creation of the job class specifications as presented.

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

23-057 Approve the creation of merged job class specifications of **Accounting Technician, Finance Manager, Information Technology Analyst, Senior Information Technology Analyst, Senior Information Technology Technician, Senior Public Works Maintenance Worker, Lead Public Works Maintenance Worker, Public Works Equipment Operator, Utility Equipment Operator, Public Works Maintenance Crew Leader, Public Works Maintenance Supervisor, Senior Community and Library Services Supervisor, Principal Combination Inspector, and Police Services Manager**, updating the City's Classification Plan.

A motion was made by Thompson, second by Elford to approve the creation of the merged job class specifications as presented.

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

COMMENTS FROM COMMISSIONERS

Commissioner Elford asked if there are any grievances coming up for an appeals process or any issues with bargaining units that will come to the Commission. Mr. Hopkins informed the Commission there are a few grievances that are going through the process. Mr. Rodriguez let the Commission know that one of these will be coming to the Commission in the next few months.

ADJOURNMENT

The meeting adjourned at 6:01 PM.