



**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 Tanya Bragg, Extension 5183, to make inquiry concerning the nature of the item described on the agenda.

DATE: May 8, 2018
TIME: 7:00 p.m.
LOCATION: WEST WING CONFERENCE ROOM
213 EAST FOOTHILL BOULEVARD, AZUSA, CALIFORNIA

1. **CALL TO ORDER:** Fernando Rubio Jr., Chair

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

- Fernando Rubio Jr., Chair Ralph Ruiz, Vice Chair Carlos Ramos
 Martha "Mar" Villegas Mercedes Castro

Others Present

- Tanya Bragg, Director of Human Resources & Risk Management
 Kelsey Kenz, Human Resources & Risk Management Analyst
 Others _____

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

4. **APPROVAL OF MINUTES:** April 24, 2018

5. **CLOSED SESSION:**

- A. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Information Technology Analyst
- B. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Police Officer
- C. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Police Officer
- D. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Police Officer
- E. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Police Captain

- F. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Transportation Supervisor

6. OPEN SESSION:

- A. **Class Specification Revision:** (pursuant to Sections 3.5 Adoption of Plan) Adjustment of the Rules of the Civil Service System) – **ASSISTANT DIRECTOR OF UTILITIES – CUSTOMER CARE AND SOLUTIONS**
- B. **Class Specification Revision:** (pursuant to Sections 3.5 Adoption of Plan) Adjustment of the Rules of the Civil Service System) – **DEPUTY CITY CLERK II**
- C. **Recruitment Request: PROMOTIONAL Competitive** (pursuant to Section 5.5.3 Promotional Examinations of the Rules of the Civil Service System) – **POLICE SERGEANT**
- D. **Personnel Action Report** – Informational
- E. **Recruitment Progress Report** – Informational
- F. **COMMENTS, UPDATES AND/OR REPORTS: PERSONNEL BOARD MEMBERS AND/OR STAFF.**
- G. **ADJOURNMENT**

UPCOMING MEETINGS:


May 22, 2018, Regular Meeting, 7:00 p.m.

June 12, 2018, Regular Meeting, 7:00 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a city meeting, please contact the Human Resources Department at [626-812-5241](tel:626-812-5241). Notification three (3) working days prior to the meeting when special services are needed will assist staff in assuring that reasonable arrangements can be made to provide access to the meeting.

CERTIFICATION

I, Traci Bailey, Human Resources Technician of the City of Azusa, or my designee, hereby certify under penalty of perjury that a true, accurate copy of the foregoing agenda was posted on May 3, 2018, seventy-two (72) hours prior to the meeting per Government Code 54954.2 at the City Clerk's Office, 213 E. Foothill Blvd.; the lobby of the Police Department, 725 N. Alameda Ave.; the Civic Auditorium, 213 E. Foothill Blvd.; the City Library, 729 N. Dalton Ave.; and on the City's Web Page at www.ci.azusa.ca.us.



Traci Bailey

Human Resources Technician