

MINUTES

Wednesday, March 15, 2023

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM – Meeting Room B-7
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, George Rivera, Dianne Thompson, Cindy Vellucci

Commissioners absent: None

Staff Liaisons: Travis Hopkins, Assistant City Manager, Jose Rodriguez, Acting Deputy Director of Administrative Services, Patricia Albers, Acting Human Resources Manager, Teresa De Coite, Senior Administrative Assistant

PUBLIC COMMENTS

None

DIRECTOR'S REPORT

Mr. Hopkins asked Mr. Rodriguez to inform the Commission if there were any items he would like to update the Commission on. Mr. Rodriguez let the Commission know that there will be a hearing coming to the Commission in the near future. Mr. Hopkins gave a brief overview of the hearing process. Commissioner Elford requested that when there is a serious grievance claim involving wrongful termination for example, that a member of the Police Department be present at the Personnel Commission meeting as a precaution. Mr. Hopkins thanked Commissioner Elford for her suggestion and agreed to this request.

CONSENT CALENDAR

APPROVAL OF MINUTES

23-098 A motion was made by Thompson, second by Vellucci to approve the minutes for the January 18, 2023 meeting.

VOTE: The motion was carried
AYES: 4 (Elford, Rivera, Thompson, Vellucci)

NOES: 0
ABSENT: 0
ABSTAIN: 0

23-255 Approve the revisions to the job class specifications of **Deputy City Attorney I, Deputy City Attorney III, Community Relations Officer, Parking Meter Repair Worker, Building Inspector I, Building Inspector II, Building Inspector III, Building Plan Checker I, Building Plan Checker II, Inspection Supervisor, Inspection Manager, Building Manager, Ocean Lifeguard Specialist, Marine Safety Captain, Emergency Services Coordinator, Payroll Specialist, Senior Payroll Technician, Personnel Assistant, Personnel Analyst, Personnel Analyst, Senior, Principal Personnel Analyst, Police Records Technician, Police Records Specialist, Police Records Supervisor, Civilian Check Investigator, Latent Fingerprint Examiner, Police Administrative Division Services Manager, Assistant Civil Engineer, Civil Engineering Assistant, Mechanic II, Mechanic III, Equipment Support Assistant, Equipment/Automotive Maintenance Leadworker, Equipment/Automotive Maintenance Crewleader, Landscape Maintenance Leadworker, Maintenance Worker, Operations Manager, Survey Technician I, Survey Technician II, Traffic Signal/Light Crewleader, Transportation Manager, Stock Clerk, Warehousekeeper, Utilities Technology Coordinator, Wastewater Pump Mechanic, Senior Wastewater Pump Mechanic, Wastewater Operations Leadworker, Wastewater Operations Crewleader, Water Meter Reader, Senior Water Meter Reader, Water Distribution Superintendent, Water Systems Technician III, and Water Utility Locator**, 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

23-256 Approve the creation of merged job class specification of **Water Utility Worker, Lead Water Utility Worker, Water Utility Crew Leader, Water Utility Supervisor, and Water Quality Specialist**, updating the City's Classification Plan.

A motion was made by Thompson, second by Elford 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

COMMENTS FROM COMMISSIONERS

Commissioner Elford asked if there was a master document tracking all the changes from the City's Class & Compensation study. Ms. Albers confirmed that on the City's website under each MOU there is a Side Letter with the approved changes and also on the City Council Agenda dated November 15, 2022 the Council approved all of the Side Letters. Mr. Hopkins confirmed that an email will be sent to the Commissioners with the links to these items as well as the Class and Compensation Presentation and the City's budget which contains organizational charts for each department.

Chair Vellucci inquired if any of the Commissioners had attended the Boards and Commissions Committee Onboarding Training that took place on February 16, 2023. All of the Commissioners stated they did not. Mr. Hopkins gave a brief overview of the event.

Mr. Hopkins and Ms. Albers thanked the Commission for all of their work on the Class and Compensation job classifications. Ms. Albers informed the Commission there are only two job class specifications left for review by the Commission.

Mr. Hopkins thanked Human Resources staff for all of their work on the Class and Compensation study.

ADJOURNMENT

The meeting adjourned at 5:45 PM.