

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, January 21, 2009
Civic Center, Room B-8
5:30 P.M.

1. CALL TO ORDER

Commissioners: Gooch, Hunt, Barton, Garner, Bush, Clemens, Lipson

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources

Jo Ann Diaz, Principal Personnel 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 December 17, 2008

5. COMMISSION GOALS FOR THE COMING YEAR

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

6. LABOR RELATIONS UPDATE

- SCLEA

7. SECRETARY'S REPORT

- Position Vacancy Report

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. INFORMATION ITEMS

Grievance Report – January 2009

10. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of February 18, 2009.

ITEM # 4

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
12/17/08

Pending approval by Personnel Commission at the meeting on 12/17/08
(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

Vice-chairperson Garner called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Bush, Clemens, Garner, Gooch and Lipson
Commissioners absent: Barton, Hunt
Others Present: Michele Carr, Director of Human Resources
JoAnn Diaz, Principal Human Resources Analyst
Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

Jeff Huss, a member of the Police Department and the Huntington Beach Police Officers' Association, inquired about the grievance process. Mr. Huss wanted clarification regarding the process if either party does not follow a rule as set forth in Personnel Rule 19. The grievance went to step 3 and the Personnel Commission has been contacted to move the process to the next step. He has not received any correspondence back in reference to where the matter is.

Michele Carr responded that she is aware the grievance matter has not been finalized and it will proceed through the process and the employee will be notified. Ms. Carr believes an informal hearing will take place (step 4) before the matter is brought to the Personnel Commission.

APPROVAL OF MINUTES

A motion was made by Commissioner Gooch and seconded by Commissioner Bush to approve the minutes for the December 17, 2008 meeting (passed 5:0:2).

PUBLIC HEARING

None

COMMISSION GOALS FOR THE COMING YEAR

Commissioner Clemens remarked that the goal to design and conduct a Personnel Commission Orientation during the year of 2008 has been completed. The Commissioners agreed to mark this goal as completed on the updated 2009 goals.

LABOR RELATIONS UPDATE

Michele Carr reported that the City met with SCLEA; however, due to challenges with the States budget and the general state of the economy it was agreed to suspend negotiations for a few months. Once we have an update on the City's financial state with respect to the first quarter of 2009, we will continue negotiations.

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
12/17/08

SECRETARY'S REPORT

Michele Carr announced that the City will not be launching new recruitments at this time due to financial circumstances. Recruitments that have been advertised will not be suspended and City finances will be reviewed quarterly. The City is not anticipating layoffs; however, all departments will reduce operating budgets by 2%.

Human Resources has continued to make progress with the NeoGov on-line application program by installing a kiosk for those without computer access or who would like assistance completing the on-line application process. The kiosk is located next to our customer service window outside Human Resources. Additionally, all requisitions for vacancies are processed from departments via the NeoGov program.

COMMENTS FROM COMMISSIONERS

Commissioner Clemens thanked Ms. Carr for sending the Constructive Action Plan.

Discussion ensued regarding the Constructive Action Plan; A motion was made by Commissioner Gooch and seconded by Commissioner Bush to add a goal to review the Constructive Action Plan program (passed 5:0:2).

INFORMATION ITEMS

None

ADJOURNMENT

The meeting adjourned at 6:09 PM to the next regularly scheduled meeting of January 21, 2009.

ITEM # 5

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. Design and conduct a Personnel Commission Orientation during the calendar year of 2008.



Goal completed October 2007

6. Review Administrative Regulation 413: Construction Action Plan (CAP) – Disciplining Alternative program.

ITEM # 7

Vacant Position List

For Pay Period Ending 12/26/2008
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 or underfilled assignments in a higher class, nor any activity that has occurred since the end of the reported pay period.*

DEPT	JOB TITLE	QTY	STATUS
CITY ATTORNEY			
	Deputy City Attorney I	1	On hold per dept request
CITY CLERK			
	(none)		
CITY TREASURER			
	Accounting Tech Supervisor	1	Recruitment closed 11/17/08 - To be reopened in Jan/09
BUILDING & SAFETY			
	Plan Check Engineer	1	On hold per dept request
COMMUNITY SERVICES			
	Beach Maint Operations Manager	1	On hold per dept request
	Beach Operations Supervisor	1	On hold per hiring freeze
	Program Coord-Human Services	1	Eligible list certified - 12/11/08
ECONOMIC DEVELOPMENT			
	Economic Dev Project Manager	1	Job offer made - effective 1/5/09
	Sr. Administrative Analyst	1	On hold - hiring freeze

FINANCE

Budget Manager	1	On hold per hiring freeze
Director of Finance	1	Interviews scheduled - 1/23/09 (Exec search firm)

FIRE

Emergency Services Coordinator	1	On hold per hiring freeze
Fire Engineer	4	Promotional Recruitment to open in Feb/09
Firefighter Paramedic	9	Promotional oral board - 01/22/09
Office Assistant II	1	On hold per dept request

HUMAN RESOURCES

(none)

INFORMATION SERVICES

Info Sys Computer Ops Manager	1	On hold - hiring freeze
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LIBRARY

Director of Library Services	1	Job offer made - effective 1/5/09
Librarian	1	Closed 12/12/08 - test to be scheduled
Principal Librarian	1	Closed 11/17/08 - test to be scheduled

PLANNING

Assistant Planner	1	Recruitment closed 11/19/08 - oral board 1/13/09
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POLICE

Accounting Tech II	1	Eligible list certified 11/13/08
Communications Operator	2	Recruitment open on continuous basis
Facilities Maint Crewleader	1	Eligible list certified 12/18/08 - Bkgd in progress
Mechanic II	1	On hold per hiring freeze
Police Officer	5	Bkgd process - continuous recruitment
Police Records Spec (Tech)	4	Oral board 01/14&15/09

PUBLIC WORKS

Accounting Tech II	1	Job offer made - effective 1/5/09
Admin Environmental Specialist	1	Job offer made - effective 1/5/09
Deputy Director of Public Works	1	On hold per Dept
Equipment Support Asst	1	Eligible list scheduled for 12/30/08
Facilities Maintenance Tech	1	Job offer made - effective 1/26/09
Irrigation Crewleader	1	Eligible list certified - 12/10/08
Irrigation Specialist	2	Oral Board - 1/21/09
Landscape Maint Leadworker	1	Eligible list certified 12/29/08
Landscape Maint Supervisor	1	On hold - Hiring Freeze
Mechanical Maint Supervisor	1	On hold - hiring freeze
Principal Civil Engineer	1	On hold - hiring freeze
Senior Civil Engineer	1	Job offer made - effective 1/12/09
Senior Traffic Engineer	1	On hold per department
Street Equipment Operator	3	On hold - hiring freeze
Street Maintenance Supervisor	1	Recruitment closes 1/6/09
Traffic Signal Electrician	1	On hold per department
Vehicle Body Repair Crewleader	1	On hold per department
Water Service Worker	2	Job offers in progress
Water Operations Leadworker	1	Eligible list certified 11/19/08