

CITY OF HERMOSA BEACH

Civil Service Board

Meeting Minutes



September 18, 2024

5:00 p.m.

Council Chambers

1315 Valley Drive

Hermosa Beach, CA 90254

Members Present: Board Member Douglas Collins, Board Member Ira Ellman, Board Member Robert Wolfe, Board Member Anne Williams, Board Member Kate Jones

Staff Present: Interim Human Resources Manager Cynthia Stafford, Deputy City Clerk Reanna Guzman, Senior Office Assistant Holly Honma

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. ANNOUNCEMENTS—CIVIL SERVICE BOARD

Bob Wolfe welcomed two new members Anne and Ira.

5. PUBLIC COMMENT

None.

6. MATTERS FOR COMMISSION CONSIDERATION

6.a REQUEST TO APPROVE REVISIONS TO CLASS SPECIFICATION FOR HUMAN RESOURCES MANAGER - 24-AS-025

Cynthia Stafford provided information on the HR Manager Class Specifications.

Ira Ellman asked various questions and provided comments.

Doug Collins provided comments.

Bob Wolfe provided comments.

Moved by: Board Member Robert Wolfe
Seconded by: Board Member Kate Jones

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

Ayes (5): Board Member Douglas Collins, Board Member Ira Ellman, Board Member Robert Wolfe, Board Member Anne Willams, and Board Member Kate Jones

Motion Carried

6.b ACTION MINUTES OF THE CIVIL SERVICE BOARD SPECIAL MEETING OF JULY 15, 2024 - 24-AS-026

Moved by: Board Member Robert Wolfe
Seconded by: Board Member Kate Jones

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

Ayes (5): Board Member Douglas Collins, Board Member Ira Ellman, and Board Member Robert Wolfe

Abstained (1): Board Member Anne Willams and Board Member Kate Jones

Motion Carried

7. PUBLIC COMMENT

Administrative Services Director Brandon Walker introduced himself

8. ADJOURNMENT

Adjourned at 5:19 pm