



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 Interim Director of Human Resources & Risk Management /Personnel Officer Theresa St. Peter, Extension 5183, to make inquiry concerning the nature of the item described on the agenda.

DATE: January 27, 2015
TIME: 7:00 p.m.
LOCATION: WEST WING CONFERENCE ROOM
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., Vice Chair Ralph Ruiz
 Don Hiti Mercedes Castro

Others Present

- Traci R. Bailey, Human Resources/Risk Management Analyst
 Others _____

3. **APPROVAL OF MINUTES:** January 13, 2015

4. **CLOSED SESSION:**

- A. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Police Corporal
- B. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Police Officer
- C. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Police Officer
- D. Public Employee Performance Evaluation - Flexible Staffing Promotion(Pursuant to Cal. Gov. Code, '54957):
Title: Water Distribution Worker III
- E. Public Employee Performance Evaluation - Flexible Staffing Promotion(Pursuant to Cal. Gov. Code, '54957):
Title: Police Records Specialist III
- F. Public Employee Performance Evaluation - Flexible Staffing Promotion(Pursuant to Cal. Gov. Code, '54957):
Title: Police Records Specialist II

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) – **POLICE RECORDS SUPERVISOR**
- B. **Reclassification Request:** (pursuant to Sections 3.8 Reclassification and 3.9 Request for Reclassification of the Rules of the Civil Service System) – **From: POLICE RECORDS SPECIALIST III To: POLICE RECORDS SUPERVISOR**
- C. **Personnel Action Report** – Informational
- D. **Recruitment Progress Report** – Informational
- E. **PUBLIC COMMENT:** Person/group will be limited to five (5) minute maximum time to orally present their purpose.
- F. **COMMENTS, UPDATES AND/OR REPORTS:** PERSONNEL BOARD MEMBERS AND/OR STAFF.
- G. **ADJOURNMENT**