



CITY OF WEST COVINA
HUMAN RESOURCES COMMISSION

TUESDAY JUNE 28, 2016, 6:00 PM
SPECIAL MEETING

CITY HALL
MANAGEMENT RESOURCE CENTER, ROOM 305
1444 W. GARVEY AVENUE SOUTH
WEST COVINA, CALIFORNIA 91790

Chairman Henry Torres
Commissioner Doran Barns
Commissioner Ian Jones
Commissioner Gayle Mason
Commissioner Ashley Rozatti

AMERICANS WITH DISABILITIES ACT

The City complies with the Americans with Disabilities Act (ADA). If you will need special assistance at Commission meetings, please call (626) 939-8450 (voice) or (626) 960-4422 (TTY) from 8:00 AM to 5:00 PM Monday through Thursday. Do call at least one day prior to the meeting date to inform us of your particular needs and to determine if accommodation is possible. For sign language interpreter services at Commission meetings, please request no less than two working days prior to the meeting.

AGENDA MATERIAL

Agenda material is available for review at the City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue South, West Covina and at www.westcovina.org. Any writings or documents regarding any item on this agenda, not exempt from public disclosure, provided to a majority of the Commission that is distributed less than 72 hours before the meeting, will be made available for public inspection in the City Clerk's Office, Room 317 of City Hall located at 1444 W. Garvey Avenue South, West Covina, during normal business hours.

PUBLIC COMMENTS
ADDRESSING THE HUMAN RESOURCES COMMISSION

Any person wishing to address the Commission on any matter listed on the agenda or on any other matter within their jurisdiction should complete a speaker card and submit the card to the Commission Secretary.

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak on agenda items will be heard prior to requests to speak on non-agenda items. All comments are limited to five (5) minutes per speaker.

Oral Communications may be limited to thirty (30) minutes, unless speakers addressing agenda items have not concluded.

**AGENDA
CITY OF WEST COVINA
HUMAN RESOURCES COMMISSION
TUESDAY JUNE 28, 2016, 6:00 PM
SPECIAL MEETING**

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

Commission Roll Call

CHANGES TO THE AGENDA

ORAL COMMUNICATIONS – Five (5) minutes per speaker

Please step forward and state your name and city of residence for the record when recognized by the Chairman.

APPROVAL OF SUMMARY OF ACTIONS

- 1) Special Meeting of May 10, 2016

Motion by _____ seconded by _____ to _____ the
Summary of Actions of the Special Meeting of May 10, 2016. Motion carried _____.

ACTION ITEMS TO CITY MANAGER/CITY COUNCIL

- 2) Consideration of Revised Class Specification: Public Works Superintendent

Staff recommends that the Human Resources Commission approve the revised class specification.

Motion by _____ seconded by _____ to _____ the revised class
specification. Motion carried _____.

GRIEVANCE – Continuance - Review and Determination of Grievance filed by Fire Captain

3) Grievance – Fire Captain

Staff recommends that the Human Resources Commission deny the grievance.

Motion by _____ seconded by _____ to _____ the grievance filed by the Fire Captain. Motion carried _____.

STAFF REPORTS/DISCUSSION

COMMISSIONER COMMENTS

ADJOURNMENT

Next Regular Meeting is scheduled for August 9, 2016



Memorandum

ITEM NO. 1

DATE June 28, 2016

**CITY OF WEST COVINA
HUMAN RESOURCES COMMISSION MEETING
SUMMARY OF ACTIONS OF THE SPECIAL MEETING
OF THE HUMAN RESOURCES COMMISSION MAY 10, 2016**

MEETING CALLED TO ORDER 6:10 pm

INVOCATION Commissioner Torres

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioners Present: H. Torres, D. Barnes, I. Jones, A. Rozatti, G. Mason

Commissioners Absent: None

Staff Present: T. Bokosky, E. Macias, E. Sahagun, Chief L. Whithorn,
Atty P. Coble, Atty. G. Basio

CHANGES TO THE AGENDA

None

ORAL COMMUNICATIONS – Five (5) minutes per speaker

Please step forward and state your name and city of residence for the record when recognized by the Chairman.

None

CLOSED SESSION

PERSONNEL ACTION

Pursuant to Government Code Section 54957

- 1) Police Officer - Industrial Disability Retirement Determination
- 2) Termination Appeal – Firefighter/Paramedic

REPORTING OUT FROM CLOSED SESSION

At 6:12 pm the Human Resources Commission recessed into closed session to discuss item No. 1, the disability retirement of a Police Officer. The Human Resources Commission was provided a staff report, and after discussion the Commission approved the disability retirement for a retired Police Officer by unanimous vote.

Discussed item No. 2, the Human Resources Commission heard statements presented by Attorney Gary Basio representing the City of West Covina and by former Firefighter/Paramedic and spouse. Chairman Torres will provide recommendation to City Manager of the Human Resources Commissions' decision to uphold the termination.

GRIEVANCE – Review and Determination of Grievance filed by Fire Captain

3) Grievance – Fire Captain

Staff recommends that the Human Resources Commission deny the grievance.

Motion by _____ seconded by _____ to _____ the grievance filed by the Fire Captain. Motion carried _____.

Chairman Torres requested summary (briefs) of grievance be prepared and provided by each representing attorney for Commission to review at a future Human Resources Commission Special Meeting scheduled for June 28, 2016 at 6:00 pm.

APPROVAL OF SUMMARY OF ACTIONS

4) Regular Meeting of April 13, 2016

Motion by Rozatti seconded by Jones to approve the Summary of Actions of the Regular Meeting of April 13, 2016. Motion carried 5 - 0.

ACTION ITEMS TO CITY MANAGER/CITY COUNCIL

None

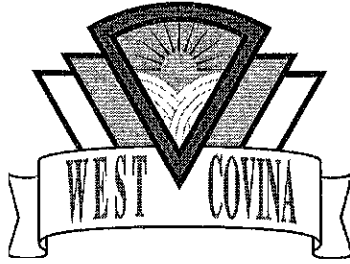
STAFF REPORTS/DISCUSSION

None

COMMISSIONER COMMENTS

ADJOURNMENT

Next Regular Meeting is scheduled for June 8, 2016



City of West Covina
Human Resources Commission

Memorandum

ITEM NO. 2

DATE June 28, 2016

TO: Human Resources Commission

FROM: Tom Bokosky
Human Resources Director

SUBJECT: APPROVAL OF NEW POSITION CLASSIFICATION SPECIFICATION

RECOMMENDATION:

Staff recommends that the Human Resources Commission approve a new classification specification for Public Works Superintendent.

BACKGROUND:

As part of the City's on-going process of maintaining its position classification plan, the Human Resources Department, as needed, reviews classification specifications to ensure that our classification specifications are in alignment with the standards, requirements, and demands of the current public sector market. This review further ensures that the City's classification specification plan remains relevant and reflects the required skills, knowledge, essential functions, and positions necessary for an effective public sector organization.

The Maintenance Operations Manager title will change to Public Works Superintendent. The proposed new title is consistent with duties and job titles with other public agencies, which allows the City to more effectively recruit potential candidates.

Prepared by:

Tom Bokosky
Human Resources Director

Attachment No. 1: Public Works Superintendent

**CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION**

Position Title: Public Works Superintendent
Association: Mid-Management
Pay Grade: MM185
Date: June 2016

Job Summary

Coordinates and supervises the maintenance of the City's infrastructure, including streets, water, open space, parks, trees, equipment and general maintenance.

Supervision Received and Exercised

- Administrative direction provided by the Public Works Director.
- Directs assigned staff through subordinate supervisors.

Essential Functions

1. Manages, through subordinate supervisors, work units engaged in construction, operation, and maintenance of City buildings; maintenance of City parks, streets, sewers, water system, vehicles, warehouse and infrastructure related projects.
2. Recommends and implements changes to policies and procedures to ensure efficient and effective operations.
3. Prepares reports for use by City administration or to facilitate decisions by the City Council.
4. Directs the preparation, execution, and evaluation of contract agreements; participates in assessing feasibility of contracting out services.
5. Supervises the preparation of a complex departmental budget.
6. Provides information and statistics to the City Council to facilitate decisions.
7. Handles the more complex employee problems including disciplinary, complaints and grievances.
8. Supervises a subordinate management and supervisory staff; assigns special projects; assures the smooth operation.

9. Interfaces with outside public and private agencies to facilitate projects and gain support for planned activities.
10. Serves as resource in the meet and confer process with represented department employees.

Qualifications

Required Knowledge

Knowledge of street, park, and related public works maintenance and construction; methods, practices, and techniques related to street, sewer, storm drain, and park construction and maintenance; working knowledge of plans and specifications; the principles of supervision, training, budgeting, and project recordkeeping; Ability to plan and coordinate the work of personnel engaged in office and field work; to prepare, review, and/or approve comprehensive reports, plans, contract documents, and estimates; to plan and schedule an overall preventative maintenance program; to establish and maintain cooperative working relationships; and to communicate effectively verbally and in writing.

Education

A Bachelor's degree in engineering, public works, business or public administration, or related field.

Experience

Five years of progressively responsible supervisory or management experience in public works maintenance activities. Additional experience as described may substitute for the required education on a year-for-year basis.

License/Certificates

- Possession of, or ability to obtain, a valid Class C California Driver's License with a satisfactory driving record.

Equal Opportunity Employer

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.