



AGENDA
PERSONNEL BOARD REGULAR MEETING

NOTICE TO THE PUBLIC - All written documentation relating to each item of business referred to on the agenda, which is not confidential, is available in the Human Resources Office for public inspection. Any person who has a question concerning any agenda item may call the Director of Human Resources /Personnel Officer Robert Neiuber, Extension 5183, to make inquiry concerning the nature of the item described on the agenda.

DATE: January 22, 2013
TIME: 7:00 p.m.
LOCATION: WEST WING CONFERENCE ROOM - SOUTH
213 EAST FOOTHILL BOULEVARD, AZUSA, CALIFORNIA

1. CALL TO ORDER: Frank Allen, Chair

2. **ROLL CALL: Personnel Board Members**

- Frank Allen, Chair Fernando Rubio, Jr. Ralph Ruiz
 Fred A. Madjar, Vice Chair Don Hiti

Others Present

- Noel Carpenter, Human Resources/Risk Management Analyst
 Others _____

3. **APPROVAL OF MINUTES:** January 8, 2012

4. **CLOSED SESSION:**

- A. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Police Corporal

5. **OPEN SESSION:**

- A. **New Position:** pursuant to the Azusa Municipal Code, Chapter 2-Administration, Article V-Boards and Commissions, Division 4-Personnel Board, Section 2-411-Duties (which states that, "The Power and the Functions of the Board shall be to . . . recommend all salaries to the Council"); and Sections 3.3 Preparation and Content of Class Specification and 3.7 New Position of the Rules of the Civil Service System) – Utilities Administrative & Financial Services Manager
- B. **Recruitment Request:** pursuant to the Rules of the Civil Service System, Section 5.5.2 Open Competitive Examinations – Utilities Administrative & Financial Services Manager
- C. **Recruitment Request:** pursuant to the Rules of the Civil Service System, Section 5.5.2 Open Competitive Examinations – Senior Electric Test Technician
- D. **Recruitment Request:** pursuant to the Rules of the Civil Service System, Section 5.5.2 Open Competitive Examinations – Administrative Technician

E. Personnel Action Report – Informational

F. Recruitment Progress Report – Informational

G. PUBLIC COMMENT: Person/group will be limited to five (5) minute maximum time to orally present their purpose.

H. COMMENTS, UPDATES AND/OR REPORTS: PERSONNEL BOARD MEMBERS AND/OR STAFF.

I. ADJOURNMENT