

**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, March 29, 2022, at 7:00p.m., at the Azusa Civic Auditorium 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

- Carlos Ramos, Chair Ralph Ruiz, Vice Chair Victor Munoz
 Annette Ahn 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: March 8, 2022

6. CLOSED SESSION:

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

Title: Street Maintenance Worker III

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

Title: Human Resources Specialist I

7. OPEN SESSION:

A. CLASS SPECIFICATION REVISION AND RECLASSIFICATION REQUEST: pursuant to the Azusa Municipal Code, Chapter 2-Administration, Article V-Boards and Commissions, Division 4-Personnel Board, Section 2-411-Duties (which states that, "The Power and the Functions of the Board shall be to . . . recommend all salaries to the Council"); and Sections 3.3 Preparation and Content of Class Specification and pursuant to Section 3.8 Reclassification and 3.9 Request for Reclassification of the Rules of the Civil Service System –

From: Police Records Specialist I/II/III

To: Police Records Specialist and Senior Police Records Specialist

B. CLASS SPECIFICATION REVISION: (pursuant to Sections 3.5 Adoption of Plan) Adjustment of the Rules of the Civil Service System) – Building Official

C. CLASS SPECIFICATION REVISION: (pursuant to Sections 3.5 Adoption of Plan) Adjustment of the Rules of the Civil Service System) – Building Technician

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

of the Rules of the Civil Service System) – Building Official

- E. RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Building Technician
- F. RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Park Maintenance Crew Supervisor
- G. RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Customer Service Representative I
- H. RECRUITMENT REQUEST: PROMOTIONAL** Competitive (pursuant to Section 5.5.3 Promotional Competitive of the Rules of the Civil Service System) – Water Distribution Crew Supervisor
- I. RECRUITMENT REQUEST: PROMOTIONAL** Competitive (pursuant to Section 5.5.3 Promotional Competitive of the Rules of the Civil Service System) – Deputy City Clerk I/II
- J. PERSONNEL ACTION REPORT** – Informational
- K. RECRUITMENT PROGRESS REPORT** – Verbal Report
- L. COMMENTS, UPDATES AND/OR REPORTS:** Personnel Board Members and/or Staff
- M. ADJOURNMENT**

Dated: March 28, 2021



Carlos Ramos, Chair



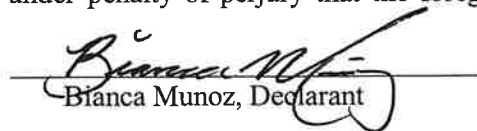
Talika M. Johnson, Director of Administrative Services

DECLARATION OF NOTIFICATION AND POSTING:

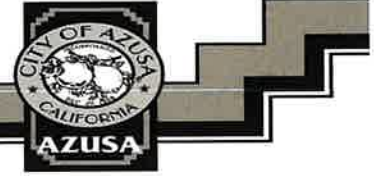
I, Bianca Munoz, Human Resources Specialist II of the City of Azusa, or my designee, hereby certify that on the 28th day of March, 2022, I e-mailed a true copy of the above notice as follows:

Chairman Carlos Ramos
Vice Chairman Ralph Ruiz
Board Member Annette Ahn
Board Member Victor Munoz
Board Member Vacant

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.azusaca.gov on March 28, 2022. I declare under penalty of perjury that the foregoing statement is true and correct.



Bianca Munoz, Declarant



**AGENDA
PERSONNEL BOARD SPECIAL 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 626-633-4382.

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: March 29, 2022
TIME: 7:00 p.m.
LOCATION: CIVIC AUDITORIUM
213 EAST FOOTHILL BOULEVARD, AZUSA, CALIFORNIA 91702

1. **CALL TO ORDER:** Carlos Ramos, Chair
2. **ROLL CALL: Personnel Board Members**
 - Carlos Ramos, Chair Ralph Ruiz, Vice Chair Victor Munoz
 - Annette Ahn 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:** March 8, 2022
6. **CLOSED SESSION:**
 - A. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):
Title: Street Maintenance Worker III
 - B. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):
Title: Human Resources Specialist I
7. **OPEN SESSION:**
 - A. **CLASS SPECIFICATION REVISION AND RECLASSIFICATION REQUEST:** pursuant to the Azusa Municipal Code, Chapter 2-Administration, Article V-Boards and Commissions, Division 4-

Personnel Board, Section 2-411-Duties (which states that, “The Power and the Functions of the Board shall be to . . . recommend all salaries to the Council”); and Sections 3.3 Preparation and Content of Class Specification and pursuant to Section 3.8 Reclassification and 3.9 Request for Reclassification of the Rules of the Civil Service System –

From: Police Records Specialist I/II/III

To: Police Records Specialist and Senior Police Records Specialist

- B. CLASS SPECIFICATION REVISION:** (pursuant to Sections 3.5 Adoption of Plan) Adjustment of the Rules of the Civil Service System) – Building Official
- C. CLASS SPECIFICATION REVISION:** (pursuant to Sections 3.5 Adoption of Plan) Adjustment of the Rules of the Civil Service System) – Building Technician
- D. RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Building Official
- E. RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Building Technician
- F. RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Park Maintenance Crew Supervisor
- G. RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Customer Service Representative I
- H. RECRUITMENT REQUEST: PROMOTIONAL** Competitive (pursuant to Section 5.5.3 Promotional Competitive of the Rules of the Civil Service System) – Water Distribution Crew Supervisor
- I. RECRUITMENT REQUEST: PROMOTIONAL** Competitive (pursuant to Section 5.5.3 Promotional Competitive of the Rules of the Civil Service System) – Deputy City Clerk I/II
- J. PERSONNEL ACTION REPORT** – Informational
- K. RECRUITMENT PROGRESS REPORT** – Verbal Report
- L. COMMENTS, UPDATES AND/OR REPORTS:** Personnel Board Members and/or Staff
- M. ADJOURNMENT**

UPCOMING MEETINGS:

Tuesday, April 12, 2022

Tuesday, April 26, 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 [626-633-4382](tel:626-633-4382). 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 March 28, 2022, at least twenty-four (24) hours prior to the meeting per Government Code 54956 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