



**AGENDA**  
**PERSONNEL BOARD REGULAR MEETING**

NOTICE TO THE PUBLIC - All written documentation relating to each item of business referred to on the agenda, which is not confidential, is available in the Human Resources Office for public inspection. Any person who has a question concerning any agenda item may call the Interim Director of Human Resources /Personnel Officer Kermit Francis, Extension 5183, to make inquiry concerning the nature of the item described on the agenda.

DATE: July 28, 2009  
TIME: 7:00 p.m.  
LOCATION: WEST WING CONFERENCE ROOM  
213 EAST FOOTHILL BOULEVARD, AZUSA, CALIFORNIA

1. CALL TO ORDER: Frank Allen, Chair

2. **ROLL CALL: Personnel Board Members**

- Frank Allen, Chair       Leslie Dierking, Vice Chair       Joseph Guarrera  
 Ralph Ruiz       Fernando Rubio, Jr.

**Others Present**

- Kermit Francis, Interim Director of Human Resources  
 Others \_\_\_\_\_

3. **APPROVAL OF MINUTES:** July 14, 2009

4. **CLOSED SESSION:**

- A. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):  
Title: Recreation Superintendent-Programs and Services
- B. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):  
Title: Police Dispatcher
- C. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):  
Title: Water Production Operator II
- D. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):  
Title: Community Improvement Inspector

5. **OPEN SESSION:**

- A. 1) New Position:(pursuant to (pursuant to the Azusa Municipal Code, Chapter 2-Administration, Article V- Boards and Commissions, Division 4-Personnel Board, Section 2-411-Duties (which states that, "The Power and the Functions of the Board shall be to . . . recommend all salaries to the Council"); and Sections 3.3 Preparation and Content of Class Specification and 3.7 New Position of the Rules of the Civil Service System) – Senior Administrative Technician

(5.A continued)

- 2) Reclassification Request: (pursuant to Sections 3.8 Reclassification and 3.9 Request for Reclassification of the Rules of the Civil Service System) – From: Administrative Technician,  
To: Senior Administrative Technician

B. Personnel Action Report – Informational

C. Recruitment Progress Report – Informational

D. PUBLIC COMMENT: Person/group will be limited to five (5) minute maximum time to orally present their purpose.

E. COMMENTS, UPDATES AND/OR REPORTS: PERSONNEL BOARD MEMBERS AND/OR STAFF.

F. ADJOURNMENT