



**CITY OF HUNTINGTON PARK
CIVIL SERVICE COMMISSION
A G E N D A**

City of Huntington Park
City Hall Council Chambers
6550 Miles Avenue
Huntington Park, CA 90255

Regular Meeting

Wednesday, December 12, 2018

6:00 p.m.

Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Human Resources Department either in person at 6550 Miles Avenue, Huntington Park, California or by telephone at (323) 584-6227. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

NOTE: Any person who has a question concerning any agenda item may contact the Human Resources Department at (323) 584-6227. Materials related to an item on this agenda are available for inspection in the Human Resources office at 6550 Miles Ave., Huntington Park, California during the hours of 7 a.m. – 5:30 p.m. Monday through Thursday.

Assembly Bill No. 2674 amended several provisions of the Ralph M. Brown Act (Section 54950 et seq. of the Government Code) effective January 1, 1987. This bill prohibits the legislative body from taking any action on any item, which did not appear on the agenda, which was posted 24 hours prior to the Civil Service Commission meeting. If action is necessary on subject matter, which the public presents, the matter should be presented in writing to the Human Resources Department for placement on the agenda by Tuesday noon prior to the next Civil Service Commission meeting.

ORDER OF BUSINESS

I. ROLL CALL

Chair Manuel Morado
Vice-Chair Maria Magana
Commissioner Guillermo Monterrosa
Commissioner Ricardo Ortega-Martinez, Jr.
Commissioner Teresa Baltazar

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

For open session each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-1.207. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another.

IV. PRESENTATION AND ANNOUNCEMENTS

- A. Introduction of new Civil Service Commissioner Ricardo Ortega-Martinez, Jr.
- B. Introduction of new Civil Service Commission Secretary Nita McKay, Acting Director of Human Resources.
- C. Orientation for upcoming Civil Service Commission Appeal Hearings

V. APPROVAL OF MINUTES

VI. COMMUNICATIONS

VII. CONSIDERATION OF REPORTS

VIII. NEW BUSINESS

- 1. **Class Specifications** – New class specifications and/or Revisions/Modifications to the existing class specifications for the following positions:
 - a. Administrative Analyst – New
 - b. Administrative Assistant – Modified
 - c. Community Services Supervisor – New
 - d. Director of Finance & Administrative Services – New
 - e. Human Resources Technician – New
 - f. Jailer Supervisor – New
 - g. Management Analyst – Modified
 - h. Police Commander – New
 - i. Senior Deputy City Clerk – Modified
 - j. Senior Management Analyst – New
- 2. Review the following eligibility lists and approve
 - a. Police Cadet..... 11/29/2018

IX. OLD BUSINESS

- 1. Review the following eligibility lists as previously approved:
 - a. Administrative Specialist 10/15/2018
 - b. Assistant Planner 12/19/2017
 - c. Communications Operator 01/23/2018
 - d. General Laborer PT 05/01/2018
 - e. General Laborer PT 11/10/2017
 - f. Graduate Management Intern PT (City Manager’s Office) 05/21/2018
 - g. Jailer..... 07/03/2018
 - h. Journeyman Electrician 11/10/2017
 - i. Jr. Deputy City Clerk 07/03/2018
 - j. Management Analyst (Recreation) 03/05/2018
 - k. Office Assistant II 08/01/2018
 - l. Parking Enforcement Officer..... 02/21/2018
 - m. Permit Technician 09/27/2017
 - n. Police Cadet..... 02/14/2018
 - o. Police Cadet..... 08/15/2018
 - p. Police Cadet..... 10/17/2017
 - q. Police Officer..... 10/04/2018
 - r. Police Officer Lateral..... 04/04/2018
 - s. Police Officer Lateral..... 08/28/2017
 - t. Police Officer Trainee Recruit..... 10/25/2017
 - u. Police Recruit..... 04/04/2018
 - v. Police Recruit..... 08/28/2017

w. Police Trainee	04/04/2018
x. Police Trainee	08/02/2017
y. Public Works Supervisor.....	07/12/2018
z. Recreation Leader	04/05/2018
aa. Recreation Manager	11/30/2017
bb. Recreation Specialist	04/05/2017
cc. Recreation Specialist.....	11/14/2018
dd. Senior Officer.....	10/04/2018

X. INFORMATIONAL ITEMS

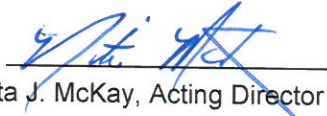
XI. CIVIL SERVICE COMMISSION COMMENTS

XII. CLOSED SESSION

XIII. ADJOURNMENT

I, Nita J. McKay, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at City of Huntington Park bulletin board and made available at www.hpca.gov on the 6th of December, 2018.

Dated: December 6, 2018



 Nita J. McKay, Acting Director of Human Resources - CSC Secretary