

**HUMAN RESOURCES COMMISSION
SPECIAL MEETING MINUTES
THURSDAY, APRIL 15, 2021**

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

PLEDGE OF ALLEGIANCE – Chairperson Thomas Tseng

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 – None

REPORTS FROM CITY COUNCIL LIAISON – Mayor Pro Tem Sho Tay reminded everyone that next Tuesday at 7:00 p.m. would be the City Council reorganization.

1. CONSENT CALENDAR

- a. Approve the Regular Meeting Minutes of January 14, 2021.
Recommended Action: Approve

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

2. REGULAR ITEMS

- a. Recommendation to extend eligibility list No. 20-01 for the position of Fire Battalion Chief.
Recommended Action: Approve

Battalion Chief Tom Devlin presented the report to extend the Fire Battalion Chief eligibility list. There were two qualified candidates on the list, one was promoted and there is one remaining candidate on the list. Due to a possibility of movement within the Department, the Fire Department is recommending and requesting the list be extended in order to fill the vacancy immediately if the need arises.

Commissioner Rock asked if this gives the Department the ability to put an employee in in an acting assignment. Chief Devlin affirmed, and added this would allow the Department to fill the position immediately with a well vetted, well qualified candidate.

Chairperson Tseng asked how many Battalion Chiefs there are now. Chief Devlin answered 3. Tseng noted that one vacancy was filled, and one qualified candidate remains on the list for future vacancies. Since September is not that far, is someone planning to retire? Chief Devlin said there is a possibility.

Human Resources Administrator Shama Curian noted it's an internal recruitment and if there is a possible retirement or an employee leaves we want the ability to promote an employee quickly.

Chairperson Tseng asked if we extended the list will it only be that person on the list, or will we be able to add to it? Human Resources Administrator Shama Curian responded it is only one person. The two on the list were the only qualified employees at the time the list was completed and that is till the case.

It was moved by Commissioner Rock, seconded by McMahon and carried on roll call to extend eligibility list No. 20-01 for the position of Fire Battalion Chief.

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


ADJOURNMENT

Chairperson Tseng adjourned the meeting at 5:44 p.m. to Thursday, May 13, 2021, at 5:30 p.m. via virtual teleconference.



Thomas Tseng
Chairperson

By:



Shama Curian
Human Resources Administrator