



AGENDA
PERSONNEL BOARD REGULAR 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, September 14, 2021 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 at 626-812-5202 to make inquiry concerning the nature of the item described on the agenda.

DATE: September 14, 2021

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 Specialist II

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:** August 10, 2021

6. **CLOSED SESSION:**

A. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):
Title: Assistant Planner

B. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):

Title: Senior Community Improvement Inspector

- C. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):
Title: Police Captain
- D. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):
Title: Court Liaison Officer
- E. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):
Title: Street Maintenance Worker I
- F. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):
Title: Street Maintenance Worker I
- G. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):
Title: Street Maintenance Worker I
- H. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):
Title: Park Maintenance Worker I
- I. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):
Title: Water Production Operator Lead
- J. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):
Title: Payroll Specialist

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)

From: Office Specialist I

To: Administrative Technician

From: Office Specialist I

To: Senior Administrative Technician

From: Senior Office Specialist

To: Senior Administrative Technician

From: Administrative Technician

To: Senior Administrative Technician

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

From: Customer Care Lead

To: Customer Care Operations Supervisor

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

From: Customer Service Representative I

To: Customer Service Representative II

- D. **RECRUITMENT REQUEST: PROMOTIONAL** Competitive (pursuant to Section 5.5.3 Promotional Competitive of the Rules of the Civil Service System) – Library Assistant III
- E. **RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Police Dispatcher
- F. **RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Police Officer
- G. **RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Apprentice Line Mechanic
- H. **PERSONNEL ACTION REPORT** – Informational
- I. **RECRUITMENT PROGRESS REPORT** – Informational
- J. **COMMENTS, UPDATES AND/OR REPORTS:** Personnel Board Members and/or Staff
- K. **ADJOURNMENT**

UPCOMING MEETINGS:


Tuesday, September 28, 2021

Tuesday, October 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 Specialist II 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 September 9, 2021, 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 Specialist II