

AGENDA

Wednesday, September 21, 2016

City of Huntington Beach PERSONNEL COMMISSION

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

MEETING ASSISTANCE NOTICE - AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act the following services are available to members of our community who require special assistance to participate in Personnel Commission meetings. If you require special assistance, 48-hour prior notification will enable the city to make reasonable arrangements. To make arrangements for an assisted listening device (ALD) for the hearing impaired, American Sign Language interpreters, a reader during the meeting and/or large print agendas, please contact the City Clerk's Office at (714) 536-5227, or request assistance from staff at the meeting.

1. CALL TO ORDER

Commissioners: Edwards, Lane, Rivera, Storm, Thompson

Staff Liaison: Ken Domer, Assistant City Manager

Also present:

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

Mike Vigliotta, Chief Assistant City Attorney

JoAnn Diaz, Principal Personnel Analyst

Sandy Henderson, Personnel Analyst Senior

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 August 17, 2016

5. PUBLIC HEARING

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

AGENDA - PERSONNEL COMMISSION

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

a. Discussion regarding proposed changes to the job classification of **Human Resources Manager** in the Human Resources Department, amending the City's Classification Plan.

Recommended Action:

Approve the modifications to the job classification of **Human Resources Manager** amending the City's Classification Plan.

b. Discussion regarding proposed new job classification of **Senior Risk Management Analyst** in the Human Resources Department amending the City's Classification Plan.

Recommended Action:

Approve the new job classification of Senior **Risk Management Analyst** amending the City's Classification Plan.

6. LABOR RELATIONS UPDATE

7. SECRETARY'S REPORT

8. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities and request information from Staff.

ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of October 19, 2016.

MINUTES

Wednesday, August 17, 2016

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 September 21, 2016
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Department, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Commissioner Storm called the meeting to order at 5:36 PM.

ROLL CALL

Commissioners present: Edwards, Storm, Thompson

Commissioners absent: Lane, Rivera

Others Present:

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

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Personnel Analyst Senior

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Edwards and seconded by Commissioner Thompson to approve the minutes for the July 20, 2016 meeting.

VOTE: The motion was carried

AYES: 3

NOES: 0

ABSENT: 2

ABSTAIN: 0

PUBLIC HEARING

- a. Approve the job specification revisions of the position of **Principal Electrical Inspector** in the Public Works Department amending the City's Classification Plan.

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

VOTE: The motion was carried
AYES: 3
NOES: 0
ABSENT: 2
ABSTAIN: 0

- b. Approve the job specification revisions of the position of **Principal Plumbing and Mechanical Inspector** in the Public Works Department amending the City's Classification Plan.

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

VOTE: The motion was carried
AYES: 3
NOES: 0
ABSENT: 2
ABSTAIN: 0

- c. Approve the job specification revisions of the position of **Irrigation Specialist** in the Public Works Department amending the City's Classification Plan.

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

VOTE: The motion was carried
AYES: 3
NOES: 0
ABSENT: 2
ABSTAIN: 0

LABOR RELATIONS UPDATE

Michele Warren, Human Resources Director, reported that the City Council approved the Marine Safety Management Association (MSMA) MOU. The only remaining unit left to reach an agreement with the City is the Surf City Lifeguard Employees' Association (SCLEA) This unit represents the recurrent/seasonal lifeguards.

SECRETARY'S REPORT

Ms. Warren reported that the City had a classification study done on the Information Systems Department which included 19 classifications. The City hired a consultant to perform the initial review and staff finalized the recommendations. The City will be presenting the study to the Municipal Employees' Association (MEA) and the Management Employees' Organization (MEO) with a review period following. This study is expected to come to the Commission in October.

COMMENTS FROM COMMISSIONERS

None

ADJOURNMENT

The meeting adjourned at 5:48 PM to the next regularly scheduled meeting of October 19, 2016.

DRAFT



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

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO HUMAN RESOURCES MANAGER JOB CLASS SPECIFICATION
DATE: SEPTEMBER 21, 2016

The **Human Resources Manager** position is being reincorporated in the Office of Human Resources table of organization. This position is in exchange for one Personnel Analyst Principal position which was recently vacated. The position will oversee the day-to-day operations of the department and will report directly to the Director of Human Resources. The inclusion of this position does not affect the allocated number of positions assigned to the department.

Modifications to the **Human Resources Manager** job specification are recommended to 1) refresh the job duties; 2) reflect the present hiring standards; 3) designate the appropriate certificates required to perform the work of the position; 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary and 5) participate in the DMV Employee Pull Notice Program. The current pay grade remains the same.

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

STAFF RECOMMENDATION

Job Class Title:	Human Resources Manager
Pay Grade	MEO006
Affected Employees:	None
Recommendation:	Approve changes to update job class specification

Att: Human Resources Manager Job Class Specification

Cc: Scott Smith, MEO President
Aaron Peardon, OCER Representative

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN RESOURCES MANAGER

DATE: SEPTEMBER 2016

JOB CODE: 0006
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

DUTIES SUMMARY

Under general direction, plans, organizes, oversees, coordinates and reviews the work of staff performing difficult and complex professional, technical and administrative support for Human Resources programs and functions.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Director of Human Resources
Supervises: Professional and Technical Human Resources staff

EXAMPLES OF ESSENTIAL DUTIES

- Assists in the development and implementation of department goals, objectives, policies, programs and procedures;
- Oversees and coordinates HR department activities with those of other departments and outside agencies and organizations;
- Prepares and presents a variety of reports, workshops, presentations and related communication to staff, executive management, City Council and the public;
- Manages, supervises and coordinates a variety of Human Resources programs and operations, including oversight of HRIS-related functions and requirements;
- Administers the enforcement and compliance of the City's civil service system rules;
- Receives, investigates, and effectively responds to difficult and sensitive labor-relations issues; may conduct or oversee fact-finding investigations, evaluate report findings, make recommendations and facilitate corrective action;
- Assists in the oversight and coordination of activities related to recruitment and selection programs;
- Acts as EEO Officer and oversees administration of policies and practices related to non-discrimination compliance efforts;
- Advise staff, supervisors, and managers regarding labor relations and staff/personnel-related issues; advises supervisory and management staff regarding employee grievances, disciplinary matters, and investigations;
- Participates as a member of the City's negotiating team, meets with association representatives regarding MOU language interpretation and scope of bargaining issues;
- Oversees the administration and coordination of employee benefits, and retirement-

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CLASS SPECIFICATION



TITLE: HUMAN RESOURCES MANAGER

DATE: SEPTEMBER 2016

- related programs, supervises benefit administration, reviews health insurance and supplemental benefits broker/carrier performance;
- Participate in the selection and evaluation of Human Resources staff; coach motivate, and train, assigned staff and others;
 - Attend leadership, management, supervisory, and professional training, workshops, seminars, conferences, webinars to maintain currency regarding regulatory requirements and public sector human resources best-practices related to areas of assignment;
 - Prepare and process City Council agenda items, memos, forms, general correspondence, and spreadsheets;
 - Serve as back-up to the Human Resources Director/Secretary to the City Personnel Commission; attend meetings, reviews commission minutes, establishes agenda, oversee public hearing presentations, coordinate grievance hearings;
 - Responsible for coordination and administration of citywide training and staff professional development programs;
 - Develop new or modified Human Resources administrative regulations, functional and operational policies, procedures, and systems to accommodate changes in Personnel, Benefits, Retirement, Labor Relations or Equal Employment legislation; develop business continuity processes and procedures;
 - Assists in the administration of the City's classification and compensation programs, reviews and evaluates existing, new classification and reclassification requests;
 - Assists in the preparation and oversight of the department budget; review and analyze reports, and records;
 - Report to work as scheduled, work a variety of schedules including evenings, weekends, and holidays, as required;
 - 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.

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:

- Principles and policies of personnel administration and management;
- Principles and practices of collective bargaining and labor contract administration
- Federal, State, and local laws, regulations, ordinances, and policies related to public personnel administration, labor and employment;

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CLASS SPECIFICATION



TITLE: HUMAN RESOURCES MANAGER

DATE: SEPTEMBER 2016

- CalPERS and related health and retirement benefit laws, rules and practices;
- Principles and practices of organization, administration and budget management;
- Principles and practices of record keeping, report writing and project management;
- Customer service practices and techniques;
- English usage, spelling, grammar, and punctuation;
- Modern office methods, practices, procedures and equipment;
- Human Resources Information Systems, Microsoft Office applications, Word, Excel, Access, PowerPoint, Publisher
- Current federal, state and/or local legislation and judicial decisions pertaining to Equal Employment, Employer-Employee Relations, and other federal and state regulatory programs.

Ability to:

- Plan, organize, prioritize, delegate, and coordinate work to completion in a timely manner
- Work independently, and balance competing priorities;
- Employ creativity in developing solutions, identify alternatives, project outcomes and consequences of proposed actions, implement recommendations;
- Maintain confidentiality;
- Interpret and apply laws, rules, regulations, ordinances, municipal codes accurately and appropriately;
- Represent the department with tact and diplomacy;
- Be collaborative and deal constructively with conflict, and develop consensus;
- Prepare complex reports and conduct highly complex data and regulatory analysis;
- Supervise, train and evaluate staff;
- Plan, organize and direct a comprehensive public sector civil service system;
- Effectively administer negotiated labor agreements, and a comprehensive classification and compensation system;
- Communicate effectively in writing and conduct oral presentations with a wide variety of elected officials, management, supervisors, employees and the general public
- Report to work as required as scheduled; and work extended hours beyond the established schedule
- Follow directions, and accept evaluative and constructive recommendations for change and improvement
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Conduct work in a professional manner.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: HUMAN RESOURCES MANAGER

DATE: SEPTEMBER 2016

Education: Graduation from an accredited college or university with a Bachelors degree in Human Resources, Public or Business Administration, or Organizational Development, or a directly related field. Masters degree, preferred.

Experience: Five (5) years professional, managerial-level experience in Human Resources, Personnel Administration, or Organizational Development including two (2) years directly related experience in planning, organizing and supervising professional, technical and clerical staff. Public sector experience is highly preferred.

License:

Possession of a valid California Class C driver license with an acceptable driving record required by time of appointment.

Certification: Certification in any of the following is desirable.
HRCI/Society of Human Resource Management

- PHR – Professional in Human Resources
- PHRca – Professional in Human Resources – California
- SPHR – Senior Professional in Human Resources

International Public Management Association for Human Resources (IPMA-HR)

- IPMA-CP – Certified Professional
- IPMA – SCP – Senior Certified Professional

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

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 involves detailed concentration in an office environment. Work is primarily performed indoors. The work requires sitting at a desk or table for prolonged periods of time and daily use of a computer, keyboard, mouse and screen. The incumbent uses a computer and related equipment and sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes,

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CLASS SPECIFICATION



TITLE: HUMAN RESOURCES MANAGER

DATE: SEPTEMBER 2016

pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. Must possess ability to read printed materials; hear and speak proficiently; communicate in person, before groups and via telephone. Walking and standing in and between work areas is necessary. Requires operation of a motor vehicle to attend a variety of off-site meetings, workshops, training, and seminars.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

DRAFT



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: CREATION OF SENIOR RISK MANAGEMENT ANALYST JOB CLASSIFICATION
DATE: SEPTEMBER 21, 2016

The Human Resources Department is seeking to change the title of a vacant Safety/Loss Prevention Analyst position to **SENIOR RISK MANAGEMENT ANALYST**. The emphasis of the former job classification was on corporate and industrial safety while the new job classification reflects a broader scope of responsibility within Risk Management. There will be no change in pay grade.

A change in job title is recommended to 1) refresh the job duties; 2) reflect the present hiring standards; 3) designate the appropriate certificates required to perform the work of the position; 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary and 5) participate in the DMV Employee Pull Notice Program.

The City and MEO have met and conferred regarding the creation of this new job and its inclusion into the classification plan. The recommendation presented is based upon a review of similar external jobs.

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

Proposed Job Class Title	Senior Risk Management Analyst
Pay Grade:	MEO519
Action:	Create the recommended job classification for inclusion into the City's Classification Plan
Affected Employees:	None

Att: Senior Risk Management Analyst Job Class Specification
Cc: Scott Smith, MEO President
Aaron Peardon, OCER Representative

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR RISK MANAGEMENT ANALYST

DATE: SEPTEMBER 2016

PERSONNEL COMMISSION APPROVAL: SEPTEMBER 21, 2016

COUNCIL APPROVAL: OCTOBER 17, 2016

JOB CODE: 0673

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

DUTIES SUMMARY

Under general direction, performs advanced professional and technical risk analysis and provides program oversight and risk management expertise in the administration of safety and risk management programs.

SUPERVISION RECEIVED

Risk Manager

SUPERVISION EXERCISED

Technical and Clerical Classifications

DISTINGUISHING CHARACTERISTICS

The Senior Risk Management Analyst performs the most complex and difficult duties relating to the identification, assessment and management of risk exposures, including oversight of employee safety programs and regulatory compliance.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes, oversees and implements a variety of risk management program operations; assists in developing, scheduling and administering meetings, activities and events related to workers' compensation, employee safety and liability program functions;
- Responds to inquires from the staff and the public regarding risk management programs and policies;
- Applies risk management techniques and practices designed to effectively manage risk and minimize loss exposures;
- Assists in the development and implementation of strategic goals, objectives, policies and priorities related to risk management, employee safety, and loss prevention;
- Participates in a variety of safety and loss prevention activities with various departments; including providing input regarding safety committees and meetings;
- Develops and maintains a resource center for safety training aids, films, videos and literature on a citywide basis; develops, implements and assists departments in safety education and safety programs.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR RISK MANAGEMENT ANALYST

DATE: SEPTEMBER 2016

- Administers the City's Department of Motor Vehicle Employer Pull Notice program and Department of Transportation (DOT) random drug testing;
- Stays abreast of new trends and innovations in the field of employee safety programs;
- Coordinates the implementation of and compliance with the City's Injury and Illness Prevention Program (IIPP);
- Applies city, state and federal laws, rules and regulations pertaining to employee safety, workers' compensation, public liability and insurance and other applicable risk management laws and/or regulations;
- Act as liaison with the City's third-party workers' compensation and liability program administrators; assists other risk management staff with claims handling, follow-up and investigations as needed;
- Keeps current on federal and state legislation and effectively applies and interprets City policies and procedures related to risk management programs and practices; communicates program regulations and requirements to staff and the public;
- Partners with management to provide assistance to mitigate potential for loss and establishes insurance requirements;
- Monitors the workers' compensation program;
- Assists with planning, organizing and implementing a variety of City-wide safety and loss control programs;
- Performs professional and technical work to implement and monitor occupational safety and loss prevention programs; develop, monitor and oversee the implementation of loss control and cost containment strategies and programs;
- Prepares a variety of reports regarding liability and workers' compensation program outcomes and results; creates regulatory and statistical reports of safety, liability, and property data;
- Conducts surveys and performs statistical analysis related to areas of responsibility, performs special projects, as needed;
- Prepares Requests for Council Action regarding the disposition, status, and settlement of workers' compensation and liability claims; makes oral and written presentations as needed;
- Participates in emergency response and disaster recovery planning, documentation, exercises and communication;
- Trains City staff regarding best practices related to a variety safety and loss prevention programs;
- Provides responsive, quality customer service to City staff, the public, and outside agencies;
- Operates a computer and uses applicable software and other related equipment to produce a variety of documents, correspondence and reports;
- Drives on City business as necessary.
- Works irregular hours including weekends and/or evenings.
- Performs other related work as assigned.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR RISK MANAGEMENT ANALYST

DATE: SEPTEMBER 2016

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:

- Principles and practices of loss control and risk management program administration;
- Applicable Federal, State, and local laws, regulations, codes, policies, and practices related to risk and insurance, employee safety, and workers' compensation;
- OSHA and Cal-OSHA mandates and reporting requirements;
- Research methods, complex quantitative and qualitative analysis;
- English usage, spelling, grammar and punctuation;
- Techniques of business letter writing and report preparation;
- Principles and procedures of filing and accurate record keeping;
- Methods and techniques of public relations and customer service.

Ability to:

- Read, interpret and correctly apply complex legislation, laws, regulations, and codes related to risk management administration;
- Prepare reports and documents for litigated and non-litigated liability claims; negotiate effectively with claimants and their attorneys to reach tentative settlements;
- Interview claimants and witnesses to obtain facts about the incidents; analyze and adjust claim reserves based on claim dispositions;
- Establish and maintain appropriate professional risk management office procedures;
- Read, interpret and apply laws, regulations and procedures applicable to employee safety in the workplace; interpret, explain and ensure compliance with City safety policies and procedures.
- Perform detailed analysis and reviews; analyze complex risk management issues, evaluate solutions, and recommend or adopt/implement effective alternative actions;
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues;
- Multi-task, and continually assess and reorganize priorities to meet work deadlines;
- Report to work as scheduled; provide regular and predictable attendance;
- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
- Work with minimum supervision and exercise independent judgment and initiative;
- Work independently and as a team member;
- Research, compile, and prepare a variety of reports;
- Maintain confidential records and reports; implement and maintain filing systems;
- Operate and use modern office equipment, including a computer and various software packages;

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CLASS SPECIFICATION



TITLE: SENIOR RISK MANAGEMENT ANALYST

DATE: SEPTEMBER 2016

Education: Education equivalent to graduation from an accredited four-year college or university with a Bachelor's degree in business or public administration, safety/industrial engineering, insurance, risk management or a directly related field.

Experience: Four (4) years of responsible risk management experience. Public Agency experience is highly desirable.

Licenses/Certifications: Possession of a valid California Class C driver license with an acceptable driving record, required by time of appointment.

California Self-Insurers Administration Certificate, and/or Associate in Risk Management (ARM) and/or Associate in Risk Management for Public Entities (ARM-P) and/or Certified Risk Management (CRM) designation, preferred.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

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 primarily performed indoors. In an office environment, the work requires sitting at a desk or table for prolonged periods of time and daily use of a computer, keyboard, mouse and screen. The incumbent uses a computer and related equipment and 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 occasionally 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 when needed.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.