

AGENDA

Wednesday, May 21, 2014

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: Bush, Clemens, Elford, Inglee, Thompson

Staff Liaison: Ken Domer, Assistant City Manager

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, 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 April 16, 2014

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

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 changes to the job classification of **Equipment/Automotive Maintenance Crewleader** in the Public Works Department, amending the City's Classification Plan.

Recommended Action:

Approve the modifications to the job classification of **Equipment/Automotive Maintenance Crewleader** amending the City's Classification Plan.

6. LABOR RELATIONS UPDATE

7. SECRETARY'S REPORT

8. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request 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 June 18, 2014.

MINUTES

Wednesday, April 16, 2014

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 May 21, 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, Thompson

Commissioners absent: None

Others Present:

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

Mike Vigliotta, Chief Assistant City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Clemens and seconded by Commissioner Inglee to approve the minutes for the February 19, 2014 meeting.

VOTE: The motion was carried
AYES: 3
NOES: 0
ABSENT: 1 – Elford (arrived after vote)
ABSTAIN: 1 - Bush

PUBLIC HEARING

Discussion ensued regarding the minimum qualifications for the proposed Code Enforcement Supervisor. Commissioner Inglee voiced concern that a higher level of educational achievement was needed. He felt the position warranted a Bachelor's degree. The Commission approved the item as presented without modification to the educational minimum qualifications.

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

A motion was made by Commissioner Bush and second by Commissioner Clemens to approve the job specification as presented.

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

LABOR RELATIONS UPDATE

Michele Warren, Human Resources Director, reported that successor Memorandum of Understandings has been reached with the Huntington Beach Firefighters Association (HBFA), and the Management Employees' Organization (MEO). Active negotiations continue with the other employee groups.

SECRETARY'S REPORT

Ms. Warren shared information on an upcoming event through the Personnel Commissioners Association of Southern California (PCASC).

She requested that April 29, 30, and May 6 be calendared as tentative dates for potential grievance hearings.

COMMENTS FROM COMMISSIONERS

None

ADJOURNMENT

The meeting adjourned at 6:11PM to the next regularly scheduled meeting of May 21, 2014.



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

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES *MW*
SUBJECT: REVISIONS TO EQUIPMENT/AUTOMOTIVE MAINTENANCE CREWLEADER
JOB CLASS SPECIFICATION
DATE: MAY 21, 2014

The Public Works Department, Fleet Operations Division, is seeking to update the job class specification of **Equipment/Automotive Maintenance Crewleader**. The rationale for this proposed action is to allow the department to improve internal service delivery, to enhance worker productivity and efficiency, and to better meet the staffing needs of the Fleet Operations Division.

Changes to the **Equipment/Automotive Maintenance Crewleader** position include, modifying the job specification to 1) expand the duties currently being performed; 2) allow an appointee sufficient time to obtain the type of driver license needed to operate the equipment required in the course and scope of work; 3) expand the type of experience that would be considered appropriate to perform the essential duties; and 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification to reflect the present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The proposed job classification specification was reviewed by the Public Works and Human Resources Departments. The City and MEA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

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

STAFF RECOMMENDATION

Job Class Title:	Equipment/Automotive Maintenance Crewleader
Pay Grade	542
Affected Employees:	The current incumbent is not impacted by the job classification changes
Recommendation:	Approve the updated job class specification

Att: Automotive/Equipment Maintenance Crewleader Job Class Specification

Cc: Travis Hopkins, Director of Community Services
Jerry Thompson, General Services Manager
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: EQUIPMENT/AUTO MAINTENANCE CREWLEADER

DATE: DECEMBER, 2001

JOB CODE: 0142
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

~~With Under~~ general supervision, coordinates, supervises and oversees work and assigned staff in the maintenance and repair of a variety of City vehicles and specialized equipment as well as oversees the operations of the fleet maintenance stockrooms and the automated fleet and fuel management systems~~including heavy equipment, cars and trucks, emergency response vehicles and apparatus, or small engine repair; assigns work orders and service requests; determines priorities and monitors completed work; and performs other duties as required within the scope of the classification.~~

DISTINGUISHING CHARACTERISTICS

Reports to: Fleet Operations Supervisor
Supervises: Skilled and non-skilled craft personnel

Differs from Equipment/Automotive Maintenance Leadworker in that the Crewleader functions as a working supervisor and oversees the projects and work of all crews while the Leadworker performs advanced journey-level work performs master-level work and and provides instruction and direction to personnel of an assigned crew regarding daily work tasks.

~~The Crewleader, Automotive/Equipment Maintenance supervises and oversees work and skilled mechanics and semi-skilled workers that perform repair work, and may be assigned to Vehicle Maintenance, Police, Fire, or Parks, Tree Maintenance and Landscape Maintenance operations.~~

EXAMPLES OF ESSENTIAL DUTIES

- ~~• Supervises and oversees~~ the work of skilled employees in the maintenance and repair of fleet vehicles and equipment operations;
- ~~• estimates time and materials needed for repairs; orders and maintains supplies, equipment, materials and determines staffing requirements to ensure adequate~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: EQUIPMENT/AUTO MAINTENANCE CREWLEADER

DATE: DECEMBER, 2001

~~resources to accomplish repair tasks; identifies parts, tools and other service needs~~
~~Schedules and plans the operations of the crews and coordinates projects;~~
~~maintains inspection and repair records; oversees all work in progress to ensure~~
~~quality, timeliness and safety~~

- ~~• Evaluates work projects to assess staffing, equipment and time requirements;~~
~~prepares action formats to complete assignments in accordance with directed~~
~~priorities; inspects completed work for compliance with established standards and~~
~~other requirements before releasing vehicles or equipment into service~~
- ~~• Performs a variety of operations, research, and analytical duties in support of fleet~~
~~operations activities; provides input during the budget process and monitors the~~
~~operating budget for area of responsibility~~
- ~~• Assists fleet operations staff with the creation of vehicle/equipment repair orders;~~
~~provides scheduled and overdue preventative maintenance work list and reports for~~
~~all fleet vehicles/equipment; monitors repair records to ensure accuracy and~~
~~completeness~~
- ~~• Monitors and oversees the operational status and inventory levels of the multiple~~
~~fleets' parts and supplies room; initiates purchase orders and fund transfers between~~
~~accounts or purchase orders as necessary~~
- ~~• Receives new equipment, participates in new vehicle preparation and enters new~~
~~equipment into fleet and fuel management systems~~
- ~~• Maintains the automated fuel system; creates and assigns employee PIN numbers;~~
~~equipment numbers and other information necessary for fuel tracking~~
- ~~• Assists with interviewing and training of employees, assigns and evaluates work;~~
~~conducts performance appraisals~~
- Coordinates repair work with outside vendors
- Ensures compliance with occupational safety, hazard and related programs, policies and procedures;

~~Inspects completed work for compliance with standards or other requirements before~~
~~releasing unit to service~~

- ~~• Supervises the installation of specialized equipment~~
~~Generates fleet management~~
~~reports using available report programs in fleet and fuel management systems along~~
~~with standard report writing programs~~

~~Accesses information on automated fleet analysis maintains a variety of maintenance~~
~~and repair records;~~

~~Develops and disseminates regularly scheduled and ad hoc reports.~~

~~Interviews, trains and motivates employees, assigns and evaluates work, and~~
~~recommends disciplinary action according to established City procedures. Conducts~~
~~performance appraisals;~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: EQUIPMENT/AUTO MAINTENANCE CREWLEADER

DATE: DECEMBER, 2001

- Supports and actively promotes the City's safety programs by providing instruction, training and receiving new and updated regulations and material;
- Performs periodic safety inspections; identifies and corrects safety hazards;
- Assists or participates in repair or field work as necessary; responds to emergency calls for service on a call-out basis and works outside normal working hours as needed.

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.

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:

- City and departmental policies and procedures; Applicable federal, state and local rules and regulations of fleet maintenance and repair related to equipment maintenance; proper repair, maintenance and handling of a variety of vehicles, tools and equipment;
- Principles and techniques of fleet maintenance and repair, and inventory control fleet, fuel station and related fleet maintenance operations, including record keeping, scheduling and inventory control;
- Computer hardware and software pertinent to record keeping, maintenance and repair records, inventory control and related fleet maintenance and operations;
- Occupational hazards and safety practices applicable to vehicle maintenance operations;
- budgeting **General B** budgeting and supervisory practices.

Ability to:

- Schedule and prioritize manpower staffing and projects
- assign-Delegate work assignments and monitor and evaluate work progress
- Interpret manufacturers' maintenance manuals
- Research and gather information related to vendors, equipment and supplies
- Resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete maintenance work
- Maintain accurate records
- Use hand and power tools

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: EQUIPMENT/AUTO MAINTENANCE CREWLEADER

DATE: DECEMBER, 2001

- Operate personal computers, specialized and standard software applications including spreadsheets
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing

Education: High school diploma or equivalent (GED).

Experience: Five (5) years of progressively responsible automotive, diesel and/or heavy equipment or specialized equipment maintenance and repair, fleet management, or inventory control experience, including two (2) years of lead or supervisory experience.

Certifications/License: Possession of a valid California Class A or B motorC driver vehicle operator's license and an acceptable driving record are required at time of appointment hire. Incumbent must be able to obtain a California commercial driver license (Class A or B) within six months from date of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS –

Work is primarily performed in an office environment that requires extended sitting, mobility in a shop environment with exposure to hazardous chemicals and potential physical harm, ability to lift and carry up to 50 pounds, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

The incumbent 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 is performed in a general office or repair shop environment with exposure to extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors there is full exposure to various weather conditions including elevated noise, wind rain, sun exposure, extreme temperatures, etc. Must utilize approved safety equipment and protective gear, including but limited to hard hats, respirators and/or hearing protective devices. Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: EQUIPMENT/AUTO MAINTENANCE CREWLEADER DATE: DECEMBER, 2001

Positions in this classification are considered safety sensitive under Department of Transportation (DOT) and Federal Highway Administration (FHWA) alcohol and controlled substance use regulations and subject to random drug testing.

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