



**AGENDA  
PERSONNEL BOARD REGULAR MEETING**

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 Human Resources & Risk Management /Personnel Officer Amelia Ayala, Extension 5183, to make inquiry concerning the nature of the item described on the agenda.

DATE: March 8, 2016  
TIME: 7:00 p.m.  
LOCATION: WEST WING CONFERENCE ROOM  
213 EAST FOOTHILL BOULEVARD, AZUSA, CALIFORNIA

1. CALL TO ORDER: Fernando Rubio Jr., Personnel Board Chair

2. **ROLL CALL:** Personnel Board Members

- Fernando Rubio, Jr., Chair       Ralph Ruiz, Vice Chair  
 Don Hiti                               Mercedes Castro

Others Present

- Amelia Ayala, Human Resources/Risk Management Director  
 Traci R. Bailey, Human Resources/Risk Management Analyst  
 Others \_\_\_\_\_

3. **PUBLIC COMMENT:** Person/group will be limited to five (5) minutes maximum time to orally present their purpose.

4. **APPROVAL OF MINUTES:** February 23, 2016

5. **CLOSED SESSION:**

THERE ARE NO CLOSED SESSION ITEMS FOR THIS MEETING.

6. **OPEN SESSION:**

A. Personnel Board Member Appointment - Update

B. **Recruitment Request:** PROMOTIONAL Competitive (pursuant to Section 5.5.3 Promotional Examinations of the Rules of the Civil Service System) – **POLICE LIEUTENANT**

C. **Recruitment Request:** PROMOTIONAL Competitive (pursuant to Section 5.5.3 Promotional Examinations of the Rules of the Civil Service System) – **POLICE SARGEANT**

D. **New Position:** 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) – **CHIEF DEPUTY CITY CLERK**

- E. **Salary Range Adjustment 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 Section 4.3 Salary Adjustments of the Rules of the Civil Service System) – **ECONOMIC DEVELOPMENT SPECIALIST**
- F. **Personnel Action Report** – Informational
- G. **Recruitment Progress Report** – Informational
- H. **COMMENTS, UPDATES AND/OR REPORTS: PERSONNEL BOARD MEMBERS AND/OR STAFF.**
- I. **ADJOURNMENT**