



**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](mailto: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 or Human Resources Manager at 626-812-5241 to make inquiry concerning the nature of the item described on the agenda.

DATE: February 8, 2022  
TIME: 7:00 p.m.  
LOCATION: AZUSA CIVIC AUDITORIUM  
213 EAST FOOTHILL BOULEVARD, AZUSA, CALIFORNIA 91702

1. **CALL TO ORDER:** Carlos Ramos, Chair
  
2. **ROLL CALL:** Personnel Board Members  
 Carlo Ramos, Chair     Ralph Ruiz, Vice Chair     Jeremiah Riley  
 Victor Munoz     Annette Ahn  
  
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:** January 11, 2022
  
6. **CLOSED SESSION:**
  - A. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):  
Title: Apprentice Line Mechanic
  - B. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):  
Title: Apprentice Line Mechanic

- C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):  
Title: Senior Management Analyst
- D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):  
Title: Recreation Coordinator
- E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):  
Title: Senior Recreation Leader
- F. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):  
Title: Senior Recreation Leader
- G. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):  
Title: Police Officer
- H. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):  
Title: Police Officer
- I. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):  
Title: Human Resources Specialist I
- J. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):  
Title: Human Resources Specialist II
- K. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):  
Title: Junior Accountant
- L. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Flexible Staffing Promotion** (Pursuant to Cal.Gov.Code, '54957):  
Title: From: Apprentice Line Mechanic  
To: Line Mechanic
- M. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Flexible Staffing Promotion** (Pursuant to Cal.Gov.Code, '54957):  
Title: From: Apprentice Line Mechanic  
To: Line Mechanic

**7. OPEN SESSION:**

- A. CLASS SPECIFICATION REVISION:** (pursuant to Sections 3.5 Adoption of Plan) Adjustment of the Rules of the Civil Service System) – Field Service Representative
- B. CLASS TITLE CHANGES:** (pursuant to Section 3.5 Adoption of Plan of the Rules of the Civil Service System) –
  - From: Assistant Director of Utilities - Water Operations  
To: Assistant General Manager – Water Operations
  - From: Assistant Director of Utilities – Electric Operations  
To: Assistant General Manager – Electric Operations
  - From: Assistant Director of Utilities – Resource Management  
To: Assistant General Manager – Resource Management
  - From: Assistant Director of Utilities – Customer Care and Solutions  
To: Assistant General Manager – Customer Care and Solutions
- C. RECRUITMENT REQUEST: OPEN Competitive** (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Planning Technician
- D. RECRUITMENT REQUEST: OPEN Competitive** (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Assistant Planner
- E. RECRUITMENT REQUEST: OPEN Competitive** (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Assistant Water Utility Engineer
- F. RECRUITMENT REQUEST: OPEN Competitive** (pursuant to Section 5.5.2 Open Competitive of the

Rules of the Civil Service System) – Park Maintenance Worker III

**G. PERSONNEL ACTION REPORT** – Informational

**H. RECRUITMENT PROGRESS REPORT** – Verbal Report

**I. COMMENTS, UPDATES AND/OR REPORTS:** Personnel Board Members and/or Staff

**J. ADJOURNMENT**

**UPCOMING MEETINGS:**


Tuesday, February 22, 2022

Tuesday, March 8, 2022

*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 February 3, 2022, 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](http://www.azusaca.gov)

  
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Bianca Munoz  
Human Resources Specialist II