

**MINUTES**  
**PERSONNEL COMMISSION**  
**CITY MANAGER'S CONFERENCE ROOM**

October 8, 2014

5:30 p.m.

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**1.0**     **ROLL CALL**

**COMMISSIONERS PRESENT:**             Bobeda, Diaz, Fury, Gomez, Melgoza

**COMMISSIONERS ABSENT:**             Palacios

**OTHERS PRESENT:**                     Steve Palmisano, Public Works and Utilities Director

**2.0**     **APPROVAL OF MINUTES**

A motion was made by Commissioner Gomez, seconded by Commissioner Diaz and carried to approve the minutes of August 14, 2014.

**3.0**     **OLD BUSINESS**

None

**4.0**     **NEW BUSINESS**

4.1     Approval of Revised Job Descriptions and Salaries in the Wastewater Division. Public Works and Utilities Director Steve Palmisano provided an overview of the various divisions and functions of the Public Works and Utilities Department. He explained that the department would like to update the job descriptions and salaries for the Wastewater Division to make them more on par with the Water Division. As state requirements and technology have changed over time and with the addition of the Water Recycling Facility, the responsibilities of the Wastewater Operators and Wastewater Operations Supervisor are comparable to their counterparts in the Water Division and Mr. Palmisano explained that the salaries should be the same. In addition, he explained that the job descriptions are proposed to be updated to include changes in technology, processes, and regulatory compliance. After discussion, a motion was made by Commissioner Gomez, seconded by Commissioner Melgoza and carried to approve the updated salary ranges and job descriptions.

**5.0**     **CHAIRPERSON'S REPORT**

Chair Bobeda had nothing to report.

**6.0**     **PERSONNEL DIRECTOR'S REPORT**

Human Resources Manager Manning explained that the City continues to selectively fill positions that become vacant due to budget considerations. Manning explained that the City is filling the newly created Property and Evidence Technician and Supervisor positions that were approved recently. In addition, the City is filling the Science Workshop Coordinator vacated due to a resignation and the Financial Analyst position in Public Works and Utilities. Manning reported that there were recent promotions of two Lieutenants to Deputy Police Chiefs and that there were several promotions in the Fire Department.

**7.0**     **ORAL COMMUNICATIONS**

None

**8.0 ADJOURNMENT**

The meeting was adjourned at 6:25 p.m.

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Chairperson

ATTEST:

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Personnel Director