



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: February 13, 2018

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 (7:12 pm), Mar Villegas and Carlos Ramos Absent: Mercedes Castro Staff Present: Kelsey Kenz, HR/Risk Management Analyst Traci Bailey, Human Resources Technician
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PUBLIC COMMENT	NONE
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APPROVAL OF MINUTES	Motion: Ramos/Villegas - to approve the minutes of January 23, 2018. Approved 3-0. Rubio Jr., Castro, Villegas: Ayes: (3) 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 7:02 p.m. Personnel Board Reconvened at 7:36 p.m.
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Ruiz/Ramos - to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 5A-C, F, H-J pursuant to the Performance Appraisal Procedures. Approved 4-0. Rubio Jr., Ruiz, Villegas, Ramos: Ayes: (4) Nays: (0) Abstain: (0)
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	Dept	Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
A	Library	Ginger Antunez	Librarian	Merit Increase Regular Appointment 01/17/2018	4175/2 \$4,601.34
B	Utilities	Garrett Conrad	Water Distribution Crew Supervisor	Merit Increase Regular Appointment 01/18/2018	5200/4 \$6,880.86

	Dept	Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
C	Public Works	Robert Espinosa	Street Maintenance Worker III	Merit Increase 01/06/2018	8174/5 \$5,449.21
F	Econ Dev	Betty Gallardo	Development Services Assistant	Merit Increase 02/04/2018	4174/5 \$5,240.87
H	Human Resources	Lislene Ledezma	HR/Risk Management Analyst	Merit Increase Regular Appointment 1/31/2018	4192/3 \$5,666.85
I	Police	Tamara Patlogar	Police Administrative Services Manager	Regular Appointment 02/06/2018	3411/04 \$8,612.58
J	Police	Rocky Wenrick	Police Sergeant	Merit Increase 01/16/2018	3416/4 \$9,934.10

Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Ramos, Ruiz – Pursuant to the Performance Appraisal Procedures, Board Members further directed the Personnel Officer to request the supplemental documentation further for action Agenda item 5D, E and G which was not approved. Approved 4-0. Rubio Jr., Castro, Villegas, Ramos: Ayes: (4) Nays: (0) Abstain: (0)
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	Dept	Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
D	Public Works	Phyllis Orono-Fujimoto	Bus Driver	Regular Appointment 01/18/2018	4158/5 \$4,502.75
E	Public Works	Javier Terrazas	Bus Driver	Merit Increase Regular Appointment 1/18/2018	4158/5 \$4,502.75
G	Finance	Michelle Honis	Assistant Director of Finance	Merit Increase Regular Appointment 10/10/2017	3344/2 \$7,087.75

6. OPEN SESSION:

A. CLASS SPEC REVISION – INFORMATION SYSTEMS MANAGER	Motion: Ramos/Villegas– (pursuant to the rules of the Civil Service System, Section 3.5 Adoption of Plan). Approved 4-0. Rubio Jr., Ruiz, Ramos and Villegas: Ayes: (4) Nays: (0) Abstain: (0)
B. RECLASSIFICATION REQUEST – From: INFORMATION SYSTEMS MANAGER To: INFORMATION TECHNOLOGY SYSTEMS & NETWORK MANAGER	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., Ruiz, Ramos and Villegas: Ayes: (4) Nays: (0) Abstain: (0)

C. RECRUITMENT REQUEST – ASSISTANT DIRECTOR OF PUBLIC WORKS	Motion: Ruiz/Villegas– (pursuant to Section 5.5.3 Promotional Examinations of the Rules of the Civil Service System). Approved 4-0. Rubio Jr., Ruiz, Ramos and Villegas: Ayes: (4) Nays: (0) Abstain: (0)
D. RECRUITMENT REQUEST – WELDER/WATER DISTRIBUTION WORKER	Motion: Ramos/Ruiz – (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System). Approved 4-0. Rubio Jr., Ruiz, Ramos and Villegas: Ayes: (4) Nays: (0) Abstain: (0)
E. RECRUITMENT REQUEST – CUSTOMER CARE LEAD	Motion: Villegas/Ramos– (pursuant to Section 5.5.3 Promotional Examinations of the Rules of the Civil Service System). Approved 4-0. Rubio Jr., Ruiz, Ramos and Villegas: Ayes: (4) Nays: (0) Abstain: (0)
F. ELIGIBLE LIST EXTENSION	Motion: Villegas/Ramos– (pursuant to Section 5.6.2 Duration of Lists of the Rules of the Civil Service System). Approved 4-0. Rubio Jr., Ruiz, Ramos and Villegas: Ayes: (4) Nays: (0) Abstain: (0)

COMMENTS, UPDATES AND/OR REPORTS	<p>Kelsey Kenz distributed and discussed the Personnel Board meeting calendar for 2018.</p> <p>Kelsey Kenz announced the Ethics Training hosted at City Hall in Council Auditorium on February 27, 2018 from 5pm to 7 pm or on-line. Certifications need to be completed by Thursday, March 1, 2018.</p> <p>Next Personnel Board meeting is scheduled for Tuesday, February 27, 2018.</p>
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ADJOURNMENT	Motion: Ruiz/Ramos - to adjourn the meeting at 8:11 p.m. Approved 4-0. Approved 4-0. Rubio Jr., Ruiz, Ramos and Villegas: Ayes: (4) Nays: (0) Abstain: (0)
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OPEN SESSION AGENDA ITEM NO:	4
DATE APPROVED:	2/27/2018