

# MINUTES

Wednesday, April 21, 2021

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM – Zoom  
Virtual Location

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### CALL TO ORDER

Commissioner Wentzel called the meeting to order at 5:31 PM.

### PLEDGE OF ALLEGIANCE

### ROLL CALL

Commissioners present: Katherine Elford, Patricia Quintana, George Rivera, Cindy Vellucci, Robert Wentzel

Administrative Services Department Staff:

Travis Hopkins, Assistant City Manager  
John Clark, Interim Director of Administrative Services  
Brittany Mello, Deputy Director of Administrative Services  
Patricia Albers, Senior Personnel Analyst  
Sandy Henderson, Senior Personnel Analyst  
Teresa De Coite, Administrative Assistant

City Staff present:

Oliver Chi, City Manager  
Ursula Luna-Reynosa, Community Development Director  
Denny Bacon, Operations Manager

### PUBLIC COMMENTS

None

### CLASS & COMPENSATION UPDATE

Mr. Clark gave the Commission an update on the Classification and Compensation (C & C) Study.

He noted that on April 15, 2021 there was a Class and Compensation Study kickoff meeting with about a dozen representatives of the City's bargaining groups and approximately 120 City of Huntington Beach employees attending the meeting via Zoom. The City's consultants for the study, Matt Weatherly and Bob Longmire of Public Sector Personnel Consultants, gave a brief presentation and overview of the study process and schedule, and answered questions from

employees.

## CONSENT CALENDAR

### APPROVAL OF MINUTES

**21-317** Commissioner Wentzel requested to pull the **March 17, 2021 Minutes** for discussion.

**21-325** Commissioner Wentzel requested to pull the job class specification of **Beach Maintenance Service Worker** for discussion.

**21-328** Commissioner Wentzel requested to pull the job class specification of **Associate Planner** for discussion.

**21-329** Commissioner Wentzel requested to pull the job class specification of **Accountant** for discussion.

A motion was made by Quintana, second by Vellucci to approve the balance of the Consent Calendar: Items 21-321, 21-322, 21-324, 21-326, 21-327, 21-330

VOTE:	The motion was carried
AYES:	5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES:	0
ABSENT:	0
ABSTAIN:	0

**21-321** Approve the revisions to the job class specification of **Senior Trial Counsel** in the City Attorney's Office, updating the City's Classification Plan.

**21-322** Approve the revisions to the job class specification of **Community Services & Recreation Specialist** in the Community & Library Services Department, updating the City's Classification Plan.

**21-324** Approve the revisions to the job class specification of **Literacy Program Specialist** in the Community & Library Services Department, updating the City's Classification Plan.

**21-326** Approve the revisions to the job class specification of **Trees Maintenance Leadworker** in the Public Works Department, updating the City's Classification Plan.

**21-327** Approve the revisions to the job class specification of **Trees Maintenance Crewleader** in the Public Works Department, updating the City's Classification Plan.

**21-330** Approve the revisions to the job class specification of **Senior Accountant** in the Finance Department, updating the City's Classification Plan.

### **CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION**

**21-317** Approve the minutes from the March 17, 2021 Personnel Commission meeting.

Chair Wentzel pulled the March 17, 2021 minutes from the consent calendar to comment that he was pleased with the changes to the format of the minutes and thanked Teresa De Coite for the detail of the minutes.

A motion was made by Wentzel, second by Quintana to approve the minutes.

VOTE: The motion was carried  
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**21-325** Approve the revisions to the job class specification of **Beach Maintenance Service Worker**, updating the City's Classification Plan.

Chair Wentzel pulled the job class specification of Beach Maintenance Service Worker to inquire about the weight lifting requirement for the position. Denny Bacon, Operations Manager in Public Works answered Chair Wentzel's question. No changes were made to the job class specification as presented.

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

VOTE: The motion was carried  
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**21-328** Approve the revisions to the job class specification of **Associate Planner**, updating the City's Classification Plan.

Chair Wentzel pulled the job class specification of Associate Planner from the consent calendar to inquire about the ranking of Associate Planner in relation to Planner and Assistant Planner and Planning Technician. Additionally he inquired about Environmental Impact Reports (EIR's). Ursula Luna-Reynosa, Community Development Director, answered his questions regarding these items. No changes were made to the job class specification as presented.

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

VOTE: The motion was carried  
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**21-329** Approve the revisions to the job class specification of **Accountant**, updating the City's Classification Plan.

Chair Wentzel pulled the job class specification of Accountant from the consent calendar with questions regarding the organizational chart in Finance in relation to this job class. He also inquired if the requirement for CPA was an addition to this job class specification. Sunny Rief, Assistant Chief Financial Officer, answered his questions regarding the organizational chart and informed the commission that the CPA requirement was an addition to this job class specification. No changes were made to the job class specification as presented.

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

VOTE: The motion was carried  
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

## PUBLIC HEARING ITEMS

**21-334** Approve the new job classification of **Deputy Director of Homelessness & Behavioral Health Services**, updating the City's Classification Plan.

Chair Wentzel inquired if this job classification is a replacement for another position. City Manager, Oliver Chi, gave the commission an overview of this position duties and responsibilities. He explained that the City Council asked him to create this structure for the City's homelessness response. Commissioner Quintana inquired if other cities had been studied in the creation of this position. Mr. Chi explained why this position is appropriate for the City of Huntington Beach. Commissioner Elford inquired about the qualifications and education requirements for this position as it deals with important mental health issues. Mr. Chi replied that this was good feedback that will be considered when filling this position.

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

VOTE:	The motion was carried
AYES:	4 (Elford, Quintana, Rivera, Vellucci)
NOES:	1 (Wentzel)
ABSENT:	0
ABSTAIN:	0

## **DIRECTOR'S REPORT**

Mr. Clark reported to the Commission the status of ongoing recruitments within the City. He noted that the "wave" of recruitments arising from last Fall's early retirement incentive had peaked and that the recruitment team should be returning to a more normal pace.

## **COMMENTS FROM COMMISSIONERS**

Commissioner Wentzel thanked the Commissioners for their input during the discussion of the Class and Compensation Study and let them know he would be meeting with Mayor Kim Carr on this topic and welcomed any input the Commissioners may have on the topic. A discussion ensued and Assistant City Manager, Travis Hopkins provided a refresher on the Brown Act.

## **ADJOURNMENT**

The meeting adjourned at 6:51 PM.