

# MINUTES

Wednesday, December 18, 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 Blair called the meeting to order at 5:30 PM.

### PLEDGE OF ALLEGIENCE

### ROLL CALL

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

Commissioners absent: David Ellis

Human Resources Department Staff:

Travis Hopkins, Assistant City Manager  
Tiffany Bose, Human Resources Manager  
Patricia Albers, Senior Personnel Analyst  
Teresa De Coite, Administrative Assistant

City Staff present:

Joe Dale, Construction Manager  
Sunny Rief, Assistant Chief Financial Officer  
Chris Slama, Director of Community Services  
Bob Stachelski, Transportation Manager  
Michael Vigliotta, Chief Assistant City Attorney

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

Commissioner Wentzel recommended a correction be made to the November 20, 2019 minutes to note that Commissioner Blair had called the meeting to order. A motion was made by Blair, second by Wentzel to approve the minutes as amended.

|          |                        |
|----------|------------------------|
| VOTE:    | The motion was carried |
| AYES:    | 4                      |
| NOES:    | 0                      |
| ABSENT:  | 1                      |
| ABSTAIN: | 0                      |



**PUBLIC HEARING**

**19-1232** Approve the job specification revisions of the position of **Traffic Engineering Technician** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

**19-1233** Approve the job specification revisions of **Deputy City Attorney I** in the City Attorney's Office, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

**19-1234** Approve the job specification revisions of **Deputy City Attorney II** in the City Attorney's Office, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

**19-1235** Approve the job specification revisions of **Deputy City Attorney III** in the City Attorney's Office, updating the City's Classification Plan.



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

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

**19-1236** Approve the job specification revisions of **Senior Deputy City Attorney** in the City Attorney's Office, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

**19-1237** Approve the job specification revisions of **Senior Accounting Technician** in the Finance Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Binam to approve the revised job class specification as amended after changing the word "classes" to "classifications" under Distinguishing Characteristics.

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

**19-1238** Approve the job specification revisions of **Accounting Technician Supervisor** in the Finance Department, updating the City's Classification Plan.



A motion was made by Binam, second by Rivera to approve the revised job class specification as amended after changing the word “class” to “classifications” under Distinguishing Characteristics.

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

**19-1239** Approve the job specification revisions of **Payroll Specialist** in the Finance Department, updating the City’s Classification Plan.

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

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

**19-1240** Approve the job specification revisions of **Community Services Manager** in the Community Services Department, updating the City’s Classification Plan.

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

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

**19-1241** Approve the job specification revisions of **Survey Party Chief** in the Public Works Department, updating the City’s Classification Plan.



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

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

**19-1242** Approve the job specification revisions of **Assistant to the City Manager** in the City Manager's Office, updating the City's Classification Plan.

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

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

## SECRETARY'S REPORTS

None

## COMMENTS FROM COMMISSIONERS

Commissioner Binam announced that due to his office moving out of state he will no longer be a resident of the City of Huntington Beach and will be resigning as Commissioner as early as February or as late as April 2020. The Commissioners thanked him for his service and said they were sorry to lose him as a Commissioner. The Commissioners discussed Rosenberg's Rules of Order and Personnel Commission Procedures.

## ADJOURNMENT

The meeting adjourned at 6:41 PM to the next regularly scheduled meeting of January 15, 2020.