

AGENDA

Wednesday, March 18, 2015

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: Elford, Inglee, Rivera, Storm, Thompson

Also present:

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

Mike Vigliotta, Chief Assistant City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Human Resources Analyst

Gerald Griffin, Esq., Legal Counsel for Personnel Commission

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 occasion to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

- Meeting of February 18, 2015

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 **Parking and Camping Assistant** (MEA) in the Community Services Department, amending the City's Classification Plan.

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

Recommended Action: Approve the modifications to the job classification of **Parking and Camping Assistant (MEA)**, amending the City's Classification Plan.

RECESS TO CLOSED SESSION

CLOSED SESSION

6. PERSONNEL COMMISSION REVIEW OF NON-DISCIPLINARY GRIEVANCE IN ACCORDANCE WITH PERSONNEL RULE 19 - CLOSED SESSION

HEARING REGARDING INTERFERENCE WITH ADVANCEMENT

Deliberation in Closed Session

Recommended Action: If the facts preponderate in favor of a finding that there is reasonable and sufficient cause to grant the grievance, the Commission shall determine that the grievance is granted. If, however, the factual evidence preponderates in favor of a finding that there is not sufficient cause to grant the grievance, then the Commission's conclusion shall be that the grievance is denied.

RECONVENE PERSONNEL COMMISSION MEETING

7. ANNOUNCEMENT OF DETERMINATION

8. ADJOURNMENT

ITEM # 4

MINUTES

Wednesday, February 18, 2015

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 March 18, 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 5:30 PM.

ROLL CALL

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

Commissioners absent:

Others 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

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

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

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

PRESENTATION ON PERSONNEL COMMISSION PROCEDURE FOR REVIEW OF NON-DISCIPLINARY GRIEVANCES

Michele Warren, Director of Human Resources, presented a PowerPoint of the procedure for

review of non-disciplinary grievances.

LABOR RELATIONS UPDATE

Ms. Warren stated that negotiations continue with the Surf City Lifeguard Employees Association (SCLEA).

SECRETARY'S REPORT

Ms. Warren provided a confidential grievance status report to the Personnel Commission.

COMMENTS FROM COMMISSIONERS

None

ADJOURNMENT

The meeting adjourned at 5:42 PM to the next regularly scheduled meeting of March 18, 2015.

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 PARKING AND CAMPING ASSISTANT JOB CLASSIFICATION SPECIFICATION

DATE: MARCH 18, 2015

The **Parking and Camping Assistant** is a single-position classification within the parking and camping division of the Community Services Department, represented by the Municipal Employees Association (MEA).

Modifications to the **Parking and Camping Assistant** job specification are recommended to update the present hiring standards but are not materially sufficient to change the fundamental nature of the work performed. The current pay grade remains the same.

The recommendation presented is based upon the Community Services Department's input and the meet and confer process with the MEA.

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:	Parking and Camping Assistant
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Parking and Camping Assistant Job Class Specification

cc: Janeen Laudenback, Director of Community Services
Judy Demers, MEA President

OLM
MEA

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PARKING AND CAMPING ASSISTANT DATE: NOVEMBER 15, 2006

PERSONNEL COMMISSION APPROVAL: NOVEMBER 15, 2006
COUNCIL APPROVAL: DECEMBER 18, 2006

JOB CODE: 0570
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

~~Under general supervision, Pperforms a variety of specialized administrative duties related to parking and camping operations, including collection of revenues, accounting, and assists with supervision of temporary/part time recurrent staff; provides traffic and parking control; performs office support duties; and, maintains and repairs parking facility grounds and equipment.~~

SUPERVISION RECEIVED

~~Reports to: Parking and Camping Facility Supervisor~~

EXAMPLES OF ESSENTIAL DUTIES

- ~~• Under the direction of the Parking and Camping Facility Supervisor, aAssumes administrative responsibilities for the parking and camping operation under in conformance with departmental policy during certain assigned work shifts~~
- ~~• accounts forCollects, and processes, and accounts for daily parking and camping revenues and records; prepares financial documents and deposits accurately~~
- ~~• aAssists in the supervision and training of staff during assigned work shifts~~
- ~~• Assigns and reviews work of temporary/part-time recurrent staff; conducts visual audits; assists in the evaluation of employees~~
- ~~• mMaintains traffic and crowd control within the facility and egress/ingress areas by properly placing barricades, cones and delineators in traffic situations~~
- ~~• eEnforces traffic and City ordinances within the parking facility trains assigned staff; operates mechanized equipment, such as sweepers and jack hammers; assigns and inspects work projects; assists in the evaluation of employees; conducts visual audits; perform basic first aid and assist in emergency situations; and,~~
- ~~• pPerforms other related duties and responsibilities as required.~~

~~within the scope of the classification.~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING AND CAMPING ASSISTANT

DATE: NOVEMBER 15, 2006

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:

- ~~Maintenance of tools, equipment and materials;~~ Principles and practices of a year-round camping and facilities operations
- ~~practical~~ Basic accounting procedures
- Payment and receipt processing
- Principles and practices of effective public relations and ~~effective~~ customer service
- Office procedures, methods, and equipment including computers and applicable software applications
principles and practices;

~~operational characteristics and activities of community services, including beach and pier recreation, safety and maintenance services, parking facility and camping operations.~~

Ability to:

- Effectively handle a variety of problems arising out of the enforcement of parking regulations
- ~~f~~Follow oral and written instructions; ~~respond to first aid and emergency situations;~~
- ~~e~~Coordinate the work of assigned staff; train, motivate and assist in the performance evaluation of personnel
- ~~e~~Conduct effective public relations
- ~~a~~Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations; ~~and,~~
- Operate a personal computer and standard software applications
- Maintain accurate records, record and retrieve information; write reports
- ~~e~~Establish and maintain effective and cooperative working relationships with those contacted in the performance of duties

Education: High school diploma or equivalent.

Experience: ~~Three (3)~~ Two years' ~~of~~ increasingly responsible experience related to ~~beach,~~ parking and/or camping facility operations.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PARKING AND CAMPING ASSISTANT

DATE: NOVEMBER 15, 2006

Licenses/Certifications: ~~Completion of Advanced First Aid and CPR training within first six months of hire. Due to the performance of field duties that may require operation of a vehicle,~~ Possession of a valid California ~~D~~driver's License and an acceptable driving record ~~may be~~ required by time of appointment.

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.

Must be able to work a varied schedule, including nights, weekends, and holidays, which may be adjusted according to seasonal needs.

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 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, reaches, and grasps. In an office environment, the work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

