

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, October 20, 2010
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

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 September 15, 2010

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 **Utilities Manager** in the Public Works Department amending the City's Classification Plan.

Recommended Action:

Approve the revisions to the job specification for **Utilities Manager** in the Public Works Department amending the City's Classification Plan.

- b. Discussion on the establishment of a new job class and job specification for the position of **Fleet Operations Supervisor** in the Public Works Department amending the City's Classification Plan.

Recommended Action:

Approve the establishment of a new job class and job specification for the position of **Fleet Operations Supervisor** 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
- NEOGOV Updates
- Job Classifications Review Schedule

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 – October 2010

Communication from City Attorney regarding Personnel Commission Request

11. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of November 17, 2010.

ITEM # 4

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
09/15/10

Pending approval by Personnel Commission at the meeting on 10/20/10
(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 5:30 PM.

ROLL CALL

Commissioners present: Barton, Bush, Clemens, Elford, Garner, Inglee, and Lipson
Commissioners absent:
Others Present: Michele Carr, Director of Human Resources
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 Elford to approve the minutes for the September 16, 2009 meeting (passed 7:0).

PUBLIC HEARING

None

COMMISSION GOALS FOR THE COMING YEAR

Chair Barton requested a summary of the job description review cycle. Ms. Carr responded that staff is in the process of reviewing job descriptions for consistency of wording across the spectrum of classifications. Ms. Carr replied to questions regarding the process explaining the review is performed internally using objective criteria and guidelines. She added we also access a database of other Orange County cities job specifications for consistency of requirements for education, training, and experience. Chair Barton requested an updated report of the job description review status for the next meeting.

LABOR RELATIONS UPDATE

Ms. Carr stated the City has successfully negotiated several amendments in order to gain financial concessions so the impact on our budget would be minimized. She reported the 2009 holiday closure was successful and will likely be repeated this year. In addition, MEA, MEO, PMA, POA, FMA, and NA have picked up an additional 2% of the CalPERS employee rates. HBFA elected to defer a 2% raise in lieu of the CalPERS pick up. Every group has contributed something to try to reduce costs.

MINUTES
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SECRETARY'S REPORT

Discussion ensued during review of the Budget Update, PARS Retirements, and Executive Compensation reports.

Ms. Carr responded to questions regarding the transition of duties in regards to the PARS retirement incentive. She explained each department director worked with the City Administrator to determine which retirees would be considered necessary to return in a part-time capacity to allow transitional time in an effort to ensure the workflow was continuous. Ms. Carr explained that returning retirees are allowed to work a maximum of 960 hours within a CalPERS fiscal year.

Commissioner Bush inquired if Council members receive compensation for serving on boards other than the City Council. Ms. Carr will check and provide the information.

Ms. Carr responded to various questions regarding executive compensation increases, housing assistance loans, take home vehicles, and auto allowance. This information was available via the City of Huntington Beach website (in response to compensation issues raised in the City of Bell).

COMMENTS FROM COMMISSIONERS

Commissioner Lipson inquired about the annex of Sunset Beach the effect on the City budget. Ms. Carr replied that Sunset Beach has not yet been annexed; therefore the hard data is not available to estimate the anticipated revenue.

Commissioner Garner appreciated the extra effort and the information provided.

Commissioner Clemens announced she is officially running for the Huntington Beach Union High School District Governing Board.

Commissioner Bush inquired into the determination of grievances; Ms. Carr explained Human Resources role in the process is to attempt to resolve the issue prior to it being filed as a grievance.

Commissioner Lipson inquired regarding Human Resources role in the discipline determination in the Police Department. Ms. Carr explained that Human Resources confers with the Police Department in conjunction with the City Attorney's office.

INFORMATION ITEMS

Discussion ensued regarding a prior grievance matter and a memo from the City Attorney.

ADJOURNMENT

The meeting adjourned at 6:37 PM to the next regularly scheduled meeting of October 20, 2010.

ITEM # 5



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

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISION TO UTILITIES MANAGER JOB CLASSIFICATION SPECIFICATION
DATE: OCTOBER 8, 2010

The Utilities Manager is a single-position classification, represented by the Management Employees Organization (MEO). The incumbent recently retired thus creating a vacancy. The position being vacant provided the Public Works and Human Resources Departments the opportunity to review the existing job classification specification and edit as necessary.

Alterations to the Utilities Manager job specification are recommended to 1) provide a greater understanding of the essential duties performed and 2) appropriately depict the minimum qualifications of the job.

The modifications to the job duties will not change the fundamental scope of work to be performed. The change to the qualifications expanded the education component to include and specify college coursework other than civil engineering that would be applicable to the position. A master's degree was also added as a desirable qualification. As well, the status of possessing the named water certifications and registration as a Civil Engineer registration was raised from desirable to preferred.

The City and MEO 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 to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

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

Att: Utilities Manager Job Class Specification

c: K. Hoffman, MEO President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: UTILITIES MANAGER

PERSONNEL COMMISSION APPROVAL: OCTOBER 20, 2010 *REVISED*

COUNCIL APPROVAL: AUGUST 18, 2004

JOB CODE: 0483

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

DUTIES-JOB SUMMARY

~~Under the administrative direction of the Director of Public Works, plans, directs, manages, supervises, and coordinates the activities and operations of the Utilities Division within the Public Works Department, to include potable water production, transmission and distribution, wastewater collection and transmission, storm water pumping conveyance, and equipment maintenance; plans, organizes and manages the operation, maintenance, installation, replacement and repair of a variety of water and wastewater collection, transmission and pumping systems; coordinates assigned activities with other divisions, departments, and outside agencies; may oversee or serves as Contract Manager, Board Engineer, and/or Secretary to the West Orange County Water Board; and provides highly responsible and complex administrative support to the Director of Public Works.~~

SUPERVISION RECEIVED AND EXERCISED

Reports To: Director of Public Works

Supervises: Supervisory, technical, and office support staff

DISTINGUISHING CHARACTERISTICS

This division head level single-position classification exercises direct supervision over supervisory, professional, technical and clerical personnel and coordinates the division's efforts with other City departments, manages the functions and programs of a major division within a department. It is distinguished from the supervisor classification in that the latter exercises supervisory authority over assigned crews within the division.

EXAMPLES OF ESSENTIAL DUTIES

~~Assumes management responsibility for assigned services and activities~~ Manages all operations of the Utilities Division including: potable water production, quality,

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CLASS SPECIFICATION



TITLE: UTILITIES MANAGER

transmission and distribution; wastewater systems, including system pumping, maintenance, repair, and line replacement; meter reading and maintenance; storm drain pump and wastewater lift station operation and maintenance; wastewater line cleaning; SCADA and telemetry systems;

- ~~supervises~~ Manages the maintenance and operation of water supply and production facilities to keep an adequate supply and pressure of potable water in the distribution system at all times to meet the needs of the City;
- ~~m~~ Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures;
- Recommends, within departmental policy, appropriate service delivery and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures;
- ~~recommends, within departmental policy, appropriate service delivery and staffing levels;~~ p Plans, directs, coordinates, and reviews the work plan for Utilities Division staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures;
- ~~meets with staff to identify and resolve problems; selects, trains, motivates, and evaluates assigned personnel; provides or coordinates safety training; works with employees to correct deficiencies; implements discipline and termination procedures;~~ e Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments;
- ~~serves~~ Serves as the liaison for the Utilities Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues; maintains liaison with the Orange County Water District, Metropolitan Water District, Municipal Water District of Orange County and the Orange County Sanitation District to protect the City's water interests;
- ~~prepares~~ Prepares and presents staff reports and other necessary correspondence;
- P rovides contractual services to West Orange County Water Board; may serve as or oversee the Contract Manager, Board Engineer, and Secretary-General Manager of the West Orange County Water Board;
- ~~coordinates~~ Coordinates with water engineering professionals to assure development of needed capital projects and maintenance of system plans and records;
- ~~provides responsible staff assistance to the Director of Public Works;~~ c onducts a

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: UTILITIES MANAGER

variety of organizational studies, investigations, and operational studies;

- ~~e~~Coordinates and consults with management to secure an appropriate rate structure and timely, cost-effective fee collection service;
- ~~r~~ecommends modifications to Utilities Division programs, policies, and procedures as appropriate; ~~a~~ttends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of public administration and water and wastewater system operations and maintenance;
- ~~i~~n consultation with Public Works Inspection staff, initiates field inspections of work areas and inspects related work areas as necessary; ~~r~~esponds to and resolves difficult and sensitive citizen inquiries and complaints
- ~~p~~erforms related duties and responsibilities 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, SKILLS AND ABILITIES:

Knowledge of:

- ~~Operational characteristics, services, and activities~~ Policies, procedures, and practices of a municipal potable water supply and distribution system; ~~wastewater collection and pumping system;~~ and flood control pumping station system;
- ~~Principles and practices of~~ engineering and construction ~~principles and practices,~~ including those used in estimating costs and contract administration; ~~thorough knowledge of~~ construction, operation, and maintenance methods and techniques as applied to municipal wastewater systems, storm drain pump stations and potable water supply, distribution and development;
- ~~public administration principles and practices;~~ Principles and practices of municipal budget preparation and public administration;
- Principles of supervision, training, and performance evaluation; safety regulations, practices and procedures;
- ~~Pertinent~~ Federal, State, and local laws, codes, and regulations related to utilities operations;

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CLASS SPECIFICATION



TITLE: UTILITIES MANAGER

- ~~e~~Customer service and conflict resolution techniques.

Ability to:

- ~~Oversee and participate in the management of~~ Manage a comprehensive potable water production, quality, distribution, meter reading and maintenance, storm drain pump station operation and maintenance program, and wastewater collection and pumping program;
- ~~Oversee, direct, and coordinate the work of~~ lower level subordinate staff; select, supervise, train, and evaluate staff;
- Participate in the development and administration of division goals, objectives, and procedures;
- Prepare and administer large program budgets; prepare clear and concise administrative and financial reports;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods and techniques;
- Interpret and apply Federal, State, and local policies, laws, and regulations;
- Work safely; respond to emergency and problem situations in an effective manner;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

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:

Education: ~~Equivalent to a~~ Bachelor's degree from an accredited college or university with major course work in mathematics, ~~civil engineering,~~ hydraulic engineering, environmental engineering, mechanical engineering, physics ~~or other closely~~ related field. Master's degree in business or public administration desirable

Experience: Five (5) years' ~~of~~ increasingly responsible operational experience related to water systems, including three (3) years' ~~of~~ progressively responsible supervisory experience.

Certifications/License: ~~Must possess a~~ A valid California ~~motor vehicle~~ Class C driver's

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CLASS SPECIFICATION



TITLE: UTILITIES MANAGER

~~operator's license~~ and an acceptable driving record are required by time of appointment.
State of California Grade II Water Treatment Certificate and/or Grade III Distribution Certificate preferred. Registration as a Civil Engineer in the State of California ~~highly desirable~~preferred.; ~~State of California Grade II Water Treatment Certificate and/or Grade III Distribution Certificate desirable.~~

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 indoors and outdoors. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

~~Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements and the incumbent may be exposed to heat and cold. The incumbent stands, and walks on level and uneven/slippery surfaces, twists, bends, pushes, pulls, crouches, crawls, climbs ladders, reaches, grasps, lifts and carries items weighing 40 pounds or less. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

Established 5-21-03

Revised 8-18-04

Revised 10-20-10



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

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: CREATION OF FLEET OPERATIONS SUPERVISOR JOB CLASSIFICATION
DATE: OCTOBER 8, 2010

The FLEET OPERATIONS SUPERVISOR is a newly created single-position classification, represented by the Management Employees Organization (MEO). The City is currently seeking to consolidate four independent fleet operations under a single division and chain of command to capture economies of scale, eliminate duplication of effort, and improve internal controls and management capabilities.

There is no existing job within the classification plan that is designed to oversee and supervise the entire fleet operation. Therefore, it is necessary to create a new position of FLEET OPERATIONS SUPERVISOR to manage the consolidated organization. The person hired for this position should be experienced with fleet asset management, the production and use of management information, replacement planning and life-cycle cost analysis, fuel management, and other fleet management activities beyond fleet maintenance operations.

The City and MEO have met and conferred regarding the creation of this new job 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 to approve staff's recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Fleet Operations Supervisor
Action:	Create Position in Classification Plan
Affected Employees:	None
Recommendation:	Approve the newly-created position class

Att: Fleet Operations Supervisor Job Class Specification

c: Travis Hopkins, Director of Public Works
MEO President

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: FLEET OPERATIONS SUPERVISOR

PERSONNEL COMMISSION APPROVAL: OCTOBER 20, 2010

COUNCIL APPROVAL:

JOB CODE:

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

JOB SUMMARY

Under general direction, plans and supervises the fleet operations of City vehicles and equipment.

SUPERVISION RECEIVED AND EXERCISED

Reports to: General Services Manager

Supervises: Lead, office, skilled and non-skilled trades support staff.

DISTINGUISHING CHARACTERISTICS

This single-position classification is responsible for exercising supervisory authority over crews assigned to fleet, mechanical maintenance, and equipment services operations. It is distinguished from the Crew leader class in that the latter determines standard daily work priorities, issue routine assignments, and provides on-the-job instructions for personnel within fleet, mechanical maintenance, and equipment services operations.

EXAMPLES OF ESSENTIAL DUTIES

- Plans and supervises the service, repair, and preventative maintenance of various vehicles and equipment; schedules work and determines project priorities
- Analyzes and develops fleet quality control strategies and management programs to establish continuous fleet management improvement opportunities, standard maintenance and repair methods and time elements, predictive maintenance, life-cycle costing and vehicle repair/replacement models
- Manages fleet utilization systems; reviews and analyzes utilization documentation to recommend vehicle assignment to departments; oversees and approves the internal

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CLASS SPECIFICATION**



TITLE: FLEET OPERATIONS SUPERVISOR

transfer and reallocation of vehicles and equipment to optimize utilization for short-term and long-term needs.

- Manages fuel orders and deliveries; monitors and reports consumption to ensure proper use and prevention of misuse; identifies fuel management procedures and policies; negotiates fuel acquisition agreements; reconciles fuel purchases and consumption
- Maintains computerized records management system to track and review fleet and parts inventory, shop labor, fuel levels and vehicle utilization
- Assists in the planning and monitoring of the fleet operations budget regarding manpower, equipment, supplies, parts, and materials; researches data, brochures, and regulations
- Assists in developing specifications for vehicles and equipment that meet operational requirements; evaluates and recommends annual contract bids for parts, services, and the purchase of vehicles and equipment
- Coordinates work projects and maintenance programs with various City officials, department personnel, and other agencies
- Evaluates work methods to ascertain proper and efficient use of machinery, tools and labor; checks on cleanliness and safety procedures and instructs employees in technical and safety procedures
- Implements and maintains safety programs; conducts meetings and instructs employees on shop and equipment safety, tool uses, equipment upgrade projects, and other related topics
- Performs personnel administrative functions; counsels subordinates on compliance with procedures, rules, and regulations; evaluates performance and assesses discipline as needed
- Interprets and applies regulatory requirements associated with air pollution control, hazardous material and waste management, underground and above ground fuel storage tanks and facilities, recycling, etc.; ensures compliance with local, state, and federal requirements, standards, codes, and laws
- Researches data, operational brochures, and regulations; keeps abreast of new equipment, service and part manuals, and new maintenance devices and test equipment
- Monitors contracts with outside service providers to ensure compliance with established standards; conducts on-site inspections to review work being performed

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CLASS SPECIFICATION**



TITLE: FLEET OPERATIONS SUPERVISOR

- Performs other related duties as assigned

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.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services, and activities of fleet operations management, including repair, preventative maintenance and utilization of various vehicles and equipment
- Laws, rules and regulations pertaining to fleet management operations
- Administrative principles and techniques, including budgeting, planning, safety, staff organization and development
- Materials, methods, practices and equipment used in maintenance and repair programs
- Principles and practices of supervision

Ability to:

- Plan, organize, and monitor the work of skilled and unskilled craft personnel engaged in mechanical maintenance and repair of vehicles and equipment
- Communicate effectively orally and in writing
- Prepare and maintain records and reports
- Exercise judgment and creativity in making conclusions and recommendations
- Operate computers
- Meet productivity demands
- Analyze situations, identify problems, and recommend solutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of employees and outside representatives
- Travel to offsite locations within a reasonable timeframe
- Conduct on-site audits of subcontractors and obtain compliance when the work being performed is not in compliance with the conditions of the contract.

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CLASS SPECIFICATION**



TITLE: FLEET OPERATIONS SUPERVISOR

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:

Education: High school diploma or equivalent, supplemented by one year (30 semester units or equivalent) of college level course work or specialized training in mechanical trades, equipment maintenance and repair, and/or other directly related subjects. Associates degree preferred.

Experience: Five (5) years experience in maintenance and repair of mechanical equipment including two (2) years experience in a lead or supervisory role.

Certification/License: A valid California Class C driver's license and an acceptable driving record are required by time of appointment.

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, mechanical repair shop environment with exposure to extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, extreme temperatures, etc. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. Oct. 2010

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



Goal completed October 2007

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

ITEM # 8

REPORTS WILL BE PROVIDED AT
COMMISSION MEETING