

# AGENDA

Wednesday, January 15, 2014

## City of Huntington Beach PERSONNEL COMMISSION

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

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### 1. CALL TO ORDER

Commissioners: Bush, Clemens, Elford, Inglee, Thompson

Staff Liaison: Assistant City Manager Ken Domer

Also present:

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

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

### 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 agenda items are approved. 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 September 18, 2013
- Meeting of December 18, 2013

### 5. PUBLIC HEARING

Public Hearing conducted in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference materials included.

a. Discussion regarding proposed new job classification of **Risk Management Specialist** in the Human Resources Department.

**Recommended Action:**

Approve the new job classification of **Risk Management Specialist** amending the City's Classification Plan.

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

**6. LABOR RELATIONS UPDATE**

**7. SECRETARY'S REPORT**

**8. COMMENTS FROM COMMISSIONERS**

Announcements, brief report regarding Commissioner activities, questions for clarification, requests for information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

**9. ADJOURNMENT**

Meeting adjourned to the next regularly posted meeting of February 19, 2014.

**ITEM # 4**

# MINUTES

Wednesday, September 18, 2013

## City of Huntington Beach PERSONNEL COMMISSION

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

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Pending approval by Personnel Commission at the meeting on September 18, 2013  
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

### CALL TO ORDER

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

### ROLL CALL

Commissioners present: Bush, Elford, Thompson

Commissioners absent: Clemens, Inglee

Others Present:

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

A motion was made by Commissioner Elford and seconded by Commissioner Thompson to approve the minutes for the August 21, 2013 meeting.

VOTE:	The motion was carried
AYES:	3
NOES:	0
ABSENT:	2
ABSTAIN:	0

### PUBLIC HEARING

- a. Approve the new job classification of Building Manager in the Planning & Building Department amending the City's Classification Plan.

A motion was made by Commissioner Elford and second by Commissioner Thompson to approve the new job classification.

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0

### **LABOR RELATIONS UPDATE/SECRETARY'S REPORT**

Michele Warren, Human Resources Director, reported that the City is continuing active negotiations with MEA (Municipal Employees Association), MEO (Management Employees Organization), HBPOA (Huntington Beach Police Officers Association), HBFA (Huntington Beach Firefighters Association), SCLEA (Surf City Lifeguard Employee Association), and MSMA (Marine Safety Management Association).

She reported the City Council is approved the FY 2013-14 Budget at its September 3<sup>rd</sup> meeting which did not include any layoffs or cuts in service. The budget included five (5) additional police officers.

She announced that the City hired Ken Domer as Assistant City Manager, and he will be the staff liaison for the Personnel Commission.

### **COMMENTS FROM COMMISSIONERS**

None

### **ADJOURNMENT**

The meeting adjourned at 5:43 PM to the next regularly scheduled meeting of October 16, 2013.

# MINUTES

Wednesday, December 18, 2013

## City of Huntington Beach PERSONNEL COMMISSION

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

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Pending approval by Personnel Commission at the meeting on January 15, 2014  
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

### CALL TO ORDER

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

### ROLL CALL

Commissioners present: Clemens, Bush, Elford, Inglee

Commissioners absent: Thompson

Others Present:

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

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

The September 18, 2013 minutes were continued to then next meeting due to lack of Commissioners present to approve.

A motion was made by Commissioner Clemens and seconded by Commissioner Inglee to approve the minutes for the November 20, 2013 meeting.

VOTE: The motion was carried

AYES: 3

NOES: 0

ABSENT: 1 - Thompson

ABSTAIN: 1 - Elford

## PUBLIC HEARING

- a. Approve the job specification revisions of the position of Construction Manager in the Public Works Department amending the City's Classification Plan.

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

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

- b. Approve the job specification revisions of the position of Marine Safety Chief in the Fire Department amending the City's Classification Plan.

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

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

- c. Approve the job specification revisions of the position of Recreation, Human and Cultural Services Superintendant (re-titled: Community Services Manager) in the Community Services Department amending the City's Classification Plan.

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

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

## **LABOR RELATIONS UPDATE**

Michele Warren, Human Resources Director, reported that the City has been in ongoing negotiations with HBFA, POA, MEA, MEO, MSMA, and SCLEA. A series of meetings have been held and we have yet to sign successor agreements with any of the groups.

## **SECRETARY'S REPORT**

Ms. Warren wished everyone Happy Holidays. She reported that the City will not implement a holiday closure this year; therefore, City Hall will be open through the end of the year except for Christmas and New Year's Day. City Hall will close at Noon on Christmas Eve and New Year's Eve.

## **COMMENTS FROM COMMISSIONERS**

Commissioner Elford thanked everyone for another fun and productive year. It is a pleasure working with all of you.

Commissioner Clemens wished everyone Happy Holidays.

Commissioner Bush also thanked everyone and said it is always a pleasure working with everyone.

## **ADJOURNMENT**

The meeting adjourned at 6:00 PM to the next regularly scheduled meeting of January 15, 2014.

**ITEM # 5**



**CITY OF HUNTINGTON BEACH  
INTER-DEPARTMENTAL COMMUNICATION  
HUMAN RESOURCES**

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** CREATION OF RISK MANAGEMENT SPECIALIST  
**DATE:** JANUARY 15, 2014

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The Human Resources Department is seeking to create a new position with knowledge of risk management operations to perform a variety of clerical, administrative and program support tasks. The **RISK MANAGEMENT SPECIALIST** will be established at pay grade 467 and represented by the Municipal Employees Association (MEA).

The primary responsibility of the new position will be to assist in providing a broad range of clerical and administrative support services to the risk management division. The alternative to establishing a new job classification would be to incorporate the work into an existing job class. However, in reviewing the job duties and requisite knowledge, skills, and abilities of existing classifications, there are none that require the specific skill set necessary to perform the work of the proposed classification.

The City and MEA have met and conferred regarding the creation of this new job and its inclusion into the classification plan. The recommendation presented is based upon input from the Human Resources Department and a review of similar internal and external jobs.

At this time, staff requests the Personnel Commission to approve staff's recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

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<b>Proposed Job Class Title</b>	<b>Risk Management Specialist</b>
<b>Proposed Pay Grade:</b>	<b>467</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Action:</b>	<b>Approve recommended job classification</b>

Att: Risk Management Specialist Job Class Specification

Cc: Michele Warren, Director of Human Resources  
Judy Demers, MEA President

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: RISK MANAGEMENT SPECIALIST**

**DATE: JANUARY 2014**

**PERSONNEL COMMISSION APPROVAL: JANUARY XX, 2014**

**COUNCIL APPROVAL: FEBRUARY XX, 2014**

<b>JOB CODE:</b>	<b>XXXX</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEA</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

**DUTIES SUMMARY**

Under general supervision, performs a variety of clerical and administrative support duties related to Risk Management operations, including assisting in the implementation and administration of the City's workers' compensation, employee safety and liability programs; processes liability claim and vendor payments and performs other related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single-position, journey-level classification responsible for complex clerical and administrative support of the implementation and administration of the City's Risk Management programs.

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans, organizes, oversees and implements a variety of risk management program operations; assists in developing, scheduling and administering meetings, activities and events related to workers' compensation, employee safety and liability program functions; responds to inquires from the public regarding risk management programs and policies
- Performs a variety of general administrative support duties; gathers data, prepares routine meeting minutes, correspondence and reports, composes flyers, performs data entry, establishes and maintains confidential files, schedules travel and meetings, copies documents and other general office functions
- Reviews and processes claim and vendor payments, assists in the recordation and tracking of liability claim files; gathers data for preparation of a variety of insurance applications; assists in the completion of insurance renewals, actuarial studies and audits; gathers data related to risk management operations from city staff, law enforcement agencies, third-party insurance carriers and administrators
- Acts as liaison with the City's third-party workers' compensation and liability program administrators; assists other risk management staff with claims handling, conducts claim follow-up and investigations as needed
- Applies and interprets City policies and procedures related to risk management programs and practices; communicates program regulations and requirements to staff and the public;
- Assists in the preparation of a variety of reports regarding liability and workers' compensation program outcomes and results; prepares Requests for Council Action regarding the disposition, status, and settlement of workers' compensation and liability claims; makes oral and written presentations as needed
- Reviews certificates of insurance on behalf of applicable City departments for compliance with City requirements

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: RISK MANAGEMENT SPECIALIST**

**DATE: JANUARY 2014**

- Assists in monitoring of supplies and equipment to maintain adequate program inventory; prepares cost estimates, monitors and controls expenditures; assist in the preparation of the division budget
- Assists in planning training workshops and presenting a variety of information related to risk management operations
- Operates a computer and uses applicable software and other related equipment to produce a variety of documents, correspondence and reports
- Works with the department safety analyst to assist in emergency situations when required
- Performs other related duties and responsibilities as required within the scope of the classification

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Processes and procedures associated with handling a variety of invoices, claim payments, and legal settlement payments related to workers compensation and liability claims
- English usage, spelling, grammar and punctuation
- Techniques of business letter writing and report preparation
- Principles and procedures of filing and record keeping
- Methods and techniques of public relations and customer service
- Principles and practices of fiscal, statistical, and administrative research and report preparation
- Principles and practices of common budget preparation and administration
- Basic mathematical principles;
- Operations, services, and activities of a municipality
- General risk management terminology
- Modern office procedures, methods and equipment, including computers and supporting software applications

**Ability to:**

- Perform a full range of responsible and complex clerical and administrative support duties
- Effectively interpret and apply regulations, policies and procedures
- Work with minimum supervision and exercise independent judgment and initiative
- Research, compile, and prepare a variety of reports
- Process, file and maintain information related to claims filed
- Maintain confidential records and reports; implement and maintain filing systems
- Independently prepare correspondence and memoranda
- Operate and use modern office equipment, including a computer and various software packages
- Follow oral and written instructions; conduct effective public relations
- Establish and maintain effective and cooperative working relationships with those contacted in the performance of duties

**Education:** High school diploma or equivalent. Two (2) years' (60 semester or 90 quarter units) college-level coursework in business administration, business management, public administration, or a directly related field desirable. Associate's degree (from an accredited college) is preferred.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: RISK MANAGEMENT SPECIALIST**

**DATE: JANUARY 2014**

**Experience:** Three (3) years' increasingly responsible clerical/administrative support experience, preferably in a municipal government environment. One (1) year of directly-related risk management experience preferred.

**Licenses/Certifications:** Due to the performance of field duties that may require operation of a vehicle in the course and scope of work, a valid California driver license and an acceptable driving record are required. Associate in Risk Management (ARM) or comparable designation highly desirable.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves the performance of duties within an office environment that requires the ability to exert a minimal to moderate degree of physical effort. Office work is sedentary to light, involving movement from one area of the office to another; requires the ability to sit for prolonged periods, reach, twist, lean, and lift files (up to 35 lbs.); frequent use of computer keyboard, monitor, mouse and related peripheral equipment. Requires grasping, repetitive hand movement, and fine motor coordination in the use of computer equipment. Near vision required in reading correspondence and statistical data. Acute hearing required while providing telephone service and communicating in person. Reasonable accommodation for an individual with a qualified disability will be considered on a case-by-case basis.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.