



**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: March 26, 2019
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
 Mercedes Castro Vacant

Others Present

- Tanya Bragg, Director of Human Resources & Risk Management
 Lislene Ledezma, Human Resources & Risk Management Analyst
 Bianca Munoz, Human Resources Technician

Other(s): _____

3. FLAG SALUTE

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

5. APPROVAL OF MINUTES: March 12, 2019

6. CLOSED SESSION:

- A. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Electric Crew Supervisor
- B. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Water Production Operator II

7. OPEN SESSION:

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

- 1. From: ENGINEERING ASSISTANT II
To: ENGINEERING ASSISTANT, SENIOR**

- B. **Class Specification Revision:** (pursuant to Sections 3.5 Adoption of Plan) Adjustment of the Rules of the Civil Service System) **APPRENTICE ELECTRICAL TEST TECHNICIAN**
- C. **Class Specification Revision:** (pursuant to Sections 3.5 Adoption of Plan) Adjustment of the Rules of the Civil Service System) **SENIOR ELECTRICAL TEST TECHNICIAN**
- D. **Recruitment Request: PROMOTIONAL Competitive** (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – **APPRENTICE ELECTRICAL TEST TECHNICIAN/ELECTRICAL TEST TECHNICIAN**
- E. **Recruitment Request: PROMOTIONAL Competitive** (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – **SENIOR ELECTRICAL TEST TECHNICIAN**
- F. **Recruitment Request: OPEN Competitive** (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – **STREET MAINTENCE WORKER I**
- G. **Personnel Action Report** – Informational
- H. **Recruitment Progress Report** – Informational
- I. **COMMENTS, UPDATES AND/OR REPORTS: PERSONNEL BOARD MEMBERS AND/OR STAFF.**
 - 1. Update on the 457(b) Deferred Compensation Plan RFP Process
 - 2. Update on Personnel Board Vacancy – (Bargaining Association Appointee)

J. ADJOURNMENT

UPCOMING MEETINGS:

Tuesday, April 9, 2019
Tuesday, April 23, 2019

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, Lislene Ledezma, 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 March 21, 2019, 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.

 Lislene Ledezma
 Human Resources/Risk Management Analyst