

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, October 18, 2006
Civic Center, Room B-8
5:30 P.M.

1. CALL TO ORDER

Commissioners: Gooch, Deight, Hunt, Barton, Garner, Bush, Clemens
Legal Counsel to the Personnel Commission: Jim Murphy, Esq.
Staff Liaison: Irma Youssefieh, Secretary to the Personnel Commission/Human Resources Manager
Also present: Bob Hall, Deputy City Administrator/City Services and Brigitte Charles, Principal Human Resources Analyst

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 September 20, 2006

5. PUBLIC HEARING

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

- a. Discussion on establishment of a new job specification for the position of Deputy Director of Economic Development and deletion of the class title and job specification for the position of Housing & Redevelopment Manager.

Recommended Action: Approve the new class title and job specification for the position of Deputy Director of Economic Development and deletion of the class title and job specification for the position of Housing & Redevelopment Manager, 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. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair. There will be no City staff presentation.

7. LABOR RELATIONS UPDATE

As offered

8. SECRETARY'S REPORT

As offered

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

a. Grievance Report – October 2006

11. ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of November 15, 2006

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

ITEM #4

**City of Huntington Beach
PERSONNEL COMMISSION**

9/20/06

Pending approval by Personnel Commission at the meeting on 10/18/06
(These minutes are not verbatim. A taped recording of the meeting is available in the Human Resources Division, first floor of City Hall, for one year following meeting date.)

CALL TO ORDER

Vice Chairperson Deight called the Commission meeting to order at 5:34 p.m.

ROLL CALL

Commissioners present – Barton, Bush, Clemens, Deight, Garner

Commissioners absent – Gooch, Hunt

Legal Counsel to the Personnel Commission absent – James Murphy, Esq.

Staff Present – Brigitte Charles, Acting Secretary to the Personnel Commission/Principal Human Resources Analyst and Bob Hall, Deputy City Administrator

PUBLIC COMMENTS

None

WELCOME & INTRODUCTION OF PERSONNEL COMMISSION MEMBERS – EDWIN (ED) BUSH and ANJI CLEMENS, Ed.D.

Vice Chair Deight welcomed the two newly appointed Personnel Commission members, who provided a brief summary of their work experience related to human resources. Likewise, Commissioners Barton, Garner and Deight also explained their backgrounds.

APPROVAL OF MINUTES

A motion was made by Commissioner Barton and seconded by Commissioner Garner to approve the minutes (passed 3:0:2 - Commissioners Bush and Clemens abstained).

PUBLIC HEARING

- a. Discussion on the revised job specification for the position of Code Enforcement Officer I in the Planning Department.

Ms. Charles explained that staff was recommending a minor change in the minimum qualifications for this entry-level classification from two years of code enforcement-related experience to two years of public contact experience, which included one year of code enforcement-related experience. She also reported that this level of experience was consistent with comparable classifications in the City's benchmark agencies.

Commissioner Barton asked if there were any current incumbents in the Code Enforcement Officer I position. Ms. Charles replied there were not. He also asked if the physical tasks of the I level were the same as the II level. Ms. Charles responded in the affirmative.

Commissioner Bush inquired about use of the phrase "Any combination of education, training and experience that would likely provide the knowledge, skills and abilities to

successfully perform in the position is qualifying,” specifically what could be substituted. Ms. Charles explained this phrase was used in all job specifications to afford the City flexibility in screening applicants, dependent upon the candidate pool and those best meeting the City’s needs. She gave the example of the possibility of the number of college credits earned versus possession of a degree as being equivalent in meeting educational requirements.

Ms. Deight asked if the recruitment for this position would require a written examination. Ms. Charles said it would depend on feedback from the hiring department, but that she doubted there would be the need for a written exam since candidates would already have undergone PC 832 training in order to issue citations.

A motion was made by Commissioner Bush and seconded by Commissioner Barton to approve the revised job specification for the position of Code Enforcement Officer I, amending the City’s Classification Plan (passed 5:0).

LABOR RELATIONS UPDATE

Mr. Hall reported that for the 9 employee units (8 Associations and 1 non-represented) in the City, agreements had been reached with the Police Officers’ Association (POA), Police Management Association (PMA), Huntington Beach Firefighters Association (HBFA) and Municipal Employees’ Association (MEA). The City was currently in negotiations with the Fire Management Association (FMA), Marine Safety Officers’ Association (MSOA) and its part-time lifeguards (SCLEA--Surf City Lifeguard Employees’ Association), and was gearing up for the Management Employees Organization (MEO) and the Non-Associated unit.

SECRETARY’S REPORT

a. *Catching the Wave*, new employee orientation video presentation

Ms. Charles explained this was a reactivated monthly program in which significant improvements had been made and explained the components of the orientation.

After the video, Ms. Deight asked if Commission members were mandated to serve as Disaster Service Workers. Ms. Charles responded she did not think so, but would verify this with the Emergency Preparedness Coordinator. Commissioner Bush asked if it was mandatory that new employees attend this program. Ms. Charles said it was strongly recommended and promoted with strong support from department heads. He also asked if attendance was tracked. Ms. Charles responded it was.

Commissioner Barton recommended the video be put on the City’s website and then mentioned in the City’s Newsletter, Community Connection, to inform citizens that it could be viewed on the City’s website. Mr. Hall responded this was a great idea and would pursue this with the Information Services Director.

b. Update on Classification and Compensation Review of designated positions

Mr. Hall reported that the City anticipated coming to the Personnel Commission in November with the results of this study. Commissioner Bush asked how often the City performed Citywide classification and compensation studies. Mr. Hall responded that they were conducted as needed, but that the last one had been five years ago. He said that the City had seen from data gathered for labor negotiations that Huntington Beach was not among the top agencies in Orange County. Commissioner Barton reported the

City of Los Angeles had found that it was only paying 83¢ per \$1 on average in comparable California cities. Commissioner Bush asked how the City defined its local labor market. Mr. Hall responded Huntington Beach used 12 Orange County benchmark cities, which Ms. Charles enumerated—Anaheim, Buena Park, Costa Mesa, Fountain Valley, Fullerton, Garden Grove, Irvine, Newport Beach, Orange, Santa Ana, Tustin, and Westminster. She also reported that Human Resources had access to an electronic database (CalPACS, California Public Agency Compensation Survey) developed by cities for cities (through a membership fee), which provided total compensation information for about 100 benchmark classifications.

COMMENTS FROM COMMISSIONERS

Commissioner Barton asked about the status of the letter from Chairperson Hunt that had been developed with the Special Counsel to the Commission regarding the non-disciplinary matter. Mr. Hall explained that Chairperson Gooch had sent the letter to both the City Attorney and the Huntington Beach Municipal Employees' Association, and both parties had agreed to drop the matter.

INFORMATIONAL ITEMS

None

ADJOURNMENT

The meeting adjourned at 6:30 p.m. to the next regularly scheduled meeting of October 18, 2006.

ITEM #5a



CITY SERVICES

Human Resources Division

DATE: October 18, 2006

TO: Personnel Commission

FROM: Irma Youssefieh, Human Resources Manager

SUBJECT: Proposed Position of Deputy Director of Economic Development

DISCUSSION

Attached is an overview of the Economic Development Department operational structure for the 2006-07 Fiscal Year. Currently, the department is organized into two divisions: Real Estate Services & Housing and Redevelopment.

Real Estate Services assists departments and the general public with various property related services such as technical support for acquisition of land and easements, relocation, property disposition, appraisals and title research, leasing of land and facilities, strategic planning and maintenance of City and agency property. Housing is involved in planning and formulating specific plans throughout the City to improve, both physically and economically, the current affordable housing stock while planning for future housing needs. Housing also oversees the Community Development Block Grant (CDBG) and HOME Investment Partnership programs and the funds received from the U. S. Department of Housing and Urban Development (HUD). These funds are designated to provide improvements and services to the low and moderate-income residents of the City. The City's adopted Consolidated Plan establishes priorities for eligible activities. The primary objectives for the CDBG program are to provide a suitable living environment while expanding economic opportunities for persons with low or moderate incomes.

Redevelopment covers improvement projects to increase property values for deteriorated areas, resulting in property tax revenue for the City. State law allows redevelopment agencies to use a portion of this increase to repay the debt incurred to rehabilitate areas. Redevelopment agencies may use these funds to acquire property, build public improvements and infrastructure, clean-up contaminated soil and other tasks necessary to improve the conditions of the property. In addition to involvement in planning new development project areas, the Redevelopment Division monitors and evaluates project implementation efforts, provides opportunities for public participation and disseminates information related to project implementation.

The Department is staffed by a Department Director, experienced professional project managers, administrative support and two Division Manager positions: Real Estate Services Manager and Housing & Redevelopment Manager. The Housing & Redevelopment Manager position has been vacant for approximately 1 ½ years while housing duties have shifted to Real Estate Services and redevelopment management has been overseen by the Director. With the appointment of the new Director this past year, he has had an opportunity to evaluate and create a more manageable span of control to meet operational needs, in addition to building upon organizational development for succession planning.

Rather than filling the vacant position of Housing & Redevelopment Manager, it is proposed to delete this position and replace it with a Deputy Director level that reports to the Department Director and provides direct line supervision to the Real Estate Services Manager and Project Managers.

As information, Human Resources staff has conducted a compensation review of like positions in the City's designated Orange County labor market and considering internal alignment, staff recommends the following pay level for the position of Deputy Director of Economic Development: Range 608 \$7,840 - \$9,715/monthly (\$94,088 - \$116,588/annually).

The proposed classification of Deputy Director of Economic Development would be appropriately designated as represented by the Huntington Beach Management Employees' Organization (MEO).

RECOMMENDATION

Approve the new class title and job specification for the position of Deputy Director of Economic Development and deletion of the class title and job specification for the position of Housing & Redevelopment Manager, amending the City's Classification Plan.

Attachment: Proposed job specification for Deputy Director of Economic Development
Operational Structure Overview (FY 2006/07 Budget)

cc: Stanley Smalewitz, Director of Economic Development
Kate Hoffman, MEO President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT
PERSONNEL COMMISSION APPROVAL: OCTOBER 18, 2006
COUNCIL APPROVAL:

JOB CODE:
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

DUTIES SUMMARY

The primary reason this classification exists is to assist the Director of Economic Development in directing, managing, administering and strategically planning key Department programs and daily administrative duties.

DISTINGUISHING CHARACTERISTICS

Assist the Director of Economic Development in coordinating the functions of a diverse and complex organization; acts independently and performs the duties of Director of Economic Development in the absence of the Director; coordinates the Department's mission closely with other City departments; maintains effective and extensive professional relationships with representatives of other local, state and federal agencies.

EXAMPLES OF ESSENTIAL DUTIES

Under the general direction of the Director of Economic Development, supervises Redevelopment, Real Estate, and administrative professionals, supervisors and office technical, sub-professional staff, and consultants on specific projects; plans, organizes and directs the Department's daily administrative activities; performs and oversees highly responsible and complex technical and analytical staff functions for these activities; performs legislative analysis, advocacy, and grantsmanship; formulates and justifies budget and forecasting revenues and expenditures; conducts employee evaluation, training, staffing deployment and discipline; maintains financial accountability of the Department at all times, by overseeing and auditing the various departmental revenue and expenditure accounts; advises the Director of Economic Development on recommended actions as required to maintain the fiscal integrity of the Department; may oversee and facilitate improvements to the Department's clerical and administrative functions, including filing systems, data retrieval programs and customer service; interacts closely and effectively with the staff of all Economic Development Divisions and other City departments which deal with administrative matters, especially the City Administrator's Office, City Attorney's Office and Administration; attends all

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JOB CODE:
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

meetings, study sessions and workshops of the City Council, Economic Development Committee, and Downtown Economic Development Committee unless otherwise excused by the Director of Economic Development; presents written and oral testimony, responds to questions and makes recommendations; participates in all regular and special City staff meetings, providing expertise in departmental operations; may attend Technical Advisory Committee and/or Technical Steering Committee meetings as needed. Researches and provides comprehensive and concise written reports on highly complex Economic Development matters; presents results of such reports, in an understandable manner to both technical and non-technical audiences; performs 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.

MINIMUM 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: Real Estate practices; California Redevelopment Housing Law; Housing and Urban Development Guidelines, Planning principles; principles of supervision and management; laws and regulations governing the design and construction of Economic Development projects; contracts and consultant coordination; municipal government and issues of concern to developers, property owners, contractors, private engineers and others; grants and grant applications; municipal finance and budgeting; contract administration; computer operations and spreadsheet preparation.

Ability to: Plan, coordinate and supervise program activities and personnel; conduct Economic Development-related research and analyses; compose detailed reports and

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recommendations, correspondence and specifications; read, interpret and supervise preparation of reports, recommendations, correspondence and specifications; communicate and interact effectively both orally and in writing with elected and appointed officials, the public, contractors, developers and staff, as well as outside local, state and federal agencies and governmental bodies involved with administering and funding Economic Development programs; prepare clear and concise oral and written reports; prepare and administer budgets; conduct effective meetings; establish priorities; effectively manage multiple projects; and, deliver quality customer service.

Education: Equivalent to a Bachelors degree from an accredited college or university with major coursework in public administration or a closely related field. Relevant experience may be substituted for educational requirements on a year-for-year basis.

Experience: Five (5) years of progressively responsible full-time work experience in redevelopment or economic development performing related professional work at a division head level or higher of which includes at least three (3) years of supervisory experience over professional and administrative support staff. Professional work experience in a Redevelopment Agency is highly desired.

Certification: Due to the performance of field duties that may require operation of a vehicle, a California Driver's License and an acceptable driving record may be required.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work is performed primarily in an indoor office environment which requires prolonged sitting, standing, walking, reaching, twisting, turning, bending, squatting, crouching and stooping in the performance of daily activities; grasping, repetitive hand movement and fine coordination in preparing reports and documents using writing instruments and a computer keyboard. It also requires the ability to hear and speak clearly on the telephone and in person; read and understand materials related to areas of responsibility, as well as reports, contracts, correspondence and memoranda. The position may require pushing, pulling, dragging and lifting boxes of files and other office

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items weighing twenty-five (25) pounds or less. The position requires near vision to read hard copy of correspondence and statistical data or to read such materials on a personal computer with exposure to computer glare. This position may be required to assist staff in performing field work that requires driving a vehicle, walking on uneven ground, working around machinery, fumes, dirt and gas, and in varying outdoor temperatures. The incumbent must maintain professional composure and use good judgment in pressure situations. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Economic Development Proposed Budget – FY 2006/07

Director of Economic Development

ADMINISTRATION
Administrative Assistant
Administrative Secretary

REDEVELOPMENT

Redevelopment Manager
Economic Dev. Project Manager
Economic Dev. Project Manager
Assistant (2)
Development Specialist

REAL ESTATE SERVICES AND HOUSING

Real Estate and Housing Manager
Administrative Analyst Senior
Economic Dev. Project Manager
Assistant
Real Property Agent
Administrative Aide