

# AGENDA

Wednesday, June 17, 2015

## 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.

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#### 1. CALL TO ORDER

Commissioners: Elford, Inglee, 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 Human Resources Analyst

Sandy Henderson, Personnel Analyst

#### 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 April 15, 2015

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

**5. PUBLIC HEARING**

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 **Traffic Maintenance Service Worker** (MEA) in the Public Works Department, amending the City's Classification Plan.

**Recommended Action:** Approve the modifications to the job classification of **Traffic Maintenance Service Worker** (MEA), amending the City's Classification Plan.

**6. REQUEST TO COMPEL ATTENDANCE OF WITNESSES AT HEARING**

Per Personnel Rule 21-9, the Personnel Commission shall have the power to issue subpoenas to compel the attendance at any hearing held under Rules 19 or 20 of any witness whether or not such witness is an employee, and to administer oaths or affirmation in conjunction with such hearing.

- a. Discussion regarding grievant's request to issue subpoenas to compel attendance of witnesses per Section D of the Non-Disciplinary Grievance Procedures to issue subpoenas at an upcoming non-disciplinary grievance hearing (Authority Personnel Rule 21-9).

**7. NOMINATIONS AND ELECTION OF CHAIR AND VICE-CHAIR**

**8. LABOR RELATIONS UPDATE**

**9. SECRETARY'S REPORT**

**10. RECOGNITION OF KATHERINE ELFORD AND PHILIP INGLEE FOR THEIR SERVICE TO THE PERSONNEL COMMISSION**

**11. 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.

**12. ADJOURNMENT**

Meeting adjourned to the next regularly scheduled meeting of July 15, 2015.

# MINUTES

Wednesday, April 15, 2015

## City of Huntington Beach PERSONNEL COMMISSION

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

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Pending approval by Personnel Commission at the meeting on May 20, 2015  
(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

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

### ROLL CALL

Commissioners present: Elford, Inglee, Rivera, Storm, Thompson

Commissioners absent: None

Others Present:

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

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Personnel Analyst

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

A motion was made by Commissioner Inglee and seconded by Commissioner Thompson to approve the minutes for the March 18, 2015 meeting.

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

### REVIEW AND ADOPT FINAL WRITTEN FINDINGS OF NON-DISCIPLINARY GRIEVANCE REGARDING DENIAL OF CONDITIONING TIME

The Commissioners went off record at 5:38pm to review findings.

At 5:54pm the Commissioners came back on record.

A correction was made to the spelling of Commissioner Karin Storm's name.

A motion was made by Commissioner Thompson and seconded by Commissioner Inglee to approve the document as amended.

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

### **LABOR RELATIONS UPDATE**

Michele Warren, Director of Human Resources, stated that negotiations continue with the Surf City Lifeguard Employees Association (SCLEA).

### **SECRETARY'S REPORT**

Ms. Warren reported there are no additional pending grievances at level 5.

### **COMMENTS FROM COMMISSIONERS**

None

### **ADJOURNMENT**

The meeting adjourned at 5:57 PM to the next regularly scheduled meeting of May 20, 2015.



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** REVISIONS TO MAINTENANCE SERVICE WORKER TRAFFIC JOB CLASSIFICATION SPECIFICATION  
**DATE:** JUNE 17, 2015

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The **Maintenance Service Worker Traffic** is a journey-level classification represented by the Municipal Employees Association (MEA). Employees are assigned to work in the Signal and Lights Maintenance Division or the Signs and Markings Maintenance Division of the Public Works Department.

The modifications to the **Maintenance Service Worker Traffic** job specification are recommended to 1) refresh the job duties; 2) revise the certifications required; 3) provide notification of the requirement to participate in the DMV Pull Notice Program; and 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification to reflect the present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The Public Works and Human Resources Departments collaborated on making the changes to the existing job classification specification. 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**

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<b>Job Class Title:</b>	<b>Maintenance Service Worker Traffic</b>
<b>Action:</b>	<b>Update Classification</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Recommendation:</b>	<b>Approve the updated job class specification</b>

Att: Maintenance Service Worker Traffic Job Class Specification

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

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: MAINTENANCE SERVICE WORKER TRAFFIC**

**DATE: ~~DECEMBER, 2001~~**

**PERSONNEL COMMISSION APPROVAL: JUNE 17, 2015 *REVISED***

**COUNCIL APPROVAL: DECEMBER 2001**

**JOB CODE: 0389**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEA**

**FLSA STATUS: NON-EXEMPT**

**DUTIES SUMMARY**

~~With Under~~ general supervision, ~~assists the Electrician, Traffic Signals or Leadworker, Traffic Signs or Markings in day-to-day activities;~~ assists in the maintenance/installation of traffic signals, street and park lighting, traffic signs, and/or roadway markings ~~to ensure the safety of the public and reduce liability for the City; performs other duties as required within the scope of the classification.~~

**SUPERVISION RECEIVED**

Reports to: Traffic Signal/Lights Crewleader or Signs & Markings Crewleader

**DISTINGUISHING CHARACTERISTICS**

~~The Traffic Maintenance Service Worker assists electricians, leadworkers, and other traffic workers; reads and interprets blueprints and work orders concerning traffic signals, lighting, traffic signing, pavement markings, striping, and delineation.~~

The Maintenance Service Worker Traffic is a multi-position journey-level job class responsible for performing a variety of skilled and semi-skilled tasks. Positions may be assigned to work in the Signal and Lights Maintenance Division or the Signs and Markings Maintenance Division of the Public Works Department.

**EXAMPLES OF ESSENTIAL DUTIES**

- Assists Electricians the traffic signal electrical crew in the repair of traffic signals, street lights, and pole lighting for parks and sport fields;
- Installs, relamps, and make repairs to lighting and signal systems at working heights up to 65 ft. from aerial lift trucks
- Trench electrical conduit runs and dig light pole foundations~~Performs temporary repairs to damaged signal poles~~

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: MAINTENANCE SERVICE WORKER TRAFFIC**

**DATE: DECEMBER, 2001**

- assists in obtaining, loading and unloading of supplies and materials;
- ~~— performs temporary repairs to damaged signal poles; p~~erforms preventative maintenance on traffic signals, equipment replacement, system testing and relamping;
- ~~— R~~relamps and repairs street lighting, pole lighting for parks and sports light areas; sets new poles with use of a crane;
- ~~— relamps and repairs pole lighting for parks and sports light areas as needed.~~
- Assists ~~leadworkers~~ and traffic maintenance ~~workers~~ crew with the installation/maintenance of raised pavement markers, striping, curb markings;
- assists with traffic legends, installing and maintaining painted words, symbols, and markings on the streets and parking lots; assists sign workers with the installation or removal of traffic signs.
- ~~— Assists other departments by providing crane, forklift and aerial supply bucket equipment for other support.~~
- Installs and maintains flags and banners for special events.
- Locates and marks City electrical underground utilities for contractors; assists electricians in inspection of contracted installations of traffic signals and street lighting
- Operates a vehicle in the course and scope of work
- Performs 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.*

### **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, methods, materials, tools and practices pertaining to maintenance of traffic signals, street and park lighting, traffic signs, and/or roadway markings
- ~~—~~ CALTRANS Traffic Manual;
- ~~—~~ State Sign Specification Sheets;
- ~~—~~ Work Area Traffic Control Manual and any other relevant guidelines and codes
- ~~—~~ Standard Specifications for Public Works Construction Manual
- ~~—~~ Traffic safety laws and regulations and proper vehicle operations

~~and applicable City standards and practices.~~

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: MAINTENANCE SERVICE WORKER TRAFFIC**

**DATE: ~~DECEMBER, 2001~~**

**Ability to:**

- Read and follow work orders and instructions
- Use hand and power tools, including hydraulic jackhammers and other heavy tools
- Follow safety practices and recognize hazards
- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative professional work relationships with those contacted in the course of work

~~Understand and carryout verbal and written orders and instructions; work as a member of a team; work according to prescribed safety and industry standards; use various tools and equipment related to all aspects of traffic control work.~~

**Education:** High school diploma or equivalent.

**Experience:** Eighteen months as a maintenance worker in the related fields of signs and markings, and/or electrical-signal maintenance.

~~**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.~~

**Certifications/License:** ~~Possession a~~

- A -valid Class C California driver's license with an acceptable driving record;
- Traffic Maintenance Technician I Certificate, IMSA Work Safety Zone Temporary Traffic Control Technician Certificate or equivalent
- or other related Certifications: IMSA Traffic Signal Technician Level I Certification and/or IMSA Sign and Pavement Marking Level I Certification desirable

**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**

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: MAINTENANCE SERVICE WORKER TRAFFIC**

**DATE: ~~DECEMBER, 2001~~**

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**

—Work is primarily performed in an outdoor setting with exposure to the elements, dangerous machinery and potential physical harm. There is frequent need to walk, talk, see, hear or drive, ability to lift and carry up to 50 pounds, and perform other similar actions during course of the workday. Employee accommodations for physical disabilities will be considered on a case-by-case basis.

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

Work involves exposure to potential physical harm, dangerous machinery, hazardous 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 access, lift heavy objects (up to 100 pounds), work at elevated heights, 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.