

CITY OF HERMOSA BEACH

Civil Service Board

Meeting Minutes



**February 19, 2025
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 Bob Wolfe, Board Member Kate Jones

Members Absent: Board Member Anne Williams

Staff Present: Human Resources Analyst Jung Chin Shih, City Clerk Myra
Maravilla, Administrative Services Director Brandon Walker

1. CALL TO ORDER

Board Member Collins called the Open Session to order at 5:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Collins.

3. ROLL CALL

Board Member Ann Williams was absent.

Board Member Collins announced a quorum.

4. ANNOUNCEMENTS—CIVIL SERVICE BOARD

No announcements were provided.

5. PUBLIC COMMENT

No Public Comments.

6. MATTERS FOR COMMISSION CONSIDERATION

**6.a ACTION MINUTES OF THE CIVIL SERVICE BOARD MEETING DATE
OF SEPTEMBER 18, 2024. - 25-AS-007**

Board Member Wolfe wants the minutes of September 18, 2024, to be revised from commented to welcome the new board members.

Moved by: Board Member Kate Jones

Seconded by: Board Member Bob Wolfe

To receive and file the action minutes of the Civil Service Board Meeting of September 18, 2024.

Ayes (4): Board Member Douglas Collins, Board Member Ira Ellman, Board Member Bob Wolfe, and Board Member Kate Jones

Absent (1): Board Member Anne Williams

Motion Carried

6.b REQUEST TO APPROVE REVISIONS TO CLASS SPECIFICATION FOR MANAGEMENT ANALYST - 25-AS-008

Administrative Services Director Brandon Walker provided a staff presentation.

Board Member Collins inquired whether the classification was specific to Public Works.

Director Walker provided information.

Board Member Ellman asked if the classification is currently filled.

Director Walker provided information.

Board Member Ellman asked whether the classification negotiates on behalf of the City based on the class specification language. Director Walker clarified that only the City Manager negotiates on behalf of the City.

Board Members Wolfe and Collins suggested using “interact” in place of “negotiate.”

Board Member Ellman asked about considerations related to visual or hearing impairments for this position.

Director Walker stated that the City would not preclude any candidate from the position based on the class specification

Moved by: Board Member Bob Wolfe

Seconded by: Board Member Kate Jones

To approve the revisions to the class specification for Management Analyst with direction to replace the term ‘negotiate’ with ‘interact’.

Ayes (4): Board Member Douglas Collins, Board Member Ira Ellman, Board Member Bob Wolfe, and Board Member Kate Jones

Absent (1): Board Member Anne Willams

Motion Carried

7. PUBLIC COMMENT

Board Member Wolfe stated that if the board can be of service to the City, to welcome those opportunities.

Administrative Services Director Brandon Walker spoke about going into negotiations and that the City will be utilizing the board more in the coming months.

Director Walker spoke about the incoming Human Resources Manager.

8. ADJOURNMENT

The meeting was adjourned at 5:12PM

Moved by: Board Member Kate Jones

Seconded by: Board Member Bob Wolfe

To adjourn the meeting.

Ayes (4): Board Member Douglas Collins, Board Member Ira Ellman, Board Member Bob Wolfe, and Board Member Kate Jones

Absent (1): Board Member Anne Willams

Motion Carried