MINUTES
PERSONNEL COMMISSION

SEPTEMBER 10, 2015 CITY MANAGER'S CONFERENCE ROOM 5:15 P.M.

1.0 ROLL CALL

COMMISSIONERS PRESENT: Bobeda, Diaz, Fohrman, Newell, Rojas and Trujillo

COMMISSIONERS ABSENT: Melgoza

OTHERS PRESENT: Assistant City Manager David Koch, Assistant Parks and Community Services Director Brad Blachly, Administrative Services Manager Gabe Gordo, Deputy City Manager Nathalie Manning and Personnel Analyst Frances Delfino

2.0 Pledge of Allegiance

3.0 APPROVAL OF MINUTES

A motion was made by Commissioner Trujillo, seconded by Commissioner Newell and carried to approve the minutes of August 13, 2015.

4.0 OLD BUSINESS

None

5.0 NEW BUSINESS

5.1 Approval of new Information Technology Director job classification and job description at salary range 27-40

Assistant City Manager Koch presented the staff report and commented how information technology (IT) has expanded and that the scope of work has increased. He explained how the new classification of Information Technology Director would represent the current needs of the City because of the complexity of the technology along with the effectiveness of operations. He also stressed the importance of the security of the technology. He stated that the current IT Manager has been available 24/7 to respond to any system emergencies and he would be proposed to be reclassified into this new classification.

After a brief discussion regarding terrorism, the financial impact and filling the IT Manager position, a motion was made by Commissioner Trujillo, seconded by Commissioner Fohrman and carried to approve the Information Technology Director job classification at salary range 27-40.

5.2 Approval of revised job description of Parks Superintendent at current salary range

Assistant Parks and Community Services Director Blachly presented the staff report. He explained that this position would perform higher level tasks such as project planning, budget analysis and the scheduling of parks operations. Commissioner Trujillo thanked the Department for cleaning up the park trails. A motion was made by Commissioner

Trujillo, seconded by Commissioner Rojas and carried to approve the revised job description of Parks Superintendent at the current salary range.

5.3. Approval of new and revised job descriptions in the Solid Waste Division

Administrative Services Manager Gordo presented the staff and stated that the solid waste field has dramatically changed with current staff being used to do different duties. He added that the Solid Waste Aides have developed additional skills and have acquired commercial drivers' licenses.

In regards to the Integrated Waste Trainee position, Gordo stated that the new job description updates the references to current equipment and practices. He also stated that the employees in this position attain a commercial driver's license and are trained on the routes.

Gordo explained that the new job description of Street Sweeper Operator is an important position. He stated that in the past, employees in the Solid Waste Division rotated staff for street sweeping. This position requires a different type of skill level and someone who knows what they're doing.

After a brief discussion, a motion was made by Commissioner Trujillo, seconded by Commissioner Fohrman and carried to approve the new and revised job descriptions in the Solid Waste Division.

6.0 CHAIRPERSON'S REPORT

None

7.0 PERSONNEL DIRECTOR'S REPORT

Deputy City Manager Manning reported that the City Manager recruitment was closed last week and expects the City Council to review the resumes next week with interviews scheduled the following week. She also stated that the Police Chief recruitment will be open in the near future due to upcoming retirement of Chief Manny Solano.

8.0 ORAL COMMUNICATIONS

Commissioner Newell requested that the commissioner packets be mailed earlier as she, as well as other Commissioners as they were just received this week. She also stated that Watsonville High School will be celebrating their 50th reunion. Commissioner Rojas stated that the staff reports were well-formatted. She also inquired why City Council was the only ones to review the City Manager resumes.

9.0 ADJOURNMENT

A motion was made by Commissioner Trujillo, seconded by Commissioner Fohrman and carried to adjourn the meeting at 6:30 p.m

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Chairperson

ATTEST:

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Personnel Director