



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

A regular meeting of the Personnel Board was called to order at 6:58 p.m. in the West Wing conference Room by Chair, Fernando Rubio Jr.

|            |  |
|------------|--|
| ATTENDANCE | Personnel Board Members: Chair Fernando Rubio Jr., Ralph Ruiz, Mercedes Castro, Martha Villegas and Carlos Ramos<br>Staff Present: Traci Bailey, Human Resources Technician<br>Lislene Ledezma, Human Resources Technician |
|------------|--|

|                |      |
|----------------|------|
| PUBLIC COMMENT | NONE |
|----------------|------|

|                     |   |
|---------------------|---|
| APPROVAL OF MINUTES | Motion: Castro/Ramos - to approve the minutes of June 27, 2017. Approved 5-0.<br>Rubio Jr., Castro, Ramos, Villegas: Ayes: (5) Nays: (0) Abstain: (0) |
|---------------------|---|

5. CLOSED SESSION:

|  |   |
|--|---|
| CLOSED SESSION<br>(Govt. Code section 54957-<br>Public Employee<br>Performance Evaluation) | Personnel Board moved to Closed Session at 7:00 p.m.<br>Personnel Board Reconvened at 7:16 p.m. |
|--|---|

|  |   |
|--|---|
| Merit Increases,<br>Regular appointment<br>and/or Flexible<br>Staffing Promotion<br>Appointment<br>Recommendations | Motion: Castro/Ramos - to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as <b>5A-F</b> pursuant to the Performance Appraisal Procedures. Approved 5-0<br>Rubio Jr., Ruiz, Castro, Ramos, Villegas: Ayes: (5) Nays: (0) Abstain: (0) |
|--|---|

|   | Dept | Name                     | Classification            | Type of Action/<br>Effective Date | Range/<br>Step<br>Base Mo. |
|---|------|--------------------------|---------------------------|-----------------------------------|----------------------------|
| A | PW   | Tracy "Nikki"<br>Rosales | Senior Management Analyst | Merit Increase<br>5/17/2017       | 3306/4<br>\$6,408.52       |
| B | ECON | Jesus "Manny"<br>Munoz   | Associate Planner         | Merit Increase<br>5/23/2017       | 4201/5<br>\$6,719.35       |

|   | <b>Dept</b> | <b>Name</b>     | <b>Classification</b> | <b>Type of Action/<br/>Effective Date</b>                 | <b>Range/<br/>Step<br/>Base Mo.</b> |
|---|-------------|-----------------|-----------------------|---|-------------------------------------|
| C | ECON        | Edson Ibanez    | Assistant Planner     | Merit Increase<br>5/26/2017                               | 4190/4<br>\$6,408.52                |
| D | Finance     | Helen Nsaidzeka | Payroll Specialist    | Merit Increase<br>Regular Appt<br>5/14/2017               | 4179/2<br>\$4,731.71                |
| E | Police      | Louie Hernandez | Police Sergeant       | Merit Increase<br>6/30/2017                               | 3416/4<br>\$9,644.76                |
| F | Police      | Phillip Brock   | Police Officer        | Regular Appt<br>11/22/2016<br>Merit Increase<br>5/22/2017 | 6101/3<br>\$6,926.75                |

6. OPEN SESSION ITEMS

|   |  |
|---|--|
| A. RECRUITMENT REQUEST –<br><b><i>LIBRARY ASSISTANT</i></b>                                   | Motion: Castro/Ramos - 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)  |
| B. RECLASSIFICATION REQUEST –<br><b><i>SENIOR ADMINISTRATIVE<br/>TECHNICIAN</i></b>           | Motion: Castro/Ramos -pursuant to Section 3.8 Reclassification and 3.9 Request for Reclassification of the Rules of the Civil Service System. Approved 5-0. Rubio, Jr., Ruiz, Castro, Ramos, Villegas: Ayes: (5) Nays: (0) Abstain: (0)                            |
| C. CLASS SPECIFICATION<br>REVISION – <b><i>TRANSPORTATION<br/>DISPATCHER</i></b>              | Motion: 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 5-0. Rubio, Jr., Ruiz, Castro, Ramos, Villegas: Ayes: (5) Nays: (0) Abstain: (0) |
| D. CLASS SPECIFICATION<br>REVISION – <b><i>STREET<br/>MAINTENANCE CREW<br/>SUPERVISOR</i></b> | Motion: 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 5-0. Rubio, Jr., Ruiz, Castro, Ramos, Villegas: Ayes: (5) Nays: (0) Abstain: (0) |

|                                     |   |
|-------------------------------------|---|
| COMMENTS, UPDATES AND/OR<br>REPORTS | The Personnel Board would like to be added to the “all e-mail users” list so they can be informed of announcements and events. Ralph Ruiz and Carlos Ramos were notified their terms will expire September 30, 2017. The City is working on the election process. |
|-------------------------------------|---|

|             |                                |
|-------------|--------------------------------|
| ADJOURNMENT | Meeting Adjourned at 7:42 p.m. |
|-------------|--------------------------------|

|                              |         |
|------------------------------|---------|
| OPEN SESSION AGENDA ITEM NO: | 4       |
| DATE APPROVED:               | 8-22-17 |