

A G E N D A
CITY OF WEST COVINA
REGULAR MEETING OF THE
HUMAN RESOURCES COMMISSION
MANAGEMENT RESOURCE CENTER, ROOM 314
CITY HALL
JUNE 11, 2014
6:30 P.M.

Agenda material is available for review at the Human Resources Department, Room 311, in City Hall, 1444 W. Garvey Avenue, West Covina, and at www.westcovina.org. The City complies with the Americans with Disability Act (ADA). If you will need special assistance, or for sign language interpreter services or use of hearing impaired aids at Human Resources Commission meetings, please telephone 626- 939-8450 (voice) or 626- 939-4222 (TTY) from 8 a.m. to 5 p.m., Monday through Thursday. Four working days notice is required.

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. REORGANIZATION

A Chairperson and Vice-Chairperson should be nominated and voted upon by the current membership of the Human Resources Commission.

A. Nomination of Chairperson

Motion by _____, seconded by _____, to nominate _____ as Chairperson. Motion carried _____.

B. Nomination of Vice-Chairperson

Motion by _____, seconded by _____, to nominate _____ as Vice-Chairperson. Motion carried _____.

VI. APPROVAL OF SUMMARY OF ACTIONS

Regular Meeting of December 11, 2013

Motion by _____ seconded by _____ to _____ the Summary of Actions of the adjourned regular meeting of July 10, 2013. Motion carried _____.

VII. ACTION ITEMS TO CITY MANAGER/CITY COUNCIL

A. Revised Class Specification – Community Development Commission Manager

Motion by _____, seconded by _____, to _____ the revised class specification for Community Development Commission Manager. Motion carried _____.

B. Revised Class Specification – Community Development Commission Senior Project Manager

Motion by _____, seconded by _____, to _____ the revised class specification for Community Development Commission Project Coordinator. Motion carried _____.

C. Revised Class Specification – Community Development Commission Project Manager

Motion by _____, seconded by _____, to _____ the revised class specification for Community Development Commission Project Manager. Motion carried _____.

D. Revised Class Specification – Community Development Commission Project Coordinator

Motion by _____, seconded by _____, to _____ the revised class specification for Community Development Commission Senior Project Manager. Motion carried _____.

E. Revised Class Specification – Economic Development/Housing Specialist

Motion by _____, seconded by _____, to _____ the revised class specification for Economic Development/Housing Specialist. Motion carried _____.

VIII. INFORMATIONAL - Monthly Reports

A. Recruitment Status Report – December 2013, January, February, March, April and May 2014

These reports list the status of current recruitments in progress.

B. Employee Turnover Report – December 2013, January, February, March, April and May 2014

Due to the confidential information contained therein, the Employee Turnover Reports will be distributed to the Human Resources Commission at the end of the meeting.

C. Eligibility Lists– December 2013, January, February, March, April and May 2014

Due to the confidential information contained therein, the eligibility lists will be distributed to the Human Resources Commission at the end of the meeting.

D. Employment/Separation Report – December 2013, January, February, March, April and May 2014

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.

IX. STAFF REPORTS/DISCUSSION

Consideration to amend the Personnel Rules and Municipal Code relating to Employer/Employee Relations.

Consideration of draft Internship Policy for review and discussion.

X. PERSONNEL ACTION

Informational session presented by Meyers Nave regarding Disciplinary Hearing procedures.

XI. COMMISSION'S COMMENTS

XII. ADJOURNMENT