

MINUTES

Wednesday, January 15, 2020

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 5:27 PM.

PLEDGE OF ALLEGIANCE

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
Tiffany Bose, Human Resources Manager
Barbara Montelongo, Principal Personnel Analyst
Patricia Albers, Senior Personnel Analyst
Teresa De Coite, Administrative Assistant

City Staff present:

Andrew Ferrigno, Principal Civil Engineer
Rudy Ocampo, Water Distribution Supervisor

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Ellis, second by Wentzel to approve the minutes for the December 18, 2019 meeting.

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

PUBLIC HEARING

20-1337 Approve the job specification revisions of the position of **Associate Civil Engineer** in the Public Works 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 after striking the words "the ability to" under Certifications/Licenses.

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

20-1338 Approve the job specification revisions of **Water Meter Repair Technician** in the Public Works Department, updating the City's Classification Plan.

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

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

20-1339 Approve the job specification revisions of **Water Distribution Meters Leadworker** 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.

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

20-1341 Approve the job specification revisions of **Water Distribution Meters Crewleader** 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

REVIEWING THE ROLES AND RESPONSIBILITIES

Staff gave a presentation on the grievance appeal hearings process.

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 effective January 16, 2020. The Commissioners thanked him for his service.

ADJOURNMENT

The meeting adjourned at 6:28 PM to the next regularly scheduled meeting of February 19, 2020.