A G E N D A

CITY OF WEST COVINA
REGULAR MEETING OF THE
HUMAN RESOURCES COMMISSION
MANAGEMENT RESOURCE CENTER, ROOM 314
CITY HALL
OCTOBER 12, 2011
6:30 P.M.

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Any writings or documents, not exempt from public disclosure, provided to a majority of Human Resources Commission regarding any item on this agenda will be made available for public inspection in the Human Resources Department, Room 311, in City Hall, 1444 W. Garvey Avenue, West Covina.

I. PLEDGE OF ALLEGIANCE

II. INVOCATION

III. ROLL CALL

IV. ORAL COMMUNICATIONS

A. Agenda Items

At this time the Human Resources Commission will receive comments on any agenda item. Anyone wishing to address the Human Resources Commission on an item on the agenda should come forward when requested by the Chairperson and state your name and address for the record. Comments pertaining to agenda items will be addressed by the Human Resources Commission at the time the agenda item is considered.

B. Non-Agenda Items

This is the time when any member of the public may bring a matter to the attention of the Commission that is within the scope of duties assigned to the Commission. The Ralph M. Brown Act limits the Human Resources Commission and staff's ability to respond to comments on non-agendized matters at the time such comments are made. Thus, your comments may be agendized for a future meeting or referred to staff. The Commission may discuss or ask questions for clarification, if desired, at this time.

V. APPROVAL OF SUMMARY OF ACTIONS

Regular Meeting of June 8, 2011

Motion by _____ seconded by _____ to _____ the Summary of Actions listed above. Motion carried_____.

VI. ACTION ITEMS TO CITY MANAGER/CITY COUNCIL –

Revised Class Specifications -

Maintenance Operations Manager

Motion by _____, seconded by _____, to _____ revise the class specification for Maintenance Operations Manager. Motion carried _____.

VII. INFORMATIONAL - Monthly Reports

A. Employee Turnover Report – June, July, August and September 2011
These reports include the end of the month status of positions in each department. They include separations or additions to staff and include vacancies by class.

B. Recruitment Status Report – June, July 2011, August and September 2011
These reports list the status of current recruitments in progress.

C. Employment/Separation Report – June, July, August and September 2011
Due to the confidential information contained therein, the Employment/Separation Reports will be distributed to the Human Resources Commission at the end of the meeting.

D. Eligibility Lists– June, July, August and September 2011
Due to the confidential information contained therein, the eligibility lists will be distributed to the Human Resources Commission at the end of the meeting.

VIII. STAFF REPORTS/DISCUSSION - None

IX. COMMISSION'S COMMENTS

X. ADJOURNMENT