

AGENDA

Wednesday, January 18, 2012

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

1. CALL TO ORDER

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

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Michele Warren, 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 November 10, 2011
- Meeting of November 16, 2011

5. PUBLIC HEARING

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

For questions, please contact Sandy Henderson at (714) 960-8828

a. Discussion on the job specification revisions for the position of **Community Recreation Supervisor** in the Community Services Department amending the City's Classification Plan.

Recommended Action:

Approve the job specification revisions of the position of **Community Recreation Supervisor** in the Community Services Department amending the City's Classification Plan.

b. Discussion on the job specification revisions for the position of **Librarian** in the Library Services Department amending the City's Classification Plan.

Recommended Action:

Approve the job specification revisions of the position of **Librarian** in the Library Services Department amending the City's Classification Plan.

6. COMMISSION GOALS FOR THE COMING YEAR

- Personnel Commission Bylaws

7. LABOR RELATIONS UPDATE

8. SECRETARY'S REPORT

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. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of February 15, 2012

ITEM # 4

MINUTES – SPECIAL MEETING

Thursday, November 10, 2010

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-7
Civic Center - 2000 Main Street
Huntington Beach CA 92648

Pending approval by Personnel Commission at the meeting on 12/21/11
(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 Garner called the Commission meeting to order at 5:30 PM.

ROLL CALL

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

Commissioners absent:

Others Present:

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

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Gwen Rehwinkel, Administrative Assistant

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Bush and seconded by Commissioner Lipson to approve the minutes for the June 15, 2011 and July 20, 2011 meetings as presented.

VOTE: The motion was carried

AYES: 7

NOES: 0

PUBLIC HEARING

- a. Approve the job specification revisions of the position of **Fire Protection Analyst** in the Fire Department amending the City's Classification Plan.

A motion was made by Commissioner Bush and second by Commissioner Clemens to approve the revised job specification.

VOTE: The motion was carried

AYES: 7

NOES: 0

- b. Approve the reclassification of the at-will position of **Deputy City Treasurer** in the Finance Department.

A motion was made by Commissioner Clemens and second by Commissioner Barton to approve the reclassification

VOTE: The motion was carried

AYES: 5

NOES: 2 (Bush, Inglee)

- c. Approve the compensation adjustment for the position of **Assistant City Clerk**.

A motion was made by Commissioner Barton and second by Commissioner Clemens to approve the compensation adjustment (passed 5:2 Bush/Inglee oppose)

VOTE: The motion was carried

AYES: 5

NOES: 2 (Bush, Inglee)

COMMISSION GOALS FOR THE COMING YEAR

Discussion ensued regarding the Commission goals and the following changes were made:

- Remove Goal: Review Administrative Regulation 413: Constructive Action Plan (CAP) - Disciplining Alternative Program
- Add Goal: Provide Enhanced Training and Development for the Commission

Commissioner Bush requested updates to the Bylaws to reflect Ordinance No. 3917 amendments to Chapter 2.72 of the Municipal Code. Effective June 30, 2011, Commissioner terms were changed to two (2) years with a limitation of two (2) consecutive terms. Effective June 30, 2012, the number of Personnel Commission members will be reduced to five (5) members.

LABOR RELATIONS UPDATE

Ms. Carr reported the City reached an agreement with the Marine Safety Management Association. The new Memorandum of Understanding is for a 2-year period. MSMA members agreed to increase the employee-paid share of CalPERS to 5.50% in year one and 6.75% in year

two and thereafter (until a successor agreement is reached). They also agreed to adopt a second-tier retirement benefit formula if all other safety units agree.

SECRETARY'S REPORT

Ms. Carr thanked the Commissioners for their flexibility in attending this special meeting and reported the next meeting will include a presentation by City Attorney Jennifer McGrath.

INFORMATION ITEMS

The Grievance Status Report will be updated to include additional information.

COMMENTS FROM COMMISSIONERS

Commissioner Elford thanked staff for their patience tonight in answering all their questions.

Commissioner Barton requested the AB1234 ethics education on a CD so that he may complete the training and be in compliance.

ADJOURNMENT

The meeting adjourned at 6:55 PM to the next regularly scheduled meeting of November 16, 2011.

MINUTES

Wednesday, November 16, 2010

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

Pending approval by Personnel Commission at the meeting on 12/21/11
(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 Garner called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Bush, Clemens, Garner, Inglee, and Lipson

Commissioners absent: Barton, Elford

Others 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

PUBLIC COMMENTS

None

PUBLIC HEARING

- a. Approve the job specification revisions of the position of **Senior Librarian** in the Library Services Department amending the City's Classification Plan.

Commissioner Inglee suggested adding examples of the types of formats used.

A motion was made by Commissioner Clemens and second by Commissioner Bush to approve the revised job specification as amended.

VOTE: The motion was carried
AYES: 5
NOES: 0
ABSENT: 2

GRIEVANCE APPEAL PROCEDURES

Jennifer McGrath, City Attorney, and Irma Rodriguez-Moisa of Atkinson, Andelson, Loya, Ruud & Romo Corporation provided a Power-Point presentation on disciplinary and non-disciplinary grievance hearing process, principles, and procedures.

COMMENTS FROM COMMISSIONERS

Commissioner Clemens wished everyone Happy Holidays and expressed her pleasure working with everyone.

ADJOURNMENT

The meeting adjourned at 7:08 PM to the next regularly scheduled meeting of December 21, 2011.

DRAFT

ITEM # 5



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

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO COMMUNITY SERVICES RECREATION SUPERVISOR JOB CLASSIFICATION SPECIFICATION
DATE: JANUARY 18, 2012

The **Community Services Recreation Supervisor** is a multi-position classification, represented by the Municipal Employees Association (MEA). A vacant position exists, thus providing the Community Services and Human Resources Departments the opportunity to review the current job classification specification and update as necessary.

Modifications to the **Community Services Recreation Supervisor** job specification are recommended to 1) provide a greater understanding of the essential duties performed and 2) appropriately depict the certifications required. These edits will not change the fundamental scope of work to be performed.

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 the Personnel Commission is requested to approve staff's recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Community Services Recreation Supervisor
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Community Services Recreation Supervisor Job Class Specification

c: Paul Emery, Deputy City Manager
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COMMUNITY SERVICES RECREATION SUPERVISOR

DATE: MAY 2005

JOB CODE: 0258
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES-JOB SUMMARY

~~With Under~~ general supervision, supervises, coordinates and oversees operations ~~at of~~ a ~~recreation community services facilities or events~~ providing various recreation, athletic, and community service programs ~~and events~~, center and special use facilities such as pools, ball fields and tennis courts; plans, organizes and implements citywide recreation programs or specialty area programs; works closely with community resources; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: ~~Recreation & Human Services Superintendent/~~
~~Facilities, Development and Concessions Manager~~

Supervises: ~~Paid and/or volunteer staff; various independent contractors~~

DISTINGUISHING CHARACTERISTICS

~~The~~ Community Services Recreation Supervisor is a ~~professional multi-position classification~~ with overall responsibility for supervising operations ~~of~~ at a ~~recreation center community services facilities or events~~, including facilities maintenance, ~~event programming coordination with other departments and outside agencies,~~ and staff/~~contractor~~ direction. ~~The Community Services Recreation Supervisor oversees other professional and support staff members, contractors and volunteers, and is responsible for the supervision of multiple sites when conducting citywide programs. The position is distinguished from the Community Services Recreation Coordinator classification by the level of responsibility assumed, the supervisory responsibilities, and the complexity of the duties assigned. Incumbents may work at different sites depending on assignment.~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COMMUNITY SERVICES RECREATION SUPERVISOR

DATE: MAY 2005

EXAMPLES OF ESSENTIAL DUTIES

- Plans, coordinates, oversees and evaluates a variety of citywide recreation programs or classes and/or specialty area programming such as adult or youth athletics, aquatics, after school, ~~and~~ summer programs, special events, ~~or~~ programming designed for disabled residents or senior citizens, ~~and non-city sponsored specific events.~~
- Oversees program development, marketing and implementation including registration, selection of ~~contract~~ instructors and collection of fees; ~~develops promotional or program materials~~
- Identifies and mitigates the impacts of events on local residents, reviews proposals and applications and established conditions for event approval
- Oversees maintenance of ~~recreation community services center~~ facilities, amenities and equipment including swimming pools, ball fields, tennis, basketball and racquetball courts, parking, security, custodial, and kitchen; arranges for necessary repairs; schedules and coordinates use of facilities including after-hours rentals.
- Develops and monitors operating budget; orders supplies and materials.
- Supervises full and part-time staff; interviews, hires, trains and evaluates staff in accordance with established policies;
- ~~provides supervision~~ Supervises and coordinates ~~to others~~ personnel assigned to assist ~~within~~ program or event production including site set-up and break down.
- Resolves interpersonal conflicts between/among program participants.
- ~~Serves as a City representative~~ Represents the department and the City with community groups, business organizations, corporate partners, government agencies, and other City departments ~~to develop collaborative efforts, identify needs, and propose strategies and solutions for promoting recreational activities.~~
- ~~Stays current with developments in the field; attends a variety of professional development programs; attends multi-disciplinary and task force meetings to develop collaborative efforts, and to identify needs, strategies and solutions to promote recreational activities.~~
- Performs related ~~administrative~~ duties, including report preparation, ~~and~~ grant writing and administration;
- ~~Conducts emergency action planning; responds to emergency calls and works outside of normal business hours as needed~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COMMUNITY SERVICES RECREATION SUPERVISOR

DATE: MAY 2005

~~—, and development of promotional or program materials.~~

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 and departmental policies and procedures;~~ Principles and practices of community facility operations and community service program development and administration
- Purpose, use and benefits of municipal recreational activities
- ~~f~~Federal, state and local regulations governing the operation of recreation programs
- Safety practices in a recreational environment~~recreation program development and administration practices and procedures;~~
- sStandard office principles and procedures
- pPrinciples of budgeting, ~~and~~ supervision, and training
-

Ability to:

- Identify community recreation needs;
- pPlan programs and activities for target residents;
- ~~f~~Form cooperative relationships and partnerships with others whom do not have a direct reporting relationship;
- ~~r~~Respond with tact, composure and courtesy when dealing with individuals who may be experiencing significant emotional distress;
- ~~m~~Maintain accurate records, record and retrieve information; write reports;
- ~~e~~Operate personal computer and standard software applications;
- ~~e~~Establish and maintain effective working relationships with those contacted in the course of work;
- ~~e~~Communicate effectively with others both orally and in writing.

Education: ~~A~~ Bachelor's degree in Recreation Administration or a other related field.

Experience: ~~A minimum of t~~Three (3) years' ~~of~~ experience in community recreation program administration.

Certifications/License: ~~Due to the performance of field duties that may require operation of a City vehicle, possession of a~~ vvalid California ~~motor vehicle~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COMMUNITY SERVICES RECREATION SUPERVISOR

DATE: MAY 2005

~~operator's Class C driver's license and an acceptable driving record are required by time of appointment may be required.~~

The position assignment ~~to the~~ City Gym and Pool ~~must obtain within six months of hire or appointment requires~~ the following ~~American~~ Red Cross Certificates: CPR/AED for the Professional Rescuer; ~~First Aid for Public Safety Personnel (Title 22); First Aid, Lifeguarding; Preventing Disease Transmission, and Water Safety.~~

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

~~The incumbent 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 is performed in a general office environment combined with outdoor locations. The incumbent uses a computer keyboard and related office equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, and extreme temperatures. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.~~

~~—Work involves light to moderate work in an office setting. There is some exposure to the elements and potential exposure to infectious disease or personal harm when working outdoors. There is a frequent need to sit and infrequent need to stand, walk and to lift light objects 10 to 25 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

[Rev. Jan. 2012 JD](#)



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO LIBRARIAN JOB CLASSIFICATION SPECIFICATION
DATE: JANUARY 18, 2012

The **Librarian** is a multi-position classification, represented by the Municipal Employees Association (MEA). A vacant position exists, thus providing the Library Services and Human Resources Departments the opportunity to review the current job classification specification and update as necessary.

The edits to the **Librarian** job specification were made to incorporate the current information technology components of the job. These changes do not alter the fundamental scope of work to be performed.

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 the Personnel Commission is requested to approve staff's recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

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

Att: Librarian Job Class Specification

c: Stephanie Beverage, Director of Library Services
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LIBRARIAN

DATE: December, 2001

JOB CODE: 0114
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES JOB SUMMARY

Under general supervision, plans, conducts, and participates in various library functions, such as reference, adult and children services, and circulation. ~~provides reference and reader's advisory for the general public, provides quality customer service, works on projects as assigned to promote an interactive educational experience including collections, technology, and programs; and performs other duties as required within the scope of the classification.~~

SUPERVISION RECEIVED AND EXERCISED

Reports to: Senior Librarian

Supervises: None

DISTINGUISHING CHARACTERISTICS

~~The Librarian is a journey-level professional position. in the library that provides customer service at the reference desk, performs technical services or assists in program development in an assigned area such as the children's section. The Librarian trains and supervises office staff with responsibility for customer and library support services. The position is distinguished from the Senior Librarian classification by the level of responsibility assumed and the complexity of the duties assigned.~~

EXAMPLES OF ESSENTIAL DUTIES

- Provides quality customer service at reference-public service desk; researches and answers questions from the public patrons and assists them in use of the library resources.
- Provides expertise in specific areas of the library such as business, technology, fiction, government documents, arts and culture, children's collection and inter-library resource sharing
- Provides reference services utilizing electronic resources including but not limited to online catalogs, the Internet, CD-ROM products social media, online databases and indexes.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LIBRARIAN

DATE: December, 2001

- ~~Assists customers patrons~~ in the use of online resources; designs and implements training programs ~~for customers and staff~~ in the use of online resources.
- Prepares print and on-line bibliographies ~~both print and online, utilizing including~~ web tools and other e-rresources.
- ~~Educates patrons in use of library resources.~~
- ~~Provides expertise in specific areas of the library such as business, technology, fiction, government documents, arts and culture, children's collection and interlibrary loan.~~ Assists with collection developmentmanagement; evaluates and culls the collections on an ongoing basis; ~~;~~ Ggathers information to design collections and services
- Participates on library committees and teams to complete projects and provide support services -
- Catalogs books and library materials.
- ~~Provides bibliographic and computer instruction to customers.~~
- ~~Trains and supervises~~ Provides instruction and oversees the work of paid and volunteer support staff
- ~~; assigns duties and complete employee performance appraisals. Stays current with developments in the field of library technology and information services; attends a variety of professional development programs. Performs related duties including report preparation, development of promotional or program materials, program development and delivery such as children's story times, and ordering supplies and materials.~~

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

- ~~City and library practices and procedures~~ Theories, principles and practices of library and information science;
- ~~library collections of targeted populations;~~ Automated library information systems, software and equipment usage
- Library materials and resources in a broad spectrum of subjects and formats

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LIBRARIAN

DATE: December, 2001

- ~~Collection development and cataloging and classification procedures for a variety of materials and formats~~
- ~~the proper method of receiving, retrieving and reshelving books and materials;~~
- ~~Research techniques using print, media, electronic databases and the Internet~~
- ~~Customer service and public relations community interests, trends and resources sufficient for determination of book utilization;~~
- ~~computer hardware, software and peripherals sufficient to instruct target population in their use.~~

Ability to:

- ~~Coordinate and implement library service programs and activities~~
- ~~Utilize effective customer service techniques in responding to inquiries and complaints; Mitigate customer service issues~~
- ~~Develop appropriate and effective collections/resources within an assigned area~~
- ~~utilize computer databases to research, maintain, and update records and files; Operate library automation system and other computer equipment~~
- ~~Classify and catalog materials and implement cataloging systems~~
- ~~Provide instruction to patrons instruct the general public in on the use of computers and other technical or audiovisual machines; electronic equipment~~
- ~~utilize verbal and written communication in development of administrative reports, presentations, and technical purposes;~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

Education: ~~Possession of a Master's Degree in Library Science from an ALA accredited college or university.~~ ALA-accredited Master's Degree in Library and Information Science.

Experience: One ~~(1)~~ year full-time professional library experience ~~of experience as a librarian.~~

Certification License: A valid CALIFORNIA CLASS C DRIVER'S LICENSE AND AN ACCEPTABLE DRIVING RECORD ARE REQUIRED BY TIME OF APPOINTMENT. ~~Possession of a valid California vehicle operator's license.~~

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS ~~— Ability to lift up to 25 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LIBRARIAN

DATE: December, 2001

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

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (5 - 10 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires hearing and speaking to answer the telephone or answer questions. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

[Rev. Jan. 2012 JD](#)

ITEM # 6

BYLAWS

**PERSONNEL COMMISSION
of the
CITY OF HUNTINGTON BEACH**

Section 1. TITLE AND MEMBERSHIP. The official title of this Commission shall be “Personnel Commission of the City of Huntington Beach”, which may also be referred to as the “Huntington Beach Personnel Commission”, “City Personnel Commission” or “Personnel Commission.” The Personnel Commission shall consist of ~~seven (7)~~ five (five5) members, each appointed by the City Council. The members shall serve for terms of two (2) years. Terms shall expire on June 30 of the appropriate year. A vacancy occurring before the expiration of a term shall be filled by appointment for the remainder of the unexpired term. No person shall serve more than two (2) consecutive terms on the Commission.

Section 2. DUTIES OF COMMISSION. The duties of the Personnel Commission shall be as provided in the City Charter~~California Government Code~~, as provided by ordinance of the City of Huntington Beach, as provided in the Municipal Code and as may be delegated to it by the City Council.

Section 3. OFFICERS. The officers of the Personnel Commission shall be a Chair and a Vice-Chair who shall be elected by majority vote of the Commission, and shall hold office for a period of one year or until their successors are elected. Outgoing officers’ term expires upon election of new officers. Officer nominations will be submitted annually in June. An election of officers shall be held as soon as practical following the first day of ~~June~~ July of every year. The Chair and Vice-Chair shall be elected based on seniority, as follows:

- a. The Commissioner with the most seniority who has not served as Chair, or the Commissioner who served as Chair longest ago if all Commissioners have served as Chair, shall be elected Chair.
- b. The Commissioner with the most seniority who has not served as Vice-Chair, or the Commissioner who served as Vice-Chair longest ago if all Commissioners have served as Vice-Chair, shall be elected Vice-Chair.
- c. Seniority between Commissioners shall be determined by the chronological order of the uninterrupted service date of first attendance of each as a sworn Commissioner at a Planning Personnel Commission meeting. If seniority between two or more Commissioners is equal based on the first determination, then seniority between the subject Commissioners shall be based on the highest or higher vote counts of the Commissioners' appointing City Council Members.
- d. Any Commissioner may decline nomination as Chair or Vice-Chair. Such declination shall not alter the selection process for Chair or Vice-Chair among the remaining Commissioners.

The elected Chair and Vice-Chair shall assume office immediately following said election. In the event of a vacancy of the Chair, the Vice-Chair shall serve the balance of the unexpired term of the Chair. In the event of a vacancy of the Vice-Chair, a member of the Commission shall be elected, in accordance with the aforementioned seniority determination, to serve the balance of the unexpired term of the Vice-Chair. No person shall occupy the office of Chair or Vice-Chair for more than two consecutive terms. The ~~Personnel~~ Director of Human Resources of the City shall serve as Secretary of the Commission.

Section 4. DUTIES OF CHAIR AND VICE-CHAIR. The Chair shall preside at the meetings of the Commission and in case of his/her absence or inability to act, the Vice-Chair shall act, and in the absence of both the Chair and Vice-Chair, the Commission shall appoint a Chair pro tempore who shall have all the powers and duties of the Chair and shall serve only until such time as the Chair or Vice-Chair returns and is able to act. The Chair shall have the power to make or second any motion, to present and discuss any matters, and vote, notwithstanding the fact that they are the presiding officer of the Commission.

The Chair, or his/her designee shall be available to meet with the City Council Liaisons to the Personnel Commission, the Mayor, or his/her designee whenever requested to discuss issues common to the City Council and Personnel Commission.

When a Personnel Commission item has been appealed to the City Council, or when a Personnel Commission decision on an item before the City Council differs from staff's recommendation, the Chair or his/her designee shall attend City Council meetings and present the majority position of the Personnel Commission on the pertinent item. When the Chair is not a member of the voting majority on the item before the Council, the Chair shall appoint a member of such Commission majority as the Commission's representative.

Section 5. DUTIES OF THE SECRETARY. It shall be the duty of the Secretary to keep accurate and permanent records of the acts and proceedings of the Commission, and such records shall be retained and have the same status as other records of the city; to schedule matters for hearing and consideration by the Commission; to provide timely notice of meetings, agenda and actions as required by code, ordinance, statute or the Commission; and to perform such other duties required by code, ordinance, statute or the Commission. In case of absence of the Secretary, an Acting Secretary, appointed by the Secretary, shall act, and in the absence of both Secretary and Acting Secretary, the Chair shall appoint a Secretary pro tempore who for

such period shall have all the powers and duties of the Secretary and serve only until such time as the Secretary or Acting Secretary returns and is able to act.

Section 6. ADVISORS. The Chair, or a majority of the Commission, may request the attendance at Personnel Commission meetings of any officer or employee of the City to assist the Commission in its deliberations in an advisory capacity.

Section 7. MEETINGS.

- (a) Open Meetings. All meetings of the Commission shall be open and public.
- (b) Regular Meetings. Regular meetings shall be held on the third Wednesday of each month at the Huntington Beach Civic Center commencing at 5:30 PM or as soon thereafter as the meeting may be called to order. Public Notice and an agenda of meeting shall be given as required by law. In the event the date for a regular meeting falls on a legal holiday, such meeting date shall be deemed to be the day following such holiday. In the event the date of a regular meeting follows the date of a regular City Council meeting and such Council meeting falls on a legal holiday, thereby requiring such Council meeting to be postponed to the following day, the date of the regular Commission meeting shall be deemed to be the day after the postponed Council meeting is held.
- (c) Special Meeting. A special meeting may be called at any time by the Chair, or by a majority of the members, with public notice and an agenda of meeting as required by law.
- (d) Public Hearings. The Commission shall not begin any public hearing item after 11:00 PM unless the Commission, by majority vote, so agrees.
- (e) Adjournment. Any meeting may be adjourned to a date certain which may be specified in the order of adjournment. A copy of the order or notice of adjournment shall be conspicuously

posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within the twenty-four (24) hours after the time of the adjournment.

Section 8. ATTENDANCE. Regular attendance at meetings of the Personnel Commission is required of all members to enable the Commission to discharge the duties ~~conferred thereupon imposed upon it by law~~. In the event a member is absent from two or more consecutive regular meetings, without securing the consent of the Chair, such consent not to be unreasonably withheld, and upon majority vote, the Commission shall request the City Council appointing member to remove the Commissioner and appoint a new member to fill the unexpired term. *In the event a member is absent from 50% or more of the regular meetings held in a calendar year, (with or without consent of the Chair), the Commission shall request the City Council appointing member to remove the Commissioner and appoint a new member to fill the unexpired term.*

Section 9. QUORUM. At any meeting of the Personnel Commission, a majority of said Commission shall constitute a quorum for the transaction of business. In the event there is no quorum at a Commission meeting, the Secretary shall adjourn such meeting or shall adjourn to a date certain.

Section 10. ORDER OF BUSINESS. The order of business for a regular or special meeting shall be:

- (a) Call to order by the Chair.
- (b) Consideration of matters on the agenda.
- (c) Any other business which may properly come before the Commission.

Section 11. PARLIAMENTARY PROCEDURE. The parliamentary rules contained in the current revision of ~~Robert's~~ Rosenberg's Rules of Order, except as otherwise noted in these bylaws, shall, in general, govern the proceedings of this Commission. The Chair shall decide all questions of order, subject to appeal by the Commission, and all appeals shall be decided by a majority vote of the members present. The Chair shall vote on all matters coming before the Commission whether there is a tie vote or not. No member may vote at a meeting by proxy, or by any method other than being personally present and casting his/her vote. Every member present shall vote on all questions. The result of any vote shall be audibly announced by the Secretary and recorded in the minutes as the vote of the Commission. Any member present who disqualifies himself/herself for any reason from voting upon any question shall state his/her reasons for so doing. If a member disqualifies himself/herself or abstains ~~because of the requirements of the Political Reform Act~~, they shall so state the reason(s) for disqualification or abstention. The Secretary shall enter any disqualification and the grounds therefore in the minutes of the meeting. A member who has disqualified himself/herself shall not be required to vote upon the question on which they have disqualified himself/herself, and his/her failure to vote shall be recorded as an abstention. An affirmative vote of a majority of the members present and voting shall be required for the passage of any matter before the Commission, except as otherwise noted in these bylaws.

Section 12. CHANGES IN BYLAWS. An affirmative vote of four (4) members of the Personnel Commission shall be required to amend these bylaws. Copies of a proposed amendment shall be given to each member at a regular meeting, and shall be mailed to each member at least five (5) days prior to a meeting, and may then be voted upon at the next regular meeting.

Section 13. ADOPTION. APPROVED AND ADOPTED ON THE _____ ,
as the Bylaws of the Personnel Commission of the City of Huntington Beach, adopted
| _____, by a (unanimous) vote of 7-0-0.

ATTEST:

Michele Warren Carr, Secretary

_____ Chair
Personnel Commission