

# AGENDA

Wednesday, May 15, 2013

## 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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### 1. CALL TO ORDER

Commissioners: Bush, Clemens, Elford, Inglee, Rivera

Staff Liaison: Bob Hall, Deputy City Manager

Also present:

Mike Vigliotta, Chief Assistant 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 April 17, 2013

### 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 **Administrative Environmental Specialist** in the Public Works Department amending the City's Classification Plan.

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

AGENDA - PERSONNEL COMMISSION

Wednesday, May 15, 2013

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**Recommended Action:**

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

**6. LABOR RELATIONS UPDATE**

**7. SECRETARY'S REPORT**

**8. 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.

**9. ADJOURNMENT**

Meeting adjourned to the next regularly posted meeting of June 19, 2013

**ITEM # 4**

# MINUTES

Wednesday, April 17, 2013

## 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 5/15/13  
(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 Clemens called the Commission meeting to order at 5:30 PM.

### ROLL CALL

Commissioners present: Bush, Clemens, Elford, Inglee

Commissioners absent: Rivers

Others Present:

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

Mike Vigliotta, Chief Assistant City Attorney

Sandy Henderson, Administrative Aide

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

Correction to December 19, 2012 minutes:

Commissioners present: Bush, Clemens, ~~Elford Garner~~, Inglee, Rivera

A motion was made by Commissioner Bush and seconded by Commissioner Elford to approve the minutes as amended for the December 19, 2012 meeting.

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1 - Rivera  
ABSTAIN: 0

## **PUBLIC HEARING**

- a. Approve the new job classification of **Community Services Officer** amending the City's Classification Plan.

A motion was made by Commissioner Bush and second by Commissioner Elford to approve the new job specification.

VOTE:	The motion was carried
AYES:	4
NOES:	0
ABSENT:	1 – Rivera
ABSTAIN:	0

## **LABOR RELATIONS UPDATE**

Michele Warren, Director of Human Resources, stated the City is in active negotiations with the Municipal Employees' Association (MEA) and will be commencing soon with the Surf City Lifeguards Association (SCLEA). Negotiations with the safety groups are anticipated to begin this summer.

## **SECRETARY'S REPORT**

Ms. Warren reported that the Personnel Commission stipends have been processed for calendar year 2012 and will be mailed out soon.

## **COMMENTS FROM COMMISSIONERS**

Commissioner Bush shared his appreciation for the amiable atmosphere at the meetings. He also expressed gratitude that Mike Vigliotta, Chief Assistant to the City Attorney, attends the meetings.

Commissioner Clemens reminded Commissioners that nominations for Chair and Vice-Chair are in June with elections in July.

## **ADJOURNMENT**

The meeting adjourned at 6:15 PM to the next regularly scheduled meeting of June 19, 2013.

**ITEM # 5**



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

**TO:** PERSONNEL COMMISSION

**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** REVISIONS TO ADMINISTRATIVE ENVIRONMENTAL SPECIALIST JOB CLASSIFICATION

**DATE:** MAY 15, 2013

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The **Administrative Environmental Specialist** is a classification within the storm water quality section of the engineering division in the Public Works Department. The job classification is represented by the Municipal Employees Association (MEA).

Modifications to the **Administrative Environmental Specialist** job classification are recommended to 1) retitle the classification to reflect a job title that more accurately identifies the work performed and is recognized in the industry; and 2) update the job duties and minimum qualifications. The recommended changes will 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.

There are two positions assigned to this job classification. Presently one position is filled; the other is vacant. The recommended changes will have no impact on the current incumbent.

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

At this time, staff requests the Personnel Commission approve the recommended changes in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

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<b>Current Job Class Title:</b>	<b>Administrative Environmental Specialist Environmental Specialist</b>
<b>Actions:</b>	<b>1) Retitle to Environmental Specialist 2) Update job duties and minimum qualifications</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Recommendation:</b>	<b>Approve the updated job class specification.</b>

Att: Environmental Specialist Job Class Specification

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

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: ~~ADMINISTRATIVE~~ ENVIRONMENTAL SPECIALIST

PERSONNEL COMMISSION APPROVAL: MAY 15, 2013 *REVISED*  
COUNCIL APPROVAL: FEBRUARY 2002

JOB CODE: 0445  
EMPLOYMENT STATUS: REGULAR FULL-TIME  
UNIT REPRESENTATION: MEA  
FLSA STATUS: NON-EXEMPT

~~DUTIES SUMMARY – Under general supervision, assists with the development, implementation of the City's Storm Water and National Pollution Discharge Elimination System (NPDES) Program and the Fats, Oils, and Grease (FOG) Program and compliance with local, state, and federal environmental regulations.~~

~~inspects, monitors, collects samples, and enforces activities related to compliance with the City's National Pollutant Discharge Elimination System (NPDES) Permit Program and the enforcement of water quality codes, laws, ordinances and regulations.~~

~~DISTINGUISHING CHARACTERISTICS – This is a single-position classification that performs at the journey-level. This position fulfills the requirements of the NPDES Program by assisting the program manager with technical and administrative aspects of environmental and water quality programs such as educational outreach, water quality research, data collection, tabulation and document preparation. It is a journey level classification, which requires the incumbent to exercises a significant level of independent judgment in the performance of duties within framework of established procedures. Incumbents are expected to perform a full range of duties requiring technical and functional expertise in codes, laws and ordinances relating to NPDES regulations.~~

EXAMPLES OF ESSENTIAL DUTIES –

~~Performs inspections of municipal facilities, commercial and industrial sites, construction sites, and food service establishments to assess compliance with local, state, and federal water quality regulations.~~

~~Investigates complaints of potential violations of water quality regulations to determine the nature, source, and extent of the problem; prepares reports to summarize the investigation findings.~~

~~Assists with development implementation of stormwater Best Management Practices (BMPs) to ensure proper storm water runoff; develops BMP monitoring and enforcement databases, evaluates BMP effectiveness through monitoring and sampling programs;~~

~~Provides education on program policies and regulations including making presentations to staff and the general public; develops and distributes technical materials.~~

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: ~~ADMINISTRATIVE~~ ENVIRONMENTAL SPECIALIST

~~Attends regular meetings with local, state, and federal regulators regarding storm water program implementation, effectiveness assessment, and training.~~

~~Recommends and implements strategic education and enforcement campaigns for problem areas such as downtown restaurants and boater activities;~~

~~Analyzes and interprets laboratory data from wastewater and storm water sources including, determining monitoring priorities, choosing sampling methodologies and pollutant parameters, developing site maps, and preparing summaries of findings.~~

~~p~~Performs sampling and testing of stormwater and non-stormwater flows; evaluates BMP effectiveness through monitoring and sampling programs.

~~conducts pollutant source investigations and develops plans to reduce any identified sources;~~

~~reviews~~ Reviews Water Quality Management Plans and Storm Water Pollution Prevention Plans;

~~Interprets and enforces FOG and water quality regulations.~~

Manages the City's FOG Program, including conducting field inspections; interacts with agencies, property managers, developers, and customers for matters related to the FOG Program.

Reviews Closed Circuit Television (CCTV) sewer inspection reports to identify sources of fats, oil and grease and ensure compliance with the City's FOG ordinance.

~~attends classes, workshops, and committee meetings regularly to remain current on changing legislation and requirements;~~

~~receives, records, and investigates complaints from the public and staff regarding violations of environmental, water quality, and NPDES regulations;~~

~~performs~~ Performs routine inspections of new and existing drainage systems and storm water runoff; to assess compliance with local, state, and federal water quality regulations.

Inspects waterways, i.e., harbors, storm drain channels, and lakes related to water quality issues.

~~prepare and issue violation notices; explains the nature of incurred violations and encourage compliance; conducts follow up abatement procedures including preparation of correspondence, site visits, and communication with property owners;~~

~~recommends and implements strategic enforcement campaigns for problem areas such as downtown restaurants and boater activities;~~

~~develops BMP monitoring and enforcement databases;~~

Prepares written reports, memoranda, and correspondence; maintains files and records;

~~prepares written reports; memoranda, and correspondence;~~

~~provides information to the public on stormwater regulations and BMPs;~~

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: ~~ADMINISTRATIVE~~ ENVIRONMENTAL SPECIALIST

~~assists in training staff on stormwater regulations and permit requirements; develop education material including brochures and power point presentations; conduct training workshops for community organizations;~~

~~assists with development of various environmental programs such as coordinating with local school districts to implement environmental contests;~~

~~may supervise assigned subordinates.~~

The preceding duties have been provided as examples of the essential types of work performed within this job classification. ~~The City Council/Administration~~ 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:

- ~~- Applicable local, state, and federal laws, codes, ordinances, rules and regulations pertaining to environmental and water quality programs, including the National Pollutant Discharge Elimination System (NPDES) Program and the Fats, Oils, and Grease (FOG) Program.~~
- ~~- Policies, principles and practices of environmental science~~
- ~~- Water sampling and testing~~
- ~~- Industrial General Permit regulations and requirements~~
- ~~- Construction General Permit regulations and requirements~~
- ~~- Investigative techniques;~~
- ~~- bBasic chemistry concepts and interactions;~~
- ~~- modern and complex administrative support principles and practices; modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications; related Federal, State, local codes, laws, and regulations;~~
- ~~eOccupational hazards and standard safety practices;~~
- ~~- principles and practices used to deal effectively with the public; strong customer service skills; Customer service and conflict resolution techniques~~
- ~~- bBasic functions of related regulatory agencies and organization;~~
- ~~- sStormwater regulations;~~

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: ~~ADMINISTRATIVE~~ ENVIRONMENTAL SPECIALIST

**~~principles of record keeping; case management, and reporting;~~ Ability to:**

- ~~– Perform responsible and difficult administrative support duties involving the use of independent judgment and personal initiative;~~ Interpret and apply environmental safety policies, procedures, laws, rules and regulations and administrative and departmental policies and procedures;
- ~~– understand and i~~ Implement principles, practices, methods, and techniques of inspection, code violation investigation, and enforcement, ~~water sampling and testing;~~
- ~~– i~~ Identify common stormwater pollutants and possible sources;
- ~~– w~~ Work independently while exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- ~~– r~~ Research, collect, compile, and analyze information and data;
- ~~– m~~ Maintain and update records, logs, and reports;
- ~~– supervise, train and evaluate assigned staff;~~ u Understand and follow oral and written instructions;
- ~~– e~~ Communicate clearly and concisely, both orally and in writing;
- ~~– e~~ Operate a variety of office equipment including a personal computer and associated software programs such as Word, Excel and PowerPoint;
- ~~– e~~ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; calmly handle complaints and problems from citizens or contractors
- ~~– occasionally w~~ Work weekends and evenings as needed;
- ~~– commit to d~~ Delivering quality customer service.

**Education:** ~~Equivalent to a Bachelor's of Science~~ Degree from an accredited college or university, ~~with major course work in~~ environmental planning, environmental health, environmental studies, civil engineering, biology, environmental or geological engineering, biology, ecology, environmental health or a other related field. ~~(A two-year AA or AS degree in Science, with two years of related, qualifying experience, in addition to the minimum required experience, may be accepted in lieu of a BS Degree.)~~ Classes College-level coursework in public works and grading inspection desirable.

**Experience:** ~~Requires t~~ Three (3) years of progressively responsible experience performing environmental quality analysis and abatement work, including water quality, investigations for water quality violations, and inspections of commercial, industrial, municipal facilities, and construction sites. Experience performing fats, oils, and grease inspections is desirable.

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: ~~ADMINISTRATIVE~~ ENVIRONMENTAL SPECIALIST

~~related water quality professional level work. Supervisory experience of professional and/or sub-professional staff desirable.~~

**Certificates/Licenses:** Possession of:

- A valid Class C, California Driver license and an acceptable driving record are required by upon time of appointment.
- Certification as Qualified SWPPP Practitioner (QSP) and/or Certification of Erosion, Sediment and Storm Water Inspector (CESSWI) is desirable
- Certification of completion of basic swimming instruction by the American Red Cross or equivalent, preferred

~~Certifications: Certification by successful completion of training in arrest, search and seizure (P.C. 832) within six months of employment. Certification by successful completion of the U.S. Coast Guard Auxiliary Boating Skills & Seamanship program, or equivalent, within one year of employment. Certification by completion of basic swimming instruction by the American Red Cross or equivalent, within six months of appointment.~~

**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 is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to work in and around bodies of water, including the ocean, lakes, and stormwater discharge systems. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is also expected to perform inspections of work in the field that may require walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

~~See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

Est. Feb. 2002

Rev. Feb. 2008

Rev. May 2013/jd

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: ENVIRONMENTAL SPECIALIST

PERSONNEL COMMISSION APPROVAL: MAY 15, 2013 *REVISED*  
COUNCIL APPROVAL: FEBRUARY 2002

JOB CODE: 0445  
EMPLOYMENT STATUS: REGULAR FULL-TIME  
UNIT REPRESENTATION: MEA  
FLSA STATUS: NON-EXEMPT

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**DISTINGUISHING CHARACTERISTICS** – This is a single-position classification that performs at the journey-level. The incumbent exercises a significant level of independent judgment in the performance of duties within framework of established procedures. Incumbents are expected to perform a full range of duties requiring technical and functional expertise in codes, laws and ordinances

**EXAMPLES OF ESSENTIAL DUTIES** –

Performs inspections of municipal facilities, commercial and industrial sites, construction sites, and food service establishments to assess compliance with local, state, and federal water quality regulations.

Investigates complaints of potential violations of water quality regulations to determine the nature, source, and extent of the problem; prepares reports to summarize the investigation findings.

Assists with implementation of Best Management Practices (BMPs) to ensure proper storm water runoff; develops BMP monitoring and enforcement databases.

Provides education on program policies and regulations including making presentations to staff and the general public; develops and distributes technical materials.

Attends regular meetings with local, state, and federal regulators regarding storm water program implementation, effectiveness assessment, and training.

Recommends and implements strategic education and enforcement campaigns for problem areas such as downtown restaurants and boater activities;

Analyzes and interprets laboratory data from wastewater and storm water sources including, determining monitoring priorities, choosing sampling methodologies and pollutant parameters, developing site maps, and preparing summaries of findings.

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: ENVIRONMENTAL SPECIALIST**

Performs sampling and testing of stormwater and non-stormwater flows; evaluates BMP effectiveness through monitoring and sampling programs.

Reviews Storm Water Pollution Prevention Plans;

Interprets and enforces FOG and water quality regulations.

Manages the City's FOG Program, including conducting field inspections; interacts with agencies, property managers, developers, and customers for matters related to the FOG Program.

Reviews Closed Circuit Television (CCTV) sewer inspection reports to identify sources of fats, oil and grease and ensure compliance with the City's FOG ordinance

Performs routine inspections of new and existing drainage systems and storm water runoff to assess compliance with local, state, and federal water quality regulations.

Inspects waterways, i.e., harbors, storm drain channels, and lakes related to water quality issues.

Prepares written reports, memoranda, and correspondence; maintains files and records.

*The preceding duties have been provided as examples of the essential types of work performed 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:**

- Applicable local, state, and federal laws, codes, ordinances, rules and regulations pertaining to environmental and water quality programs, including the National Pollutant Discharge Elimination System (NPDES) Program and the Fats, Oils, and Grease (FOG) Program.
- Policies, principles and practices of environmental science
- Water sampling and testing
- Industrial General Permit regulations and requirements
- Construction General Permit regulations and requirements
- Investigative techniques;
- Basic chemistry concepts and interactions;

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: ENVIRONMENTAL SPECIALIST

- Federal, State, local codes, laws, and regulations; Occupational hazards and standard safety practices;
- Customer service and conflict resolution techniques
- Basic functions of related regulatory agencies and organization;
- Stormwater regulations;

**Ability to:**

- Interpret and apply environmental safety policies, procedures, laws, rules and regulations and administrative and departmental policies and procedures;
- Implement principles, practices, methods, and techniques of inspection, code violation investigation, and enforcement
- Identify common stormwater pollutants and possible sources;
- Work independently while exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Research, collect, compile, and analyze information and data;
- Maintain and update records, logs, and reports;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Operate a variety of office equipment including a personal computer and associated software programs such as Word, Excel and PowerPoint;
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; calmly handle complaints and problems from citizens or contractors
- Work weekends and evenings as needed;
- Deliver quality customer service.

**Education:** Bachelor's Degree from an accredited college or university in environmental planning, environmental health, environmental studies, civil, environmental or geological engineering, biology, ecology, or other related field. College-level coursework in public works and grading inspection desirable.

**Experience:** Three (3) years experience performing environmental quality analysis and abatement work, including water quality, investigations for water quality violations, and

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE:** ENVIRONMENTAL SPECIALIST

inspections of commercial, industrial, municipal facilities, and construction sites. Experience performing fats, oils, and grease inspections is desirable.

**Certificates/Licenses:** Possession of:

- A valid Class C California Driver license and an acceptable driving record are required by time of appointment.
- Certification as Qualified SWPPP Practitioner (QSP) and/or Certification of Erosion, Sediment and Storm Water Inspector (CESSWI) is desirable
- Certification of completion of basic swimming instruction by the American Red Cross or equivalent, preferred

**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.

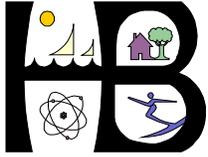
Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to work in and around bodies of water, including the ocean, lakes, and stormwater discharge systems. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is also expected to perform inspections of work in the field that may require walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. Feb. 2002

Rev. Feb. 2008

Rev. May 2013/jd

**ITEM # 7**



# CITY OF HUNTINGTON BEACH

## Administrative Communication

**To:** COHB Personnel Commission

**From:** Michele Warren, HRD/Secretary to Personnel Commission

**Date:** May 15, 2013

**Topic:** Labor Relations Update/Secretary's Report

Provided is a brief report on several miscellaneous items of interest to the Commission.

### **Labor Relations Update**

The City is currently continuing active negotiations with MEA (Municipal Employees Association) and MEO (Management Employees Organization). The City has requested dates to meet for POA (Police Officers Association), HBFA (Huntington Beach Firefighters Association) and SCLEA (Surf City Lifeguards Employee Association). The City will reach out to MSMA (Marine Safety Management Association) within the next week or so. The MEO MOU expired December 2012. MEA and SCLEA expires on June 2013. All safety agreements expire September 30, 2013.

### **Secretary's Report**

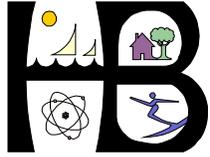
#### ***Appointments to the Personnel Commission***

In accordance with established procedure, the City recently placed an advertisement requesting applications from those interested in serving on the Personnel Commission. This advertisement was in addition to any unsolicited applications received and in addition to those Commissioners currently serving who would like to be considered for reappointment. Currently, there is opportunity to appoint/reappoint 3 seats to the Personnel Commission.

The protocol for this process is as follows:

- HR gathers all applications and requests for reappointment and submits them to the City Council Liaisons (Councilmember Joe Carchio and Councilmember Jim Katapodis) for consideration.
- The City Council Liaisons have the option to reappoint and/or select from the applications (in any combination of reappointment/selection) to fill the available Commission seats/terms.

It is the prerogative of the City Council Liaisons to choose to evaluate and/or interview all candidates for consideration in any manner of their choosing. It is anticipated that the



# CITY OF HUNTINGTON BEACH

## Administrative Communication

City Council Liaisons will consider all applications/reappointments by the end of May, 2013. Current commissioners seeking reappointment and applicants seeking consideration of appointment will be informed of the City Council Liaison's selection procedure and recommendations. Appointments shall be confirmed by the full City Council at a future City Council Meeting.

### ***Personnel Commission ByLaws***

In accordance with COHB Municipal Code Section 200.100.100, it is required that the full City Council approve the Personnel Commission Bylaws. The Bylaws will be provided to the City Council for approval and adoption at the time the City Council makes its appointments to the Personnel Commission for the 3 eligible seats currently available.

If you have any questions, please feel free to direct them to my office.

Cc: Bob Hall, Assistant City Manager  
Jennifer McGrath, City Attorney