



**AGENDA  
PERSONNEL BOARD 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 Sheri San Miguel, Extension 5183, to make inquiry concerning the nature of the item described on the agenda.

DATE: February 28, 2017  
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                      Martha Villegas

Others Present

- Sheri San Miguel, Interim Director of Human Resources & Risk Management  
Adrian Garcia, Chief Deputy City Clerk  
Traci Bailey, Human Resources Technician  
Others \_\_\_\_\_

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

4. **APPROVAL OF MINUTES:** January 24, 2017

5. **CLOSED SESSION:**

- A. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):  
**Title: Economic Development Specialist**
- B. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):  
**Title: Development Services Assistant**
- C. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):  
**Title: Police Lieutenant**
- D. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):  
**Title: Police Sergeant**

6. **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) – **CUSTOMER CARE CONTRACTS SPECIALIST**
- B. **Recruitment Request:** OPEN Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – **CUSTOMER CARE CONTRACTS SPECIALIST**
- C. **Recruitment Request:** OPEN Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – **SENIOR ADMINISTRATIVE TECHNICIAN**
- D. **Recruitment Request:** PROMOTIONAL Competitive (pursuant to Section 5.5.3 Promotional Examinations of the Rules of the Civil Service System) – **POLICE COMMUNICATION (DISPATCH) SUPERVISOR**
- E. **Personnel Action Report** – Informational
- F. **Recruitment Progress Report** – Informational
- G. **COMMENTS, UPDATES AND/OR REPORTS:** PERSONNEL BOARD MEMBERS AND/OR STAFF.
- H. **ADJOURNMENT**