

MINUTES

Wednesday, October 21, 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 5:30 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioners present: William Blair, George Rivera, Robert Wentzel

Human Resources Department Staff:

Travis Hopkins, Assistant City Manager
Brittany Mello, Assistant to the City Manager
Patricia Albers, Senior Personnel Analyst
Sandy Henderson, Senior Personnel Analyst
Teresa De Coite, Administrative Assistant

City Staff present:

Sunny Rief, Assistant Chief Financial Officer
Scott Haberle, Fire Chief
Tim Andre, Fire Division Chief

PUBLIC COMMENTS

None

CONSENT CALENDAR

Commissioner Wentzel requested to pull items 20-1514, 20-1517, 20-1522 from the consent calendar for further discussion.

20-1515 Approve the job specification revisions of **Accounting Technician I** in the Finance and other Departments, 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: 3
NOES: 0
ABSENT: 0
ABSTAIN: 0

- 20-1516** Approve the job specification revisions of **Accounting Technician II** in the Finance and other Departments, 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: 3
NOES: 0
ABSENT: 0
ABSTAIN: 0

- 20-1519** Approve the job specification revisions of **Buyer** 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: 3
NOES: 0
ABSENT: 0
ABSTAIN: 0

- 20-1520** Approve the job specification revisions of **Senior Finance Analyst** 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: 3
NOES: 0
ABSENT: 0
ABSTAIN: 0

- 20-1521** Approve the job specification revisions of **Principal Finance Analyst** 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: 3
NOES: 0
ABSENT: 0
ABSTAIN: 0

PUBLIC HEARING ITEMS

APPROVAL OF MINUTES

- 20-1514** Discussion regarding detail of action minutes. A motion was made by Wentzel, second by Rivera to approve the minutes for the March 4, 2020 meeting.

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

- 20-1517** Language under "Physical Tasks and Environmental Conditions" had a minor modification made for clarity, as suggested by Commissioner Wentzel. Approve the job specification revisions of the position of **Senior Librarian** in the Library 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: 3
NOES: 0
ABSENT: 0
ABSTAIN: 0

- 20-1522** Approve the job specification revisions of **Assistant Chief Financial Officer** 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: 3
NOES: 0
ABSENT: 0
ABSTAIN: 0

- 20-1523** Approve the new job classification of **Fire Marshal** in the Fire Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Wentzel to approve the new job class classification as presented.

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

DIRECTOR'S REPORT

Mr. Hopkins informed the Commission that due to the COVID-19 pandemic, the revenue for the City for this fiscal year has a budget shortfall. As a way to address the shortfall the City Council offered an incentive program to employees to separate or retire. 97 employees have signed up for the incentive and will be separating effective October 31, 2020. With that many employees leaving a major restructuring of the workflow will take place. The City Manager's reorganization plan will be brought to the City Council on November 2, 2020. If the reorganization plan is approved by the council, there will be some eliminated positions, new positions, and some combining of positions. An update of the council's decision will be discussed at the next Personnel Commission meeting.

Mr. Hopkins also informed the Commission that a grievance hearing will be held at the next

Personnel Commission meeting.

COMMENTS FROM COMMISSIONERS

Commissioner Wentzel inquired on the status of the Personnel Commission selection process for the vacant Commissioner positions. Mr. Hopkins informed the Commission that the City is currently accepting applications for Commissioners. Commissioner Wentzel made the request to receive a copy of the Notice of Decision from the disciplinary hearing held on March 4, 2020.

ADJOURNMENT

The meeting adjourned at 6:14 PM.