



**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 & Risk Management /Personnel Officer Amelia Ayala, Extension 5183, to make inquiry concerning the nature of the item described on the agenda.

DATE: May 24, 2016  
TIME: 7:00 p.m.  
LOCATION: WEST WING CONFERENCE ROOM  
213 EAST FOOTHILL BOULEVARD, AZUSA, CALIFORNIA

1. CALL TO ORDER: Fernando Rubio Jr., Personnel Board Chair

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

- Fernando Rubio, Jr., Chair       Ralph Ruiz, Vice Chair  
 Don Hiti                               Mercedes Castro

Others Present

- Amelia Ayala, Human Resources/Risk Management Director  
 Lislene Ledezma, Acting, Human Resources/Risk Management Analyst  
 Others \_\_\_\_\_

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

4. **APPROVAL OF MINUTES:** April 26, 2016

5. **CLOSED SESSION:**

A. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):  
**Title: Administrative Technician**

6. **OPEN SESSION:**

A. Personnel Board Member Interviews

B. **Class Specification Revision Including Title Change:** Pursuant to rules of the Civil Service System, Sections 3.5 Adoption of Plan:

**FROM: CITY LIBRARIAN**  
**TO: LIBRARY SERVICES MANAGER**

- C. **Class Specification Revision:** (pursuant to rules of the Civil Service System, Sections 3.5 Adoption of Plan) – **WATER PRODUCTION SUPERVISOR**
- D. **Recruitment Request:** OPEN Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – **LIBRARY SERVICES MANAGER**
- E. **Recruitment Request:** OPEN Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – **WATER DISTRIBUTION WORKER I**
- F. **Recruitment Request:** OPEN Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – **OFFICE SPECIALIST I**
- G. **Recruitment Request:** OPEN Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – **ENGINEERING ASSOCIATE**
- H. **Personnel Action Report** – Informational
- I. **Recruitment Progress Report** – Informational
- J. **COMMENTS, UPDATES AND/OR REPORTS:** PERSONNEL BOARD MEMBERS AND/OR STAFF.
- K. **ADJOURNMENT**