

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, March 19, 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 February 20, 2008

5. COMMISSION GOALS FOR THE COMING YEAR

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

- Disc (CD) containing Commission handbook contents – To be distributed at meeting
- Administrative Leave Policy discussion

6. SECRETARY'S REPORT

- Position Vacancy Report
- NEOGOV Data Report – To be distributed at meeting

7. 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.

8. INFORMATION ITEMS

Grievance Report – March 2008

9. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of April 16, 2008.

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
02/20/08

Pending approval by Personnel Commission at the meeting on 3/19/08
(These minutes are not verbatim. A recording of the meeting is available through the Human Resources Department for one year following meeting date.)

CALL TO ORDER

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

ROLL CALL

Commissioners present: Barton, Bush, Clemens, Gooch, and Lipson
Commissioners absent: Garner, Hunt
Others Present: James Murphy, Esq., Legal Counsel to the Personnel Commission
Michele Carr, Director of Human Resources
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 January, 2008 meeting (passed 5:0:2).

PUBLIC HEARING

5.a. Approve the elimination of the position of Alarm Services Coordinator in the Police department amending the City's classification plan.

A motion was made by Commissioner Bush and seconded by Commissioner Barton to approve the elimination of the position (passed 5:0:2).

5.b. 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.

A motion was made by Commissioner Bush and seconded by Commissioner Lipson to approve the new job classification and specification (passed 5:0:2)

COMMISSION GOALS FOR THE COMING YEAR

The Commissioners agreed to receive electronic documents in lieu of paper copies of the Personnel Commission handbook contents. All necessary electronic documents will be provided on a disc to each Commissioner and instructions with links will be provided for all other documents available on the website. A binder will be at the meetings for reference as needed.

Michele Carr, Director of Human Resources, provided a copy of the May 17, 2006 draft report to the Personnel Commission on Administrative Leave. Commissioner Gooch requested the Commissioners review the report and prepare comments for discussion at the next scheduled meeting. Commissioner Gooch stated the main issue for discussion is who should have the authority to grant unpaid administrative leave as well as limits on unpaid leave during investigations. He would like the Commission to make a final recommendation to the City Council.

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
02/20/08

LABOR RELATIONS UPDATE

Michele Carr reported that the City had reached an agreement with the Huntington Beach Firefighters' Association (HBFA). The City Council approved the contract on February 19, 2008. Ms. Carr gave an overview of the pay and benefit provision changes.

SECRETARY'S REPORT

Ms. Carr reported on position vacancies in each department.

Ms. Carr gave an update of the NEOGOV on-line application program. She reported that Human Resources received 2013 online applications and 19 paper applications since the program was launched on December 17, 2007. As a comparison, in all of last year the city received 3000 applications compared to 2032 in just eight weeks with NEOGOV.

COMMENTS FROM COMMISSIONERS

Commissioner Garner stated the agenda packet was excellent.

Commissioner Lipson commented that the website section of the Personnel Commission is well put together.

INFORMATION ITEMS

None

ADJOURNMENT

The meeting adjourned at 6:30 PM to the next regularly scheduled meeting of March 19, 2008.

Vacant Position List

For Pay Period Ending 02/22/08

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 exam 2/23/08 - Oral Board 3/13/08
Energy Project Manager	1	Job offer declined by candidate - Reopened recruitment 3/7/08 (continuous)

CITY ATTORNEY

Deputy City Attorney I	1	On Hold per dept request
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BUILDING AND SAFETY

Building Inspector III	2	Recruitment open at I, II & III levels for potential underfill - Continuous filing - First review Oral Boards (Level II-Mar 6, Level III-Mar 13)
Plan Check Engineer	1	Recruitment open - continuous filing - First review 1/31/08 - Written exam to be scheduled for Mar/08

COMMUNITY SERVICES

Beach Maint Operations Mgr	1	On Hold per dept request
Human Services Program Supvr	1	On Hold per dept request
Marine Safety Officer I	1	Recruitment to open 3/12/08 - 4/10/08 / Perf test 4/24/08 / Oral board 5/1/108

FINANCE

Senior Accountant	1	Dept requests to underfill at Accounting Tech I level. Recruitment open 3/6 - 3/20.
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FIRE

Fire Captain	1	Eligible list to be certified 3/4/08
Fire Engineer	6	Recruitment to open 2/29/08 - 4/4/08
Fire Protection Analyst	1	Recruitment open - continuous filing
Firefighter Paramedic	4	Recruitment to open 3/3/08 - 3/30/08
Office Assistant II	1	On hold per dept request

HUMAN RESOURCES

Personnel Analyst Principal	1	Oral Board scheduled for 3/20/08
Safety & Loss Prevention Analyst	1	Recruitment to open 3/6/08 - 4/7/08

INFORMATION SERVICES

GIS Analyst II	1	Job Offer made - Starts 2/25/08
Info Systems Analyst III	1	Recruitment to open 3/18/08 - 4/7/08
Info Systems Tech IV	1	Job offer made - starts 3/10/08
Network Systems Administrator	1	Job Offer made - Bkgd in progress

PLANNING

Administrative Secretary	1	Oral Board scheduled for 3/11/08
Senior Planner	1	Eligible list certified 2/21/08

POLICE

Police Service Specialist	1	Recruitment open 2/28/08 - 3/18/08
Communications Operator-PD	1	Recruitment open - continuous
Crime Scene Investigator	1	Job Offer made - Bkgd in progress
Criminalist	1	Recruitment re-opened 2/19/08 - 3/20/08
Crossing Guard Coordinator	1	Will REMAIN vacant per dept request
Custodian	1	Job Offer made - Bkgd in progress
Detention Officer	2	Approved "overfill" positions - Physical Agility Test 3/6/08 - Oral Board 3/13/08
Police Officer	11	20 in Bkgd process - Recruit written test 4/19/08
Police Records Specialist	2	Bkgds in progress

PUBLIC WORKS

City Engineer	1	Recruitment open 2/19/08 - 4/15/08
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
Senior Civil Engineer	1	Eligible list certified 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 open 1/28/08 - 3/24/08
Water Conservation Coordinator	1	Recruitment closed 1/16/08 - Oral board 2/26/08
Water Service Worker	1	Will be underfilled with a Maintenance Worker - List certified 1/3/08