

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, April 20, 2011
Civic Center, Room B-8
5:30 P.M.

1. CALL TO ORDER

Commissioners: Barton, Bush, Clemens, Elford, Garner, Inglee, Lipson

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

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

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources 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 March 16, 2011

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 job specification revisions for the position of **Maintenance Worker** in the Public Works Department amending the City's Classification Plan.

Recommended Action:

Approve the job specification revisions for the position of **Maintenance Worker** in the Public Works Department amending the City's Classification Plan.

- b. Discussion on the job specification revisions for the position of **Water Systems Technician I** in the Public Works Department amending the City's Classification Plan.

Recommended Action:

Approve the job specification revisions for the position of **Water Systems Technician I** in the Public Works 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

7. LABOR RELATIONS UPDATE

8. SECRETARY'S REPORT

Position Vacancy Report – April 2011

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 – April 2011

11. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of May 18, 2011.

ITEM # 4

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
03/16/11

Pending approval by Personnel Commission at the meeting on 4/20/11
(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

Chairperson Barton called the Commission meeting to order at 5:35 PM.

ROLL CALL

Commissioners present: Barton, Bush, Inglee, Lipson, and Elford (arrived at 5:40)
Commissioners absent: Garner, Clemens
Others Present: Michele Carr, Director of Human Resources
Jennifer McGrath, City Attorney
JoAnn Diaz, Principal Human Resources Analyst
Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Bush and seconded by Commissioner Inglee to approve the minutes for the January 19, 2010 meeting (passed 3:3:1; Elford arrived after this item; Barton abstain).

PUBLIC HEARING

5.a. Approve the job specification revisions for the position of **Water Distribution Maintenance Crewleader** in the Public Works Department amending the City's Classification Plan.

A motion was made by Commissioner Bush and seconded by Commissioner Lipson to approve the revised job specifications (passed 4:2:1 Inglee abstain)

PERSONNEL COMMISSION AGENDA PROTOCOLS

Discussion ensued regarding the agenda approving authority. Chair Barton stated his opposition to the City Manager having agenda approval authority because of possible conflict of interest. Jennifer McGrath, City Attorney, stated the Personnel Commission acts in an advisory capacity to the City Council and City Manager. All boards and commissions operate under the City Managers authority as delegated by the City Council. She added that developing the agenda is usually accomplished in a collaborative effort; however, if a disagreement were to arise, the Commission may contact the Council liaisons or the City Attorney to assist in resolving the issue.

Commissioner Bush questioned why the staff liaison is not listed as the approving authority of the agenda since this is more accurate operationally. Michele Carr, Director

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
03/16/11

of Human Resources, stated the proposed protocols were developed modeling the City Council and evaluating similar information from the Planning Commission.

Recommended Action:

Review the City of Huntington Beach Personnel Commission Agenda (proposed) Protocols and modify or adopt as presented.

It was suggested to amend the proposed City of Huntington Beach Personnel Commission Agenda Protocols as follows:

Agenda Review and Approval

The Personnel Commission Secretary shall construct the DRAFT agenda and submit it to the City Manager, City Attorney and Commission Chair for review and comment, editing, and conformance with the Brown Act. The City Manager, or his/her designee, provides final agenda approval.

A motion was made by Commissioner Bush and seconded by Commissioner Lipson to adopt the Huntington Beach Personnel Commission Agenda Protocols as modified (passed 4:2:1 Barton opposed)

COMMISSION GOALS FOR THE COMING YEAR

Discussion ensued regarding the carryover, removal, and setting of new goals. The Commission agreed to add the *Development of Bylaws* to the goals and requested Ms. Carr provide recommendations for additional changes.

LABOR RELATIONS UPDATE

Ms. Carr reported that strategic planning goals were set at a January 28th meeting with Council members. The Council directed staff to project future budget shortfalls and work on ways to meet those challenges. The budget shortfalls are impacted by PERS previous years investment losses and the implementation of the smoothing formula. The shortfall could increase depending on changes required by the State. The City is currently brainstorming with associations on possible concessions.

SECRETARY'S REPORT

Ms. Carr reported on the updates to the Position Vacancy Report.

COMMENTS FROM COMMISSIONERS

Chair Barton inquired about the annual Commission stipend.

Commissioner Lipson inquired if the City has a method of authorizing volunteers to assist in an evacuation or emergency. Ms. Carr responded with information on the Community Emergency Response Team (CERT) program conducted through the fire

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
03/16/11

department. The CERT program trains volunteers to prepare for and respond to a disaster until first responders arrive.

Commissioner Bush thanked Ms. McGrath for attending the meetings stating that it is very helpful having her input.

INFORMATION ITEMS

Ms. McGrath reported on the Grievance Status Report.

ADJOURNMENT

The meeting adjourned at 7:30 PM to the next regularly scheduled meeting of April 20, 2011.

DRAFT

ITEM # 5a



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

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO MAINTENANCE WORKER JOB CLASSIFICATION SPECIFICATION
DATE: APRIL 4, 2011

The **Maintenance Worker** is an entry-level multi-position classification represented by the Municipal Employees Association (MEA). Employees are assigned to various sections throughout the Public Works Department,

The modification to the **Maintenance Worker** job specification is recommended to specifically address the Reclassification Requirements needed for incumbents to promote to the journey level classification within the job series. The requested modification does not change the fundamental nature of the work performed. The current pay grade remains the same.

The existing job classification specification was reviewed by the Public Works and Human Resources Departments. The City and MEA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Maintenance Worker
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Maintenance Worker Job Class Specification

c: Travis Hopkins, Director of Public Works
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MAINTENANCE WORKER

DATE: DECEMBER, 2001

JOB CODE: 0394
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES-JOB SUMMARY

~~With Under~~ close supervision, performs a variety of semi-skilled and unskilled tasks in the maintenance of the City streets, parks, and water and wastewater systems; ~~and performs other duties as required within the scope of the classification.~~

DISTINGUISHING CHARACTERISTICS

Maintenance Worker is a ~~multi-position job class generalist with responsibility responsible~~ for performing a variety of ~~street~~-maintenance tasks ~~based on area of assignment requiring limited training and skills. It is an entry-level job and duties will vary based on area of assignment.~~ Maintenance Worker is an entry-level job within the maintenance worker series and differs from Maintenance Service Worker and Wastewater Maintenance Service Worker in that the latter are journey-level jobs within the maintenance worker series.

~~Upon completing specified time frame and achieving proficiency and standards of assigned area, incumbent is eligible for reclassification upon departmental approval.~~

EXAMPLES OF ESSENTIAL DUTIES

- ~~Provides safe and efficient R~~emovesal of debris in streets, alleyways and on beaches, as requested by citizens, other City departments or other cities;
- ~~P~~erforms maintenance on City restrooms and facilities in parks and on beaches;
- ~~R~~emoves large pieces of debris in streets prior to clean up by street sweeper by driving dump truck and operating front-end loader.
- Performs manual labor in support of streets repairs; loads and hauls materials to job sites and stages for work crews; uses small tools to shovel and smooth materials in roadway; assists in setting up traffic control markings for work zones; acts as flagger to route traffic safely around work zone.
- Performs manual labor and assists in the maintenance, installation and repair of the water distribution system including meters valves, hydrants, vaults and backflow devices; hauls materials and stages for work crews; assists in repairing pipelines

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MAINTENANCE WORKER

DATE: DECEMBER, 2001

and laying concrete and asphalt; cleans worksite when repairs are completed and hauls debris and materials away.

- ~~Provides assistance to~~ Assists the Fire Department in clearing areas containing hazardous materials; picks up and disposes of hazards as directed by ~~Code Enforcement Department officials~~; responds to requests for debris removal from citizens in a courteous manner.
- Assists with general labor duties for the Public Works and Community Services Departments;
- ~~Responds to emergency calls for service on a call-out basis;~~ and works outside of normal business hours as needed.
- Attends training; supports and actively promotes the City's safety programs; assists with periodic safety inspections; identifies and corrects safety hazards.
- Performs other 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.

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 streets, parks and beaches;~~ pPractices and procedures for safe handling of hazardous materials;
- ~~T~~raffic procedures and vehicle operations;
- ~~m~~Machinery, equipment and tools necessary for the maintenance and repair of public streets and facilities;
- ~~e~~Occupational hazards and safety precautions applicable to maintenance and repair work.

Ability to:

- Learn to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities;
- Perform heavy manual labor;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MAINTENANCE WORKER

DATE: DECEMBER, 2001

- Read and follow work orders and instructions;
- Use hand and power tools; follow safety practices and recognize hazards;
- 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~~ high school diploma or equivalent.

Experience: No prior experience necessary.

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

Reclassification Requirements: Employees occupying entry-level positions within the maintenance worker series that meet the education/experience qualifications and successfully obtain the required certifications/license may be eligible for reclassification to the journey-level position.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS –

An incumbent must meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves exposure to potential physical harm, dangerous machinery, hazardous ~~chemicals materials~~, and potentially infectious disease. and pPerforms moderate to heavy work ~~in all types of weather~~. There is a frequent need to stand, sit, stoop, walk, climb, and balance, work in confined spaces, lift heavy objects (up to 100 ~~pounds~~ pounds) and perform other ~~similar actions~~ physical activities during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited to hard hats, respirators and/or hearing protective devices. Work is performed outdoors with full exposure to wind, rain, sun, and extreme temperatures. Employee Reasonable accommodation(s) for an individual with a qualified disability 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: REVISIONS TO WATER SYSTEMS TECHNICIAN I JOB CLASSIFICATION SPECIFICATION
DATE: APRIL 14, 2011

The **Water Systems Technician I** is an entry-level multi-position classification represented by the Municipal Employees Association (MEA). Employees are assigned to the Water Production unit of the Utilities Division within the Public Works Department.

The modification to the **Water Systems Technician I** job specification is recommended to specifically address the Reclassification Requirements needed for incumbents to promote to the journey level classification within the job series. The requested modification does not change the fundamental nature of the work performed. The current pay grade remains the same.

The existing job classification specification was reviewed by the Public Works and Human Resources Departments. The City and MEA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Water Systems Technician I
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Water Systems Technician I Job Class Specification

c: Travis Hopkins, Director of Public Works
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER SYSTEMS TECHNICIAN I

DATE: DECEMBER, 2001

JOB CODE: 0368
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES-JOB SUMMARY

Under close supervision, performs a variety of semi-skilled and skilled mechanical tasks in the maintenance of the City's water facilities.

~~With close supervision assists in maintenance, repair, installation, overhaul and operation of water treatment equipment, hydraulic and mechanical systems, computerized telemetry and control systems, industrial engines and electric motors, power transmission components and drivelines, and pumps used in municipal water supply production as well as storm drain pump stations; and performs other duties as required within the scope of the classification.~~

SUPERVISION RECEIVED AND EXERCISED

Reports to: Water Operations Crewleader

Supervises: None

DISTINGUISHING CHARACTERISTICS

~~The Water System Technician I is a multi-position job class responsible for performing a variety of tasks in support of the entry level classification in the City's Water Systems series; position performs entry level technical/mechanical work on at water system facilities and equipment under the immediate supervision of the Leadworker, Water Systems. Water System Technician I is an entry-level job within the Water System Technician series and differs from Water System Technician II in that the latter is a journey-level job within the series.~~

EXAMPLES OF ESSENTIAL DUTIES

- Repairs, maintains, replaces and overhauls industrial engines, chemical feed systems, power transmission components, drivelines and pumps used in potable water supply operations, as well as storm drain pumping operations
- Fabricates and installs hydraulic and pneumatic piping

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER SYSTEMS TECHNICIAN I

DATE: DECEMBER, 2001

- Assists in the construction, operation and maintenance of chemical treatment and filtration equipment
- Monitors dosage and concentration of various chemicals such as chlorine, chloramines, and fluoride for operation of the water system
- Troubleshoots and repairs controls and instrumentation used at water wells and booster stations
- Delivers and receives chemicals at water facilities
- Responds to emergency calls for service on a call-out basis and works outside normal working hours as needed

~~Assists in the repair, installation, and maintenance of various makes of gas-feed systems such as chlorinators, chemical metering pumps, computer-based control and telemetering devices, hydraulic and mechanical control valves, systems and associated controls, large and small pumps, power transmission components, drivelines, industrial engines and electric motors.~~

~~Performs fabrication and maintenance welding of all related equipment; under supervision, constructs, operates and maintains chemical treatment plants and filtration systems to treat water with various chemicals such as chlorine, chloramines, fluoride.~~

~~Assists in installing and maintaining water, gas, air and other plumbing and hydraulic lines in conformance with applicable codes; makes field computations to determine the dosages of various chemicals such as chlorine, chloramines, fluoride, ozone and hydrogen peroxide in the system.~~

~~Uses electronic test equipment to troubleshoot and repair computer-based control and telemetering systems, transmitters, receivers and telephone lines; assists in installing pumping stations, filtration systems, and booster plants throughout the City; responds to emergency situations.~~

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:

- Principals of electrical, hydraulic, and mechanical systems and equipment

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER SYSTEMS TECHNICIAN I

DATE: DECEMBER, 2001

- ~~– City policies, principles Practices, and~~ procedures, tools and materials used in the operation, maintenance, and repair of pumps, engines, and electronic equipment and controls; tools and equipment used in water system maintenance and repair; trades math; safe working practices.
- ~~– Occupational hazards and necessary safety precautions applicable to maintenance and repair of mechanical equipment~~

Ability to:

- ~~– Assist with Diagnose, repair and/or replace pumps, the repair and maintenance of large natural gas industrial engines, chemical water treatment devices, equipment, electronic devices and other water system equipment;~~
- ~~– Respond in a timely manner to emergency situations; perform heavy manual labor such as moving heavy equipment and descending ladders to underground vaults;~~
- Read, comprehend and utilize instruction and repair manuals, specifications, material safety Data Sheets, and schematics;
- Read and follow written and oral work orders and instructions;
- ~~– Establish and maintain cooperative work relationships with those contacted in the course of work cooperatively and productively with crew members;~~
- ~~– Learn and utilize new information and techniques;~~
- ~~– Keep accurate and complete records;~~
- ~~– respond to emergency situations; work in inclement weather and long hours when required.~~

Education: High school diploma or equivalent.

Experience: Two (2) years' ~~experience in the repair and maintenance of industrial or automotive equipment working as a technician or mechanic with a basic working knowledge of electrical, hydraulic and mechanical principles.~~

Certifications/License: Possession of a valid California ~~motor vehicle operator's Class C driver's~~ license; ~~Class C or~~ must obtain Class B with HAZMAT Handler permit within one (1) year of hire.

Reclassification Requirements: Employees occupying entry-level positions within the water systems technician series that meet the education/experience qualifications and successfully obtain the required certifications/license may be eligible for reclassification to the journey-level position.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER SYSTEMS TECHNICIAN I

DATE: DECEMBER, 2001

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves exposure to potential physical harm, dangerous machinery, hazardous chemicals, and potentially infectious disease. There is a frequent need to stand, sit, stoop, walk, climb and balance, work in confined spaces, lift heavy objects (up to 100 pounds), climb ladders up to 30 feet, and perform other physical activities during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited to hard hats, respirators, hearing protective devices, fall protection devices and harnesses, and self-contained breathing apparatus (SCBA). Work is performed outdoors with full exposure to wind, rain, sun, and extreme temperatures. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

~~and performs moderate to heavy work in all types of weather. There is frequent need to stand, stoop, walk, climb, balance, lift heavy objects up to 75 pounds 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 # 6

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. Review Administrative Regulation 413: Constructive Action Plan (CAP) – Disciplining Alternative program.
6. Development of Bylaws

ITEM # 8

Vacant Position List

& RECRUITMENT STATUS REPORT

as of April 7, 2011

DEPT	JOB TITLE	QTY	STATUS
ADMINISTRATION			
	None		
CITY ATTORNEY			
	None		
CITY CLERK			
	None		
CITY TREASURER			
	None		
COMMUNITY SERVICES			
	Administrative Analyst, Senior	1	On hold
	Director of Community Services	1	On hold
	Marine Safety Officer II	1	On hold
	Parking & Camping Leadworker	1	Freeze Waiver recd - Names certified to dept. 4/5/11
	Recreation Supervisor	1	Freeze Waiver recd - Pending classification review
ECONOMIC DEVELOPMENT			
	Development Specialist	1	On hold
FINANCE			
	Accounting Technician I	1	On hold
	Accounting Technician II	1	Freeze Waiver recd - Oral board exam 4/12/11
	Budget Analyst, Senior	1	On hold - Pending review of classification/position
FIRE			
	Deputy Fire Marshal	1	On hold
	Emergency Services Coordinator	0	Freeze Waiver recd - Promo recruitment closes 4/12/11 (currently underfilled)
	Fire Battalion Chief	1	On hold
	Fire Captain	1	On hold

Fire Engineer	1	On hold
Firefighter	1	On hold
Firefighter Paramedic	2	Freeze Waiver recd for (1) - Promo effective 4/16/11

HUMAN RESOURCES

None

INFORMATION SERVICES

None

LIBRARY

Senior Librarian	2	Freeze Waiver recd - Promo recruitment pending coordination
Theater/Media Technician	1	On hold

PLANNING & BUILDING

Administrative Secretary	1	On hold
Permit & Plan Check Manager	1	On hold
Plan Check Engineer	1	On hold

POLICE

Administrative Assistant	1	On hold
Communications Operator	3	On hold
Equip/Auto Maint Crewleader	1	On hold
Parking/Traffic Control Officer	1	Freeze Waiver recd - Recruitment closes 4/19/11
Police Captain	1	On hold
Police Lieutenant	2	On hold
Police Officer	22	Freeze Waiver recd - Eligible list established 1/13/11
Police Records Spec (Tech)	3	Freeze Waiver recd for (2) - Recruitment closed 4/1/11
Police Recruit	4	On hold
Police Services Specialist	2	Freeze Waiver recd for 2 - Eligible list established 3/16/11

PUBLIC WORKS

Administrative Secretary	1	On hold
Equip/Auto Maint Crewleader	1	On hold
Facilities Maintenance Crewleader	2	On hold
Landscape Maint Leadworker	2	On hold
Landscape Maint Supervisor	1	On hold
Office Assistant II	1	On hold
Project Manager	1	Freeze Waiver recd to underfill - Names certified 1/13/11
Signs & Markings Crewleader	1	On hold

Traffic Maint. Service Worker	1	On hold
Tree Maintenance Crewleader	1	On hold
Wastewater Equip. Operator	1	On hold
Wastewater Operations Ldwrkr	1	On hold
Water Distrib. Maint. Crewleader	1	Freeze Waiver recd - Recruitment closed 3/31/11
Water Distrib. Meters Crewleader	1	Freeze Waiver recd - Recruitment closes 4/12/11

TOTAL	78	
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