

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, March 15, 2006
Civic Center, Room B-8
5:30 P.M.

1. CALL TO ORDER

Commissioners: Hunt, Gooch, Barton, Deight, Garner, Taylor, Zeleznikar
Staff Liaisons: Irma Youssefieh, Secretary to the Personnel Commission/Human Resources Manager and Brigitte Charles, Principal Personnel Analyst
Legal Counsel to the Personnel Commission: Jim Murphy, Esq.

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 18, 2006

5. PUBLIC HEARING

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

- a. Discussion on a revised job specification and title change for the position of Telemetry Instrument Technician to Supervisory Control and Data Acquisition (SCADA) Technician in the Public Works Department.

Recommended Action: Approve the revised job specification and title change for the classification of Telemetry Instrument Technician to Supervisory Control and Data Acquisition (SCADA) Technician, amending the City's Classification Plan.

- b. Discussion on a revised job specification for the position of Information Systems Technician IV in the Information Services Department.

Recommended Action: Approve the revised job specification for the classification of Information Systems Technician IV, amending the City's Classification Plan.

Please contact Sandy Henderson at (714) 960-8828 if you have questions or if the Human Resources Division can be of any assistance.

6. UPDATE AND DISCUSSION ON PROCEDURAL RECONSIDERATION FOR NON-DISCIPLINARY HEARINGS PURSUANT TO PERSONNEL RULE 19

Recommended Action: Review, discuss and adopt amended procedures as proposed and/or receive and file and direct the Secretary to the Personnel Commission with alternative action.

7. RESCHEDULING OF HEARING DATES FOR A NON-DISCIPLINARY GRIEVANCE HEARING AND A REVIEW OF HEARING OFFICER'S RECOMMENDATION REGARDING A DISCIPLINE APPEAL

Recommended Action: Establish the date of the next regularly scheduled meeting of the Personnel Commission on April 19, 2006 for the Commission to hear both matters and/or schedule additional date(s).

8. REPORT OF SPECIAL COMMITTEE ON ADMINISTRATIVE LEAVE

9. LABOR RELATIONS UPDATE

As offered

10. SECRETARY'S REPORT

As offered

11. 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.

As offered

12. INFORMATION ITEMS

- a. Grievance Reports – February and March 2006

13. ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of April 19, 2006.