

**HUMAN RESOURCES COMMISSION  
REGULAR MEETING MINUTES  
THURSDAY, JANUARY 14, 2021**

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**CALL TO ORDER** – Chairperson Tseng called the Regular Meeting to order at 5:31 p.m. via Zoom teleconference.

**PLEDGE OF ALLEGIANCE** – Chairperson Pro Tem Kaitlyn Jeong

**ROLL CALL OF HUMAN RESOURCES COMMISSION MEMBERS**

PRESENT: Commissioners Jeong, McMahon, Rock, and Tseng  
ABSENT: Commission Member Eskander

**SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS** – None

**PUBLIC COMMENTS** – None

**REPORTS FROM HUMAN RESOURCES COMMISSION MEMBERS** – Chairperson Tseng recognized the City in this time. Many department stayed open and notices Public Works working. He's impressed with the City and how they've navigated through. He is appreciative.

**REPORTS FROM CITY COUNCIL LIAISON** – None

**1. REGULAR ITEMS**

- a. Recommendation to Approve the revised Classification Specification for the position of Public Works Services Office Coordinator.

Recommended Action: Approve

Human Resources Administrator Shama Curian explained that due to the retirement of a long term employee, Development Services Director Jason Kruckberg approached Human Resources with a request to review the Senior Administrative specification with the intent for the position to take on more para-professional and project driven assignments. A comprehensive review of the Administrative series was completed and determined that a new position would need to be created to keep up with the needs of the department and the organization. In review of the organizational structure and classification plan, a current position in the Public Works Services Department was identified that with some revisions would allow for the position to be used Citywide and create a para-professional, technical position that is a go-between for the professional positions and administrative series. Jason added that this position is also a path to bridge to a management position for those looking to do so. It is also the hope that this position will help the City keep employees from going to other Cities for that next level.

Commissioner Tseng asked if there are any changes to the qualifications or compensation range for the Office Coordinator position. Shama indicated there would be changes to the qualifications and the compensation range was changed to remain competitive in the industry.

Commissioner Tseng asked if there would also be opportunity to bring in new talent or is it meant to be a progressive promotional position for internal employees. Jason responded that it could be for either.

Commissioner Tseng asked if this position was for Public Works initially, then later for other departments. Jason responded that this position would be for all departments immediately.

Commissioner Rock asked if there would be one recruitment, one list to use Citywide. He noted that that would be ideal so that career opportunity could be given to interested parties, we give these employees a path for career development and the end result is the City benefits. Shama responded that there are two options for departments to utilize for this position. They can "flex" an employee into the position, or they can open up a recruitment and yes, that would be a Citywide list.

Commissioner Tseng asked how many potential employees could be put into this position right now. Shama indicated that there were potentially 6 candidates however, there is only one position per department.

It was moved by Commissioner McMahon, seconded by Rock and carried on roll call to approve the revisions to the Public Works Services Office Coordinator class specification.

Roll Call: AYES: Commissioners Jeong, McMahon, Rock, and Tseng  
NOES: None  
ABSENT: Commissioner Eskander

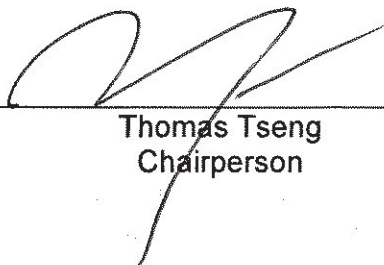
## 2. CONSENT CALENDAR

- a. Approve the Special Meeting Minutes of October 22, 2020.  
Recommended Action: Approve

AYES: Commissioners Jeong, McMahon, Rock, and Tseng  
NOES: None  
ABSENT: Commissioner Eskander

## ADJOURNMENT

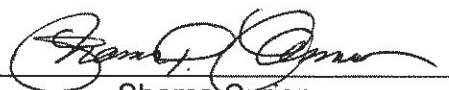
Chairperson Tseng adjourned the meeting at 5:49 p.m. to Thursday, February 11, 2021, at 5:30 p.m. via virtual teleconference.



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Thomas Tseng  
Chairperson

By:



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Shama Curian  
Human Resources Administrator