



**CITY OF AZUSA
MINUTES OF THE PERSONNEL BOARD
October 11, 2011**

A regular meeting of the Personnel Board was called to order at 7:00 p.m. in the West Wing Conference Room - South by Frank Allen, Personnel Board Chair.

ATTENDANCE Personnel Board Members: Frank Allen, Chair, Joseph Guarrera, Vice Chair, Fernando Rubio Jr., and Ralph Ruiz

Staff Liaison: Kermit Francis, Interim Director of Human Resources, and Noel Carpenter, Human Resources Technician

ABSENCE Fred A. Madjar

APPROVAL OF MINUTES
09/13/2011 **Rubio/Ruiz** – to approve the minutes. Approved 4 to 0.

CLOSED SESSION
(Govt. Code Section 54957-Public Employee Performance Evaluation) **Rubio/Ruiz** - to move to closed session at 7:02 pm. Approved 4 to 0.
Guarrera/Ruiz - to reconvene at 7:15 PM. Approved 4 to 0.

Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations **4.A-4.G – Rubio/Guarrera** - to recommend approval of Merit Increases and/or Regular Appointments and/or Flexible Staffing promotional appointments for the following items listed as 4.A-4.G. Approved 4 to 0.

4.A-4.E - Merit Increase and/or Regular Appointment Recommendations.

	Name	Classification	Dept	Type of Action / Effective Date	Range/Step Base Monthly
A	Michael Bertelsen	Police Lieutenant	PD	Merit Increase 10/07/2011	3423/4 \$9,661.10
B	Richard Gonzales	Water Distribution Worker III	UTL	Merit Increase 09/06/2011	5250/4 \$5,486.54
C	Derek Baird	Water Distribution Worker III	UTL	Merit Increase 09/23/2011	5250/4 \$5,486.54
D	Manuel Sencion	Customer Service Representative I	UTL	Merit Increase 10/15/2011	5154/4 \$3,876.80
E	Leila Hassen	Senior Librarian	LB	Merit Increase 07/01/2011	4185/5 \$5,430.88

4.F-4.G - Flexible Staffing Promotional Appointment Recommendations.

	Name	From Classification/ To Classification	Dept	Effective Date	Range/Step Base Monthly
F	Christine Cusick	From: Customer Service Representative II To: Customer Service Representative III	UTL	10/4/2011	5174/4 \$4,700.32
G	Maria Gomez-Villegas	From: Customer Service Representative II To: Customer Service Representative III	UTL	10/4/2011	5174/4 \$4,700.32

CLASS REVISION-
Police Administrative
Services Manager

Rubio/Ruiz - pursuant to the Rules of the Civil Service System, Section 3.5. Adoption of Plan and Adjustment. Approved 4 to 0.

RECRUITMENT
REQUEST –
Promotional/Competitive
Police Communications
Supervisor

Rubio/Ruiz - pursuant to the Rules of the Civil Service System, Section 5.5.3. Open Competitive Examinations. Approved 4 to 0.

PERSONNEL BOARD
APPOINTED
MEMBER –
Frank Allen

Rubio/Ruiz – Pursuant to the City of Azusa Municipal Code, Section 2-406, Composition; Appointment. Approved 3 to 0.

ADJOURNMENT

Guarrera/Rubio – to adjourn the meeting at 7:35 PM. Approved 4 to 0.

OPEN SESSION AGENDA ITEM NO:	3
DATE APPROVED:	10/25/2011