



**AGENDA
PERSONNEL BOARD REGULAR 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 Director of Human Resources & Risk Management /Personnel Officer Tanya Bragg, Extension 5183, to make inquiry concerning the nature of the item described on the agenda.

DATE: December 12, 2017
TIME: 7:00 p.m.
LOCATION: WEST WING CONFERENCE ROOM
213 EAST FOOTHILL BOULEVARD, AZUSA, CALIFORNIA

1. **CALL TO ORDER:** Fernando Rubio Jr., Chair
2. **SWEARING-IN CEREMONY:** Swearing-in of Personnel Board selected member Carlos Ramos and Staff elected member Ralph Ruiz.

3. **ROLL CALL:** Personnel Board Members

- Fernando Rubio Jr., Chair Ralph Ruiz, Vice Chair Carlos Ramos
 Martha "Mar" Villegas Mercedes Castro

Others Present

- Tanya Bragg, Director of Human Resources & Risk Management
 Kelsey Kenz, Human Resources & Risk Management Analyst
 Others _____

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

5. **APPROVAL OF MINUTES:** November 28, 2017

6. **CLOSED SESSION:**

- A. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code,'54957):
Title: Engineering Associate
- B. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code,'54957):
Title: Police Lieutenant
- C. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code,'54957):
Title: Police Sergeant
- D. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code,'54957):
Title: Street Maintenance Worker III

7. OPEN SESSION:

A. **Salary Adjustment Request:** (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 Section 4.3 Salary Adjustments of the Rules of the Civil Service System)

1. **ASSISTANT DIRECTOR OF UTILITIES – ELECTRIC OPERATIONS**
2. **ASSISTANT DIRECTOR OF UTILITIES – RESOURCE MANAGEMENT**
3. **ASSISTANT DIRECTOR OF UTILITIES- WATER OPERATIONS**
4. **ASSISTANT DIRECTOR OF UTILITIES- CUSTOMER CARE SOLUTION AND UTILITIES APPLICATIONS (amended title recommendation)**
5. **RECREATION SUPERINTENDENT – PARKS AND OPERATIONS**
6. **RECREATION SUPERINTENDENT – PROGRAMS AND SERVICES**
7. **POLICE RECORDS SUPERVISOR**

B. **Reclassification Request:** (pursuant to Section 3.8 Reclassification and 3.9 Request for Reclassification of the Rules of the Civil Service System)

1. **From: POWER RESOURCES COORDINATOR**
To: SENIOR POWER RESOURCES PLANNER
2. **From: POWER RESOURCES SCHEDULER**
To: SENIOR POWER RESOURCES COORDINATOR
3. **From: WATER SYSTEM ENGINEER**
To: SENIOR WATER SYSTEM ENGINEER
4. **From: MAINTENANCE WORKER III**
To: STREET MAINTENANCE CREW SUPERVISOR

C. **Class Specification Request – Title Change:** (Pursuant to rules of the Civil Service System, Section 3.5 Adoption of Plan)

1. **From: ASSISTANT DIRECTOR OF PUBLIC WORKS/CITY ENGINEER**
To: ASSISTANT DIRECTOR OF PUBLIC WORKS

D. **Personnel Action Report** – Informational

E. **Recruitment Progress Report** – Informational

F. **COMMENTS, UPDATES AND/OR REPORTS:** PERSONNEL BOARD MEMBERS AND/OR STAFF.

G. **ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a city meeting, please contact the Human Resources Department at [626-812-5241](tel:626-812-5241). Notification three (3) working days prior to the meeting when special services are needed will assist staff in assuring that reasonable arrangements can be made to provide access to the meeting.

CERTIFICATION

I, Kelsey Kenz, Human Resources/Risk Management Analyst of the City of Azusa, or my designee, hereby certify under penalty of perjury that a true, accurate copy of the foregoing agenda was posted on December 7, 2017, seventy-two (72) hours prior to the meeting per Government Code 54954.2 at the City Clerk’s Office, 213 E. Foothill Blvd.; the lobby of the Police Department, 725 N. Alameda Ave.; the Civic Auditorium, 213 E. Foothill Blvd.; the City Library, 729 N. Dalton Ave.; and on the City’s Web Page at www.ci.azusa.ca.us.

Kelsey Kenz
Human Resources/Risk Management Analyst