

**CITY OF HERMOSA BEACH  
CIVIL SERVICE BOARD  
Regular Meeting Agenda**

**Wednesday, September 18, 2024**

**5:00 PM**

**Council Chambers**

**1315 Valley Drive**

**Hermosa Beach, CA 90254**

**CIVIL SERVICE BOARD**

Douglas Collins, Board Member

Ira Ellman, Board Member

Robert Wolfe, Board Member

Anne Williams, Board Member

Kate Jones, Board Member

Cynthia Stafford, Interim Human Resources Manager

## AMERICANS WITH DISABILITIES ACT OF 1990

To comply with the Americans with Disabilities Act of 1990, Assistive Listening Devices (ALD) are available for check out at the meeting. If you require special assistance to participate in this meeting, you must call or submit your request in writing to the Office of the City Clerk at (310) 318-0204 or at [cityclerk@hermosabeach.gov](mailto:cityclerk@hermosabeach.gov) at least 48 hours before the meeting.

## PARTICIPATION AND VIEWING OPTIONS

Hermosa Beach Civil Service Board meetings are open to the public and are being held in person in the City Hall Council Chambers located at 1315 Valley Drive, Hermosa Beach, CA 90254. Public comment is only guaranteed to be taken in person at City Hall during the meeting or prior to the meeting by submitting an eComment for an item on the agenda. As a courtesy only, the public may view and participate on action items listed on the agenda via the following:

- **Zoom:** <https://us02web.zoom.us/j/86500936437?pwd=VIBTTCtENVpKWIZBenhmb2RiSWZ3Ut09>
- **Phone:** Toll Free: (888) 475-4499; Meeting ID: 865 0093 4499, then #; Passcode: 213253
- **eComment:** Submit an eComment by no later than three (3) hours before the meeting start time.
- **Supplemental Email:** Supplemental emails are available for agenda items only and must be sent to [jchinshih@hermosabeach.gov](mailto:jchinshih@hermosabeach.gov). Supplemental emails should indicate the agenda item and meeting date in the subject line and must be received no later than three (3) hours before the meeting start time. Emails received after the deadline but before the meeting ends will be posted to the agenda the next business day.

Please be advised that while the City will endeavor to ensure these remote participation methods are available, the City does not guarantee that they will be technically feasible or work all the time. Further, the City reserves the right to terminate these remote participation methods (subject to Brown Act restrictions) at any time and for whatever reason. Please attend in person or by submitting an eComment to ensure your public participation.

Similarly, as a courtesy, the City will also plan to broadcast the meeting via the following listed mediums. However, these are done as a courtesy only and not guaranteed to be technically feasible. Thus, in order to guarantee live time viewing and/or public participation, members of the public shall attend in Council Chambers.

- **Cable TV:** Spectrum Channel 8 and Frontier Channel 31 in Hermosa Beach
- **YouTube:** <https://www.youtube.com/c/CityofHermosaBeach90254>
- **Live Stream:** [www.hermosabeach.gov/agenda](http://www.hermosabeach.gov/agenda)

If you experience technical difficulties while viewing a meeting on any of our digital platforms, please try another viewing option. View staff reports and attachments at [www.hermosabeach.gov/agenda](http://www.hermosabeach.gov/agenda).

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL
- 4. ANNOUNCEMENTS—CIVIL SERVICE BOARD
- 5. PUBLIC COMMENT

This is the time for members of the public to address the Civil Service Board only on items within the Board's jurisdiction that are not on this agenda. Although the Civil Service Board values your comments, the Brown Act generally prohibits the Board from taking action on any matter not listed on the posted agenda as a business item. Public comments are limited to two minutes per speaker and shall only be taken from those present in City Council Chambers. No remote public comment will be taken during this time unless required by the Brown Act. A total of thirty minutes will be allocated to this initial public participation item. This time allotment may be modified due to time constraints at the discretion of the Civil Service Board. Another period is also reserved for general comment later in the meeting for those that could not be heard at this time. No action will be taken on matters raised in oral and written communications, except that the Board may take action to schedule issues raised in oral and written communications for a future agenda. Speakers with comments regarding City management or departmental operations are encouraged to submit those comments directly to the City Manager.

6. MATTERS FOR COMMISSION CONSIDERATION

- 6.a REQUEST TO APPROVE REVISIONS TO CLASS SPECIFICATION FOR HUMAN RESOURCES MANAGER - 24-AS-025 4  
(Interim Human Resources Manager Cynthia Stafford)

**Recommendation:**

Staff recommends Civil Service Board approve the revisions to the class specification for Human Resources Manager.

- 6.b ACTION MINUTES OF THE CIVIL SERVICE BOARD SPECIAL MEETING OF JULY 15, 2024 - 24-AS-026 16  
(Interim Human Resources Manager Cyndi Stafford)

**Recommendation:**

Staff recommends City Council receive and file the action minutes of the Civil Service Board Special meeting of July 15, 2024.

7. PUBLIC COMMENT

This time is set aside for the public to address the Civil Service Board on any item of interest within the subject matter jurisdiction that could not be heard under the first public participation item because there were too many prior public speakers and the thirty-minute maximum time limit was exhausted.

8. ADJOURNMENT



**Members of the Hermosa Beach Civil Service Board**

**REQUEST TO APPROVE REVISIONS TO CLASS SPECIFICATION FOR HUMAN RESOURCES MANAGER**

(Interim Human Resources Manager Cynthia Stafford)

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**Recommended Action:**

Staff recommends Civil Service Board approve the revisions to the class specification for Human Resources Manager.

**Executive Summary:**

The class specification was revised to better align with the duties and qualifications of the current needs of the Administrative Services Department. The classification is unrepresented.

**Background:**

The City recently reorganized and created an Administrative Services Department, under which finance and human resources functions fall. The City is preparing to open a recruitment for the Human Resources Manager. The department reviewed the class specification before opening the recruitment and identified necessary revisions to the class specification, which had not been updated since 2016.

**Attachments:**

1. Human Resources Manager 2024 – Redline Version
2. Human Resources Manager 2024 – Final Version

**Respectfully Submitted by:** Cynthia Stafford, Interim Human Resources Manager



**HUMAN RESOURCES MANAGER**

**DEFINITION**

Under administrative direction, to plan, direct, manage, organize, evaluate and coordinate a comprehensive Human Resources and Risk Management program; to direct the settlement of worker’s compensation claims; recommend coverage and purchase of insurance and develop and direct the conduct of safety and training programs; and to do related work as required.

**CLASS CHARACTERISTICS**

Assist in the development and implementation of goals, objectives, policies and procedures for their respective ~~division~~department(s); Ensures that the ~~division~~department’s goals and objectives are within the model of a “High Performance Organization” using collaborative and participative concepts. ~~Asas the \_the~~ Human Resources & Risk Management Manager for the City of Hermosa Beach ~~is \_you will be~~ expected to be part of our high-performing team that work together toward the achievement of common goals – short term and long term. ~~The incumbent You will be~~ required to exhibit a commitment to performance excellence, exercise mutual respect, and hold ~~themselves yourself and your department~~ employees accountable at both the individual and team levels.

**EXAMPLES OF DUTIES**

- ~~\_~~ Plans, organizes, directs, manages, coordinates, supervises and performs professional personnel work involved in the administration and maintenance of City recruitment, selection, employee orientation, classification and salary, labor relations, performance evaluation, counseling and grievance and affirmative action programs.
- ~~\_~~ ~~D~~Develops, administers and interprets personnel and salary policies, regulations and procedures.
- ~~\_~~ ~~e~~Coordinates with departmental and administrative officials in the development or improvement of personnel procedures, standards, regulations and forms.
- ~~\_~~ ~~a~~Advises departments on organization, design and staffing.
- ~~\_~~ ~~s~~Serves as a liaison and coordinates contracted testing and selection processes.
- ~~\_~~ Provides staff support to the Civil Service ~~Board~~Commission.
- ~~\_~~ ~~e~~Coordinates the preparation of departmental agenda items and attends meetings of the Civil Service ~~Board~~Commission and City Council.
- ~~\_~~ ~~periodically~~ ~~r~~Reviews and updates City job classifications.
- ~~\_~~ ~~d~~Directs and conducts personnel management, salary and benefit surveys and prepares recommendations and reports.

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- Provides information and technical assistance on human resources personnel policies and procedures, the City's EEO affirmative action program, supplementary employee benefits and other personnel matters.
  - Reviews and makes recommendations on improvements to human resources management personnel practices and procedures.
  - Serves on the management team in the City negotiating process.
  - Directs and conducts studies and surveys and develops salary, benefit and cost data for management proposals.
  - Implements and monitors MOU's.
  - Counsels and advises on a range of labor-management issues.
  - Reviews and analyzes pertinent legislation affecting human resources personnel management.
  - Supervises the work of department staff personnel.
- Plans, organizes, directs, coordinates, supervises and performs professional work involved in the administration and maintenance of the City's Risk Management Program.
  - Manages the purchase of Property, Vehicle, Casualty, Liability, and Workers Compensation insurance and recommends coverage, deductible amounts, and reserve levels.
  - Manages the City's claims defense and settlement processes process and coordinates the City's recovery actions in cases of negligence by a third party.
  - Coordinates and monitors the work of claims adjusters and attorneys representing the City.
  - Performs research and analysis and prepares reports, charts, tables, and other forms of analysis in order to provide the department and the City with necessary risk management information and presents reports and information to the City Council.
  - Develops procedures and recommends methods for funding, contracts, facilities, and activities under consideration by the City, and advises on risk implications.
  - Confers with managers to determine loss prevention and safety, and works with departmental safety committees on loss control activities.
  - Develops, improves and contracts for the presentation of safety and training programs.
  - Serves as City representative on Risk Management groups and associations.

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## **QUALIFICATION GUIDELINES**

### **Knowledge, Skills & Abilities:**

#### Knowledge of:

- Knowledge of modern principles, practices and procedures of human resources personnel administration, including labor relations, EEO affirmative action, classification and compensation, recruitment, selection, performance evaluation and training training.
- Federal and State laws, regulations and administrative rules as they relate to human resources personnel management, risk management, workers compensation, safety, and loss control.

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- ~~R~~isk management techniques and principles; fiscal planning and budget allocation techniques; claims processing, adjusting and reporting techniques; ~~office management and record keeping principles, methods and procedures;~~
- ~~statistical, research and survey methods and techniques;~~
- ~~P~~principles and practices of supervision, training and budget administration; labor relations laws, practices and procedures; computers and computer applications;
- Principles of organizational, public administration and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures in service areas managed; administrative principles and methods, including goal setting, program development and pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of research techniques, sources and availability of information, and methods of report presentation; applicable legal guidelines and standards affecting the administration of a municipal government.
- Principles and practices of contract administration, contract risk transfer and evaluation; risk management requirements and techniques.
- Social, political, and environmental issues influencing program administration.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; office methods, procedures and equipment and basic mathematics.
- Supervisory principles and methods of training, teamwork, goal setting, problem solving and laws governing employee relations.
- Cal/OSHA regulations and safe work practices; workers' compensation policies and regulations.

Ability to:

- ~~report w~~Write reports,ing methods and techniques.
- Conduct statistical, research and survey methods and techniques
- ~~Ability to p~~Plan, organize, direct, coordinate and perform professional level work involved in a comprehensive Human Resources and Risk Management program.;
- ~~C~~Conduct and improve recruitment, selection, evaluation, training, classification audit and personnel record keeping activities.;
- ~~i~~Initiate research studies and reports including the collection, organization, analysis and development of administrative and management recommendations.;
- ~~a~~Advise City officials and employees on human resources and risk management related programs and services.;
- ~~p~~Prepare and present comprehensive written and oral reports.
- ~~d~~Develop and improve training and safety programs.
- ~~assist with i~~dentifying and resolvi~~eng~~ various labor relations and risk management related problems in the City's work force.

~~establish and maintain cooperative work relationships with those contacted in the course of work; supervise and train subordinate personnel.~~

- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team; establish and maintain effective and cooperative working relationships with other professionals, City departments, City officials, the public and those contacted in the course of the work and continuously works to improve relationships, contacts, and networks.

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- Lead and direct operations, services, and activities assigned area of responsibility; develop and administer department goals, objectives, and procedures; prepare clear and concise administrative reports, budgets.
- gets.
- Effectively plan, organize, direct, and coordinate the work of staff; lead, coach, instruct and motivate employees; foster a teamwork environment; address key factors that influence successful organizational change.
- Negotiate effective solutions to complex problems; analyze situations accurately, use independent judgment and adopt effective courses of action.
- Guide and encourage others to accomplish a common goal.
- Work skillfully with politics, procedures, and protocols across organizational levels and boundaries.
- Initiate tasks and focus on accomplishments by knowing what needs to be done and do it without being told.
- Prepare clear and concise reports, correspondence, and other written materials; operate typical office equipment; communicate effectively and accurately both verbally and in writing, use proper English grammar, spelling and punctuation.
- Exercise good judgment and uphold confidentiality in maintaining critical and sensitive information, records, and reports.
- Draw meaning and conclusions from quantitative and qualitative data.
- Fully comprehend spoken communication by picking up on nuances in tone and meaning and being attentive to non-verbal cues and body language.
- Show interest in and understanding of the needs, expectations, and circumstances of internal and external customers.
- Formally deliver clear, organized, and persuasive presentations to groups.
- Stay informed and share information with others, ensuring accuracy and reliability of information.
- Display honesty, adherence to principles, and personal accountability.
- Appreciate the benefits of varied backgrounds and cultures.
- Respond positively to change and modify behavior as the situation requires.
- Adhere to all safety practices and procedures and encourage and support others to be safe in their work activities.
- Have sound collaborative decision-making, judgement, and diplomacy skills.
- Show empathy towards the community and colleagues.
- Have service mentality, respect for and sincere desire to help others with diverse background and experiences.
- Have strong sense of integrity and commitment to ethical behavior and accountability.
- Have courage to intervene and protect against unethical behavior.
- Work collaboratively with team members to create and support a positive customer service environment.
- Demonstrate, promote, and support a culture of diversity, equity, inclusion and belonging.

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**Education and Experience:** Graduation from an accredited ~~four-year~~four-year college or university with a degree in Public Administration, Business Administration, Industrial Relations, Finance, or a closely related field.



Five years of increasingly responsible generalist human resources experience in a municipal government setting (including at least two years of supervision experience).

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A professional certification by SHRM or IPMA-HR (PSHRA) is highly desired, but not required.

**Licenses/Certificates:** Possession of a valid Class C California Driver's License with a safe driving record is required or the ability to get from point to point for meetings and trainings, and must be maintained as valid during the course of employment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.



This information is available in an alternative format by request to (310) 283-0239.

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The City of Hermosa Beach is an Equal Opportunity Employer. We value and seek diversity in our workforce. Hermosa Beach is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including pansexuality, homosexuality, bisexuality, or heterosexuality), hair, military or veteran status, or any other protected classification.

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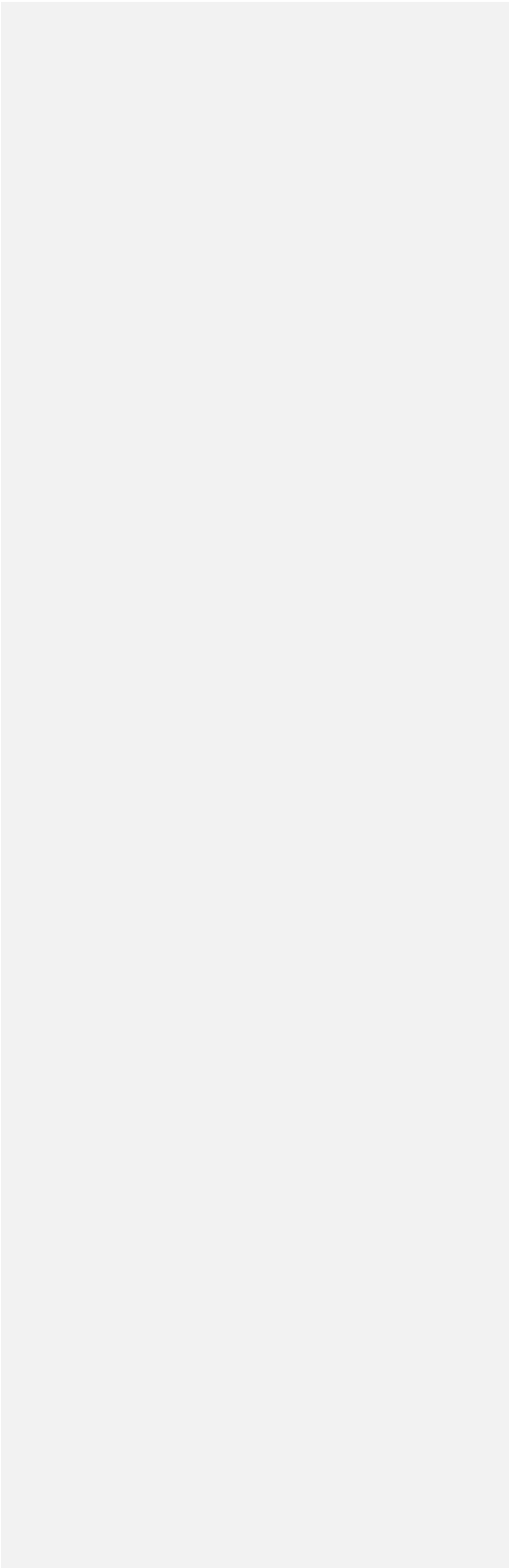
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## **HUMAN RESOURCES MANAGER**

### **DEFINITION**

Under administrative direction, to plan, direct, manage, organize, evaluate and coordinate a comprehensive Human Resources and Risk Management program; to direct the settlement of worker's compensation claims; recommend coverage and purchase of insurance and develop and direct the conduct of safety and training programs; and to do related work as required.

### **CLASS CHARACTERISTICS**

Assist in the development and implementation of goals, objectives, policies and procedures for their respective division; Ensures that the department's goals and objectives are within the model of a "High Performance Organization" using collaborative and participative concepts. The Human Resources & Risk Management Manager for the City of Hermosa Beach is expected to be part of a high-performing team that work together toward the achievement of common goals – short term and long term. The incumbent is required to exhibit a commitment to performance excellence, exercise mutual respect, and hold themselves and employees accountable at both the individual and team levels.

### **EXAMPLES OF DUTIES**

- Plans, organizes, directs, manages, coordinates, supervises and performs professional personnel work involved in the administration and maintenance of City recruitment, selection, employee orientation, classification and salary, labor relations, performance evaluation, counseling and grievance and affirmative action programs.
- Develops, administers and interprets personnel and salary policies, regulations and procedures.
- Coordinates with departmental and administrative officials in the development or improvement of personnel procedures, standards, regulations and forms.
- Advises departments on organization, design and staffing.
- Serves as a liaison and coordinates contracted testing and selection processes.
- Provides staff support to the Civil Service Board.
- Coordinates the preparation of departmental agenda items and attends meetings of the Civil Service Board and City Council.
- Reviews and updates City job classifications.
- Directs and conducts personnel management, salary and benefit surveys and prepares recommendations and reports.

- Provides information and technical assistance on human resources I policies and procedures, the City's EEO program, supplementary employee benefits and other personnel matters.
- Reviews and makes recommendations on improvements to human resources management practices and procedures.
- Serves on the management team in the City negotiating process.
- Directs and conducts studies and surveys and develops salary, benefit and cost data for management proposals.
- Implements and monitors MOU's.
- Counsels and advises on a range of labor-management issues.
- Reviews and analyzes pertinent legislation affecting human resources management.
- Supervises the work of department staff.
- Plans, organizes, directs, coordinates, supervises and performs professional work involved in the administration and maintenance of the City's Risk Management Program.
- Manages the purchase of Property, Vehicle, Casualty, Liability, and Workers Compensation insurance and recommends coverage, deductible amounts, and reserve levels.
- Manages the City's claims defense and settlement process and coordinates the City's recovery actions in cases of negligence by a third party.
- Coordinates and monitors the work of claims adjusters and attorneys representing the City.
- Performs research and analysis and prepares reports, charts, tables, and other forms of analysis in order to provide the department and the City with necessary risk management information and presents reports and information to the City Council.
- Develops procedures and recommends methods for funding, contracts, facilities, and activities under consideration by the City and advises on risk implications.
- Confers with managers to determine loss prevention and safety and works with departmental safety committees on loss control activities.
- Develops, improves and contracts for the presentation of safety and training programs.
- Serves as City representative on Risk Management groups and associations.

## **QUALIFICATION GUIDELINES**

### **Knowledge, Skills & Abilities:**

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- Risk management techniques and principles; fiscal planning and budget allocation techniques; claims processing, adjusting and reporting techniques.

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- Supervisory principles and methods of training, teamwork, goal setting, problem solving and laws governing employee relations.
- Cal/OSHA regulations and safe work practices; workers' compensation policies and regulations.

Ability to:

- Write reports.
- Conduct statistical, research and survey methods and techniques
- Plan, organize, direct, coordinate and perform professional level work involved in a comprehensive Human Resources and Risk Management program. Conduct and improve recruitment, selection, evaluation, training, classification audit and personnel record keeping activities.
- Initiate research studies and reports including the collection, organization, analysis and development of administrative and management recommendations.
- Advise City officials and employees on human resources and risk management related programs and services.
- Prepare and present comprehensive written and oral reports.
- Develop and improve training and safety programs.
- Identify and resolve various labor relations and risk management related problems in the City's work force.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team; establish and maintain effective and cooperative working relationships with other professionals, City departments, City officials, the public and those contacted in the course of the work and continuously works to improve relationships, contacts, and networks.
- Lead and direct operations, services, and activities assigned area of responsibility; develop and administer department goals, objectives, and procedures; prepare clear and concise administrative reports, budgets.
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- Show empathy towards the community and colleagues.
- Have service mentality, respect for and sincere desire to help others with diverse background and experiences.
- Have strong sense of integrity and commitment to ethical behavior and accountability.
- Have courage to intervene and protect against unethical behavior.
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REVISED: 9/19/24



**Honorable Mayor and Members of the Hermosa Beach City Council**

**ACTION MINUTES OF THE CIVIL SERVICE BOARD MEETING OF DATE**

(Interim Human Resources Manager Cyndi Stafford)

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**Recommended Action:**

Staff recommends City Council receive and file the action minutes of the Civil Service Board Special meeting of July 15, 2024.

**Attachments:**

Action Minutes of the July 15 2024, Civil Service Special Board Meeting

**Respectfully Submitted by:** Cyndi Stafford, Human Resources Manager

**Approved:** Suja Lowenthal, City Manager



**CITY OF HERMOSA BEACH**

**Civil Service Board**

**Meeting Minutes**



**July 15, 2024  
4:00 p.m.  
Council Chambers  
1315 Valley Drive  
Hermosa Beach, CA 90254**

Members Present: Board Member Douglas Collins, Board Member Bob Wolfe,  
Board Member Vanessa Zimmer

Members Absent: Board Member Lynda Castro, Board Member Kate Jones

**1. CALL TO ORDER**

The City of Hermosa Beach Civil Service Board Special Meeting met in-person on Monday, July 15, 2024. The meeting was called to order by Civil Service Board Member Collins at 4:25 p.m.

**2. PLEDGE OF ALLEGIANCE**

Member Wolfe led the Board in the Pledge of Allegiance.

**3. ROLL CALL**

A quorum was announced.

**4. ANNOUNCEMENTS—CIVIL SERVICE BOARD**

None.

**5. PUBLIC COMMENT**

No Public Comments to report.

**6. MATTERS FOR COMMISSION CONSIDERATION**

**6.a REQUEST FOR APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF JUNE 18, 2024 - 24-AS-012**

**Moved by:** Board Member Bob Wolfe

**Seconded by:** Board Memembr Vanessa Zimmer

To approve the action minutes of the Special meeting of June 18, 2024 as amended. The motion carried by the following vote:

Ayes (3): Board Member Douglas Collins, Board Member Bob Wolfe, and Board Memebr Vanessa Zimmer

Absent (2): Board Member Lynda Castro, and Board Member Kate Jones

**Motion Carried**

**6.b REQUEST TO APPROVE REVISIONS TO CLASS SPECIFICATION FOR ASSOCIATE PLANNER - 24-AS-007**

**Moved by:** Board Memebr Vanessa Zimmer

**Seconded by:** Board Member Bob Wolfe

To approve the revisions to the class specification for Associate Planner. The motion carried by the following vote:

Ayes (3): Board Member Douglas Collins, Board Member Bob Wolfe, and Board Memebr Vanessa Zimmer

Absent (2): Board Member Lynda Castro, and Board Member Kate Jones

**Motion Carried**

**6.c REQUEST TO APPROVE REVISIONS TO CLASS SPECIFICATION FOR SENIOR RECREATION SUPERVISOR - 24-AS-011**

**Moved by:** Board Member Bob Wolfe

**Seconded by:** Board Memebr Vanessa Zimmer

To approve the revisions to the class specification for Senior Recreation Supervisor. The motion carried by the following vote:

Ayes (3): Board Member Douglas Collins, Board Member Bob Wolfe, and Board Memebr Vanessa Zimmer

Absent (2): Board Member Lynda Castro, and Board Member Kate Jones

**Motion Carried**

**7. PUBLIC COMMENT**

Vanessa Godinez introduced the Interim Human Resources Manager, Cyndi Stafford. The Civil Service Board thanked Vanessa Godinez for her service to the City and her support of the Civil Service Board.

**8. ADJOURNMENT**

**Moved by:** Board Memebr Vanessa Zimmer

**Seconded by:** Board Member Bob Wolfe

To adjourn the meeting at 4:27 pm. The motion carried by the following vote.

Ayes (3): Board Member Douglas Collins, Board Member Bob Wolfe, and Board Memebr Vanessa Zimmer

Absent (2): Board Member Lynda Castro, and Board Member Kate Jones

**Motion Carried**