

**HUMAN RESOURCES COMMISSION
SPECIAL MEETING MINUTES
THURSDAY, MAY 13, 2021**

CALL TO ORDER – Chairperson Tseng called the Regular Meeting to order at 5:32 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 –

Chairperson Thomas Tseng recently saw the Arcadia facebook page on labor cost per person, and he had a discussion with a family member on this. Chairperson Tseng wanted to know if the Human Resources Commission reviews annual performance measures and salary scheduled of classified personnel. Human Resources Administrator Shama Curian explained the parameters of the HR Commission as outlined in the Charter and Municipal Code.

REPORTS FROM CITY COUNCIL LIAISON – Mayor Sho Tay discussed the “Tiny Homes” project and the next steps the City is taking to address people experiencing homelessness in the City of Arcadia.

1. CONSENT CALENDAR

- a. Approve the Regular Meeting Minutes of April 15, 2021.
Recommended Action: Approve

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

2. REGULAR ITEMS

- a. Recommendation to Approve new Classification Specification for Library Assistant and place as a part of the flexible staffing positions.
Recommended Action: Approve

Pat Smith, Library Services Manager, thoughtfully discussed the need for this new position of Library Assistant within the Library Services Department. The current full-time entry level position within the Library is a Library Technician position. This is a huge jump for many of our part-time library aides to make if they are interested in furthering their career within the

Library services department. The Library Assistant position will create a better transition for our part-time personnel, and will allow them to get their "foot in the door" for career growth in a full-time position within the Library.

b. Recommendation to Approve the revised Classification Specifications for the following Fire Department positions: Fire Chief, Deputy Fire Chief, Fire Battalion Chief, Fire Captain, Fire Engineer, Fire Paramedic, Firefighter, Fire Marshal, and Fire Inspector.

Recommended Action: Approve

Deputy Fire Chief Barry Spriggs presented the minor changes to the HR Commission; informing them that the changes were industry standards for the certificate requirements and the Fire Department wanted to capture those standards in the current class specs. Currently, all Fire personnel meet these requirements and as such, the changes were negligible and the Arcadia Firefighters' Association were okay with the changes. Chairperson Tseng pointed out a minor discrepancy with the certifications between Fire Battalion Chief and Deputy Fire Chief, where it looked like the Battalion Chief class specifications were asking for more certifications than that of the Deputy Chief, however it was recommended that the specs. can be approved subject to making the change to "and" on the certification requirements.

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, June 10, 2021, at 5:30 p.m. via virtual teleconference.



Thomas Tseng
Chairperson

By:



Shama Curian
Human Resources Administrator