



**AGENDA
PERSONNEL BOARD REGULAR MEETING**

CORONAVIRUS (COVID-19) ADVISORY

This Personnel Board Meeting will be in-person and open to the public, observing strict COVID-19 safety precautions. All those attending in-person are required to follow posted guidelines. Those wishing to participate during Public Comment may do so in-person at the Azusa Auditorium, or may submit written public comments by emailing PublicComment@azusaca.gov. Emailed public comments are due by 4:00 p.m. and shall be limited to no more than 250 words. Emailed public comments will be sent to all Board Members and will be part of the record.

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.

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: October 26, 2021
TIME: 7:00 p.m.
LOCATION: AZUSA CIVIC AUDITORIUM
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
 Shivali Mohan, Human Resources Manager
 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:** October 12, 2021

6. **OPEN SESSION:**

A. **CLASS TITLE CHANGES:** (pursuant to Section 3.5 Adoption of Plan of the Rules of the Civil Service System) –

**From: Water Production Operator I/I/II
To: Water Treatment Operator I/II/III**

**From: Water Production Supervisor
To: Water Treatment Supervisor**

B. **EMPLOYMENT LIST EXHAUSTION:** (pursuant to Section 5.6.2 Duration of Lists of the Rules of the Civil Service System) – Senior Information Technology Analyst

C. **RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Senior Information Technology Analyst

D. **RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the

Rules of the Civil Service System) – Community Service Officer - Field

- E. **PERSONNEL ACTION REPORT** – Informational
- F. **RECRUITMENT PROGRESS REPORT** – Informational
- G. **COMMENTS, UPDATES AND/OR REPORTS:** Personnel Board Members and/or Staff
- H. **ADJOURNMENT**

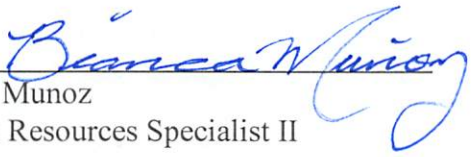
UPCOMING MEETINGS:

Tuesday, November 9, 2021
Tuesday, November 23, 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 October 21, 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