

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Thursday, November 10, 2011
Civic Center, Room B-8
5:30 P.M.

1. CALL TO ORDER

Commissioners: Barton, Bush, Clemens, Elford, Garner, Inglee, Lipson

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Michele Carr, 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 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 June 15, 2011

Meeting of July 20, 2011

5. PUBLIC HEARING

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

- a. Discussion on the job specification revisions for the position of **Fire Protection Analyst** in the Fire Department amending the City's Classification Plan.

Recommended Action:

Approve the job specification revisions of the position of **Fire Protection Analyst** in the Fire Department amending the City's Classification Plan.

- b. Discussion on the reclassification of the at-will position of **Deputy City Treasurer** in the Finance Department.

Recommended Action:

Approve the reclassification of the at-will position of **Deputy City Treasurer** in the Finance Department.

- c. Discussion regarding the compensation adjustment for the position of **Assistant City Clerk** in the City Clerk's office.

Recommended Action:

Approve the compensation adjustment for the position of **Assistant City Clerk**.

6. COMMISSION GOALS FOR THE COMING YEAR

- Personnel Commission Goals
- Personnel Commission Bylaws

7. LABOR RELATIONS UPDATE

- MSMA – Summary of pay and benefit provisions

8. SECRETARY'S REPORT

- Position Vacancy Report (Report will be distributed at meeting)

9. INFORMATION ITEMS

Grievance Report – October 2011

10. 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.

11. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of November 16, 2011.

ITEM # 4

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
6/15/11

Pending approval by Personnel Commission at the meeting on 7/20/11
(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

Chairperson Garner called the Commission meeting to order at 5:33 PM.

ROLL CALL

Commissioners present: Barton, Bush, Clemens, Elford, Garner, Inglee, and Lipson

Commissioners absent:

Others Present: Michele Carr, Director of Human Resources
Mike Vigliotta, Deputy City Attorney III
JoAnn Diaz, Principal Human Resources Analyst
Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Bush and seconded by Commissioner Lipson to approve the minutes for the April 20, 2011 meeting (passed 6:0:1 Clemens abstain).

PUBLIC HEARING

- a. Approve the job specification revisions for the position of **Water Distribution Maintenance Leadworker** in the Public Works Department amending the City's Classification Plan.

A motion was made by Commissioner Bush and seconded by Commissioner Clemens to approve the revised job specification as amended (passed 7:0)

NOMINATIONS FOR ELECTION OF CHAIR AND VICE-CHAIR

Nominations for Chair: Jan Garner

Nominations for Vice-Chair: Anji Clemens and Gerald Lipson

Commissioner Bush moved the nominations be closed (passed 7:0)

COMMISSION GOALS FOR THE COMING YEAR

Ms. Carr provided a handout of the first draft review of the Personnel Commission Bylaws. She thanked Commissioner Bush for creating a draft for everyone to review. She is recommending some modifications which are highlighted in blue on the draft. She requested the Commissioners review the document for additions, changes, or comments and submit these to Sandy for incorporation in the next level draft to be reviewed at the next meeting.

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
6/15/11

Commissioner Bush requested clarification on continuation of Chair until successor is appointed. Discussion ensued regarding adding language to the bylaws for clarification. Commissioner Clemens suggested adding language to the bylaws stating outgoing officers' term expires upon election of new officers.

LABOR RELATIONS UPDATE

Ms. Carr reported the City is beginning active negotiations with the Marine Safety Officers' Association (MSOA). The MSOA agreement is set to expire on 9/30/11. All other Associations' agreements do not expire until 2012/2013 or they have extensions that can be exercised into 2012/2013.

SECRETARY'S REPORT

Ms. Carr reported on the Position Vacancy Report dated June 2, 2011. She stated since October over 40 positions have been filled through promotion or external recruitment. This brings us close to the backfill rate of 50% from the retirement of 103 employees last year. Although we are still in a hiring freeze, the City continues to recruit those positions for which departments have demonstrated an exceptional need for filling the vacancy to the City Manager.

INFORMATION ITEMS

There are no changes to the Grievance Status Report.

COMMENTS FROM COMMISSIONERS

Commissioner Lipson inquired about the parking lot solar project. Ms. Carr responded that this is an energy conservation project using funds from grants to generate energy.

Commissioner Garner inquired about the Pacific City project. Mr. Vigliotta responded that the funding has dried up and they are looking for a new investment company to take over the project.

ADJOURNMENT

The meeting adjourned at 6:33 PM to the next regularly scheduled meeting of July 20, 2011.

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
7/20/11

Pending approval by Personnel Commission at the meeting on 8/17/11
(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

Chairperson Garner called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Bush, Clemens, Elford, Garner, Inglee (Barton present via telephone at alternate location)

Commissioners absent: Elford, Lipson

Others Present: Michele Carr, Director of Human Resources
Mike Vigliotta, Deputy City Attorney III
JoAnn Diaz, Principal Human Resources Analyst

PUBLIC COMMENTS

None

ELECTION OF CHAIR AND VICE-CHAIR

Nominations for Chair: Jan Garner

Jan Garner (passed 4:3 Barton not present during vote)

Nominations for Vice-Chair: Anji Clemens and Gerald Lipson

Anji Clemens Passed (passed 5:2)

ADJOURNMENT

The meeting adjourned at 5:40 PM to the next regularly scheduled meeting of August 17, 2011.

ITEM # 5a



CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO FIRE PROTECTION ANALYST JOB CLASSIFICATION SPECIFICATION
DATE: OCTOBER 19, 2011

As part of the FY 2011/12 budget process, the Fire Department submitted a request to reclassify the existing Fire Development Specialist position from safety to non-safety status. Doing so would require creating a new job classification because the Fire Development Specialist position is represented by the Huntington Beach Fire Association (HBFA). To expedite the reclassification, it was determined that the non-sworn duties could be incorporated into the work of the existing **Fire Protection Analyst** job classification represented by MEO. There is currently an incumbent in this job classification. The Fire Department will add another position to its staffing.

Modifications to the **Fire Protection Analyst** job specification are recommended to 1) meet the Fire Department's objective by expanding the essential duties performed; and 2) align the educational qualifications with similar analyst positions. The current pay grade remains the same. The changes will not affect the incumbent.

The recommendation presented is based upon the department's input and a review of similar jobs. MEO has raised a concern regarding the designation of the Fire Protection Analyst as a single-job classification. That concern has not been ignored, but will be addressed as part of an overall review of occupational series and MEO job classifications.

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

STAFF RECOMMENDATION

Job Class Title:	Fire Protection Analyst
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Fire Protection Analyst Job Class Specification

c: Patrick McIntosh, Fire Chief
Scott Field, MEO President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: FIRE PROTECTION ANALYST

~~DATE: DECEMBER, 1985~~

~~JOB CODE: 0130
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT~~

~~PERSONNEL COMMISSION APPROVAL: OCTOBER 19, 2011 REVISED
COUNCIL APPROVAL: DECEMBER, 1985~~

JOB CODE: 0130
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

DUTIES-JOB SUMMARY

~~Under supervision, To perform professional level work in the analysis of life safety systems design and installation; ensures adequacy by interpreting and developing codes and specifications, counseling with developers and installers, by reviewing and approving plans and by making field inspections to ensure compliance; performs other duties as required. analyzees plans, data, programs and reports to control verify appropriate -fire and life safety methods problems prior to construction, and makes technical inspections after construction to assure compliance with applicable codes and city specification requirements.~~

SUPERVISION RECEIVED AND EXERCISED

~~Reports to: Division Chief/Fire Marshal or as designated~~

~~Supervises: May supervise other fire prevention staff~~

DISTINGUISHING CHARACTERISTICS

~~An incumbent in this class will be called upon to independently analyze plans, data, programs and reports to control fire safety problems prior to construction, and make technical inspection after construction to assure compliance. Work is~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE PROTECTION ANALYST

~~DATE: DECEMBER, 1985~~

ordinarily performed independently within established practices and procedures.

Fire Protection Analyst is a civilian job classification within the Fire Department responsible for performing the full range of professional fire protection plan check and inspection duties. The position requires a significant level of independent judgment in the performance of duties.

EXAMPLES OF ESSENTIAL DUTIES

- Analyzes design and installation of life safety systems in new construction and improvements/modifications to existing structures
- Interprets and develops codes and specifications
- Works with other city staff in developing fire protection requirements and specifications
- Meets with developers and installers and assists them with interpreting requirements and specifications
- Makes recommendations to the Fire Marshal as to adequacy of alternative materials and methods
- Plan checks fire and life safety systems plans for industrial, commercial, and residential structures; conducts field inspections to ensure proper installation of various fire and life safety fire protection systems such as but not limited to: hood systems, fire sprinkler, fire alarm, and fire department access
- Performs development plan checks including site plans, new construction, tenant improvements, water supply systems and emergency vehicle fire access lanes; performs associated inspections as necessary
- Reviews plans that involve oil production, oil well abandonment, vapor/methane mitigation systems and soil remediation projects and performs associated inspections as necessary
- Performs plan checks and inspections to maintain life safety and emergency vehicle access at large public events, including but not limited to, 4th of July activities, beach events, street fairs, etc.
- Trains fire prevention and suppression personnel on operations and inspections of new fire protection systems
- Makes reports and recommendations for fire code improvements

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: FIRE PROTECTION ANALYST

~~DATE: DECEMBER, 1985~~

~~Works with other members of city staff in developing fire protection requirements and specifications; mMeets with developers and installers and assists them with interpreting requirements and specifications; mMakes recommendations to the Fire Marshall as to adequacy of alternate methods; iInspects plans of n all fire and life safety systems such as: cooking hood, systems, sprinkler systems, fire alarm, halon systems and, fire access security systems;~~

~~Reviews plans that involve oil production, oil well abandonment, vapor/methane systems and soil remediation projects and perform associated inspections as necessary.~~

~~performs field inspection to ensure proper installation; of fire and life safety systems. Trains fire prevention and suppression personnel on operations an inspection of new systems; mMakes reports and submits recommendations for fire code improvements.~~

~~Reviews plans that involve oil production, oil well abandonment, vapor/methane systems and soil remediation projects and perform associated inspections as necessary.~~

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:

- Practices and procedures of technical plan check and fire inspection activities
- Applicable federal, state and local laws, codes, ordinances, rules and regulations pertaining to fire protection systems and water supply systems
- Methods and practices involved in building construction
- Mathematical concepts
- Computer equipment and associated software programs

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: FIRE PROTECTION ANALYST

~~DATE: DECEMBER, 1985~~

- Quality service practices
- Customer service principles

Ability to:

- Read and provide input on submitted safety plans during review
- Make oral presentations and effectively "field" respond to questions and inquiries
- Maintain accurate records; operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- ~~;~~ Perform moderately complex mathematical computations,
- analyze data, recognize problems, arrive at sound conclusions, and make logical recommendations and/or decisions
- prepare Prepare clear and concise written reports
- ~~establish and maintain working relationships with subordinates, representatives of cooperating agencies and the general public.~~
- Apply City specifications, municipal codes and other regulations specific to environmental soil assessments, oil well abandonment procedures and vapor/methane mitigation systems.

Education: Bachelor of Science degree in Civil, ~~or~~ Mechanical, Engineering with or Fire Protection Engineering or other related field.

Experience: Two years' fire engineering, fire protection plan check/inspection or related code application experience ~~closely related duties.~~

Certifications/License: A valid California Class C driver's license and an acceptable driving record are required by time of appointment. Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

~~+Registered Fire Protection Engineer and/or certifications in building and fire codes, California State Fire Marshal's Office classes in fire prevention and other areas of fire protection preferred.~~ Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: FIRE PROTECTION ANALYST

~~DATE: DECEMBER, 1985~~

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

Working conditions:

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, dusts, gases, poor ventilation, chemicals, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel. Work is performed indoors and outdoors. When working outdoors, the incumbent may be exposed to heat and cold and the elements. There is frequent need to walk, stand, climb ladders or scaffolding, and use hands to finger, handle, or feel. May necessitate frequent exposure to physical, electrical, mechanical, and chemical hazards. Must comply with all California Occupational Safety and Health Act regulations and utilize approved safety equipment and protective gear including but not limited to respirators and/or hearing protective devices. May climb, stoop, bend, crouch, kneel, and reach above and below shoulder level. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

ITEM # 5b



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

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: RECLASSIFICATION OF AT-WILL DEPUTY CITY TREASURER INTO MEO UNIT
DATE: OCTOBER 19, 2011

There are currently two **Deputy City Treasurer** classifications in the City's Classification Plan. One was established as an at-will position; the other is represented by the MEO. The pay grades, essential job duties, knowledge, skills, abilities, and minimum qualifications of both positions are the same.

The **Deputy City Treasurer** in the Treasury Department was created as an at-will position. The former City Treasurer specifically requested this designation when the position was vacant and prior to the appointment of the current incumbent. The recent reorganization of the Treasury and Finance Departments has resulted in the incumbent now reporting to the Director of Finance.

MEO submitted a request to change the classification status of the at-will Deputy City Treasurer incumbent from at-will to MEO-represented. Human Resources staff considered the matter and forwarded the request to the Finance Director. The Finance Director and City Manager have reviewed and concur with the status change.

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

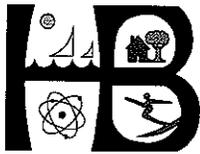
STAFF RECOMMENDATION

Action: **Reclassify the incumbent Deputy City Treasurer (Non-Associated) to Deputy City Treasurer (MEO)**

Affected Employee: **Joyce Zacks**

Recommendation: **Approve the reclassification of Joyce Zacks from Deputy City Treasurer (Non-Associated) to Deputy City Treasurer (MEO)**

c: Bob Hall, Deputy City Manager
Lori Ann Farrell, Finance Director
Scott Field, MEO President



CITY OF HUNTINGTON BEACH

Interdepartmental Memo

To: Fred A. Wilson, City Manager

From: Michele Carr, Director of Human Resources

Date: October 4, 2011

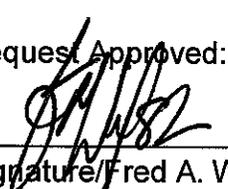
Topic: Unit Modification – Incorporation of At-Will Classification of Deputy City Treasurer into MEO Unit

MEO has submitted a request to change the classification status of the position of Deputy City Treasurer (Joyce Zacks-incumbent) from at-will to MEO. This request was submitted to the Finance Director in August 2011 and approved today.

The position held by Joyce Zacks was specifically requested to be at-will by the prior City Treasurer when the position was vacant (prior to the City's commencement of the recruitment for same). Now that the position is under the direction of the Finance Department, it is prudent for the position to be incorporated into MEO.

The Finance Director has reviewed the matter and approved the request from MEO (see memo attached). Human Resources is not opposed to the incorporation of the position and the incumbent into the MEO unit.

Your approval is required to present this matter to the Personnel Commission for review and action. Please provide your determination below, and return the signed memo to my office at your convenience.

Request Approved: <input checked="" type="checkbox"/>	Request Denied: <input type="checkbox"/>
	10-4-11
Signature/Fred A. Wilson, City Manager	Date

If you have any questions, please direct them to myself or to Paul Emery.

ITEM # 5c



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

TO: PERSONNEL COMMISSION

FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES

SUBJECT: UPDATE JOB SPECIFICATION AND ADJUST COMPENSATION OF ASSISTANT CITY CLERK

DATE: OCTOBER 19, 2011

In 2009, the **Assistant City Clerk** position was reviewed by Human Resources at the request of Joan Flynn, City Clerk. The study focused on three issues: 1) updating the job class spec to reflect the modified job duties and minimum qualifications; 2) comparing the job to other internal positions with comparable duties; and 3) examining the pay compression between the Assistant City Clerk and the subordinate Senior Deputy City Clerk.

The review took into consideration the evaluation and analysis of job information gleaned from the incumbent, input from the department head, an internal comparison of like positions within the City, and an examination of the supervisor/subordinate pay differentials within the classified service positions.

The major new duties incorporated into the revised job classification spec include: Serving as project coordinator and department representative for all computerized systems and software applications designed to electronically process and publish City Council agendas and staff reports; overseeing the document lifecycle management process; and supervising the passport processing function.

The education component of the minimum qualifications has also been changed from a high school diploma or equivalent to an associate's degree. The knowledge, skills, and abilities necessary to perform the job duties support the higher level of education. Other MEO-represented jobs in the same or a lower salary grade require at least a bachelor's degree. Raising the educational qualifier for the Assistant City Clerk aligns it closer with the education qualifications for those positions.

A change in pay grade for the Assistant City Clerk position is recommended for two reasons: 1) to increase the pay differential between this job and the Senior Deputy City Clerk; 2) to establish the proper ranking amongst jobs with similar duties and responsibilities. Presently, the compensation differential between the subordinate position and the Assistant City Clerk position is approximately 3.5%. This is extremely low. The salary strata between the classifications should (generally) be between 15% and 20%. The change in pay grade will broaden the spread to 16.5%. This change will require City Council authorization. Compensation will not be paid retroactively and pay grade changes will be implemented on a go-forward basis – based upon the date of approval of the City Council.

The existing job classification specification was reviewed by the department. This matter was discussed with MEO.

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

STAFF RECOMMENDATION

Actions: Update the job classification specification for Assistant City Clerk and change the pay grade from MEO 537 to MEO 563

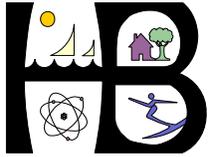
Affected Employee: Robin Lugar

Recommendation:

Approve the recommended changes to the job classification specification and pay grade of the Assistant City Clerk job

**c: Joan Flynn, City Clerk
Scott Field, MEO President**

**Attachments: Updated Class Specification
HR Review Summary Memo**



CITY OF HUNTINGTON BEACH

Interdepartmental Memo

TO: Joan Flynn, City Clerk

FROM: Michele Carr, Director of Human Resources

DATE: March 31, 2009

SUBJECT: Classification Review & Analysis: Assistant City Clerk

Recommendation

After thorough review, it is recommended that the classification of **Assistant City Clerk** be modified with respect to the content of the specification and the compensation. The position has not materially changed sufficient to warrant re-classification. However, the position class requires modification to reflect minor but notable changes. The updated (proposed) job specification is attached.

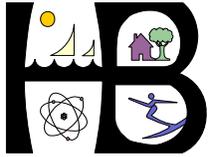
The compensation is recommended to be modified from **MEO Range 527 to MEO Range 553**. In accordance with Personnel Rule 13.1, the compensation adjustment is based on internal parity with respect to other MEO classifications as well as to subordinate MEA classifications.

Background

The department requested a study of the Assistant City Clerk position to evaluate the following issues: 1) updating the job class specification to reflect the expanded job duties; 2) the difference in pay to the subordinate Senior Deputy City; 3) the disparity in pay between the City Clerk and the Assistant City Clerk; and 4) the Assistant City Clerk pay in comparison to like positions in other cities.

The study took into consideration the review and evaluation of several factors, including job information gleaned from the position description questionnaire submitted by the incumbent and follow-up interviews with her, consultation with the department head, an internal comparison of like positions within the City; and an analysis of the supervisor/subordinate pay difference within the classified service positions in the City Clerk job family.

An analysis of the Assistant City Clerk to the City Clerk's position was not included as part of this study. The City Clerk is a non-classified service, elected position and the salary is set at the discretion of the City Council. An external wage analysis was not factored in as part of this review.



CITY OF HUNTINGTON BEACH

Interdepartmental Memo

Job Classification Specification Changes

Current Job Duties

The Assistant City Clerk position was originally created in 1999. It was recreated in 2002 with minor changes to the overall job class spec. Most recently, the major change within the Office of the City Clerk is the conversion to computerized systems and software applications. The document lifecycle management process has already been implemented. The Department is currently converting the City Council agenda publishing process to an electronic, interactive workflow system. The oversight of these projects is a new duty for the Assistant City Clerk. However, upon implementation of the system, the oversight will shift from implementation to routine system maintenance and minor process improvements as provided by the vendor.

The electronic agenda publishing system is still in the building stages. The incumbent serves as the department representative and has the authority to make decisions regarding the application of the software. Some of the duties associated with this role include attending weekly status meetings with vendor representatives and internal support staff, scheduling and attending all product review meetings, communicating and documenting the progress of the project, resolving issues that may arise, and testing product functionality. Once the system is implemented, the incumbent will retain the responsibility of maintaining the system and training City staff on its use.

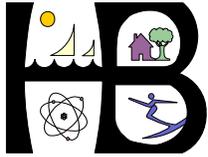
The incumbent also manages the software applications designed to stream live video online of the City Council meetings. She works with an outside contractor to ensure proper video production of City Council meetings and maintains the video recordings archive.

While the computer systems projects have become an important function of the job, the primary responsibility is still the management of the office personnel. The incumbent currently supervises six full-time employees, four Senior Deputy City Clerks and two Office Assistants, and six part-time employees.

The other duty not depicted on the current job class specification is supervising the passport processing function.

Education Qualifier

The educational qualifications for the position require an upgrade. Presently, a HS Diploma is required. The minimum should be an Associate's Degree. The knowledge, skills, and abilities necessary to perform the job duties support the higher level of education.



CITY OF HUNTINGTON BEACH

Interdepartmental Memo

Furthermore, in that the Assistant City Clerk position is a promotional opportunity from the Senior Deputy City Clerk position, thus, requiring a higher level of education would be appropriate. Table 1 shows the current educational qualifications required of the City Clerk job family.

Assistant City Clerk	Graduation from high school or equivalent. College coursework towards a degree may substitute for experience on a year-for-year basis up to two years.
Senior Deputy City Clerk	High school diploma or equivalent.
Deputy City Clerk	High school diploma or equivalent.

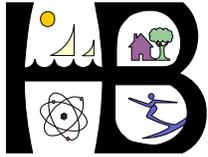
Other MEO-represented jobs in the same or a lower salary grade require at least a bachelor's degree. Raising the educational qualifier for the Assistant City Clerk aligns it closer with the education qualifications for those positions. The number of years experience required for the other jobs was not taken into consideration; however, only the Assistant City Clerk classification allows a substitution of education for experience.

Table 2 illustrates the difference in educational qualifications for jobs in the same or lesser pay grade for Assistant City Clerk.

Assistant City Clerk	527	Graduation from high school or equivalent. College coursework towards a degree may substitute for experience on a year-for-year basis up to two years.
Cultural Affairs Supervisor	519	Equivalent to a Bachelor's Degree in Fine Arts
Special Events Coordinator	519	Equivalent to a Bachelor's Degree in Liberal Arts
Senior Librarian	527	Equivalent to a Master's Degree in Library Science

Raising the education qualifier would also be consistent with that required (or desired) for a comparable position within other local cities as illustrated in Table 3 below.

City	Title	Education
Fullerton	Assistant City Clerk	Associate's Degree
Anaheim	Deputy City Clerk	Bachelor's degree desirable
Irvine	Deputy City Clerk	Associate's degree
Tustin	Chief Deputy City Clerk	Associate's degree
Newport Beach	Assistant City Clerk	Associate's degree highly desirable



CITY OF HUNTINGTON BEACH

Interdepartmental Memo

Internal Supervisor/Subordinate Pay Relationships

One of the issues raised by the department was the pay compression between the Assistant City Clerk and the Senior Deputy City Clerk. This disparity was caused in 2007 when the salary ranges for the Senior Deputy City Clerk and Deputy City Clerk classifications were increased 19% as a result of the CPS Classification and Compensation study. The Assistant City Clerk position was not included in the study which resulted in the salaries for the City Clerk job family not being properly aligned to adjust for supervisor/subordinate pay compression.

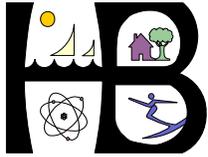
Table 4 provides a brief history of the rate changes for the two jobs and the impact on compression between the two jobs:

9/24/2005	Assistant City Clerk	504	\$33.36	25.18%
7/1/2006	Senior Deputy City Clerk	459	\$26.65	
12/16/2006	Assistant City Clerk	513	\$34.89	27.71%
1/1/2007	Senior Deputy City Clerk	464	\$27.32	
12/16/2006	Assistant City Clerk	513	\$34.89	2.50%
9/1/2007	Senior Deputy City Clerk	508	\$34.04	
12/15/2007	Assistant City Clerk	522	\$36.50	7.23%
12/15/2007	Assistant City Clerk	522	\$36.50	5.13%
7/1/2008	Senior Deputy City Clerk	512	\$34.72	
12/20/2008	Assistant City Clerk	527	\$37.43	7.28%
1/10/2009	Senior Deputy City Clerk	513	\$34.89	

Internal Comparisons

Absent a documented factor comparison or point factor comparison methodology used to evaluate the jobs within the classification plan, the only methodology option available is the whole-job ranking process to evaluate the Assistant City Clerk. The Assistant City Clerk was compared to the Law Office Manager and the Police Records Administrator positions within the City classification structure. While there are similarities and dissimilarities amongst the three positions, all oversee a recordkeeping function of significant importance and direct the activities of clerical/administrative personnel within a distinct unit of a department. In the case of the Assistant City Clerk, the unit is the department.

The Law Office Manager and the Assistant City Clerk exercise first-line supervision over clerical/secretarial staff and both report to department heads. While the Law Office



CITY OF HUNTINGTON BEACH

Interdepartmental Memo

Manager handles administrative duties for the City Attorney, it cannot assume the full authority of the City Attorney. However, the Assistant City Clerk may, in the absence of the City Clerk, perform the duties of and execute the authority of the City Clerk for a limited term.

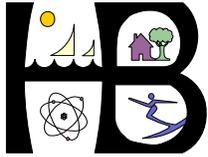
The Police Records Administrator reports to a division head within the department and is exclusively responsible for the overall functioning of the Records Bureau, including policy direction, budget setting and administration, and personnel selection and discipline. The position does not exercise first-line supervision but managerial control over bureau personnel. First-line supervisory authority is administered by the Police Records Supervisors, who report to the Administrator. While the Assistant City Clerk is second in command to the department head, the overall direction of the department is the responsibility of the City Clerk.

Table 5 provides a brief synopsis of the duties and minimum qualifications of all three positions.

<p>Assistant City Clerk -- Plans, organizes, and supervises the daily office operations of the department; provides administrative support to the City Clerk; represents City Clerk in the City Clerk's absence; signs official documents as needed.</p>	<p>Recommended Education: Associate's degree or equivalent number of college units. Bachelor's degree may substitute for up to two years experience. Experience: Five years experience performing administrative support, paraprofessional, or public records management work within a City Clerk's office or similar environment. One year supervisory or lead experience over clerical, secretarial, or administrative personnel desirable.</p>
<p>Law Office Manager -- Plans, organizes, supervises, and coordinates the clerical operations of the City Attorney's Office; performs a wide variety of secretarial, clerical and administrative support, duties in support of the City Attorney's Office; relieves the City Attorney of administrative detail.</p>	<p>Education: Equivalent to the completion of the twelfth grade supplemented by two years of formal specialized training in legal administration or as a paralegal. Experience: Five years' responsible legal secretarial support experience including two years of experience supervising the clerical operations of a law office.</p>
<p>Police Records Administrator -- Plans, organizes and supervises the operations of the Police Records Bureau, a 24-hour, seven-day week operation. The incumbent exercises direct supervision over shift Supervisors and other Police Records Bureau personnel.</p>	<p>Education: Bachelor's degree in Business or Public Administration, or a related field. Experience: Five years' data management or records experience, including two years as a supervisor or manager of a law enforcement or court records management operation.</p>

Summation

When evaluating the position with respect to overall job duties, knowledge, skills, abilities, complexity of work, breadth of responsibility, degree of independence to act, span/scope of influence and decision making, supervisory responsibility and technical expertise, there



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Interdepartmental Memo

is insufficient data to support a re-classification. There have been some modifications to the overall position – but the changes do not rise to the level of substantial and significant and are insufficient to warrant re-classification.

The position assuming responsibility in overseeing the department's transition to electronic processing of several aspects of the department's work do not justify an increase to the salary range of the Assistant City Clerk. Neither does the upgrade in educational requirements.

However, a change in the pay range for the Assistant City Clerk is appropriate for two reasons: 1) to increase the pay differential between this job and the Senior Deputy City Clerk; 2) to establish the proper ranking amongst jobs with similar duties and responsibilities.

A 15% to 20% salary differential between supervisory and subordinate job classes would be ideal. A 7.28% differential between the pay of the Assistant City Clerk and the Senior Deputy City Clerk falls significantly below the industry's ideal and the City's reality. A minimum of a 15% spread would necessitate an increase to pay range 543. Establishing a spread of 20% would raise the range to 553.

Any of these increases is also justified when ranking the job using the whole job methodology. The placement of the Assistant City Clerk at a pay range higher than the Law Office Manager but lower than the Police Records Administrator is appropriate.

The EEO Job Category Code maintained in the JDEdwards system should also be corrected for this classification at this time. At present the Assistant City Clerk is categorized as a Technician. The categorization should be changed to Professional or Administrative Support.

Due to the present fiscal crisis, this item must be approved by the City Administrator and a funding source must be identified prior to implementation.

The implementation of this recommendation requires meet and confer with MEO, approval by the Personnel Commission and the City Council. Any salary-grade changes would be implemented on a go-forward basis – based upon the date of approval of the City Council.

If approved, the position would not be subject to subsequent review for a minimum period of three (3) fiscal years (2011-2012).

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSISTANT CITY CLERK

DATE: ~~JUNE 2002~~

PERSONNEL COMMISSION APPROVAL: _____

COUNCIL APPROVAL: _____

JOB CODE:	0132
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT

JOB SUMMARY

~~The primary reason for this classification is to~~ Under the direction of the City Clerk, plans, organizes, and supervises the daily office operations of the City Clerk's Department, ~~under the direction of the City Clerk. Performs highly responsible and complex administrative support to the City Clerk, including preparation of City Council meeting minutes and maintenance of official city documents, records, ordinances, resolutions, contracts, agreements and franchises. Supervises the City Clerk's records management system and codification of city ordinances. Supervises department personnel.~~

DISTINGUISHING CHARACTERISTICS

The Assistant City Clerk classification is distinguished from the Senior Deputy City Clerk classification in that the Assistant City Clerk ~~is responsible~~ provides administrative oversight for the overall functioning of the department; while the Senior Deputy City Clerk performs specific assignments related to an administrative level, coordinating and supervising daily office operations of the department ~~operations and department personnel.~~

The Assistant City Clerk ~~classification is distinguished from the City Clerk in that the Assistant City Clerk manages the day-to-day operations of the department and assists~~ acts for the City Clerk in his/her absence and prepares minutes of City Council meetings as required. all phases of the work. The City Clerk is an elected official responsible for the overall functioning of the department, and serves as the legal custodian of records for the City.

EXAMPLES OF ESSENTIAL DUTIES

- ~~Plans, organizes, directs and participates in the work involved in~~ Oversees the daily operations of maintaining official City documents and records, including, but not limited to; agendas, minutes, ordinances, resolutions, contracts, agreements, deeds and other legal documents and official records of the City Council, Redevelopment Agency and subsidiary authorities;
- Oversees ~~Manages~~ the timely and proper ~~supervises~~ distribution of the City Council agendas and packet; ~~supervises the preparation, posting and distribution of notices~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSISTANT CITY CLERK

DATE: JUNE 2002

- of all related documents; administers the public meetings and hearings and public notice processes;
- participates in the development, implementation and monitoring of goals, objectives and policies for the City Clerk's Office; supervises, trains, evaluates, and develops employees as assigned; Supervises subordinate staff; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems; provides or coordinates staff training; works with employees to correct deficiencies
- assists in the development and administration of the City Clerk's budget; conducts research, reports findings and makes recommendations; ensures compliance with government codes for a comprehensive Administers the records management program for the City Clerk's Office, system including maintenance, protection, retention and disposition of records to ensure compliance with federal, state, and local laws, rules and regulations;
- Works with video production consultant to ensure proper recording of City Council meetings; maintains archive of video recordings for access to public and other interested parties
- Serves as project manager and department representative for all computerized systems and software applications designed to electronically process and publish City Council agendas and staff reports, and manage and store scanned images
- Assists in the administration of City elections;
- Administers the filing of Campaign Disclosure Statements and Statements of Economic Interests forms as required by the Fair Political Practices Commission (FPPC);
- Identifies opportunities for improving service delivery methods and procedures; implements improvements; develops and implements office systems and procedures; prepares procedures manuals
- Provides administrative support to the City Clerk; participates in the development, implementation and monitoring of goals, objectives and policies for the City Clerk's Office and city-wide related functions; implements resulting policies and procedures; serves as acting City Clerk in the City Clerk's absence and signs official documents as needed;
- Supervises the passport processing function
- Interacts with various levels of City employees, government and elected officials, and the public to resolve problems and address complaints
- Reviews and approves invoices for payment

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSISTANT CITY CLERK

DATE: JUNE 2002

- Conducts research, reports findings and makes recommendations
- Mmay act as a perform Notary Public; and performs related duties
- Performs related duties as required.

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.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of City Clerk's Office program development and administration; principles of municipal budget preparation and control; Federal, State and local laws, codes and regulations Laws, rules, and procedures pertaining to notices, minutes, records, reports, agendas, materials, and correspondence for a municipality or other governmental organization, as well as open meetings for legislative bodies, elections and financial disclosure requirements
- Pprinciples of supervision, training and performance evaluation;
- pertinent Federal, State and local laws, codes and regulations, including State law regarding access and dissemination of pPublic rRecords Act, Brown Act, Political Reform Act, the Government Code and Election Code, and the City Code; local, State and Federal laws relating to records retention;, open meetings for legislative bodies, elections and financial disclosure requirements
- Computerized records storage and retrieval; imaging technology;
- Laws, rules, and procedures of management, retention, and destruction of public records
- General office practices and procedures English usage, spelling, grammar and punctuation; business letter writing and basic report preparation;
- Mmunicipal government structure and processes

~~— ; effective public contact and public relations techniques and practices; analysis and research methods and techniques.~~

Ability to:

- Plan, organize and supervise daily office operations; monitor the work of a municipal clerk's office
- explain and work in accordance with a wide variety of Understand, interpret, and apply laws, rules, regulations, policies, codes and ordinances;
- Eenforce municipal and election laws and procedures;
- prepare accurate minutes of multi-participant meetings;
- Operate computer equipment, including word processing, database and other types

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSISTANT CITY CLERK

DATE: JUNE 2002

- of software;
- ~~Assist~~ the public, City officials, City staff and others in researching or obtaining City information;
- ~~plan, organize and supervise~~ Manage the maintenance of an effective record keeping, filing and imaging system; for official records
- ~~Communicate~~ effectively both orally and in writing;
- ~~establish and maintain effective working relationships with those contacted in the course of work;~~ Interact professionally with various levels of employees, elected City officials and appointees, outside representatives, and the general public
- ~~Use~~ independent judgment and initiative to analyze situations, identify problems and recommend solutions; ~~learn complex and technical information; handle multiple deadlines and multiple projects;~~
- ~~occasionally attend evening meetings and transcribe City Council meeting minutes.~~ Take appropriate notes to record minutes and other council actions
- Learn complex and technical information; handle multiple deadlines and multiple projects

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:

Education: ~~Graduation from high school or equivalent. An Associate's Degree from an accredited college or equivalent number of collegiate units in a related field. College coursework towards an Associate of Arts or A Bachelor's of Arts degree from an accredited college or university in a related field~~ may be substituted for experience on a year-for-year basis up to two (2) years.

Experience: ~~Five (5) years experience in a City Clerk's Office or similar type experience, such as; Five (5) years increasingly responsible secretarial, clerical, or administrative support, or paraprofessional experience with two (2) years of including records management experience, familiarity with local government procedures, and significant contact with City officials and the general public working within a City Clerk's office or with an elected/appointed Board of Directors. Some OneTwo (2) years of supervisory or lead supervisory experience over clerical, secretarial, or administrative support personnel is desirable.~~

~~At least 2 years of the administrative experience in a lead capacity supervising the work of others.~~

Certifications/License: ~~Based on operational need, Must be able to obtain a Notary Public certification within six months of appointment may be required. Certification as a Municipal Clerk (CMC) preferred highly desirable.~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSISTANT CITY CLERK

DATE: JUNE 2002

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS -- Work is performed in an general office environment and may involve extended periods of time at a computer keyboard or work station. ~~and~~ ~~Requires~~ sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment finger dexterity to type on a computer keyboard; and hearing and speaking to answer the telephone or answer questions of co-workers, subordinates, or the general public. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires the ability to sit, reach, twist, lean and lift files and reports from desk tops or file drawers; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as use of a personal computer or other office equipment or supplies; communicate effectively both orally and in writing; must be able to work well under pressure within certain time frames; and Tasks involve the ability to exert light physical effort in sedentary to light work but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 - 10 pounds). ~~Resenable~~ Reasonable accommodation(s) for an individual with a qualified physical or mental disability ~~ies~~ will be considered on a case-by-case basis.

Must be able to work beyond a regular scheduled workday when required

~~E~~ Employee

Est. May 1999
Rev. June 2002/bc

Rev. August 2005/vb
Rev. Sept 2010/jd

ITEM # 6

Goals for the Personnel Commission & Staff

1. Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
2. Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
3. Develop new classifications to meet changing needs of the City.
4. Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
5. Review Administrative Regulation 413: Constructive Action Plan (CAP) – Disciplining Alternative program.
6. Development of Bylaws

BYLAWS

**PERSONNEL COMMISSION
of the
CITY OF HUNTINGTON BEACH**

Section 1. TITLE AND MEMBERSHIP. The official title of this Commission shall be “Personnel Commission of the City of Huntington Beach”, which may also be referred to as the “Huntington Beach Personnel Commission”, “City Personnel Commission” or “Personnel Commission.” The Personnel Commission shall consist of seven (7) members, each appointed by the City Council.

Section 2. DUTIES OF COMMISSION. The duties of the Personnel Commission shall be as provided in the City Charter~~California Government Code~~, as provided by ordinance of the City of Huntington Beach, as provided in the Municipal Code and as may be delegated to it by the City Council.

Section 3. OFFICERS. The officers of the Personnel Commission shall be a Chair and a Vice-Chair who shall be elected by majority vote of the Commission, ~~and shall hold office for a period of one year or until their successors are elected.~~ Outgoing officers’ term expires upon election of new officers. Officer nominations will be submitted annually in June. An election of officers shall be held as soon as practical following the first day of ~~June~~July of every year. The Chair and Vice-Chair shall be elected based on seniority, as follows:

- a. The Commissioner with the most seniority who has not served as Chair, or the Commissioner who served as Chair longest ago if all Commissioners have served as Chair, shall be elected Chair.

- b. The Commissioner with the most seniority who has not served as Vice-Chair, or the Commissioner who served as Vice-Chair longest ago if all Commissioners have served as Vice-Chair, shall be elected Vice-Chair.
- c. Seniority between Commissioners shall be determined by the chronological order of the uninterrupted service date of first attendance of each as a sworn Commissioner at a Planning Personnel Commission meeting. If seniority between two or more Commissioners is equal based on the first determination, then seniority between the subject Commissioners shall be based on the highest or higher vote counts of the Commissioners' appointing City Council Members.
- d. Any Commissioner may decline nomination as Chair or Vice-Chair. Such declination shall not alter the selection process for Chair or Vice-Chair among the remaining Commissioners.

The elected Chair and Vice-Chair shall assume office immediately following said election. In the event of a vacancy of the Chair, the Vice-Chair shall serve the balance of the unexpired term of the Chair. In the event of a vacancy of the Vice-Chair, a member of the Commission shall be elected, in accordance with the aforementioned seniority determination, to serve the balance of the unexpired term of the Vice-Chair. No person shall occupy the office of Chair or Vice-Chair for more than two consecutive terms. The ~~Personnel~~ Director of Human Resources of the City shall serve as Secretary of the Commission.

Section 4. DUTIES OF CHAIR AND VICE-CHAIR. The Chair shall preside at the meetings of the Commission and in case of his/her absence or inability to act, the Vice-Chair shall act, and in the absence of both the Chair and Vice-Chair, the Commission shall appoint a Chair pro tempore who shall have all the powers and duties of the Chair and shall serve only

until such time as the Chair or Vice-Chair returns and is able to act. The Chair shall have the power to make or second any motion, to present and discuss any matters, and vote, notwithstanding the fact that they are the presiding officer of the Commission.

The Chair, or his/her designee shall be available to meet with the City Council Liaisons to the Personnel Commission, the Mayor, or his/her designee whenever requested to discuss issues common to the City Council and Personnel Commission.

When a Personnel Commission item has been appealed to the City Council, or when a Personnel Commission decision on an item before the City Council differs from staff's recommendation, the Chair or his/her designee shall attend City Council meetings and present the majority position of the Personnel Commission on the pertinent item. When the Chair is not a member of the voting majority on the item before the Council, the Chair shall appoint a member of such Commission majority as the Commission's representative.

Section 5. DUTIES OF THE SECRETARY. It shall be the duty of the Secretary to keep accurate and permanent records of the acts and proceedings of the Commission, and such records shall be retained and have the same status as other records of the city; to schedule matters for hearing and consideration by the Commission; to provide timely notice of meetings, agenda and actions as required by code, ordinance, statute or the Commission; and to perform such other duties required by code, ordinance, statute or the Commission. In case of absence of the Secretary, an Acting Secretary, appointed by the Secretary, shall act, and in the absence of both Secretary and Acting Secretary, the Chair shall appoint a Secretary pro tempore who for such period shall have all the powers and duties of the Secretary and serve only until such time as the Secretary or Acting Secretary returns and is able to act.

Section 6. ADVISORS. The Chair, or a majority of the Commission, may request the attendance at Personnel Commission meetings of any officer or employee of the City to assist the Commission in its deliberations in an advisory capacity.

Section 7. MEETINGS.

- (a) Open Meetings. All meetings of the Commission shall be open and public.
- (b) Regular Meetings. Regular meetings shall be held on the third Wednesday of each month at the Huntington Beach Civic Center commencing at 5:30 PM or as soon thereafter as the meeting may be called to order. Public Notice and an agenda of meeting shall be given as required by law. In the event the date for a regular meeting falls on a legal holiday, such meeting date shall be deemed to be the day following such holiday. In the event the date of a regular meeting follows the date of a regular City Council meeting and such Council meeting falls on a legal holiday, thereby requiring such Council meeting to be postponed to the following day, the date of the regular Commission meeting shall be deemed to be the day after the postponed Council meeting is held.
- (c) Special Meeting. A special meeting may be called at any time by the Chair, or by a majority of the members, with public notice and an agenda of meeting as required by law.
- (d) Public Hearings. The Commission shall not begin any public hearing item after 11:00 PM unless the Commission, by majority vote, so agrees.
- (e) Adjournment. Any meeting may be adjourned to a date certain which may be specified in the order of adjournment. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within the twenty-four (24) hours after the time of the adjournment.

Section 8. ATTENDANCE. Regular attendance at meetings of the Personnel Commission is required of all members to enable the Commission to discharge the duties ~~conferred thereupon imposed upon it by law~~. In the event a member is absent from two or more consecutive regular meetings, without securing the consent of the Chair, such consent not to be unreasonably withheld, and upon majority vote, the Commission shall request the City Council appointing member to remove the Commissioner and appoint a new member to fill the unexpired term.

Section 9. QUORUM. At any meeting of the Personnel Commission, a majority of said Commission shall constitute a quorum for the transaction of business. In the event there is no quorum at a Commission meeting, the Secretary shall adjourn such meeting or shall adjourn to a date certain.

Section 10. ORDER OF BUSINESS. The order of business for a regular or special meeting shall be:

- (a) Call to order by the Chair.
- (b) Consideration of matters on the agenda.
- (c) Any other business which may properly come before the Commission.

Section 11. PARLIAMENTARY PROCEDURE. The parliamentary rules contained in the current revision of Robert's Rules of Order, except as otherwise noted in these bylaws, shall, in general, govern the proceedings of this Commission. The Chair shall decide all questions of order, subject to appeal by the Commission, and all appeals shall be decided by a majority vote of the members present. The Chair shall vote on all matters coming before the Commission whether there is a tie vote or not. No member may vote at a meeting by proxy, or by any method

other than being personally present and casting his/her vote. Every member present shall vote on all questions. The result of any vote shall be audibly announced by the Secretary and recorded in the minutes as the vote of the Commission. Any member present who disqualifies himself/herself for any reason from voting upon any question shall state his/her reasons for so doing. If a member disqualifies himself/herself or abstains ~~because of the requirements of the Political Reform Act~~, they shall so state the reason(s) for disqualification or abstention. The Secretary shall enter any disqualification and the grounds therefore in the minutes of the meeting. A member who has disqualified himself/herself shall not be required to vote upon the question on which they have disqualified himself/herself, and his/her failure to vote shall be recorded as an abstention. An affirmative vote of a majority of the members present and voting shall be required for the passage of any matter before the Commission, except as otherwise noted in these bylaws.

Section 12. CHANGES IN BYLAWS. An affirmative vote of four (4) members of the Personnel Commission shall be required to amend these bylaws. Copies of a proposed amendment shall be given to each member at a regular meeting, and shall be mailed to each member at least five (5) days prior to a meeting, and may then be voted upon at the next regular meeting.

Section 13. ADOPTION. APPROVED AND ADOPTED ON THE _____ , as the Bylaws of the Personnel Commission of the City of Huntington Beach, adopted _____, by a (unanimous) vote of 7-0-0.

ATTEST:

Michele Carr, Secretary

_____, Chair
Personnel Commission

ITEM # 7

Council/Agency Meeting Held: <u>10/3/2011</u>	<i>(10/4)</i> M. Carr, HR S. Headerson M. BA... FLET M. SF#
Deferred/Continued to: _____	<i>J. Payne</i> City Clerk's Signature
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied <i>AS AMENDED BY SUPPLEMENTAL COMMUNICATION 6-0-1 (SIGN OUT OF ROOM)</i>	
Council Meeting Date: October 3, 2011	Department ID Number: HR 11-016

**CITY OF HUNTINGTON BEACH
REQUEST FOR CITY COUNCIL ACTION**

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Fred A. Wilson, City Manager

PREPARED BY: Michele Carr, Director of Human Resources

SUBJECT: Adopt Resolution No. 2011-80 approving a Memorandum of Understanding between the City and the Marine Safety Management Association (MSMA) (formerly Marine Safety Officers' Association, MSOA) for the period October 1, 2011 through September 30, 2013

Statement of Issue: The City and the Huntington Beach Marine Safety Management Association (MSMA) have tentatively agreed to enter into a new Memorandum of Understanding (MOU) for the period October 1, 2011 – September 30, 2013.

Financial Impact: MSMA has agreed to increase the employee paid contribution towards CalPERS retirement. Employees in this unit will contribute 5.50% toward the 9% employee share of CalPERS effective October 1, 2011 – September 30, 2012 resulting in savings to the City of approximately \$15,300 for the period. Employees will contribute an additional 1.25% toward CalPERS (for a total of 6.75%) effective October 1, 2012, and thereafter. The additional 1.25% in year two will result in an additional \$15,300 in savings, for a total of \$30,600 over the term of the agreement.

Recommended Action: Motion to:

Adopt Resolution No. 2011-80, "A Resolution of the City Council of the City of Huntington Beach Approving and Implementing the Memorandum of Understanding Between the City and the Huntington Beach Marine Safety Management Association (MSMA) (Formerly Marine Safety Officers' Association – MSOA), For October 1, 2011 Through September 30, 2013."

Alternative Action(s): Do not approve the Resolution for the MSMA employees and direct staff to either attempt to continue to meet and confer with the Association or utilize the impasse procedures under the City's Employer-Employee Relations Resolution.

REQUEST FOR COUNCIL ACTION

MEETING DATE: DEPARTMENT ID NUMBER: HR 11-016

Analysis: Representatives of the City and MSMA have completed the meet and confer process with agreement on a new Memorandum of Understanding (MOU) for the period of October 1, 2011 through September 30, 2013. The current side-letter extending the MOU expired September 30, 2011. The negotiations process focused primarily on contributions to CalPERS and two-tier retirement.

Highlights of proposed MOU changes include the following:

Term of Agreement

October 1, 2011 to September 30, 2013 (2 years).

Wage Increases

There are no negotiated wage increases.

Holidays

The following ten (10) City holidays are referenced by title within the MOU. The prior MOU was silent as to the actual named holidays recognized by the City. There is no additional compensation associated with this change. Further, the frequency with which unit members receive holiday pay is modified from monthly to bi-weekly to coincide with the pay schedule. There is no additional compensation associated with this change.

- New Years Day
- Martin Luther King Holiday
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Benefits/Medical/Dental

There are no negotiated modifications to benefits.

CalPERS Contributions

Employee-paid share of CalPERS contributions will be 5.50% in year one of the agreement and 6.75% in year two and thereafter (until a successor agreement is reached).

Two-Tier Retirement

Unit employees agree to adopt a second-tier retirement benefit formula if all other safety units agree (in accordance with CalPERS requirements).

Unit Name Change

The unit has requested recognition of a name change from Marine Safety Officers' Association (MSOA) to Marine Safety Management Association (MSMA). The unit name change is not indicative of any proposed position title changes for this unit.

Strategic Plan Goal: Maintain our financial reserves.

Environmental Status: N/A