

# AGENDA- (REVISED)

Wednesday, July 20, 2016

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8  
Civic Center - 2000 Main Street  
Huntington Beach CA 92648

### MEETING ASSISTANCE NOTICE - AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act the following services are available to members of our community who require special assistance to participate in Personnel Commission meetings. If you require special assistance, 48-hour prior notification will enable the city to make reasonable arrangements. To make arrangements for an assisted listening device (ALD) for the hearing impaired, American Sign Language interpreters, a reader during the meeting and/or large print agendas, please contact the City Clerk's Office at (714) 536-5227, or request assistance from staff at the meeting.

#### 1. CALL TO ORDER

Commissioners: Edwards, Lane, Rivera, Storm, Thompson

Staff Liaison: Ken Domer, Assistant City Manager

Also present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

Mike Vigliotta, Chief Assistant City Attorney

JoAnn Diaz, Principal Personnel Analyst

Sandy Henderson, Senior Personnel Analyst

#### 2. PLEDGE OF ALLEGIANCE

#### 3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

#### 4. APPROVAL OF MINUTES

- Meeting of May 18, 2016

For questions, please contact Sandy Henderson at (714) 960-8828

**5. NOMINATIONS AND ELECTION OF CHAIR AND VICE-CHAIR**

**6. LABOR RELATIONS UPDATE**

**7. SECRETARY'S REPORT**

**8. COMMENTS FROM COMMISSIONERS**

Announcements, brief report regarding Commissioner activities and request information from Staff.

**ADJOURNMENT**

Meeting adjourned to the next regularly scheduled meeting of August 17, 2016.

# MINUTES

Wednesday, May 18, 2016

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8  
Civic Center - 2000 Main Street  
Huntington Beach CA 92648

---

Pending approval by Personnel Commission at the meeting on June 16, 2016  
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Department, lower level of City Hall, for one year following meeting date.)

### CALL TO ORDER

Commissioner Thompson called the meeting to order at 5:30 PM.

### ROLL CALL

Commissioners present: Edwards, Lane, Rivera, Storm, Thompson

Commissioners absent:

Others Present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources  
JoAnn Diaz, Principal Human Resources Analyst  
Sandy Henderson, Personnel Analyst

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

A motion was made by Commissioner Edwards and seconded by Commissioner Lane to approve the minutes for the March 16, 2016 meeting.

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

## PUBLIC HEARING

- a. Approve the job specification revisions of the position of Permit and Plan Check Supervisor in the Community Development Department amending the City's Classification Plan.

A motion was made by Commissioner Edwards and second by Commissioner Rivera to approve the revised job specification as amended.

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

## LABOR RELATIONS UPDATE

Michele Warren, Human Resources Director, reported that the City has finalized five out of eight labor agreements and reported that the City is still in talks with HBFA, MSMA, and SCLEA. Commissioner Edwards asked if the City has seen any effort to roll back any pension changes. Ms. Warren stated the majority of the recently negotiated agreements for Huntington Beach do not address any pension items. As HB did not adopt a 2<sup>nd</sup> tier pension structure during the recession, HB has effectively maintained our position in the market, (with respect to the impact of pension reform on recruitment).

## SECRETARY'S REPORT

Ms. Warren reported that Human Resources has had a staffing change. A Principal Personnel Analyst has retired and as a result there is the opportunity to restructure Human Resources. An updated job class specification for the classification of Human Resources Manager will be presented to the Personnel Commission for review.

Ms. Warren reported that the Department of Information Services has gone through changes in staffing recently. A recruitment for the Chief Information Officer/ Director of Information Services, as well as, a study of the department structure, and a classification study were conducted. Job class specification updates for Information Services classifications are anticipated to be brought to the Personnel Commission in July.

Commissioners Rivera and Storm's first term will end on June 30, 2016. City Council members Dave Sullivan and Billy O'Connell will make decisions on the new Personnel Commission appointments.

**COMMENTS FROM COMMISSIONERS**

None

**ADJOURNMENT**

The meeting adjourned at 5:52 PM to the next regularly scheduled meeting of June 16, 2016.

DRAFT