

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

**August 15, 2012**

**5:30 p.m.**

**1.0**     **ROLL CALL**

**COMMISSIONERS PRESENT:**             Danna, Fury, Jenkins, and Palacios

**COMMISSIONERS ABSENT:**             Fischer, Garcia, Preciado

**OTHERS PRESENT:**                     Assistant Director of Public Works and Utilities Steve Palmisano and Human Resources Manager Nathalie Manning

**2.0**     **APPROVAL OF MINUTES**

A motion was made by Commissioner Jenkins, seconded by Commissioner Fury and carried to approve the minutes of June 14, 2012.

**3.0**     **OLD BUSINESS**

None

**4.0**     **NEW BUSINESS**

4.1     Approval of new Public Works and Utilities Job Classifications.

Human Resources Manager Manning made corrections to the Agenda. Under 4.1, the Municipal Services Operations Manager should read salary range 22-34 and the Public Works and Utilities Administrative Services Manager should read salary range 25-27.

Assistant Director of Public Works and Utilities Steve Palmisano stated that the Public Works and Utilities Department, the largest department in the City, will be experiencing five retirements at the end of the year including the Director and Assistant Director and three other key positions. This is providing the opportunity to reevaluate and reorganize the department to better meet current needs.

The first job classification that Mr. Palmisano discussed was the Administrative Services Manager that is modeled after the Police Department Administrative Services Manager. This person will be the financial and budgetary liaison with the Finance Department. In addition to providing financial analysis, this position will help with human resources issues, seek grant funding, help with capital improvement projects, monitor the budget, and take on additional high level projects.

The second position Mr. Palmisano discussed was the proposed Municipal Services Operations Manager. This position is currently filled with a Public Works Operations Manager who will be retiring at the end of the year. Rather than fill the position at the same level, they are making changes to the duties and responsibilities and have created a new position. The existing position currently oversees the water construction crew which will be moved under the Water Division Manager and the wastewater maintenance crew will be re-located under the Wastewater Division Manager. Instead, this new position will focus mainly on the management of the garage, equipment, and facilities maintenance. The salary of the proposed position will be significantly less than the existing position that will be vacated due to the reduced management responsibilities.

A motion was made by Commissioner Jenkins, seconded by Commissioner Palacios and carried to approve the new job descriptions of Public Works and Utilities Administrative Services Manager at Salary Range 25-27 and Municipal Services Operations Manager at Salary Range 22-23.

**5.0 CHAIRPERSON'S REPORT**

Chair Danna stated that his concerns about Commissioner absences and attendance at meetings has been resolved.

**6.0 PERSONNEL DIRECTOR'S REPORT**

Manning reviewed several personnel changes made in recent months including the promotion of a Principal Engineer to an Assistant Director of Public Works and the opening of a recruitment for an Assistant Engineer to backfill the PE position. Manning also stated that the City is recruiting for Building Official after the position was vacated and that the recruitment process is underway for the Information Technology Project Manager but that that the recruitment for the Sr. Programmer Analyst has not been as successful.

**7.0 ORAL COMMUNICATIONS**

None

**8.0 ADJOURNMENT**

The meeting was adjourned at 6:07 p.m.

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Chairperson

ATTEST:

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Personnel Director