



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: August 9, 2016

A regular meeting of the Personnel Board was called to order at 7:00 p.m. in the West Wing conference Room by Chair, Fernando Rubio Jr.

ATTENDANCE	Personnel Board Members: Vice Chair, Ralph Ruiz , Mercedes Castro and Carlos Ramos Staff Present: Amelia Ayala, Director of Human Resources & Risk Management Lislene Ledezma, Acting HR/Risk Management Analyst
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ABSENCE	Motion: Ruiz, Castro, Ramos - to excuse Fernando Rubio, Jr. and Don Hiti. Approved 3-0. Ruiz, Castro, Ramos: Ayes: (3) Nays: (0) Abstain: (0)
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5. CLOSED SESSION:

CLOSED SESSION (Govt. Code section 54957- Public Employee Performance Evaluation)	The Personnel Board decided to hold the Closed Session Portion of the Agenda out of order, but the item numbers will remain the same to harmonize with the August 9 agenda. Castro,Ruiz - to move to closed session at 7:30 p.m. Approved 3-0. Ruiz, Castro, Ramos Ayes: (3) Nays: (0) Abstain: (0) Ruiz, Castro, Ramos to reconvene at 8:00 p.m. Approved 3-0. Ruiz, Castro, Ramos: Ayes: (3) Nays: (0) Abstain: (0)
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Ruiz, Castro, Ramos - to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 5B-F pursuant to the Performance Appraisal Procedures. Approved 3-0. Ruiz, Castro, Ramos: Ayes: (3) Nays: (0) Abstain: (0)
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		Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
B	PW	Oscar Morales	Street Maintenance Worker I	Merit Increase 7/6/2016	8153/5 \$4,421.71
C	PW	David Ochoa	Street Maintenance Worker I	Merit Increase 7/9/2016	8153/5 \$4,421.71
D	PD	Christopher Grant	Police Lieutenant	Merit Increase 7/16/2016	3423/3 \$10,961.94
E	PD	Robert Landeros	Police Sergeant	Merit Increase 8/2/2016	3416/4 \$9,644.76

F	PD	Kathleen Soliven	Records Specialist I	Merit Increase 7/26/2016	9140/3 \$3,504.88
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Castro, Ramos, Ruiz – Pursuant to the Performance Appraisal Procedures, Board Members further directed the Personnel Officer to request the supplemental documentation further clarifying ratings for Agenda item 5A and 5G , which was not approved. Approved 3-0. Castro, Ramos, Ruiz: Ayes: (3) Nays: (0) Abstain: (0)
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		Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
A	PW	Mary Bustamante	Transportation Supervisor	Merit Increase 7/1/2016	4196/1 \$5,308.31
G	Utilities	Alicia Holmes	Customer Care Operation Supervisor	Regular Appointment/Merit Increase 7/6/2016	5203/4 \$6,521.77

PUBLIC COMMENT	Peter Hoh, John Wachowski, Tommy Avila and Attorney Dieter Dammeier spoke regarding the grievance process and their thoughts on the role of the Personnel Board Members. The Personnel Board did not comment because they do not have any obligation since the matter was not an agenda item.
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APPROVAL OF MINUTES	Motion: Ruiz, Castro - to approve the minutes of July 12, 2016. Approved 3-0. Ruiz, Castro, Ramos: Ayes: (3) Nays: (0) Abstain: (0)
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6. OPEN SESSION ITEMS

A. NEW CLASS SPECIFICATION – ASSISTANT CHIEF DEPUTY CITY CLERK	Motion: Ruiz, Castro, Ramos -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. Ruiz, Castro, Ramos: Ayes: (3) Nays: (0) Abstain: (0)
B. NEW CLASS SPECIFICATION – DEPUTY CITY CLERK II	Motion: Ruiz, Castro, Ramos -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. Ruiz, Castro, Ramos : Ayes: (3) Nays: (0) Abstain: (0)
C. RECLASSIFICATION From: ASSISTANT CITY CLERK To: ASSISTANT CHIEF DEPUTY CITY CLERK	Motion: Ruiz, Castro, Ramos: to approve pursuant to Sections 3.8 Reclassification and 3.9 Request for Reclassification of the Rules of the Civil Service System Approved 3-0. Ruiz, Castro, Ramos: Ayes: (3) Nays: (0) Abstain: (0)

D. RECLASSIFICATION From: <i>ADMINISTRATIVE TECHNICIAN</i> To: <i>DEPUTY CITY CLERK II</i>	Motion: Ruiz, Castro, Ramos: to approve pursuant to Sections 3.8 Reclassification and 3.9 Request for Reclassification of the Rules of the Civil Service System Approved 3-0. Ruiz, Castro, Ramos: Ayes: (3) Nays: (0) Abstain: (0)
E. RECRUITMENT REQUEST - PROMOTIONAL- <i>COMMUNITY IMPROVEMENT MANAGER</i>	Motion: Rubio/Castro: to approve pursuant to Sections 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 Rubio, Castro, Ramos: Ayes: (3) Nays: (0) Abstain: (0)
F. RECRUITMENT REQUEST - OPEN- <i>LIBRARIAN</i>	Motion: Rubio/Castro: to approve pursuant to Sections 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 Rubio, Castro, Ramos: Ayes: (3) Nays: (0) Abstain: (0)
G. RECRUITMENT REQUEST - PROMOTIONAL- <i>PARK MAINTENANCE WORKER I</i>	Motion: Rubio/Castro: to approve pursuant to Sections 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 Rubio, Castro, Ramos: Ayes: (3) Nays: (0) Abstain: (0)
H. RECRUITMENT REQUEST - OPEN- <i>PAYROLL SPECIALIST</i>	Motion: Rubio/Castro: to approve pursuant to Sections 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 Rubio, Castro, Ramos: Ayes: (3) Nays: (0) Abstain: (0)
I. RECRUITMENT REQUEST - OPEN- <i>POLICE OFFICER</i>	Motion: Rubio/Castro: to approve pursuant to Sections 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 Rubio, Castro, Ramos: Ayes: (3) Nays: (0) Abstain: (0)
J. RECRUITMENT REQUEST - OPEN- <i>UTILITIES ADMINISTRATIVE & FINANCIAL SERVICES MANAGER</i>	Motion: Rubio/Castro: to approve pursuant to Sections 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 Rubio, Castro, Ramos: Ayes: (3) Nays: (0) Abstain: (0)

COMMENTS, UPDATES AND/OR REPORTS	NONE
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ADJOURNMENT	Motion: Ruiz, Castro, Ramos - to adjourn the meeting at 8:30 p.m. Approved 3-0. Ruiz, Castro, Ramos: Ayes: (3) Nays: (0) Abstain: (0)
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OPEN SESSION AGENDA ITEM NO:	5
DATE APPROVED:	8/23/2016