



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: June 27, 2017

A regular meeting of the Personnel Board was called to order at 7:02 p.m. in the West Wing conference Room by Chair, Fernando Rubio Jr.

ATTENDANCE	Personnel Board Members: Chair Fernando Rubio Jr., Mercedes Castro, Martha Villegas and Carlos Ramos Absent: Vice Chair, Ralph Ruiz Staff Present: Tanya Bragg, Director of Human Resources & Risk Management Traci Bailey, Human Resources Technician
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PUBLIC COMMENT	NONE
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APPROVAL OF MINUTES	Motion: Castro/Ramos - to approve the minutes of June 13, 2017. Approved 4-0. Rubio Jr., Castro, Ramos, Villegas: Ayes: (4) Nays: (0) Abstain: (0)
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5. CLOSED SESSION:

CLOSED SESSION <small>(Govt. Code section 54957- Public Employee Performance Evaluation)</small>	Personnel Board moved to Closed Session at 7:04 p.m. Personnel Board Reconvened at 7:21 p.m.
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Villegas/Ramos - to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 5A-B pursuant to the Performance Appraisal Procedures. Approved 4-0, but recommended the Public Works Department Head attend the next meeting. Rubio Jr., Castro, Ramos, Villegas: Ayes: (4) Nays: (0) Abstain: (0)
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	Dept	Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
A	PD	Samantha Sloniker	Police Officer	Merit Increase 6/20/2017	6105/5 \$7,645.42
B	PW	Tracy "Nikki" Rosales	Senior Management Analyst	Merit Increase 5/17/2017	3306/4 \$6,408.52

6. OPEN SESSION ITEMS

<p>A. SALARY ADJUSTMENT – <i>EXECUTIVE ASSISTANT TO THE CITY MANAGER</i></p>	<p>Motion: Ramos/Castro - 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). Approved 4-0. Rubio, Jr., Castro, Ramos, Villegas Ayes: (4) Nays: (0) Abstain: (0)</p>
<p>B. NEW POSITION – <i>PUBLIC WORKS MANAGER</i></p>	<p>Motion: Ramos/Castro - 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 4-0. Rubio, Jr., Castro, Ramos, Villegas: Ayes: (4) Nays: (0) Abstain: (0)</p>
<p>C. RECLASSIFICATION REQUEST –<i>SENIOR OFFICE SPECIALIST -MANAGEMENT ANALYST</i></p>	<p>Motion: Ramos/Villegas -pursuant to Section 3.8 Reclassification and 3.9 Request for Reclassification of the Rules of the Civil Service System. Approved 4-0. Rubio, Jr., Castro, Ramos, Villegas: Ayes: (4) Nays: (0) Abstain: (0)</p>
<p>D. RECRUITMENT REQUEST (OPEN) – <i>LINE MECHANIC DIRECTOR OF RECREATION AND FAMILY SERVICES PUBLIC WORKS MANAGER TRANSPORTATION DISPATCHER STREET MAINTENANCE WORKER I PLANNING TECHNICIAN</i></p>	<p>Motion: Villegas/Ramos - pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System. Approved 4-0. Rubio, Jr., Castro, Ramos, Villegas: Ayes: (4) Nays: (0) Abstain: (0)</p>
<p>E. RECRUITMENT REQUEST – (PROMOTIONAL) – <i>BUS DRIVER CASHIER STREET MAINTENANCE CREW SUPERVISOR</i></p>	<p>Motion: Villegas/Ramos - pursuant to Section 5.5.3 Promotional Examinations of the Rules of the Civil Services System. Approved 5-0. Rubio, Jr., Castro, Ramos, Villegas: Ayes: (4) Nays: (0) Abstain: (0)</p>
<p>F. CLASS SPEC REVISION – <i>PLANNING TECHNICIAN</i></p>	<p>Motion: Ramos/Villegas -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. Personnel Board requested the qualifications guidelines section be revised for clarity and true driver’s license requirement. Approved 4-0. Rubio, Jr., Castro, Ramos, Villegas: 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>Meeting Adjourned at 7:59 p.m.</p>
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<p>OPEN SESSION AGENDA ITEM NO:</p>	<p>4</p>
<p>DATE APPROVED:</p>	<p>7-25-17</p>

