



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: April 25, 2017

A regular meeting of the Personnel Board was called to order at 7:03 p.m. in the West Wing conference Room by Chair, Fernando Rubio Jr.

ATTENDANCE	Personnel Board Members: Vice Chair, Ralph Ruiz, Mercedes Castro, and Martha “Mar” Villegas Absent: Chair Fernando Rubio Jr. and Carlos Ramos Staff Present: Tanya Bragg, Director of Human Resources & Risk Management Traci Bailey, Human Resources Technician
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PUBLIC COMMENT	NONE
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APPROVAL OF MINUTES	Motion: Villegas/Castro - to approve the minutes of April 11, 2017. Approved 3-0. Ruiz, Castro, Villegas: Ayes: (3) Nays: (0) Abstain: (0)
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CLOSED SESSION <small>(Govt. Code section 54957-Public Employee Performance Evaluation)</small>	Personnel Board moved to closed session at 7:04 p.m. Personnel Board Meeting reconvened to open session at 7:09 p.m.
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Castro/Villegas – to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 5 A-D , pursuant to the Performance Appraisal Procedures. Approved 3-0. Ruiz, Castro, Villegas: Ayes: (5) Nays: (0) Abstain: (0)
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5 (A-D) Merit Increases and/or Regular Appointment Recommendations

	Dept	Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
A	Police	Andrew Avalos	Police Officer	Merit Increase 4/5/2017	6101/3 \$6,926.75
B	Library	Leila Hassen	Library Services Manager	Merit Increase/Reg. Appt. 3/20/2017	3348/2 \$6,568.46
C	Police	Maria “Veronica” Vega	Police Records Specialist III	Regular Appointment 3/20/2017	9160/5 \$4,657.66

5 (D) Flexible Staffing Promotional Appointment Recommendations

	Name	From Classification	To Classification	Dept	Effective Date	Range/Step Base Monthly
D	Christopher Gutierrez	Street Maintenance Worker I	Street Maintenance Worker II	PW	3/28/2017	8163/5 \$4,860.01

6. OPEN SESSION ITEMS

A. CLASS SPEC REVISION – BUS DRIVER	Motion: Castro/Villegas -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, Villegas: Ayes: (3) Nays: (0) Abstain: (0)
B. RECRUITMENT REQUEST – OPEN - BUS DRIVER	Motion: Castro/Villegas: to approve pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System). Approved 3-0. Ruiz, Castro, Villegas: Ayes: (3) Nays: (0) Abstain: (0)
C. RECRUITMENT REQUEST - PROMOTIONAL - WATER DISTRIBUTION CREW SUPERVISOR	Motion: Castro/Villegas: to approve pursuant to Section 5.5.3 Promotional Examinations of the Rules of the Civil Service System. Approved 3-0. Ruiz, Castro, Villegas: Ayes: (3) Nays: (0) Abstain: (0)

COMMENTS, UPDATES AND/OR REPORTS	NONE
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ADJOURNMENT	Meeting adjourned at 7:20 p.m.
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OPEN SESSION AGENDA ITEM NO:	4
DATE APPROVED:	5-9-2017