

MINUTES

Wednesday, November 18, 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 5:32 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioners present: William Blair, George Rivera, Robert Wentzel

Commissioners absent: None

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:

Sean Crumby, Director of Public Works
Ursula Luna-Reynosa, Director of Community Development
Julian Harvey, Interim Chief of Police
Denny Bacon, Maintenance Operations Manager

PUBLIC COMMENTS

None

CONSENT CALENDAR

Commissioner Wentzel requested to pull the following items from the consent calendar for further discussion: 10-21-20 Minutes, Building Inspector III, Plan Check Engineer, Streets Equipment Operator.

Approve the job specification revisions of the position of **Building Inspector I** in the Community Development 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: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

Approve the job specification revisions of **Building Inspector II** in the Community Development 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: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

Approve the job specification revisions of **Deputy Director of Community Development** in the Community Development 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: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

Approve the job specification revisions of **Streets Maintenance Leadworker** 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: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

Approve the job specification revisions of **Street Maintenance Crewleader** 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: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

Approve the job specification revisions of **Street Maintenance Supervisor** 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: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

Approve the job specification revisions of **Beach Maintenance Crewleader** 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: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

Approve the job specification revisions of **Beach Operations Supervisor** 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: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

Approve the job specification revisions of **Landscape Maintenance Supervisor** 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: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

Approve the job specification revisions of **Tree Maintenance Supervisor** 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: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

Approve the job specification revisions of **Fleet Operations Supervisor** 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: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

Approve the job specification revisions of **Civil Engineering Assistant** 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: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

Approve the job specification revisions of **Principal Civil Engineer** 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: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

PUBLIC HEARING ITEMS

APPROVAL OF MINUTES

Commissioner Wentzel asked to revise the minutes to reflect his request to receive a copy of the Notice of Decision from the disciplinary hearing held on March 4, 2020.

A motion was made by Rivera, second by Wentzel to approve the minutes for the October 21, 2020 meeting as amended.

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

Approve the job specification revisions of **Building Inspector III** in the Community Development Department, updating the City's Classification Plan. Commissioner Wentzel inquired about "normal range" listed under Physical Tasks and Environmental Conditions

related to seeing and hearing, and requested further clarification on communication requirements. Language will be revised to more specifically and clearly reflect requirements of the Building Inspector positions.

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

Approve the job specification revisions of **Plan Check Engineer** in the Community Development Department, updating the City's Classification Plan. Commissioner Wentzel requested that language under Physical Tasks and Environmental Conditions pertaining to vision be more clearly defined to reflect requirements of the Plan Check Engineer position.

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

Approve the job specification revisions of **Streets Equipment Operator** in the Public Works Department, updating the City's Classification Plan. Commissioner Wentzel inquired about lifting of weight requirement listed under Physical Tasks and Environmental Conditions. Director of Public Works and Maintenance Operations Manager responded, confirming requirement.

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

Approve the new job classification of **Deputy Director of Public Works** in the Public Works Department, updating the City's Classification Plan.

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

VOTE: The motion was carried
AYES: 2
NOES: 1-Wentzel
ABSENT: 0
ABSTAIN: 0

Approve the new job classification of **Director of Administrative Services** in the Administrative Services Department, updating the City's Classification Plan.

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

VOTE: The motion was carried
AYES: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

Approve the new job classification of **Deputy Director of Administrative Services** in the Administrative Services Department, updating the City's Classification Plan.

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

VOTE: The motion was carried
AYES: 2
NOES: 1- Wentzel
ABSENT: 0
ABSTAIN: 0

DIRECTOR'S REPORTS

None

COMMENTS FROM COMMISSIONERS

Commissioner Rivera asked for an update on the City's Separation Incentive Program.

RECESS TO CLOSED SESSION

CLOSED SESSION

PERSONNEL HEARING- CONSIDERATION OF HEARING OFFICERS DECISION IN DISCIPLINARY MATTER IN ACCORDANCE WITH PERSONNEL RULE 20- FINDINGS OF FACT AND CONCLUSIONS OF LAW- CLOSED SESSION OPTION PER GOVERNMENT CODE SECTION 54957

Recommendations of Hearing Officer Anthony Miller regarding termination of employment

Deliberation in Closed Session

Reconvened to Open Session. The Commission made no oral report out of closed session regarding the Personnel Hearing Decision with the written decision letter to follow.

ADJOURNMENT

The meeting adjourned at 8:44 PM to the next scheduled meeting of December 9, 2020.