

MINUTES
PERSONNEL COMMISSION
CITY MANAGER'S CONFERENCE ROOM

November 14, 2013
5:30 p.m.

1.0 **ROLL CALL**

COMMISSIONERS PRESENT: Bobeda, Fischer, Fury, Gomez

COMMISSIONERS ABSENT: Palacios

OTHERS PRESENT: Library Director Carol Heitzig, Human Resources
Manager Nathalie Manning

2.0 **APPROVAL OF MINUTES**

A motion was made by Commissioner Bobeda, seconded by Commissioner Gomez and carried to approve the minutes of August 15, 2012.

3.0 **OLD BUSINESS**

None

4.0 **NEW BUSINESS**

4.1 Introductions of commissioners and staff

4.2 Election of Chairperson-After discussion, a motion was made by Commissioner Gomez to nominate Commissioner Bobeda to Chairperson and seconded by Commissioner Fury. The motion was carried to approve.

4.3 Election of Vice-Chairperson-After discussion, a motion was made by Commissioner Bobeda to nominate Commissioner Gomez to Vice Chair and was seconded by Commissioner Fury and carried to approve.

4.4 Approval of revised job description of Senior Library Assistant.

Library Director Carol Heitzig explained the proposed changes to the Sr. Library Assistant job classification. The Library currently has a Sr. Library Assistant assigned to Technical Services and they would like to add a second Sr. Library Assistant to assist in the Public Services Division. Rather than creating an additional job description, the desire is to add some additional duties to the current job description and eliminate information that is no longer relevant. The combined job description will give the Library more hiring flexibility.

No change in salary is proposed.

Human Resources Manning walked through the minor changes being proposed to the job description including changing the supervision to reflect the appropriate Principal Librarian and adding the duties of planning and implementing programs and conducting events.

A motion to approve the revised job description of Sr. Library Assistant was made by Commissioner Fury and seconded by Commissioner Gomez and carried to approve.

5.0 **CHAIRPERSON'S REPORT**

None

6.0 **PERSONNEL DIRECTOR'S REPORT**

Manning explained that the City continues to selectively fill positions that become vacant due to budget considerations. For example, the City is not currently filling the recently vacated Deputy City Manager and Redevelopment and Housing Director positions. She shared that there is some hiring in the Library and in the Police and Fire Departments. The City is also hiring temporary

employees in some needed areas. Manning stated that the City is pleased to report that Chief Manny Solano will be returning the following week from his medical leave. Manning informed the Commission that there will likely be a discipline hearing with tentative dates of January 21 and 22 of 2014.

7.0 ORAL COMMUNICATIONS

None

8.0 ADJOURNMENT

The meeting was adjourned at 5:55 p.m.

Chairperson

ATTEST:

Personnel Director