

MINUTES

Wednesday, November 20, 2019

City of Huntington Beach PERSONNEL COMMISSION

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

CALL TO ORDER

Commissioner Blair called the meeting to order at 5:40 PM.

PLEDGE OF ALLEGIENCE

ROLL CALL

Commissioners present: Robert Binam, William Blair, David Ellis, George Rivera, Robert Wentzel

Commissioners absent: None

Human Resources Department Staff:

Travis Hopkins, Assistant City Manager
Patricia Albers, Senior Personnel Analyst
Teresa De Coite, Administrative Assistant

City Staff present:

Jessica Framson, Senior Librarian
Brian Ragland, Utilities Manager
Derek Smith, Water Quality Supervisor

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Wentzel, second by Ellis to approve the minutes for the August 21, 2019 meeting.

| | |
|----------|------------------------|
| VOTE: | The motion was carried |
| AYES: | 3 |
| NOES: | 0 |
| ABSENT: | 0 |
| ABSTAIN: | 2 |

PUBLIC HEARING

- 19-1147** Approve the job specification revisions of the position of **Principal Librarian** in the Library Department, updating the City's Classification Plan.

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

VOTE: The motion was carried
AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

- 19-1148** Approve the job specification revisions of **Warehousekeeper** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried
AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

- 19-1149** Approve the job specification revisions of **Wastewater Supervisor** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried
AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

- 19-1150** Approve the job specification revisions of **Water Quality Technician** in the Public Works Department, updating the City's Classification Plan.

A motion was made by Binam, second by Wentzel to approve the revised job class specification as amended after adding the word "preferred" under Experience.

VOTE: The motion was carried
AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

SECRETARY'S REPORTS

Mr. Hopkins let the Commission know that he will be providing his contact information to the Commissioners. Commissioner Rivera asked if there are any hearings coming up and Mr. Hopkins replied that there will be a hearing taking place in the near future. The Commissioners inquired about the status of the Fire Chief position and Mr. Hopkins let the Commissioners know that the position is in the process of recruitment.

COMMENTS FROM COMMISSIONERS

Discussion ensued regarding the Brown Act, Rosenberg's Rules of Order and Personnel Commission procedures. Commissioner Wentzel requested the City's organization charts.

ADJOURNMENT

The meeting adjourned at 6:27 PM to the next regularly scheduled meeting of December 18, 2019.