



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: June 13, 2017

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: Chair Fernando Rubio Jr., Vice Chair, Ralph Ruiz , Mercedes Castro, Martha Villegas and Carlos Ramos Staff Present: Tanya Bragg, Director of Human Resources & Risk Management Lislene Ledezma, Human Resources Technician
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PUBLIC COMMENT	NONE
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APPROVAL OF MINUTES	Motion: Ramos/Villegas - to approve the minutes of May 23, 2017. Approved 5-0. Rubio Jr., Ruiz, Castro, Ramos, Villegas: Ayes: (5) Nays: (0) Abstain: (0)
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5. CLOSED SESSION:

CLOSED SESSION <small>(Govt. Code section 54957- Public Employee Performance Evaluation)</small>	Personnel Board moved to Closed Session at 7:01 p.m. Personnel Board Reconvened at 7:20 p.m.
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Castro/Ramos - to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 5A-B and D pursuant to the Performance Appraisal Procedures. Approved 5-0. Rubio Jr., Ruiz, Castro, Ramos, Villegas: Ayes: (5) Nays: (0) Abstain: (0)
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	Dept	Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
A	UTL	Anthony Hernandez	Office Specialist	Merit Increase 3/9/2017	4133/4 \$3,368.39
B	UTL	Carlos Solis	Water Production Supervisor	Merit Increase/Regular Appointment 5/22/2017	5225/2 \$7,593.85

5 (D) Flexible Staffing Promotional Appointment Recommendations

	Name	From Classification	To Classification	Dept	Effective Date	Range/Step Base Monthly
D	Sean Smith	Apprentice Electrical Test Technician	Electrical Test Technician	UTL	6/17/2017	5213/3 \$7,069.15

Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Castro/Ramos – Pursuant to the Performance Appraisal Procedures, Board Members further directed the Personnel Officer to request the supplemental documentation further for action Agenda item 5C , which was not approved. Approved 5-0. Rubio Jr., Castro, Ramos, Ruiz, Villegas: Ayes: (5) Nays: (0) Abstain: (0)
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	Dept	Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
C	PW	Tracy “Nikki” Rosales	Senior Management Analyst	Merit Increase 5/17/2017	3306/4 \$6,408.52

6. OPEN SESSION ITEMS

A. CLASS SPEC REVISION – LIBRARIAN	Motion: Ramos/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. Personnel Board requested the vision portion of the physical requirement be revised for clarity. Approved 5-0. Rubio, Jr., Ruiz, Castro, Ramos, Villegas: Ayes: (5) Nays: (0) Abstain: (0)
B. RECRUITMENT REQUEST – PROMOTIONAL - LIBRARIAN	Motion: Ramos/Villegas -pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System. Approved 5-0. Rubio, Jr., Ruiz, Castro, Ramos, Villegas: Ayes: (5) Nays: (0) Abstain: (0)

COMMENTS, UPDATES AND/OR REPORTS	<ol style="list-style-type: none"> 1. Tanya discussed the succession planning which includes revising the current Employee Evaluation Form and preparing Employee Evaluation Forms for different levels of staff. The Personnel Board was asked to bring in new ideas for the Evaluations. 2. Tanya also alerted the Board of the reclassification revisions and new positions that would be on the June 27, 2017 Agenda because the new fiscal year budget was due to be approved at the June 19, 2017 City Council Meeting.
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ADJOURNMENT	Meeting Adjourned at 8:00 p.m.
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OPEN SESSION AGENDA ITEM NO:	4
DATE APPROVED:	6-27-17