

# MEETING AGENDA

City of Huntington Beach  
PERSONNEL COMMISSION  
Wednesday, February 20, 2008  
Civic Center, Room B-8  
5:30 P.M.

## 1. CALL TO ORDER

Commissioners: Gooch, Hunt, Barton, Garner, Bush, Clemens, Lipson  
Legal Counsel to the Personnel Commission: Jim Murphy, Esq.  
Staff Liaison: Paul Emery, Interim City Administrator  
Also present: Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources, and 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 January 16, 2008

## 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 elimination of the position of Alarm Services Coordinator in the Police department amending the City's Classification Plan.

### **Recommended Action:**

Approve the elimination of the position of Alarm Services Coordinator in the Police department amending the City's Classification Plan.

- b. Discussion on a new job classification and job specification for the position of Rideshare Coordinator in the Human Resources Department amending the City's Classification Plan.

### **Recommended Action:**

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

Approve the new job classification and job specification for the position of Rideshare Coordinator in the Human Resources Department amending the City's Classification Plan.

## **6. COMMISSION GOALS FOR THE COMING YEAR**

This item has been placed on the agenda at the request of the Personnel Commission Chair

- Commission Handbooks
- Update to Commission on Unpaid Administrative Leave Policy

## **7. LABOR RELATIONS UPDATE**

- HBFA – Summary of pay and benefit provisions

## **8. SECRETARY'S REPORT**

- Position Vacancy Report
- NEOGOV Data Report

## **9. 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.

## **10. INFORMATION ITEMS**

Grievance Report – February 2008

## **11. ADJOURNMENT**

Meeting adjourned to the next regularly posted meeting of March 19, 2008.

**ITEM # 4**

**MINUTES**  
City of Huntington Beach  
**PERSONNEL COMMISSION**  
**01/16/08**

Pending approval by the Personnel Commission at the meeting on 2/20/08  
(These minutes are not verbatim. A taped recording of the meeting is available in the Human Resources Department, lower level of City Hall, for one year following meeting date.)

**CALL TO ORDER**

Chairman Gooch called the Commission meeting to order at 5:30PM.

**ROLL CALL**

Commissioners present: Barton, Bush, Garner, Gooch, Hunt and Lipson

Commissioners absent: Clemens

Others Present: Michele Carr, Director of Human Resources  
Sandy Henderson, Administrative Aide  
Patricia Albers, Human Resources Analyst

**PUBLIC COMMENTS**

Julie Bixby, a Library Services employee, commented that the class specification for the Information System Analyst series mentions several system environments but not the library system. Ms. Bixby stated she could not stay for the public hearing discussion on the class specification revisions; however, she wanted to bring this to the attention of the Commissioners.

**APPROVAL OF MINUTES**

A motion was made by Commissioner Barton and seconded by Lipson to approve the minutes for the December 19, 2007 meeting (passed 5:0:1 – Clemens absent).

**DEMONSTRATION OF NEOGOV RECRUITMENT SOFTWARE**

Patricia Albers, Human Resources Analyst, provided an informational demonstration of the NEOGOV Recruitment software that is available on our website.

**PUBLIC HEARING**

6.1 I Discussion on revised job specification for the following positions in the Information Services Department; Business Systems Manager, Public Safety Systems Manager, Network Systems Administrator, Geographic Information Systems Analyst I, Geographic Information Systems Analyst II, Geographic Information Systems Manager, Information Systems Analyst I, Information Systems Analyst II, Information Systems Analyst III, Information Systems Analyst IV, Information Systems Analyst, Senior, Information Systems Communication Manager, Information Systems Computer Operations Manager, Information Systems Specialist I, Information Systems Specialist II, Information Systems Specialist III, Information Systems Technician I, Information Systems Technician II, Information Systems Technician III, Information Systems Technician IV, Information Systems Technician, Senior, Business Applications Systems Supervisor.

Commissioner Bush inquired about the concerns that Ms. Bixby raised during the public comments regarding the exclusion of the Library Services software.

**MINUTES**  
City of Huntington Beach  
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**01/16/08**

Jack Marshall, Director of Information Services, stated the class specifications include a representational list and does not include all the systems involved.

A motion was made by Commissioner Bush and seconded by Commissioner Barton to approve the revised job specifications (passed 5:0:1 – Clemens absent).

6.1 II Discussion on revisions to the job specification for Alarm Services Coordinator in the Police Department has been postponed to a future date uncertain.

6.1 III Discussion on revisions to the job specification for Safety Officer in the Human Resources Department.

A motion was made by Commissioner Hunt and seconded by Commissioner Bush to approve the revised job specifications (passed 5:0:1 – Clemens absent).

**COMMISSION GOALS FOR THE COMING YEAR**

Michele Carr, Director of Human Resources, advised that all position descriptions will be reviewed on a cycle. Ms. Carr will provide a plan to address the method for these reviews to the Commission by the end of March. She also stated that she is in the process of developing new classes.

Chairman Gooch recommended setting a goal to update the Personnel Commission Handbooks.

Chairman Gooch opened a discussion on the policy of administrative leave. Gooch suggested a review of the policy and update on the status of the recommendations submitted to the Council liaisons approximately one year ago.

**LABOR RELATIONS UPDATE**

Ms. Carr reported that management anticipates an agreement with the Huntington Beach Firefighters' Association (HBFA) to present to City Council on February 19, 2008. She also gave an overview of the enhanced retirement plan formalization process. If approved, the plan will go into effect in approximately six months.

**SECRETARY'S REPORT**

There were no items to report.

**COMMENTS FROM COMMISSIONERS**

Commissioner Hunt expressed concerns regarding the duration of the grievance item and suggested expediting the process in the City Attorney's office.

The Commissioners joined Commissioner Bush in commenting on the superb demonstration by Patricia Albers of the NEOGOV software. The Commissioners stated that Ms. Albers was very knowledgeable and well spoken; and the demonstration was well done and informative.

Chairman Gooch stated he attended the meeting of all Boards and Commissions hosted by Mayor Cook. He recommended fellow Commissioners attend the next meeting if possible.

MINUTES  
City of Huntington Beach  
**PERSONNEL COMMISSION**  
**01/16/08**

**INFORMATION ITEMS**

Grievance Report only – no action taken.

**ADJOURNMENT**

Adjourned at 6:50 p.m. to the next regularly scheduled meeting of February 20, 2008.

**ITEM # 5a**



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE CARR, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** ELIMINATION OF MUNICIPAL EMPLOYEES ASSOCIATION POSITION IN THE POLICE DEPARTMENT - ALARM SERVICES COORDINATOR  
**DATE:** FEBRUARY 20, 2008

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Recently, a vacancy (due to retirement) arose regarding the position of ALARM SERVICES COORDINATOR. As is customary, prior to the commencement of a new recruitment for a vacant position, staff conferred with the hiring department to determine if in fact a review of the position was warranted. Based upon the input of the department supervisor and other department personnel, it has been determined that the position of ALARM SERVICES COORDINATOR is no longer required. The position classification duties and responsibilities are no longer accurate, nor relevant to the depth of functional operations within the department. The primary duties associated with police department operations as they relate to alarm services are fundamentally clerical in nature.

The journey-level technical and mechanical knowledge, skills, abilities, duties and responsibilities contained in the current ALARM SERVICES COORDINATOR class specification are no longer utilized nor required in the performance of the duties required within the department. System planning, specification review and/or bidding do not occur. Oversight of alarm, CCTV or other access control systems does not occur. Oversight of safety issues is performed within another classification. Journey-level knowledge of technical codes and mechanical operations is not required nor performed. Therefore, it is recommended the position be eliminated.

The City and MEA have met and conferred regarding the recommended changes to this MEA classification. The recommended classification changes are a result of the supervisor's review and the meet and confer process.

**CLASSIFICATION RESULTS**

<b>Position Title</b>	<b>Recommended Job Class</b>	<b>Action</b>
Alarm Services Coordinator	Alarm Services Coordinator	Elimination of the Classification

**Affected Employees:**  
N/A

*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.*

**Recommendation:**  
Approve the re-titled class specification and set the compensation as recommended.

Attachments: Job Specifications – Alarm Services Coordinator

Cc: Bill Davis, MEO Legal Representative  
Judy Demers, MEA President

**CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION**



**TITLE: ALARM SERVICES COORDINATOR** \_\_\_\_\_ **DATE: DECEMBER, 2001**

**JOB CODE: 0254** \_\_\_\_\_  
**EMPLOYMENT STATUS: REGULAR FULL-TIME** \_\_\_\_\_  
**UNIT REPRESENTATION: MEA**  
**FLSA STATUS: NON-EXEMPT**

**DUTIES SUMMARY**

~~With general supervision, enforces and recommends updates in the false alarm ordinance within the City, issues alarm permits, investigates false alarms, responds to citizen complaints and inspects alarm systems for proper installation and operation; and performs other duties as required within the scope of the classification.~~

**DISTINGUISHING CHARACTERISTICS**

~~The Alarm Services Specialist is a single position job class with responsibility for performing journey level monitoring, enforcing and investigating in order to enforce the false alarm ordinance within the City. This position does not have supervisory responsibility.~~

**EXAMPLES OF ESSENTIAL DUTIES**

~~Tracks and investigates false alarms; determines causes of false alarms and issues fines, as appropriate in an effort to reduce the incidence of false alarms; processes initial and annually renewable alarm permit applications; updates and modifies the City's alarm ordinance; provides advance alarm system planning; contacts vendors, writes and reviews bids for new or upgraded alarm systems. Maintains and upgrades the alarm system database, tracking permits and fine payments.~~

~~Interacts regularly with government officials, City department heads and the general public; negotiates settlements on large fines; resolves issues with repeat violators. Responds to citizen's complaints and inquiries; develops and presents educational programs in false alarm reduction; issues notices of correction of improperly installed systems; monitors state and federal legislations related to security, false alarm reduction and non-response status. Oversees the City's alarm, CCTV and access control systems preventative maintenance program.~~

~~Maintains files and records of work activities; attends training; supports and actively~~

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE:** ~~ALARM SERVICES COORDINATOR~~ **DATE:** ~~DECEMBER, 2001~~

~~promotes the City's safety programs; assists with periodic safety inspections; identifies and corrects safety hazards; 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 policies and procedures; City, state and federal false alarm and non-response statutes and codes; alarm system engineering, inspection and maintenance; uniform electric code; common tools and test equipment applicable to alarm systems; occupational hazards and necessary safety precautions applicable to maintenance and repair of alarm systems.~~

~~**Ability to:** Read and interpret blueprints and electrical drawings; use a variety of test instruments and hand tools; draw plans and blueprints; respond quickly to critical situations, and carry out work assignments as instructed; maintain accurate records; communicate effectively orally and in writing; establish and maintain cooperative work relationships with those contacted in the course of work.~~

~~**Education:** The equivalent of a high school diploma. Training in database software and related alarm programs is highly desirable~~

~~**Experience:** Five (5) years of experience in alarm systems, access control or other computerized monitoring systems.~~

~~**Certifications/License:** Possession of a valid California motor vehicle operator's license.~~

~~**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS** – Work involves exposure to potential physical harm. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, 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.~~

**ITEM # 5b**



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE CARR, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** ESTABLISHMENT OF MUNICIPAL EMPLOYEES ASSOCIATION (MEA)  
POSITION IN THE HUMAN RESOURCES DEPARTMENT.  
**DATE:** FEBRUARY 20, 2008

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A function of the City's Human Resources Department is to establish new classifications and determine the compensation of same. In the 2007/08 fiscal year budget, several new positions were created. The position of **RIDESHARE COORDINATOR** is a new position to be submitted for placement within the Municipal Employees Association (MEA) unit. Staff reviewed the various components of the class specification and established the position description attached. The position was analyzed for both external and internal comparables and the salary range established. The HR staff met with Administration to receive additional input and based upon all of the information provided, the classification and salary range is created as presented.

The City and MEA have met and conferred regarding the recommended changes to the MEA classifications. The recommended classification and compensation changes are a result of the establishment of this new position and the meet and confer process.

**CLASSIFICATION RESULTS**

<b>Position Title</b>	<b>Recommended Job Class</b>	<b>Action</b>
Rideshare Coordinator		New class specification

**Affected Employees:**  
N/A

The recommended base salary range for the Rideshare Coordinator Job Class is set at R506 (\$4,713 - \$5,848).

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.

**Recommendation:**

Approve the new class specification and salary range as listed above.

Attachment: Job Specifications – Rideshare Coordinator

Cc: Bill Davis, MEA Representative  
Judy Demers, MEA President

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



**TITLE: RIDESHARE COORDINATOR**

**PERSONNEL COMMISSION APPROVAL: FEBRUARY 20, 2008**  
**COUNCIL APPROVAL:**

**JOB CODE: 0583**  
**EMPLOYMENT STATUS: REGULAR**  
**UNIT REPRESENTATION: MEA**  
**FLSA STATUS: NON-EXEMPT**

**DUTIES SUMMARY**

Under general supervision, implements, coordinates and promotes a variety of alternate transportation programs and services for City employees; maintains and analyzes alternative transportation program records; prepares reports on compliance with best management practices for alternative transportation programs; and performs other duties as required within the scope of the classification.

**DISTINGUISHING CHARACTERISTICS**

The Rideshare Coordinator will have direct contact with City staff and the public and will provide outreach/input related to the development and operation of alternative transportation programs.

**EXAMPLES OF ESSENTIAL DUTIES**

Plans, implements and promotes employee trip reduction programs among employees; promotes ridesharing and alternate transportation to City employees, local employers and organizations. Assist in developing and implementing Southern California Air Quality Management District (SCAQMD) Rule 2202. Oversee daily operations of city-sponsored alternative transportation programs and services.

Coordinate and participate in commuter services events including Rideshare Week and Clean Air Week promotions. May meet with local businesses to promote and inform regarding available programs. Prepare and conduct rideshare workshops and presentations.

Provides staff support and liaison between the City and other agencies such as the OCTA, Caltrans, and AQMD; provides staff-level support to planning efforts; prepares a variety of reports and statistics including the City's AQMD annual update; develops and implements strategies to increase commuter ridesharing; participate in the design of annual commuter survey tool; conducts publicity related to commuter events; coordinates design and disseminates commuter documents; tabulates rideshare participation rates; prepares and analyzes surveys and data; prepare recommendations for program enhancements; makes oral presentations; assists in the development of the program budget; design, publish and prepare brochures, flyers, notices, news releases, advertisements, newsletters and other public information materials; provides public liaison services for alternative transportation projects; provides committee support services including facility arrangements and meeting summaries for

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: RIDESHARE COORDINATOR

public meetings, and other public outreach/input activities; may be requested to attend meetings after regular business hours.

May participate in the development of requests for proposals and provide oversight in the administration of agreements for contract alternative transportation programs. Monitor, evaluate and report to management on applicable pending legislation; monitor, evaluate and report to management on new alternative transportation programs.

*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:** The principals of rideshare program planning, implementation, monitoring and evaluation techniques; basic marketing techniques. Knowledge of a variety of computer software applications, including, but not limited to, Microsoft Access, Word, Excel and PowerPoint;

**Ability to:** Handle sensitive and political issues with discretion and tact; elicit and maintain cooperation from all levels of government and the public; develop and implement strategies to achieve objectives; analyze problems and develop solutions; design and carry out an effective public relations program. Establish priorities and communicate effectively both orally and in writing; analyze and maintain records with regard to alternative transportation programs; effectively participate in the administration of agreements, contracts and grants; effectively participate in the calculation and preparation of limited program budgets; effectively communicate alternative transportation practices directly to the public; prepare clear, concise and accurate reports, memos and other correspondence; work independently in the field with minimal supervision.

**Education:** Associate of Arts Degree or 60 semester units from an accredited college or university with major course work in business or public administration, public relations or a related field. Additional qualifying experience in the management or coordination of a ride-share program may be substituted for the required education on a year for year basis.

**Experience:** One (1) year in transportation program coordination, administration or management preferred.

**Certifications/License:** Due to the performance of field duties that require operation of a motor vehicle, possession of a valid Class "C" California driver's license will be required by time of appointment. Possession of a valid Employee Transportation Coordinator (ETC) certificate obtained from the Air Quality Management District is desirable.

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



**TITLE: RIDESHARE COORDINATOR**

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

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). There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Regular use of computer monitor and keyboard required.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

DRAFT

**ITEM # 6**

## Goals for the Personnel Commission & Staff

- Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
- Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
- Develop new classes to meet changing needs of the City.
- 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.
- Design and conduct a Personnel Commission Orientation during the calendar year of 2008.

**ITEM # 7**

PROPOSED CHANGES IN TERMS AND  
CONDITIONS OF EMPLOYMENT BETWEEN

CITY OF HUNTINGTON BEACH

AND

HUNTINGTON BEACH FIREFIGHTERS' ASSOCIATION

TERM OF MEMORANDUM OF UNDERSTANDING

09/25/07 – 06/24/11

Huntington Beach Firefighters' Association Members: 119

# WAGE INCREASES

YEARS	1	2	3	4
Wage Increase %				
Eff. September	2.5	3.0	3.0	2.0
Eff. March	2.5	2.5	2.0	2.5
Captain Adjustment	2.0			

# SPECIAL PAYS

## ➤ Education Incentive

- AA degree 3.0%
- BA degree 6.0%

## ➤ Certification Pay

- Chief Officer (Captains and above) 3.0%
- Fire Officer (Below Captains) 3.0%
- Senior Paramedic 1.0%

## ➤ Assignment Pay

- USAR: Light duty 1.0%, Medium duty 3.0%
- Hazmat: Technician 5.0%, Specialist 7.5%
- Rank Paramedic 14.0%

# CONTRACT LANGUAGE UPDATES

- Policy D-10 for open competitive recruitments was modified to allow for multiple recruitments and exams per year for each classification.
- Modifications to contract language to clarify:
  - Compensatory Time
  - Callback
  - Cancellation of Overtime
  - Medical Retiree Subsidy Plan
  - Post-65 Supplemental Medicare Coverage
  - Public Employees Retirement System
  - Pay Off at Termination
  - Non-substantive revisions to comply with federal and state employment law.

**ITEM # 8**

# Vacant Position List

**For Pay Period Ending 01/25/08**

## **RECRUITMENT STATUS REPORT**

### **IMPORTANT**

*This report highlights status of actual vacancies only. It is a **SNAPSHOT** of the last day of the reported pay period. It does **not** include reallocations of positions, the impact of acting assignments to a higher class, nor any activity that has occurred since the end of the reported pay period.*

DEPT	JOB TITLE	QTY	STATUS
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#### **CITY ADMINISTRATOR**

Administrative Assistant	1	Recruitment closes 2/1/08 - Written exm 2/23/08
Energy Project Manager	1	Recruitment closes 1/31/08 - Oral Board 2/11/08

#### **BUILDING AND SAFETY**

Building Inspector III	2	Recruitment open at I, II & III levels for potential underfill - Continuous filing - First review of apps 1/31/08 - first set of oral boards to be scheduled for Feb/08
Plan Check Engineer	1	Recruitment open - continuous filing - First review 1/31/08 - Written exam to be scheduled for Feb/08
Principal Electrical Inspector	1	Oral Board scheduled for 2/1/08

#### **COMMUNITY SERVICES**

Beach Maint Operations Mgr	1	On Hold per dept request
Human Services Program Supvr	1	On Hold per dept request

#### **ECONOMIC DEVELOPMENT**

Economic Development Proj Mgr	1	New hire starts 2/4/08
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**FINANCE**

Senior Administrative Analyst	1	Eligible list certified 1/17/08
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**FIRE**

Fire Captain	3	Testing scheduled 2/13/08 through 2/19/08
Fire Engineer	5	Recruitment to open April/08
Fire Protection Analyst	1	Recruitment open - continuous filing
Firefighter Paramedic	3	Promotional Eligible list certified 1/22/08
Office Assistant II	1	On hold per dept request

**HUMAN RESOURCES**

Personnel Analyst Principal	1	Recruitment closes 2/8/08
Safety & Loss Prevention Analyst	1	Job title changed - Targeted open date 2/18/08

**INFORMATION SERVICES**

GIS Analyst II	1	Job Offer made - Bkgd in progress
Info Systems Analyst III	1	Pending final coordination with department
Info Systems Tech IV	1	Written test 1/14/08 - Certified eligible list to be issued by 2/8/08
Network Systems Administrator	1	Job Offer made - Bkgd in progress

**PLANNING**

Administrative Secretary	1	Written test scheduled for 2/23/08
Planning Manager	2	Eligible list certified 1/17/08 - Promos effective 2/7/08
Senior Code Enforcement Ofcr	2	Eligible list certified 1/25/08
Senior Planner	2	Recruitment open - Continuous filing - First review 1/24/08 - Orals 2/21/08

**POLICE**

Police Service Specialist	1	Promotional recruitment closes 2/2/08
Communications Operator-PD	2	Eligible list certified 1/10/08
Community Relations Specialist	1	Job Offer made - Starts 2/19/08
Crime Scene Investigator	1	Job Offer made - Bkgd in progress
Criminalist (PT-PERM)	1	Candidates failed background investigation - Recruitment to be re-opened Feb/08
Crossing Guard Coordinator	1	Will REMAIN vacant per dept request
Custodian	1	Job Offer made - Bkgd in progress
Detention Officer	1	Overhire approved position - Closed 1/15/08 - Written Test 1/25/08
Parking/Traffic Control Officer	2	Job Offer made - will start 2/11/08
Police Officer	14	10 in Bkgd process - 5 Recruits start Feb - Lateral test 1/17/07
Police Records Specialist	2	Bkgds in progress

**PUBLIC WORKS**

City Engineer	1	Recruitment opens 2/19/08
Civil Engineering Assistant	1	Job offer made - starts 1/28/08
Deputy Director of Public Wrks	1	Pending Coordination with dept
General Services Manager	1	Pending Coordination with dept
Maintenance Worker	1	Job offer made/withdrawn - list recertified 1/3/08
Office Assistant II	1	Job offer made - starts 1/28/08
Senior Civil Engineer	1	Recruitment closed 1/24/08 - Oral Board 2/7/08
Senior Traffic Engineer	2	Eligible list certified 1/16/08
Survey Technician II	1	On Hold per dept request
Traffic Signal Electrician	1	Recruitment opens 1/28/08
Water Conservation Coordinator	1	Recruitment closed 1/16/08 - Oral board 2/26/08
Water Equip Operator	1	Performance and oral board scheduled for 1/29/08

## **NEOGOV Statistics as of February 12, 2008**

- 37 recruitments launched since 12/12/07
  - 28 full-time regular
  - 9 temporary
- 33,712 total hits on open recruitments
- 2,032 total applications received since 12/12/07
  - 2013 online (99%)
  - 19 paper (1%)
  - 1896 for full-time regular recruitments (93%)
  - 136 for temporary recruitments (7%)

Welcome, Patricia Albers

Application Source

### Application Source

For all applications received between 12/12/07 and 02/13/08

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	Total	
<a href="#">Another agency</a>	18	0.88
<a href="#">City of Huntington Beach job announcement</a>	383	18.80
<a href="#">City's website</a>	937	46.00
<a href="#">Contact with a City employee</a>	93	4.57
<a href="#">Friend or relative</a>	90	4.42
<a href="#">Internet jobsite (other than City website)</a>	387	19.00
<a href="#">Other</a>	84	4.12
<a href="#">Trade or professional publication</a>	28	1.37
<a href="#">Unknown</a>	17	0.83
<b>Totals</b>	<b>2037</b>	<b>100.00</b>
	100.00	

