

AGENDA

Wednesday, June 20, 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, Rivera

Staff Liaison: Paul Emery, Deputy City Manager

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 May 16, 2012

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 **Wastewater Maintenance Service Worker** in the Public Works Department amending the City's Classification Plan.

Recommended Action:

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

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

b. Discussion on the job specification revisions for the position of **Water Service Worker** in the Public Works Department amending the City's Classification Plan.

Recommended Action:

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

6. LABOR RELATIONS UPDATE

7. SECRETARY'S REPORT

8. NOMINATIONS FOR ELECTION OF CHAIR AND VICE-CHAIR

Nominations will be accepted for election of chair and vice-chair. Motion to elect will be held during the July 18, 2012 meeting in compliance with Huntington Beach Municipal Code 2.72.080.

9. RECOGNITION OF JAN GARNER AND DAVID BARTON FOR THEIR SERVICE TO THE PERSONNEL COMMISSION

10. 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.

11. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of July 18, 2012

ITEM # 4

MINUTES

Wednesday, May 16, 2012

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 06/20/12
(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, Elford, and Garner

Commissioners absent: Barton, Inglee, and Rivera

Others Present:

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

Jennifer McGrath, City Attorney

Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Bush and seconded by Commissioner Clemens to approve the minutes for the February 15, 2012 meeting.

VOTE: The motion was carried

AYES: 4

NOES: 0

ABSENT: 3

PUBLIC HEARING

a. Approve the following MEA job specifications for deletion amending the City's Classification Plan:

- 1) Fire Training Media Specialist
- 2) Medical Claims Examiner

- 3) Communications Technician
- 4) Information Systems Specialist I, II, and III
- 5) Graphics Administrative Specialist
- 6) Traffic/Signal/Light Leadworker
- 7) Computer Drafting Technician
- 8) Grader Equipment Operator
- 9) Park Naturalist

A motion was made by Commissioner Clemens and second by Commissioner Elford to delete the job specifications and amend the City's classification plan.

VOTE: The motion was carried
AYES: 4
NOES: 0
ABSENT: 3

COMMISSION GOALS FOR THE COMING YEAR

A motion was made by Commissioner Clemens and seconded by Elford to approve and adopt the by-laws final draft.

VOTE: The motion was carried
AYES: 4
NOES: 0
ABSENT: 3

LABOR RELATIONS UPDATE

Michele Warren, Director of Human Resources, reported that the City is in active negotiations with the Management Employees' Organization (MEO).

SECRETARY'S REPORT

Ms. Warren announced that the Personnel Commission procedures and reference material was updated and new binders would be provided at the next meeting. The Commissioners requested the information be placed in a document sharing service such as 'Dropbox' that can be easily updated and shared.

COMMENTS FROM COMMISSIONERS

None

ADJOURNMENT

The meeting adjourned at 5:42 PM to the next regularly scheduled meeting of June 20, 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 WASTEWATER MAINTENANCE SERVICE WORKER JOB CLASSIFICATION SPECIFICATION
DATE: MARCH 21, 2012

The **Wastewater Maintenance Service Worker** is a journey-level multi-position classification represented by the Municipal Employees Association (MEA). Employees are assigned to the Sewer Service Maintenance unit of the Utilities Division within the Public Works Department.

The modification to the **Wastewater Maintenance Service Worker** job specification is recommended to 1) provide a greater understanding of the essential duties performed; 2) revise the type of driver's license needed to operate the equipment required in the course of work and 3) appropriately depict the certifications required. The requested modifications do 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:	Wastewater Maintenance Service Worker
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Wastewater Maintenance Service Worker Job Class Specification

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WASTEWATER MAINTENANCE SERVICE WORKER

PERSONNEL COMMISSION APPROVAL: JUNE 20, 2012 REVISED

COUNCIL APPROVAL: SEPTEMBER 5, 2006

JOB CODE: 0454
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES JOB SUMMARY

Under close-general supervision, performs a variety of semi-skilled and skilled tasks in the maintenance, repair, and construction of the City's wastewater and storm water systems, including pipelines, lift stations, storm drains, continuous deflective separation units, and catch basins.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Wastewater Crewleader

Supervises: None

DISTINGUISHING CHARACTERISTICS

The Wastewater Maintenance Service Worker is a multi-position journey-level job class a generalist with responsibility responsible for performing a variety of skilled and semi-skilled wastewater maintenance tasks. It is distinguished from the skilled trades classes that require journey level experience in a particular trade or craft.

EXAMPLES OF ESSENTIAL DUTIES

- Performs maintenance and construction tasks to maintain maximum, constant water flow in the wastewater system
- Cleans and repairs storm drains to prevent flooding; lifts manhole covers and retrieves debris inside manholes
- Operates and maintains various lift station facilities throughout the City
- Inspects and cleans city sewer lines and storm drain facilities by removing manhole covers and using a variety of industrial wastewater cleaning equipment to remove debris inside sewer lines
- Assists jet-vacuum truck operator in cleaning of sewer lines

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER MAINTENANCE SERVICE WORKER

PERSONNEL COMMISSION APPROVAL: JUNE 20, 2012 REVISED

COUNCIL APPROVAL: SEPTEMBER 5, 2006

- Locates, excavates, and installs shoring and repairs broken sewer lines and storm drains as required ~~sets flow, pH and sample meter devices; maintains complete and accurate records of all work performed and specialized safety equipment used.~~
- Reads and understands wastewater system maps ~~and assists operators in all aspects of repairs~~
- Drives or operates pick-up trucks, dump trucks, vacuum trucks, hydroflushers, cement mixers, 90 lb. jackhammers, soil compactors, arrow boards, pumps and other equipment
- Operates and maintains various lift station equipment and facilities throughout the City
- Operates vehicle-mounted equipment in absence of operator
- Assists in camera duties to inspect lines
- ~~a~~ Assists pump mechanics ~~in-with~~ repairs of pumps, motors, equipment controls
- ~~Performs~~ Coordinates traffic control at worksite by properly placing traffic barricades, cones and delineators in traffic situations; sets up cone patterns; performs flagging duties to direct traffic and assists public in routing around the work zone; ensures safety of worksite
- Assists with general labor duties for the ~~Wastewater Department~~ Utilities Division; performs preventative maintenance on work equipment; assists with periodic safety inspections; identifies and corrects safety hazards
- Attends safety training and follows City's policies and procedures
- Responds to emergency calls for service on a call-out basis and works outside of normal business hours as needed
- 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.

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: ~~Practices and procedures for safe handling of machinery, equipment and tools necessary for the maintenance and repair of the wastewater system.~~
Principles, practices and procedures for the maintenance and repair of wastewater systems, including sanitary sewers, storm drains and other underground utilities

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER MAINTENANCE SERVICE WORKER

PERSONNEL COMMISSION APPROVAL: JUNE 20, 2012 REVISED

COUNCIL APPROVAL: SEPTEMBER 5, 2006

- Underground service alert requirements and procedures
- Construction procedures and techniques
- National Pollutant Discharge Elimination System best management practices
- Equipment safety policies and procedures
- Traffic safety laws and regulations and proper vehicle operations
- Machinery, equipment and tools necessary for the maintenance and repair of wastewater systems
- Occupational hazards and safety precautions applicable to maintenance and repair of wastewater systems

- Ability to:

- Read and follow work orders and instructions;
- ~~u~~Use hand and power tools, including pneumatic jackhammers, soil compactors, high voltage generators and other heavy tools;
- ~~e~~Operate safety equipment such as gas detectors, life lines and self-contained breathing apparatus;
- ~~w~~Work in confined spaces;
- ~~f~~Follow safety practices and recognize hazards;
- ~~carry out work assignments as instructed; m~~Maintain accurate records;
- ~~e~~Communicate effectively orally and in writing;
- ~~e~~Establish and maintain cooperative professional work relationships with those contacted in the course of work.

Education: ~~The equivalent of a High School diploma.~~ High school diploma or equivalent.

Experience: ~~Two (2) years experience in wastewater collection systems maintenance and repair~~ of wastewater collection systems.

Certifications/License: Possession of a valid California Class B driver's license; CWEA Grade I Collection System Maintenance Certificate.

~~Reclassification Requirements:~~ ~~Sufficient training and/or experience to clearly demonstrate the skills, knowledge, abilities and personal attributes required for this class may be demonstrated by successful completion of eighteen months maintenance experience with the city of Huntington Beach.~~

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.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WASTEWATER MAINTENANCE SERVICE WORKER

PERSONNEL COMMISSION APPROVAL: JUNE 20, 2012 REVISED

COUNCIL APPROVAL: SEPTEMBER 5, 2006

Work involves exposure to potential physical harm, dangerous machinery, hazardous materials, and potentially infectious disease. ~~and p~~Performs moderate to heavy ~~physical laborwork in all types of weather.~~ There is frequent need to stand, stoop, walk, climb ~~and~~, balance, ~~work in confined spaces or spaces with limited access.~~ lift heavy objects (up to 100 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.~~ Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Positions in this classification are considered safety sensitive under Department of Transportation (DOT) and Federal Highway Administration (FHWA) alcohol and controlled substance use regulations.



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

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO WATER SERVICE WORKER JOB CLASSIFICATION SPECIFICATION
DATE: MARCH 21, 2012

The **Water Service Worker** is a multi-position classification represented by the Municipal Employees Association (MEA). Employees are assigned to the Water Distribution unit of the Utilities Division within the Public Works Department.

The modification to the **Water Service Worker** job specification are recommended to revise the type of driver's license needed to operate the equipment required in the course of work. The requested modification is intended to update the classification to reflect the present hiring standards. 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 Service Worker
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Water Service Worker

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER SERVICE WORKER

DATE: DECEMBER, 2001

PERSONNEL COMMISSION APPROVAL: JUNE 20, 2012 REVISED

COUNCIL APPROVAL: DECEMBER, 2001

- Conducts Water Quality System Flushing water distribution system flushing ~~program, and chlorine residuals, sampling, valve exercising and hydrant servicing, locating water lines;~~
- Reads and understands water distribution system maps and locates, excavates, shores, and repairs broken water lines;
- Excavates and installs shoring as required to access facilities.
- Performs distribution system shut downs for outside contractors and agencies.
- Attends safety training; supports and actively promotes the City's follows the City's safety policies and procedures; programs; assists with periodic safety inspections; identifies and corrects safety hazards;
- Coordinates traffic control at worksite by properly placing traffic barricades, cones and delineators in traffic situations; performs flagging duties to direct traffic and assists public in routing around the work zone; ensures safety of worksite
- Responds to emergency calls for service on a call-out basis and works outside normal working hours as needed.
- 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.

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:

- City Principles, practices and procedures for the installation, maintenance and repair of municipal water lines systems and other underground utilities;
- a variety of construction procedures and techniques;
- Machinery, equipment and tools necessary for the maintenance and repair of municipal water systems and related safety policies and procedures;
- Occupational hazards and safety precautions applicable to maintenance and repair of water systems
- Traffic safety laws and regulations and proper vehicle operations.
- California Department of Public Health (CDPH) potable water program requirements, policies and procedures;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER SERVICE WORKER

DATE: DECEMBER, 2001

PERSONNEL COMMISSION APPROVAL: JUNE 20, 2012 REVISED

COUNCIL APPROVAL: DECEMBER, 2001

- National Pollution Discharge Elimination System (NPDES) best management practices.
- Underground Service Alert requirements and procedures.

Ability to:

- Read and follow work orders and instructions;
- Use hand and power tools, including pneumatic jackhammers, soil compactors, high voltage generators and other heavy 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 professional work relationships with those contacted in the course of work.

Education: ~~The equivalent of a~~ High School diploma ~~or equivalent.~~

Experience: Two (2) years' experience in construction or maintenance and repair of water distribution systems ~~construction or water system experience.~~

Certifications/License: Possession of a valid California Class A motor vehicle operator's driver's license; ~~State of California Water Distribution Grade I Certificate.~~

Reclassification Criteria: ~~Sufficient training and/or experience to clearly demonstrate the skills, knowledge, abilities and personal attributes required for this class may be demonstrated by successful completion of eighteen twenty four months maintenance experience with the city of Huntington Beach.~~

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, and infectious disease and performs moderate to heavy work in all types of weather. There is frequent need to stand, sit, stoop, walk, climb, balance, work in confined spaces lift heavy objects up to 100 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. Work involves exposure to potential physical harm, dangerous machinery, hazardous materials, and potentially infectious disease. Performs moderate to heavy physical labor. There is frequent need to stand, stoop, walk, climb and balance, work in confined spaces or spaces with limited

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER SERVICE WORKER

DATE: DECEMBER, 2001

PERSONNEL COMMISSION APPROVAL: JUNE 20, 2012 REVISED

COUNCIL APPROVAL: DECEMBER, 2001

access, lift heavy objects (up to 100 pounds) 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 and/or hearing protective devices. 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.

Positions in this classification are considered safety sensitive under Department of Transportation (DOT) and Federal Highway Administration (FHWA) alcohol and controlled substance use regulations.