

# MINUTES

Wednesday, April 17, 2019

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8  
Civic Center - 2000 Main Street  
Huntington Beach CA 92648

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### CALL TO ORDER

Commissioner Lane called the meeting to order at 5:30 PM.

### ROLL CALL

Commissioners present: William Blair, Katherine Elford, David Ellis, Phillis Lane

Commissioners absent:

Human Resources Department Staff:

Tiffany Bose, Human Resources Manager

JoAnn Diaz, Principal Personnel Analyst

Sandy Henderson, Senior Personnel Analyst

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

A motion was made by Blair, second by Ellis to approve the minutes for the March 20, 2019 meeting.

VOTE:	The motion was carried
AYES:	4
NOES:	0
ABSENT:	0
ABSTAIN:	0

### PUBLIC HEARING

**19-444** Approve the job specification revisions of the position of **Office Assistant I** updating the City's Classification Plan.

A motion was made by Ellis, second by Elford to approve the revised job class specification as amended.

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**19-445** Approve the job specification revisions of **Office Assistant II** updating the City's Classification Plan.

A motion was made by Blair, second by Ellis to approve the revised job class specification as amended.

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**19-446** Approve the job specification revisions of **Parking/ Traffic Control Officer** in the Police Department, updating the City's Classification Plan.

A motion was made by Ellis, second by Elford to approve the revised job class specification as amended.

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**19-447** Approve the job specification revisions of **Facilities Maintenance Technician** in the Public Works Department, updating the City's Classification Plan.

A motion was made by Blair, second by Elford to approve the revised job class specification as amended.

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**19-448** Approve the job specification revisions of **Senior Facilities Maintenance Technician** in the Public Works Department, updating the City's Classification Plan.

A motion was made by Ellis, second by Elford to approve the revised job class specification as amended.

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**19-449** Approve the job specification revisions of **Contract Administrator** in the Public Works Department, updating the City's Classification Plan.

A motion was made by Elford, second by Blair to approve the revised job class specification as amended.

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

## SECRETARY'S REPORTS

Nothing to report

## COMMENTS FROM COMMISSIONERS

None

## ADJOURNMENT

The meeting adjourned at 5:45 PM to the next regularly scheduled meeting of May 15, 2019.