



CITY OF AZUSA  
 MINUTES OF THE PERSONNEL BOARD  
 January 22, 2008

A regular meeting of the Personnel Board was called to order at 7:35 p.m. in the West Wing Conference Room by Frank Allen, Chair.

**ATTENDANCE** Personnel Board Members: Frank Allen (Chair), Joseph Guarrera, Fernando Rubio, Jr., Bonnie Guadagnino

Staff Liaison: Kermit Francis, Interim Director of Human Resources, Noel Carpenter, Human Resources Technician

Also Present: Alan Kreimeier, Administrative Services Director/Chief Financial Officer, Albert Tovar, Library Director

**APPROVAL OF MINUTES** 01/08/2007 Guarrera/Rubio - to approve the minutes. Approved 4 to 0.

Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations  
 4.A - **Allen/Rubio** - to recommend approval of Public Employee Performance Evaluation. Approved 3 to 1.

4.B - **Rubio/Guadagnino** - to recommend a hold for further evaluation, Public Employee Performance Evaluation. Approved 4 to 0 to hold.

4.C - 4.I - **Rubio/Guarrera** - to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 4.C-4.I. Approved 4 to 0.

4.A - 4.I - Merit Increase and/or Regular Appointment

	Name	Class	Dept	Type of Action/Effective Date	Range/Step Base Monthly
A	Joan Michaels Aguilar	Controller	FN	Reg. Appt/Merit Inc 11-23-07	3500/5 \$9,124.77
B	Henry Quintero	Senior Accountant	FN	Merit Inc 10-17-07	4211/5 \$6,477.28
C	Eugene Street	Police Captain	PD	Merit Inc 1-1-08	3482/5 \$11,140.48
D	Jorge Sandoval	Police Corporal	PD	Reg Appt. 1-3-08	6106/5 \$6,447.09
E	Stephan Hunt	Police Lieutenant	PD	Merit Inc 1-1-08	3423/5 \$9,385.85
F	Nick Covarrubias	Police Officer	PD	Reg. Appt. 11-23-07	6101/2 \$5,310.75
G	Monika Bauer	Administrative Analyst	UTL	Reg. Appt/Merit Inc 11-18-07	4192/2 \$4,687.26
H	Pete Adame	Meter Reader	UTL	Reg. Appt./Merit Inc 1-2-08	5179/2 \$4,075.25
I	Martin Czarnota	Meter Reader	UTL	Reg. Appt/Merit Inc 12-19-07	5179/2 \$4,075.25

**NEW POSITION**  
 Library Circulation Supervisor

**5.A - Guarrera/Guadagnino** - 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 3.7 New Position of the Rules of the Civil Service System. Approved 4 to 0.

**RECRUITMENT REQUEST**  
 Library Circulation Supervisor

**5.B - Guarrera/Guadagnino** – PROMOTIONAL Competitive (pursuant to Section 5.5.3 Promotional Examinations of the Rules of the Civil Service System) Approved 4 to 0.

ELIGIBLE LIST  
EXTENSION  
Field Service Representative

**5.C – Guarrera/Rubio** - pursuant to Section 5.6.2 Duration of Lists of the Rules of the Civil Service System. Approved 4 to 0.

ADJOURNMENT

**5.H - Guarrera/Guadagnino** -to adjourn the meeting at 8:30 p.m. Approved 4 to 0.

<b>OPEN SESSION AGENDA ITEM NO:</b>	<b>3</b>
<b>DATE APPROVED:</b>	2/12/2008