



**AGENDA
PERSONNEL BOARD SPECIAL MEETING**

CORONAVIRUS (COVID-19) ADVISORY

Due to the state and local State of Emergency resulting from the threat of Novel Coronavirus (COVID-19), Governor Newsom has issued Executive Order N-29-20 in which Section 3 supersedes Paragraph 11 of Executive Order N-25-20 (issued on March 12, 2020) addressing Brown Act regulations. This new order states that the City does not need to make a physical location available for members of the public to observe a public meeting and offer public comment. The Order allows the City to hold City Council/Board meetings via teleconferencing and allows for members of the public to observe and address the meeting telephonically or electronically.

To follow the new Order issued by the Governor, the Personnel Board meeting scheduled for Tuesday, December 15, 2020 at 7:00p.m. will be closed to the public. Members of the public may submit Public Comments by 4:00 p.m. electronically only by emailing PublicComment@azusaca.gov. Emailed public comments will be sent to all Board Members and will be part of the record. (Comments shall be limited to no more than 250 words).

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact the Human Resources Office prior to 2:30p.m. at 626-812-5200 ext.5382 or PublicComment@azusaca.gov.

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 Administrative Services, Extension 5202, to make inquiry concerning the nature of the item described on the agenda.

DATE: December 15, 2020

TIME: 7:00 p.m.

LOCATION: WEST WING CONFERENCE ROOM (**Closed to the Public**)
213 EAST FOOTHILL BOULEVARD, AZUSA, CALIFORNIA 91702

1. **CALL TO ORDER:** Fernando Rubio Jr., Chair
2. **ROLL CALL:** Personnel Board Members
 - Fernando Rubio Jr., Chair Ralph Ruiz, Vice Chair Carlos Ramos
 - Victor Munoz Vacant
 - Others Present
 - Talika M. Johnson, Director of Administrative Services
 - 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:** November 24, 2020
6. **CLOSED SESSION:**
 - A. Public Employment – Hearing of Employee Complaint (Pursuant to Cal Gov. Code ‘54957)
 - B. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: ENGINEERING ASSOCIATE

- C. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: ASSOCIATE ELECTRIC UTILITY ENGINEER
- D. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: CUSTOMER CARE OPERATIONS SUPERVISOR
- E. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: COMMUNITY IMPROVEMENT INSPECTOR
- F. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: POLICE CORPORAL
- G. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: POLICE CORPORAL
- H. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: POLICE SERGEANT
- I. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: HUMAN RESOURCES TECHNICIAN

7. OPEN SESSION:

- A. **Recruitment Request: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – **POLICE ADMINISTRATIVE TECHNICIAN**
- B. **Recruitment Request: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – **ELECTRIC TROUBLESHOOTER**
- C. **Recruitment Request: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – **POLICE OFFICER**
- D. **Recruitment Request: PROMOTIONAL** Competitive (pursuant to Section 5.5.3 Promotional Competitive of the Rules of the Civil Service System) – **CUSTOMER SERVICE REPRESENTATIVE I**
- E. **Personnel Action Report** – Informational
- F. **Recruitment Progress Report** – Informational
- G. **COMMENTS, UPDATES AND/OR REPORTS: PERSONNEL BOARD MEMBERS AND/OR STAFF.**
- H. **ADJOURNMENT**

UPCOMING MEETINGS:

Tuesday, December 22, 2020

Tuesday, January 12, 2021

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 [626-812-5200 Ext. 5382](tel:626-812-5200). 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, Bianca Munoz, Human Resources Technician 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 10, 2020, at least 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.azusaca.gov.

Bianca Munoz
Human Resources Technician

**NOTICE AND CALL OF A SPECIAL MEETING
OF THE PERSONNEL BOARD OF THE CITY OF AZUSA**

TO THE MEMBERS OF THE PERSONNEL BOARD OF THE CITY OF AZUSA:

NOTICE IS HEREBY GIVEN that a Special Meeting of the Personnel Board is hereby called pursuant to Government Code Section 54956, to be held on Tuesday, December 15, 2020, at 7:00p.m., at the West Wing Conference Room, (CLOSED TO THE PUBLIC) located at 213 East Foothill Blvd, Azusa, California, for the purpose of considering the following:

1. CALL TO ORDER:

2. ROLL CALL: Personnel Board Members

- Fernando Rubio Jr., Chair Ralph Ruiz, Vice Chair Carlos Ramos
 Victor Munoz Vacant

Others Present

- Talika M. Johnson, Director of Administrative Services
 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: November 24, 2020

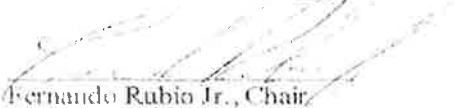
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- D. **Recruitment Request: PROMOTIONAL** Competitive (pursuant to Section 5.5.3 Promotional Competitive of the Rules of the Civil Service System) – **CUSTOMER SERVICE REPRESENTATIVE I**

Dated: December 10, 2020



Fernando Rubio Jr., Chair




Talika M. Johnson, Director of Administrative Services

DECLARATION OF NOTIFICATION AND POSTING:

I, Talika M. Johnson, Director of Administrative Services of the City of Azusa, or my designee, hereby certify that on the 15th day of December, 2020, I e-mailed a true copy of the above notice as follows:

Board Member Ralph Ruiz
Board Member Carlos Ramos
Board Member Victor Munoz
Board Member Vacant
Chair Fernando Rubio Jr.

and posted said notice in the City Clerk's Office and the Civic Auditorium, 213 E. Foothill Blvd.; the Police Department Lobby, 725 N. Alameda Ave.; the City Library, 729 N. Dalton Ave.; and on the City's Web Page at www.ci.azusa.ca.us. on July 22, 2019. I declare under penalty of perjury that the foregoing statement is true and correct.



Talika M. Johnson, Declarant