

AGENDA

Wednesday, November 20, 2013

City of Huntington Beach PERSONNEL COMMISSION

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

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

Mike Vigliotta, Chief Assistant 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 October 16, 2013

5. PUBLIC HEARING

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

- a. Discussion regarding proposed changes to the job classification of **Beach Maintenance Crewleader** in the Community Services Department, amending the City's Classification Plan.

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

Recommended Action:

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

RECESS TO CLOSED SESSION

CLOSED SESSION

6. PERSONNEL HEARING – SUPPLEMENTAL DISCIPLINARY HEARING IN ACCORDANCE WITH PERSONNEL RULE 20 – FINDINGS OF FACT AND CONCLUSIONS OF LAW - CLOSED SESSION OPTION PER GOVERNMENT CODE SECTION 54957

Recommendations of Hearing Officer Michael Prihar regarding a Suspension Appeal

Deliberation in Closed Session

Recommended Action: Sustain, reject or modify the Hearing Officer's recommendation. If the Commission rejects or modifies the recommendation, direct the legal advisor to prepare findings of fact and conclusions of law in support of the Commission's decision.

7. PERSONNEL HEARING – SUPPLEMENTAL DISCIPLINARY HEARING IN ACCORDANCE WITH PERSONNEL RULE 20 – FINDINGS OF FACT AND CONCLUSIONS OF LAW - CLOSED SESSION OPTION PER GOVERNMENT CODE SECTION 54957

Recommendations of Hearing Officer Michael Prihar regarding a Termination Appeal

Deliberation in Closed Session

Recommended Action: Sustain, reject or modify the Hearing Officer's recommendation. If the Commission rejects or modifies the recommendation, direct the legal advisor to prepare findings of fact and conclusions of law in support of the Commission's decision.

RECONVENE PERSONNEL COMMISSION MEETING

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 December 18, 2013

MINUTES

Wednesday, October 16, 2013

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 November 20, 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 Elford called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Clemens, Elford, Inglee, Thompson

Commissioners absent: Bush

Others Present:

Ken Domer, Assistant City Manager

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

Approval of the minutes for September 18, 2013 was moved to the November 20, 2013 meeting due to lack of quorum of Commissioners present from the September 18, 2013 meeting.

PUBLIC HEARING

- a. Approve the job specification revisions of the position of **Community Relations Officer** in the Office of the City Manager amending the City's Classification Plan.

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

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

RECESS TO CLOSED SESSION

6. PERSONNEL HEARING RESCHEDULED TO NOVEMBER 20, 2013.

RECONVENE PERSONNEL COMMISSION MEETING

LABOR RELATIONS UPDATE

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).

SECRETARY'S REPORT

Ms. Warren introduced Ken Domer as the new Assistant City Manager. Ken comes to us from the City of Placentia where he was the Assistant City Administrator for Development Services.

COMMENTS FROM COMMISSIONERS

None

ADJOURNMENT

The meeting adjourned at 6:20PM to the next regularly scheduled meeting of November 20, 2013.



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

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES *MW*
SUBJECT: REVISIONS TO BEACH MAINTENANCE CREWLEADER JOB CLASS SPECIFICATION
DATE: NOVEMBER 8, 2013

The **Beach Maintenance Crewleader** is the highest level within the Municipal Employees Association (MEA)-represented beach maintenance worker series.

Modifications to the **Beach Maintenance Crewleader** job specification are recommended to 1) differentiate the experience requirement from that of the Beach Maintenance Supervisor; 2) revise the type of driver license needed to operate the equipment required in the course of work; 3) clearly delineate the requirement to work nights, weekends, and holidays; 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 existing job classification specification was reviewed by the Community Services 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: Beach Maintenance Crewleader
Pay Grade: 536
Affected Employees: None
Recommendation: Approve the updated job class specification

Att: Beach Maintenance Crewleader Job Class Specification

c: Janeen Laudenback, Director of Community Services
Scott Smith, Beach Operations Supervisor
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BEACH MAINTENANCE CREWLEADER

DATE: DECEMBER, 2001

PERSONNEL COMMISSION APPROVAL: NOVEMBER 20, 2013 - REVISED

COUNCIL APPROVAL: DECEMBER 2001

JOB CODE: 0149

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEA

FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

~~With general supervision, coordinates, supervises and oversees work and assigned staff in the maintenance and repair of the City's beaches and City-owned properties in the downtown area, Huntington Harbor beaches and waterways; assigns work orders and service requests; determines priorities and monitors completed work; provides beach security services; and performs other duties as required within the scope of the classification.~~

Under general supervision, oversees the work of crews in the maintenance and repair of the City's beaches, waterways and City-owned properties.

DISTINGUISHING CHARACTERISTICS

~~The Beach Maintenance Crew leader, as a working supervisor, supervises and oversees work and assigned staff in the maintenance of the City's beaches and City-owned properties in the downtown area. This position supervises skilled and semi-skilled workers that perform maintenance work.~~

Reports to: Beach Maintenance Supervisor

Supervises: Skilled and non-skilled craft personnel

EXAMPLES OF ESSENTIAL DUTIES

~~Supervises and oversees maintenance and repair operations of beach and City-owned properties in the downtown area; estimates time and materials needed for repairs; orders and maintains supplies, equipment and materials; determines staffing requirements to ensure adequate resources to accomplish repair tasks; identifies parts, tools and other service needs.~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BEACH MAINTENANCE CREWLEADER

DATE: DECEMBER, 2001

~~Coordinates repair work with outside vendors and contractors; oversees and ensures compliance with occupational safety, hazard and related programs, policies and procedures; reviews and inspects completed work.~~

~~Provides security on the beach; enforces beach regulations, curfew and pier closure.~~

~~Coordinates numerous volunteer programs involving beach clean-up or environmental awareness.~~

~~Supervises Court Referral Program workers in beach maintenance activities.~~

~~Interviews, trains and motivates employees; assigns and evaluates work performance; recommends disciplinary action according to established City procedures. Supports and actively promotes the City's safety programs. Performs periodic safety inspections; identifies and corrects safety hazards.~~

~~Assists or participates in repair or field work as necessary and operates a wide variety of equipment including tractors, sanitizers, sweepers, steam cleaners and compressors; routinely works outside normal working hours, including nights, weekends and holidays.~~

- ~~• Oversees the work of skilled and non-skilled employees engaged in the maintenance and repair of the City's beaches, waterways and City-owned properties~~
- ~~• Operates all equipment and vehicles required to perform beach maintenance work~~
- ~~• Works with leadworkers in delegating work assignments to employees; monitors and follows up on work assignments to resolve problems and assure timely completion of assignments; prepares and maintains records on the status of work in progress and the performance of crews and individual crew members~~
- ~~• Trains employees in proper maintenance techniques and safe work practices; evaluates work, and recommends disciplinary action; conducts performance appraisals~~
- ~~• Performs periodic safety inspections; identifies and corrects safety hazards~~
- ~~• Coordinates with City officials, contractors and other agencies in planning and performing work assignments~~
- ~~• Assists in scheduling and planning the operations of the crews; maintains inspection and repair records~~
- ~~• Oversees all work in progress to ensure quality, timeliness and safety; schedules and coordinates projects;~~
- ~~• Evaluates work projects to assess staffing, equipment and time requirements; prepares action formats to complete assignments in accordance with directed priorities~~
- ~~• Provides input during the budget process and monitors the operating budget for area of responsibility;~~
- ~~• Maintains inventory of necessary parts and equipment; selects and requisitions necessary equipment and related supplies~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BEACH MAINTENANCE CREWLEADER

DATE: DECEMBER, 2001

- Responds to emergency calls for service on a call-out basis, and works outside of normally scheduled hours as needed.
- Performs other 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.

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:

- Materials, methods, practices and equipment used in beach and facilities maintenance and repair activities
- Occupational hazards and safety practices applicable to beach maintenance operations
- Traffic safety laws and regulations and proper vehicle operations
- Budgeting and supervisory practices
- Equipment safety policies and procedures

~~City and departmental policies and procedures; proper repair, maintenance and handling of a variety of vehicles, tools and equipment; preventative maintenance practices and scheduling; occupational hazards and safety practices applicable to maintenance operations; conflict resolution techniques; quality customer service and supervisory practices.~~

Ability to:

- Schedule and prioritize staffing and project timelines
- Assign work, monitor and evaluate work progress
- Research and gather information related to vendors, contractors, equipment and supplies
- Resolve day-to-day questions/problems regarding personnel, equipment, materials, methods, and procedures needed to complete projects
- Maintain accurate records; use hand and power tools;
- Operate personal computer and standard software applications
- Read and provide input on submitted water plans during review

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BEACH MAINTENANCE CREWLEADER

DATE: DECEMBER, 2001

- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Respond to emergency situations within a reasonable timeframe

~~Schedule and prioritize manpower and projects; assign work, 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; operate a variety of equipment and use hand and power tools; operates a personal computer and standard software applications; utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals; establish and maintain effective interpersonal relations with those contacted in the course of work; communicate effectively, both orally and in writing. Work requires seasonal and weekend scheduling.~~

Education: ~~The equivalent of a High school diploma~~ or equivalent.

Experience: ~~A minimum of five (5) years of progressively responsible facilities maintenance experience, including customer service and two (2) years of lead or supervisory experience. Five years' experience in the maintenance and repair of beaches, waterways, and/or municipal facilities, including one year supervisory or leadworker experience.~~

Certifications/License: ~~Valid California driver's license, Class C. Successful completion of Penal Code 832 training within six (6) months of appointment. A valid California Class A driver license and an acceptable driving record are required by time of appointment.~~

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

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 outdoors and involves full exposure to wind, rain, sun, and extreme temperatures. Work involves exposure to potential physical harm, dangerous machinery, hazardous chemicals, and potentially infectious diseases. Performs moderate to heavy work. There is a frequent need to stand, sit, stoop, walk, climb and balance, work in confined spaces, lift heavy objects (up to 100 pounds), and perform

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CLASS SPECIFICATION



TITLE: BEACH MAINTENANCE CREWLEADER

DATE: DECEMBER, 2001

other physical activities during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited to hard hats, respirators and/or hearing devices. Some work may also be performed in a general office environment. Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Work is primarily performed in an outdoor setting with exposure to the elements, dangerous machinery and potential physical harm. There is frequent need to walk, talk, see, hear or drive, 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.

SPECIAL CONDITIONS

Work is performed on graveyard shift with weekend and holiday scheduling; work hours may change at discretion of supervisor.

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

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.