



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: July 28, 2015

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., and Don Hiti, Staff Present: Traci Bailey, Human Resources & Risk Management Analyst Amelia Ayala, Director of Human Resources & Risk Management
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ABSENCE	Motion: Rubio/Hiti - to excuse Mercedes Castro. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0) Motion: Hiti/Rubio - to excuse Ralph Ruiz. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
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APPROVAL OF MINUTES	Motion: Rubio/Hiti- to approve the minutes of July 14, 2015. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
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CLOSED SESSION (Govt. Code section 54957- Public Employee Performance Evaluation)	Rubio/Hiti-to move to closed session at 7:02 p.m. Approved 3-0. Ayes: Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0) Hiti/Rubio to reconvene at 7:18 p.m. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Rubio/Hiti -to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 5 A- E & H pursuant to the Performance Appraisal Procedures. Pursuant to the Performance Appraisal Procedures, Board members further directed the Personnel Officer to request that supplemental documentation further clarifying ratings for Agenda Items 5 F & G which were <u>not</u> approved. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
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5(A-E, H) Merit Increases and/or Regular Appointment Recommendations

ITEM	DEPARTMENT	NAME	CLASSIFICATION	TYPE OF ACTION/ EFFECTIVE DATE	RANGE/STEP BASE MO. SALARY
A	PD	Rubia Rivas	Police Officer	Regular Appointment 6/23/2015	6101/5 \$7,241.69
B	PW	Robert Espinosa	Street Maintenance Worker I	Regular Appointment 7/6/2015	8153/5 \$4,250.01
C	PW	Oscar Morales	Street Maintenance Worker I	Merit Increase/Reg. Appt. 7/6/2015	8153/4 \$4,047.63
D	PW	David Ochoa	Street Maintenance Worker I	Merit Increase 7/9/2015	8153/4 \$4,047.63
E	UTL	Hein Vuong	Senior Electrical Engineer	Merit Increase 7/2/2015	3515/5 \$9,873.76
H	UTL	Tomas Angel Rivera	Customer Service Representative III	Merit Increase 7/3/2015	5174/5 \$5,127.53

5(F, G) Request(s) for Supplemental Documentation:

ITEM	DEPARTMENT	NAME	CLASSIFICATION	TYPE OF ACTION/ EFFECTIVE DATE	RANGE/STEP BASE MO. SALARY
F	UTL	Roberto Nodarse	Water Distribution Worker I	Merit Increase/Reg. Appt. 7/6/2015	5167/3 \$4,346.51
G	UTL	Julio Picazo	Water Distribution Worker III	Merit Increase 7/28/2015	5250/5 \$5,993.61

6. OPEN SESSION ITEMS

NEW CLASSIFICATION <i>Management Analyst</i>	Motion: Rubio/Hiti -pursuant to Section 3.3 Preparation and Content of Class Specifications and Section 3.5 Adoption of Plan of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
NEW CLASSIFICATION <i>Utilities Communications & Environmental Programs Specialist</i>	Motion: Rubio/Hiti -pursuant to Section 3.3 Preparation and Content of Class Specifications and Section 3.5 Adoption of Plan of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
NEW CLASSIFICATION <i>Neighborhood Services Coordinator</i>	Motion: Rubio/Hiti -pursuant to Section 3.3 Preparation and Content of Class Specifications and Section 3.5 Adoption of Plan of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
RECLASSIFICATION REQUEST <i>Public Information Officer</i>	Motion: Rubio/Hiti -pursuant to Section 3.8. Reclassification, of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
RECLASSIFICATION REQUEST <i>Administrative Secretary</i>	Motion: Rubio/Hiti -pursuant to Section 3.8. Reclassification, of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
RECLASSIFICATION REQUEST <i>Transportation Dispatcher</i>	Motion: Rubio/Hiti -pursuant to Section 3.8. Reclassification, of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
RECLASSIFICATION REQUEST <i>Urban Forester</i>	Motion: Rubio/Hiti -pursuant to Section 3.8. Reclassification, of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
CLASS REVISION <i>Electrical Engineer</i>	Motion: Rubio/Hiti -pursuant to Section 3.5. Adoption of Plan of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
CLASS REVISION <i>Water System Engineer</i>	Motion: Rubio/Hiti -pursuant to Section 3.5. Adoption of Plan of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
RECRUITMENT REQUEST-OPEN <i>Management Analyst</i>	Motion: Rubio/Hiti -pursuant to Section 5.5.2. Open Competitive Examinations, of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
RECRUITMENT REQUEST-OPEN <i>Police Dispatcher</i>	Motion: Rubio/Hiti -pursuant to Section 5.5.2. Open Competitive Examinations, of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
RECRUITMENT REQUEST-OPEN <i>Police Dispatcher (Lateral)</i>	Motion: Rubio/Hiti -pursuant to Section 5.5.2. Open Competitive Examinations, of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
RECRUITMENT REQUEST-OPEN <i>Police Officer Trainee</i>	Motion: Rubio/Hiti -pursuant to Section 5.5.2. Open Competitive Examinations, of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)

RECRUITMENT REQUEST-OPEN <i>Police Officer Trainee (Academy Recruit)</i>	Motion: Rubio/Hiti -pursuant to Section 5.5.2. Open Competitive Examinations, of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
RECRUITMENT REQUEST- PROMOTIONAL <i>Park Maintenance Crew Supervisor</i>	Motion: Rubio/Hiti -pursuant to Section 5.5.3. Promotional Examinations of the Rules of the Civil Service System. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)

COMMENTS, UPDATES AND/OR REPORTS	Motion: Rubio/Hiti –to cancel Personnel Board meeting of Tuesday, August 11, 2015.
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ADJOURNMENT	Motion: Rubio/Hiti to adjourn the meeting at 7:54 p.m. Approved 3-0. Ayes: Allen, Rubio, Hiti, (3) Nays: (0) Abstain: (0)
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OPEN SESSION AGENDA ITEM NO:	4
DATE APPROVED:	08-25-15