



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: August 26, 2014

A regular meeting of the Personnel Board was called to order at 7:02 p.m. in the West Wing conference Room by Chair, Frank Allen.

ATTENDANCE	Personnel Board Members: Chair, Frank Allen, Vice Chair, Fernando Rubio Jr., Ralph Ruiz, Don Hiti and Mercedes Castro Staff Liaison: Traci Bailey, HR/Risk Management Analyst Staff Present: Kurt Christiansen, Director of Economic & Community Development
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ABSENCE	Motion: Allen/Hiti - to excuse Mercedes Castro. Ayes (4): Allen, Rubio, Ruiz, Hiti Nays: (0) Abstain: (0)
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APPROVAL OF MINUTES	Motion: Rubio/Hiti- to approve the minutes of July 22, 2014 Ayes (4): Allen, Rubio, Ruiz, Hiti Nays: (0) Abstain: (0)
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CLOSED SESSION <small>(Govt. Code section 54957- Public Employee Performance Evaluation)</small>	Ruiz/Rubio -to move to closed session at 7:03 p.m. Approved 4-0. Ayes (4): Allen, Rubio, Ruiz, Hiti Nay: (0) Abstain: (0) Rubio/Ruiz-to reconvene at 7:14 p.m. Approved 4-0. Ayes: Allen, Rubio, Ruiz, Hiti (4) Nay: (0) Abstain: (0)
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Rubio/Ruiz -to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 4 a-h, pursuant to the Performance Appraisal Procedures. Ayes: Allen, Rubio, Ruiz, Hiti (4) Nay: (0) Abstain: (0)
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4. Merit Increase and/or Regular Appointment Recommendations

	Dept	Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
A	UTL	Cary Kalscheuer	Assistant Director-Customer Care & Solutions	Merit Increase 07/08/2014	3557/4 \$10,104.39
B	HR	Angel Tomas Rivera	Customer Service Representative III	Merit Inc/4 07/3/2014	5174/4 \$4,794.33
C	PD	Jennifer Wu	Community Service Officer – Field	Merit Inc/4 07/09/2014	9170/4 \$4,562.92
D	HR	Traci Bailey-Hudson	HR/Risk Management Analyst	Reg. Appt./Merit Inc/4 05/25/2014	4192/4 \$5,540.95
E	UTL	Beatriz Gallardo	Office Specialist II	Merit Increase 05/15/2014	4143/4 \$3,484.10
F	PD	Bertha Parra	Police Corporal	Reg. Appt. 08/04/2014	6106/5 \$7,751.43

	Dept	Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
G	PD	Ricky Moreno	Police Officer (Senior)	Merit Increase 07/8/2014	6101/6 7,382.31
H	PD	Rick Hayden	Police Sergeant	Reg. Appt. 08/04/2014	3416/5 \$8,818.39

5. OPEN SESSION ITEMS

5A. RECRUITMENT REQUEST

RECRUITMENT REQUEST – PROMOTIONAL POLICE CAPTAIN	Motion: Rubio/Hiti : to approve Ayes: Allen, Hiti, Ruiz, Rubio (4) Nays: (0) Abstain: (0)
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5B. RECRUITMENT REQUEST

RECRUITMENT REQUEST – PROMOTIONAL POLICE LIEUTENANT	Motion: Rubio/Hiti : to approve Ayes: Allen, Hiti, Ruiz, Rubio (4) Nays: (0) Abstain: (0)
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5C. RECRUITMENT REQUEST

RECRUITMENT REQUEST – PROMOTIONAL POLICE SERGEANT	Motion: Rubio/Hiti : to approve Ayes: Allen, Hiti, Ruiz, Rubio (4) Nays: (0) Abstain: (0)
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5D. RECRUITMENT REQUEST

RECRUITMENT REQUEST- PROMOTIONAL POLICE OFFICER CORPORAL	Motion: Rubio/Hiti : to approve Ayes: Allen, Hiti, Ruiz, Rubio (4) Nays: (0) Abstain: (0)
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5E. RECRUITMENT REQUEST

RECRUITMENT REQUEST- OPEN COMPETITIVE ASSISTANT DIRECTOR OF ECONOMIC & COMMUNITY DEVELOPMENT	Motion: Rubio/Hiti : to approve Ayes: Allen, Hiti, Ruiz, Rubio (4) Nays: (0) Abstain: (0)
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5F. RECRUITMENT REQUEST

RECRUITMENT REQUEST- OPEN COMPETITIVE SENIOR MANAGEMENT ANALYST	Motion: Rubio/Hiti : to approve Ayes: Allen, Hiti, Ruiz, Rubio (4) Nays: (0) Abstain: (0)
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5G. RECRUITMENT REQUEST

RECRUITMENT REQUEST- OPEN COMPETITIVE OFFICE SPECIALIST I/II	Motion: Rubio/Hiti : to approve Ayes: Allen, Hiti, Ruiz, Rubio (4) Nays: (0) Abstain: (0)
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5H. RECRUITMENT REQUEST

RECRUITMENT REQUEST- OPEN COMPETITIVE LINE MECHANIC (Lineman)	Motion: Rubio/Hiti : to approve Ayes: Allen, Hiti, Ruiz, Rubio (4) Nays: (0) Abstain: (0)
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5I. CLASS SPECIFICATION REVISION

CLASS SPECIFICATION REVISION: ASSISTANT DIRECTOR OF ECONOMIC & COMMUNITY DEVELOPMENT	Motion: Ruiz/Rubio: to approve pursuant to Section 3.5. Adoption of Plan of the Rules of the Civil Service System Ayes: Allen, Hiti, Ruiz, Rubio (4) Nays: (0) Abstain: (0)
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Comments, Updates, and/or Reports	NONE
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ADJOURNMENT	Motion: Ruiz/Rubio -to adjourn the meeting at 7:30 p.m. Ayes (4): Allen, Rubio, Ruiz, Hiti Nay: (0) Abstain: (0)
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OPEN SESSION AGENDA ITEM NO:	3
DATE APPROVED:	09-09-14