



**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: July 12, 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
 Carlos Ramos 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:** June 14, 2016

5. **CLOSED SESSION:**

- A. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code,'54957):
Title: Assistant Planner
- B. Public Employee Performance Evaluation (Pursuant to Cal. Gov. Code,'54957):
Title: Management Analyst
- C. Public Employee Performance Evaluation (Pursuant to Cal. Gov. Code, '54957):
Title: Senior Administrative Technician
- D. Public Employee Performance Evaluation (Pursuant to Cal. Gov. Code, '54957):
Title: Building Inspector

- E. Public Employee Performance Evaluation (Pursuant to Cal. Gov. Code, '54957):
Title: Associate Planner
- F. Public Employee Performance Evaluation (Pursuant to Cal. Gov. Code, '54957):
Title: Police Sergeant

6. **OPEN SESSION:**

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

FROM: JUNIOR ACCOUNTANT/PAYROLL SPECIALIST
TO: PAYROLL SPECIALIST
- B. **Recruitment Request:** OPEN Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – **PAYROLL SPECIALIST**
- C. **Recruitment Request:** PROMOTIONAL Competitive (pursuant to Section 5.5.3 Promotional Examinations of the Rules of the Civil Service System) – **COMMUNITY IMPROVEMENT MANAGER**
- D. **Personnel Action Report** – Informational
- E. **Recruitment Progress Report** – Informational
- F. **COMMENTS, UPDATES AND/OR REPORTS:** PERSONNEL BOARD MEMBERS AND/OR STAFF.
- G. **ADJOURNMENT**