SPECIAL MEETING AGENDA

Tuesday, November 10, 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.

---

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

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 agendized. 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 June 17, 2015
- Meeting of June 24, 2015
- Meeting of September 16, 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 **Inspection Supervisor** in the Community Development Department, amending the City's Classification Plan.

6. REVIEW AND ADOPT FINAL WRITTEN FINDINGS OF NON-DISCIPLINARY GRIEVANCE REGARDING ASSIGNMENT OF OVERTIME

7. LABOR RELATIONS UPDATE

8. SECRETARY'S REPORT

9. COMMENTS FROM COMMISSIONERS

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

ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of November 18, 2015.

ITEM # 4

MINUTES

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

Pending approval by Personnel Commission at the meeting on June 24, 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 5:44 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 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 April 15, 2015 meeting.

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

DRAFT

PUBLIC HEARING

a. Approve the job specification revisions of the position of Traffic Maintenance Service Worker in the Public Works Department amending the City's Classification Plan.

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

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

REQUEST TO COMPEL ATTENDANCE OF WITNESSES AT HEARING

A motion was made by Commissioner Rivera and second by Commissioner Storm to approve the request to compel the attendance at the June 24, 2015 hearing set before the Personnel Commission.

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

NOMINATIONS AND ELECTION OF CHAIR AND VICE-CHAIR

A motion was made by Commissioner Rivera and seconded by Commissioner Elford to nominate and elect Dianne Thompson for Chair and to nominate and elect Karin Storm as Vice-Chair.

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

LABOR RELATIONS UPDATE

Michele Warren, Human Resources Director, reported that several Memorandum of Understandings expire in 2015. She stated that kick-off meetings were held with the Police Officer's Association (POA) and the Municipal Employees' Association (MEA). She anticipates

DRAFT

negotiations to begin soon with the Huntington Beach Firefighters' Association (HBFA), Surf City Lifeguard Employees Association (SCLEA), and the Management Employees Organization (MEO).

SECRETARY'S REPORT

Ms. Warren reported that a Human Resources staff member, Justin Wessels, will participate in the *World's Largest Surfboard* and *Most People on the Board* event in an attempt to break the Guinness World Record on June 20, 2015.

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

Ms. Warren presented plaques to outgoing Commissioners Elford and Inglee and thanked them for their service.

COMMENTS FROM COMMISSIONERS

The Commissioners joined in thanking Commissioners Elford and Inglee for their service and congratulated Commissioners Thompson and Storm on their appointments as Chair and Vice-Chair.

Commissioner Thompson said it has been an honor to work with Commissioners Elford and Inglee and it was great to get to know them.

Chair Elford said it has been a fantastic experience for her and thanked staff for all their hard work.

ADJOURNMENT

The meeting adjourned at 6:01 PM to the next special meeting of June 24, 2015.

DRAFT

MINUTES

Wednesday, June 24, 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 July 22, 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:
Others Present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources
Sandy Henderson, Personnel Analyst
JoAnn Diaz, Principal Human Resources Analyst
Gary Scalabrini, Esq., Legal Counsel for Personnel Commission

PUBLIC COMMENTS

None

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

HEARING REGARDING ASSIGNMENT OF OVERTIME

Deliberation in Closed Session started at 5:38 PM.

RECONVENED TO OPEN SESSION AT 10:56 PM

The Commission announced its unanimous vote to deny the grievance.

The Commission directed the attorney to prepare Findings of Fact. A meeting will be set to review and adopt Findings of Fact.

DRAFT

ADJOURNMENT

The meeting adjourned at 10:58PM to the next regularly scheduled meeting of July 22, 2015.

DRAFT

MINUTES

Wednesday, September 16, 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 October 21, 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 Karin Storm called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Edwards, Lane, Rivera, Storm
Commissioners absent: Thompson
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

Item postponed to next meeting due to lack of quorum.

PUBLIC HEARING

a. Approve the job specification revisions of the position of **Associate Civil Engineer** in the Public Works Department amending the City's Classification Plan.

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

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

DRAFT

b. Approve the new job classification of **Property and Evidence Supervisor** in the Police Department amending the City's Classification Plan.

   A motion was made by Commissioner Rivera and second by Commissioner Edwards to approve the job specification as presented.

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

c. Approve the new job classification of **Property Officer** in the Police Department amending the City's Classification Plan.

   A motion was made by Commissioner Edwards and second by Commissioner Rivera to approve the job specification as presented.

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

LABOR RELATIONS UPDATE

Michele Warren, Human Resources Director, reported that City Council has moved forward with the proposed transparency initiative. They have been meeting with the Associations to inform them of the initiative.

SECRETARY'S REPORT

Ms. Warren reported that we will set a meeting to review the findings of fact and approve the minutes for the meeting of June 17, 2015 and June 24, 2015 when a quorum can be established.

COMMENTS FROM COMMISSIONERS

The Commissioners and staff welcomed new Commissioners Marcie Edwards and Phillis Lane.

DRAFT

ADJOURNMENT

The meeting adjourned at 5:50 PM to the next regularly scheduled meeting of October 21, 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 INSPECTION SUPERVISOR JOB CLASS SPECIFICATION

DATE: NOVEMBER 10, 2015

The **Inspection Supervisor** is a first-line supervisor job classification in the Community Development Department (formerly Planning and Building) represented by the Management Employees Organization (MEO).

The recent retirement of one of the incumbents provided the opportunity to update the job class specification. Modifications to the **Inspection Supervisor** job specification are recommended to 1) refresh the job duties; 2) update the minimum qualifications; 3) reflect the certificates required to perform the work of this position; and 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary and participate in the DMV Employee Pull Notice Program. 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 existing job classification specification was reviewed by the Planning and Building and Human Resources Departments. 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:	**Inspection Supervisor**
Pay Grade	**M0073**
Affected Employees:	**One (**no impact on performance requirements**)**
Recommendation:	**Approve changes to update job class specification**

Att: Inspection Supervisor Job Class Specification

Cc: Scott Hess, Director of Planning and Building
Mark Carnahan, Building Manager
Scott Smith, MEO President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION

TITLE: INSPECTION SUPERVISOR

PERSONNEL COMMISSION APPROVAL:	~~**JULY 19, 2006**~~
	NOVEMBER 10, 2015 ***REVISED***
COUNCIL APPROVAL:	**SEPTEMBER 5, 2006**

JOB CODE:	**0073**
EMPLOYMENT STATUS:	**REGULAR FULL-TIME**
UNIT REPRESENTATION:	**MEO**
FLSA STATUS:	**EXEMPT**

JOB SUMMARY

~~The primary reason this classification exists is to supervise field inspection personnel, perform more complicated inspections, conduct training, and act as inspection manager in their absence.~~ Under general direction, plans and supervises the work and activities of the Building Inspection section within the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Building Manager
Supervises: Building Inspector I, II, III

DISTINGUISHING CHARACTERISTICS

Differs from Principal Inspector in that the Inspection Supervisor is responsible for exercising supervisory authority over inspection staff while the Principal Inspector performs highly specialized technical inspection work. ~~The incumbent works under the supervision of the Inspection Manager and directly supervises field inspection staff that performs combination inspections of the Building and Safety Department. This is both a field and office position.~~

EXAMPLES OF ESSENTIAL DUTIES

- Plans, assigns, review and supervises the work of staff responsible for conducting building inspections, including structural, plumbing, mechanical, and electrical installations, to ensure compliance with applicable codes and uniform application of the building inspection process
- Establishes schedules and methods for providing building inspection services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly

DRAFT

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION

TITLE: INSPECTION SUPERVISOR

- Evaluates work of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies and recommends discipline when necessary
- Assists in developing divisional policies and procedures and goals and objectives
- Coordinates building inspection functions with inspectors, contractors, developers, plan check staff, and various other City departments;
- Addresses the most difficult customer inquiries and complaints; evaluates and recommends corrective actions to resolve issues; responds to and resolves disputes regarding the interpretation of structural, electrical, mechanical, and plumbing codes
- May perform the most difficult building inspections
- Reviews and approves plans and layouts, prior to issuance of permits
- Assists and advises contractors~~, craftsman~~ and homeowners regarding pertinent regulations
- Oversees the preparation of notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violations; writes stop work orders for work being done without permits or in an unsafe manner
- Assembles and writes reports and maintains records of work performed
- Stays abreast of building inspection disciplines, policies, safety techniques and methods, codes, standards and regulations, applicable laws, and City goals, practices and policies
- Ensures timely performance of inspections to facilitate compliance with work standards and project completion timelines
- Performs other related duties as assigned

~~The incumbent directs and organizes combination inspection activities; coordinates inspection activities with other city departments, contractors and developers; conducts the more difficult inspections; inspects and reviews inspections of structural, plumbing, mechanical, and electrical installations to ensure compliance with adopted codes (codes shall include, in part, Building, Plumbing, Mechanical, Electrical, State Energy and Handicapped Codes, City Ordinances and State and local laws and codes where appropriate); makes code interpretations; participates in the development of inspection work plans, assigns work activities, and monitors work flow; assists in the development of policies and procedures; motivates and evaluates assigned personnel; participates in the selection of personnel; provides or coordinates staff training; works with employees to correct deficiencies and recommends discipline procedures; provides technical and administrative assistance to the inspection manager; supervises the inspection division when the inspection manager is absent; deals with difficult people in a constructive manner; analyzes practices and recommends improvement; delivers and promotes quality customer service;~~

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.

DRAFT

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION

TITLE: INSPECTION 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:

Knowledge of:

- Federal, state, and local laws, rules and regulations pertaining to building inspections
- Building construction methods and materials including structural, electrical, plumbing and mechanical
- Zoning regulations
- California code and local laws relating to the building constructions
- Proper inspection methods
- Procedures involved in the enforcement of codes and ordinances
- Methods and techniques applied to the design and construction of residential, commercial and industrial buildings
- Safety standards and methods of building construction
- Administrative principles and techniques, including budgeting, planning, safety, staff organization and development
- Principles and practices of supervision

~~The adopted Building, Mechanical, Plumbing and Electrical Codes; California Building Codes and all other building related codes and ordinances as adopted by the State or the City of Huntington Beach; Advanced Building Code issues including basic engineering design and principles concerning the resistance of both lateral and vertical loading; Principles of supervision, training and performance evaluation; Methods and practices involved in construction; Contract administration; computer equipment; Quality service practices; Safety issues and liability reduction.~~

Ability to:

- Plan, organize, and monitor the work of building inspection personnel
- Conduct inspections, issue citations, notices and orders, and pursue compliance of violations
- Read and interpret building plans and specifications and enforce their application
- Prepare and maintain records and reports of building inspection activities
- Prepare and to present clear oral and written reports
- Exercise judgment and creativity in analyzing situations, identifying problems and recommending resolutions
- Supervise and train others
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements

DRAFT

- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Travel to offsite locations within a reasonable timeframe

~~Conduct combination inspections; Perform difficult structural inspections; Make presentations to groups and train staff members; Read and understand drawings, diagrams and specifications for construction projects; Communicate clearly and concisely, both orally and in writing; Communicate and deal effectively with architects, engineers, contractors and the general public; Supervise staff and prepare performance reviews; Establish and maintain cooperative working relationships with those contacted in the course of work; Deliver quality customer service; propose and administer change.~~

Education: ~~Equivalent to a high school diploma.~~ High school diploma or equivalent supplemented by one (1) year (30 semester or 45 quarter units) of college-level course work or specialized training in construction technology, building inspection and/or other directly-related subjects. Associate's degree preferred.

Experience: ~~Any combination of education, experience and training that would provide the required knowledge and abilities.~~ Five years' ~~of increasingly responsible~~ combination inspector experience ~~in the inspection of~~ inspecting public, commercial, industrial and residential buildings, including two years' supervisory experience.

License/Certificate:

- ~~Due to the performance of field duties that may require operation of a City vehicle must~~ P~~p~~ossession of a ~~and maintain a~~ valid California Class C driver~~'s~~ license ~~along~~ with an acceptable driving record required by time of appointment.
- Must possess and maintain a current ~~Possession or ability to obtain within one (1) year of appointment, c~~Certification as a Combination Inspector from the International Code Council (ICC) ~~and~~ or California Building Officials (CALBO) ~~as a Building Inspector CBC, Electrical Inspector CEC, Plumbing Inspector CPC, and Mechanical Inspector CMC~~. Certifications by other approved model code organizations in the categories indicated may be accepted if ~~they are~~ determined by the Director to be equivalent.
- Certified Access Specialist (CASp) 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: In accordance with Government Code

DRAFT

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 involves considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders and scaffolding. Reasonable employee accommodation(s) for an individual with a qualified disability 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 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 outdoor, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective, gear, including but limited to, 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 even ground, walking 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.

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.

Est. 09/05/06

Rev. 11/10/15 jd

DRAFT