



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: July 12, 2016

A regular meeting of the Personnel Board was called to order at 7:00 p.m. in the West Wing conference Room by Chair, Fernando Rubio Jr.

ATTENDANCE	Personnel Board Members: Chair, Fernando Rubio Jr., Vice Chair, Ralph Ruiz , Don Hiti and Mercedes Castro Staff Present: Amelia Ayala, Director of Human Resources & Risk Management Lislene Ledezma, Acting HR/Risk Management Analyst
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ABSENCE	Motion: Ruiz, Castro - to excuse Carlos Ramos. Approved 4-0. Rubio Jr., Ruiz, Castro, Hiti: Ayes: (4) Nays: (0) Abstain: (0)
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PUBLIC COMMENT	Peter Hoh commented on his grievance and outlined the reasons for his grievance. The Personnel Board did not comment because they do not have any obligation since the matter was not an agenda item.
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APPROVAL OF MINUTES	Motion Rubio Jr., Ruiz - to approve the minutes of June 14, 2016. Approved 4-0. Rubio Jr. , Ruiz, Castro, Hiti: Ayes: (4) Nays: (0) Abstain: (0)
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5. CLOSED SESSION:

CLOSED SESSION (Govt. Code section 54957- Public Employee Performance Evaluation)	Castro,Ruiz - to move to closed session at 7:30 p.m. Approved 4-0. Rubio Jr., Ruiz, Castro, Hiti Ayes: (4) Nays: (0) Abstain: (0) Rubio Jr., Ruiz, Castro, Hiti to reconvene at 8:00 p.m. Approved 4-0. Rubio Jr. , Ruiz, Castro, Hiti: Ayes: (4) Nays: (0) Abstain: (0)
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Rubio Jr, Ruiz, Castro, Hiti - to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 5A-F pursuant to the Performance Appraisal Procedures. Approved 4-0. Rubio Jr., Ruiz, Castro, Hiti : Ayes: (4) Nays: (0) Abstain: (0)
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	Dept	Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
A	Econ	Edson Ibanez	Assistant Planner	Merit Increase 5/26/2016	4190/2 \$5,396.66
B	Admin	Louie Lacasella	Management Analyst	Merit Increase 4/5/2016	3295/2 \$5,110.46
C	PW	Karina Maldonado-Orr	Senior Administrative Technician	Merit Increase 7/1/2016	4179/5 \$6,462.12

D	Econ	Tony Meyers	Building Inspector	Merit Increase 5/13/2016	4199/5 \$6,462.12
E	Econ	Jesus Munoz	Associate Planner	Merit Increase 5/23/2016	4201/4 \$6,284.32
F	PD	Terry Smith	Police Sergeant	Merit Increase 5/23/2016	3416/5 \$9,592.22

6. OPEN SESSION ITEMS

<p>A. CLASS SPECIFICATION REVISION- <i>CLASS/SPECIFICATION REVISION INCLUDING TITLE CHANGE-PAYROLL SPECIALIST</i></p>	<p>Motion: Rubio, Jr, Ruiz -pursuant to Section 3.3 Preparation and Content of Class Specifications and Section 3.5 Adoption of Plan of the Rules of the Civil Service System. Approved 4-0. Rubio Jr., Ruiz, Castro, Hiti: Ayes: (4) Nays: (0) Abstain: (0)</p>
<p>B. RECRUITMENT REQUEST- OPEN – <i>PAYROLL SPECIALIST</i></p>	<p>Motion: Rubio, Jr, Ruiz -pursuant to Section 3.3 Preparation and Content of Class Specifications and Section 3.5 Adoption of Plan of the Rules of the Civil Service System. Approved 4-0. Rubio, Jr., Ruiz, Castro, Hiti : Ayes: (4) Nays: (0) Abstain: (0)</p>
<p>C. RECRUITMENT REQUEST- PROMOTIONAL – <i>COMMUNITY IMPROVEMENT</i></p>	<p>Motion: Rubio, Jr./Ruiz -pursuant to Section 3.3 Preparation and Content of Class Specifications and Section 3.5 Adoption of Plan of the Rules of the Civil Service System. Board Members further directed the Personnel Officer to request supplemental documentation be provided related to the recruitment request for agenda item 6C which was not approved. Approved 4-0. Rubio Jr, Ruiz, Castro, Hiti: Ayes: (4) Nays: (0) Abstain: (0)</p>

<p>COMMENTS, UPDATES AND/OR REPORTS</p>	<p>NONE</p>
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<p>ADJOURNMENT</p>	<p>Motion: Rubio, Jr., Ruiz, Castro, Hiti - to adjourn the meeting at 8:00 p.m. Approved 4-0. Rubio, Jr., Ruiz, Castro, Hiti: Ayes: (4) Nays: (0) Abstain: (0)</p>
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<p>OPEN SESSION AGENDA ITEM NO:</p>	<p>4</p>
<p>DATE APPROVED:</p>	<p>7-26-2016</p>