



**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: February 13, 2018
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. **ROLL CALL:** Personnel Board Members

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

Others Present

Kelsey Kenz, Human Resources & Risk Management Analyst
 Traci Bailey, Human Resources Technician
 Others _____

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

4. **APPROVAL OF MINUTES:** January 23, 2018

5. **CLOSED SESSION:**

- A. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Librarian
- B. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Water Distribution Crew Supervisor
- C. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Street Maintenance Worker III
- D. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Bus Driver
- E. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Bus Driver

- F. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Development Services Assistant
- G. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Assistant Director of Finance
- H. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Human Resources & Risk Management Analyst
- I. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Police Administrative Services Manager
- J. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Police Sergeant

6. OPEN SESSION:

- A. **Class Specification Revision Request:** (Pursuant to the rules of the Civil Service System, Section 3.5 Adoption of Plan) – **INFORMATION SYSTEMS MANAGER**
- 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: INFORMATION SYSTEMS MANAGER**
To: INFORMATION TECHNOLOGY SYSTEMS AND NETWORK MANAGER
- C. **Recruitment Request:** PROMOTIONAL Competitive (pursuant to Section 5.5.3 Promotional Examinations of the Rules of the Civil Service System) – **ASSISTANT CHIEF DEPUTY CITY CLERK**
- D. **Recruitment Request:** OPEN Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – **WELDER/WATER DISTRIBUTION WORKER**
- E. **Recruitment Request:** PROMOTIONAL Competitive (pursuant to Section 5.5.3 Promotional Examinations of the Rules of the Civil Service System) – **CUSTOMER CARE LEAD**
- F. **Eligible List Extension:** (pursuant to Section 5.6.2 Duration of Lists of the Rules of the Civil Service System) - **METER READER**
- G. **Personnel Action Report** – Informational
- H. **Recruitment Progress Report** – Informational
- I. **COMMENTS, UPDATES AND/OR REPORTS:** PERSONNEL BOARD MEMBERS AND/OR STAFF.
- J. **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 February 1, 2018, 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