



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 Interim Director of Human Resources/Personnel Officer Kermit Francis, Extension 5183, to make inquiry concerning the nature of the item described on the agenda.

DATE: DECEMBER 9, 2008
TIME: 7:00 p.m.
LOCATION: WEST WING CONFERENCE ROOM
213 EAST FOOTHILL BOULEVARD, AZUSA, CALIFORNIA

1. CALL TO ORDER: Frank Allen, Chair

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

Frank Allen, Chair Leslie Dierking, Vice Chair Joseph Guarrera
 Ralph Ruiz Fernando Rubio, Jr.

Others Present

Kermit Francis, Interim Director of Human Resources/Personnel Officer
 Others _____

3. **APPROVAL OF MINUTES:** November 25, 2008

4. **CLOSED SESSION:**

- A. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Assistant City Librarian
- B. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Customer Service Representative I
- C. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Water Distribution Worker I
- D. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Water Distribution Worker I
- E. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Police Officer
- F. Public Employee Performance Evaluation : Flexible Staffing Promotion(Pursuant to Cal. Gov. Code, '54957):
Title: Water Distribution Worker II
- G. Public Employee Performance Evaluation : Flexible Staffing Promotion(Pursuant to Cal. Gov. Code, '54957):
Title: Customer Service Representative II

5. OPEN SESSION:

- A. New Position: (pursuant to (pursuant to the Azusa Municipal Code, Chapter 2-Administration, Article V-Boards and Commissions, Division 4-Personnel Board, Section 2-41 1-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) – Accounts Payable Specialist
- B. Reclassification Request: (pursuant to Sections 3.8 Reclassification and 3.9 Request for Reclassification of the Rules of the Civil Service System) – Account Specialist III
- C. Personnel Action Report – Informational
- D. Recruitment Progress Report – Informational
- E. PUBLIC COMMENT: Person/group will be limited to five (5) minute maximum time to orally present their purpose.
- F. COMMENTS, UPDATES AND/OR REPORTS: PERSONNEL BOARD MEMBERS AND/OR STAFF.
- G. ADJOURNMENT