



CITY OF MONTEREY PARK
PERSONNEL BOARD
REGULAR MEETING
July 13, 2016 7:00 P.M.
CITY HALL COUNCIL CHAMBERS
320 WEST NEWMARK AVENUE
MONTEREY PARK, CALIFORNIA

AGENDA

In Compliance with the Americans with Disabilities Act (ADA), if you are a disabled person and need a disability related modification or accommodation to participate in this meeting, please contact Sandie Lee at (626) 307-1438 or Fax (626) 572-0183. Requests must be made as early as possible and at least one full business day before the start of the meeting. Staff reports, writing, or other materials related to an item on this Agenda which are distributed to the Personnel Board less than 72 hours before this scheduled meeting shall be available for public inspection in the City Clerk's office located at 320 West Newmark Ave., Monterey Park, CA 91754, during normal business hours.

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. AGENDA CHANGES OR ADOPTION**
- 5. APPROVAL OF MINUTES**
 - A. Request to Approve Minutes from the June 8, 2016 Board Meeting
- 6. PUBLIC COMMENTS:** This time is reserved for members of the public to address the Personnel Board relative to matters that are not on the agenda. No action may be taken on non-agenda items unless authorized by law.
- 7. NEW BUSINESS/STAFF REPORTS**
 - A. Introduce New Personnel Board Member
 - B. Change in Building Inspector Class Specification
 - C. Vacancy and Recruitment Report
- 8. UNFINISHED BUSINESS**
 - A. None
- 9. ORAL AND WRITTEN COMMUNICATION**
- 10. PERSONNEL BOARD MATTERS:** This time is reserved for comments by Board Members and staff to identify matters for future Board business.
 - A. 2016 Personnel Board Attendance Record
- 11. ADJOURNMENT**



CITY OF MONTEREY PARK
PERSONNEL BOARD
REGULAR MEETING
June 8, 2016 - 7:00 P.M.
CITY HALL COUNCIL CHAMBERS
320 WEST NEWMARK AVENUE
MONTEREY PARK, CALIFORNIA

MINUTES

1. CALL TO ORDER

Chairperson Greg Verbeck called the meeting to order at 7:04 p.m.

2. FLAG SALUTE

The flag salute was led by Board Member Frank Robles.

3. ROLL CALL

Conducted by Director of Human Resources & Risk Management Tom Cody

In Attendance: Chairperson Greg Verbeck and Board Memeber Pauline Lemire, Yoko Igawa, and Frank Robles

Absent: None

Staff Present: Director of Human Resources Tom Cody and Human Resources Technician Lisa Ung

4. AGENDA CHANGES AND ADOPTION

Moved New Business/Staff Reports item C up to item A and added a supplement to the staff report.

5. APPROVAL OF MINUTES

Minutes from the March 9, 2016 meeting were approved.

6. PUBLIC COMMENTS

None

7. NEW BUSINESS/STAFF REPORTS

A. Personnel Board Applicant Introductions: Director Tom Cody presented three (3) potential Personnel Board Members to the Personnel Board, Liane Kwan, Doris Lau,

and Richard Muraoka. The three (3) applicants provided a brief description of their backgrounds to the Personnel Board. Director Tom Cody will be presenting the applicants to the City Council once a special meeting is scheduled. The City Council will meet, interview and make a decision as to who will be the next Personnel Board Member.

- B. Add four (4) new classifications and revise the Principal Management Analyst Class Specification – Director of Human Resources Tom Cody presented the request to add four (4) new classifications to create a management analyst series and revise the current Principal Management Analyst class specification’s experience from 4 years to 6 years. Director Tom Cody describes the benefits of creating a management analyst series and the options it provides to departments who are planning to hire a management analyst in the future. Board Member Pauline Lemire was curious regarding “principle” VS “principal” for the Principal Management Analyst title. The City initially had the title as Principle Management Analyst and after a discussion the Board decided to change it to Principal Management Analyst to coincide with the other agencies. Chairperson Greg Verbeck asked if the current Principal Management Analysts meet the qualifications. Director Tom Cody states that the two employees currently occupying the positions are qualified for the position with years of experience. Chairperson Greg Verbeck questioned and prefers to have the minimum qualification for education for Principal Management Analyst to be significantly different between the management analyst series. Director Tom Cody explains that in the future it would be possible to change the education requirement but by placing a higher education requirement now, it will effect multiple positions above the Principal Management Analyst position not requiring a higher education. Board Member Frank Robles asked how many does the City plan to hire from this management analyst series. Director Tom Cody explains that the Police Department is the only one that has put in a request for a Management Analyst but with this series approved, it would open the option for other departments to choose to budget, recruit and fill for one of the management analyst series position. Chairperson Greg Verbeck asked who would decide what level analyst would be for a given position. Director Tom Cody said that it would be the City Manager, Director of Human Resources, and the Department Head of the hiring department.

Board Member Yoko Igawa moved to add the four (4) new classifications as requested. Board member Pauline Lemire seconded. Ayes: Chairperson Greg Verbeck and Board Members Yoko Igawa, Pauline Lemire and Frank Robles. Nays: None.

- C. Vacancy and Recruitment Report – Director Tom Cody presented to the Board the City’s recent hires and the current and future openings in the report. Board Member Pauline Lemire catches the mistake that the Police Captain position has been frozen for three years when it has been more than three years.

8. UNFINISHED BUSINESS

None

9. ORAL AND WRITTEN COMMUNICATION

- A. Board
None
- B. Staff
None

10. PERSONNEL BOARD MATTERS

None

11. ADJOURNMENT

The meeting was adjourned at 7:56 P.M.

ATTEST: _____
Tom Cody
Director of Human Resources and Risk Management



Personnel Board Staff Report

DATE: July 13, 2016

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Request for Update in the Building Inspector Class Specifications

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended update to the Building Inspector class specification

EXECUTIVE SUMMARY:

The Building Official for the City of Monterey Park reviewed the class specifications of the Building Inspector position and found that the class specification required changes.

The Representative Duties section for the Building Inspector class specification has been updated to include the enhancement through technology to the Building and Safety Division's operating software and the technical nature of the duties in the detailed provisions of the Building Standards Code. The duties also include interdepartmental collaboration as necessary in the execution of permitted construction and time management.

After surveying several nearby jurisdictions for the Building Inspector position, we found the current specifications were outdated and were not in line with industry standards.

The Qualifications and Certification have been updated to comply with State regulations as it pertains to building construction and AB 717, building inspector certification. This will bring more qualified and desirable candidates that will meet the highly technical demand of this position.

It is recommended that the Building Inspector class specification be updated to reflect the current criteria.

Respectfully submitted by:

Thomas J. Cody
Director of Human Resources &
Risk Management

ATTACHMENT(S):

1. City of Monterey Park – Building Inspector Class Specification

BUILDING INSPECTOR**CLASS SUMMARY**

Under ~~general supervision~~~~direction~~, inspects ~~a variety of structures being constructed, altered, repaired, or relocated for buildings or building construction for~~ compliance with State and local codes and ordinances~~approved plans and applicable codes and regulations enforced by the Building Division~~; performs other duties as required.

REPRESENTATIVE DUTIES

1. Review, prioritize, route and schedule daily inspection assignments; confirm inspection time windows with property owners, contractors, developers and others; review available plans and other documents for inspections to be performed.
2. Conduct building and construction job-site inspections of structures and facilities to determine compliance and enforce nonstructural, structural, mechanical, plumbing, electrical, and related codes and pertinent provisions of State and local codes and ordinances; perform periodic and systematic inspections during various phases of construction, from underground utilities to foundation through final construction approval including proper use of materials and construction methods; inspect foundation, framing, mechanical, electrical and plumbing systems, building envelope, means of egress, and accessibility; confer with supervisor regarding unusual situations and/or specialized inspection requirements. Inspects construction, alterations or maintenance work for compliance with provisions of the building code, electrical code, mechanical code, plumbing code, housing code, energy conservation standards and zoning ordinances in accordance with approved plans and specifications;
3.
1. Read blueprints/construction plans, interpret detailed codes and regulations and explain required inspections and construction requirements to owners, architects, engineers, contractors, developers and others; advise property owners and contractors on matters relevant to building permits, construction methods, materials and types of construction and occupancy; issue correction notices, notices of violations, stop-work orders and other notices as warranted, within limits of established authority. Inspects the quality of materials and methods of construction for wood or steel framing, concrete, masonry, lathing and plastering, water proofing, glazing, cladding, fire resistance assembly and fire protection devices, heating, ventilating and air conditioning systems, plumbing and electrical installations, etc.;
4. Utilize permit tracking system to record inspection findings, maintain inspection and permit records and develop notices, forms, reports and correspondence.
5. Maintain accurate and complete records of building inspections conducted; file completed permits; prepare necessary reports and correspondence.

~~2.6. Conduct inspections of~~ existing buildings to determine suitability of structures for a particular use or to mitigate hazardous conditions;

~~7. Provides information to builders regarding code requirements, maintains building plans and inspection records for on-going projects; Coordinate building inspection activities with other City departments and divisions~~

~~3.8. Assist in or conduct special investigations as assigned.~~

~~4.9. Follows up on~~ violation and expired permits in a manner to facilitate final compliance;

~~5. Assists in field training of new inspectors.~~

ORGANIZATIONAL RESPONSIBILITIES

This class reports to a ~~Plan Checker~~~~Senior Building Inspector~~ or the Building Official; no supervision is exercised.

QUALIFICATIONS

Knowledge of:

~~California Code of Regulations Title 24 as adopted and amended by the City of Monterey Park including, but not limited to, building, mechanical, electrical, plumbing, green, and energy codes; and principles and practices of current building construction.~~

~~Building codes and ordinances.
Methods of building construction.~~

Proper inspection methods.

Legal procedures involved in the enforcement of building codes and ordinances.

Building tools and materials.

Accepted safety standards.

QUALIFICATIONS (CONT.)

Ability to:

Interpret technical building codes and ordinances.

Read and interpret building plans and specifications.

Deal tactfully and effectively with building contractors, workers and the general public.

Communicate clearly and concisely, both orally and in writing.

Maintain accurate records and reports.

Work independently with minimal supervision.
Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Graduation from high school or GED equivalent supplemented with course work in architecture, engineering, construction technology or related field and three (3) years experience in building inspection or work related to the building, electrical, mechanical or construction trades.

License and Certification

A valid [California](#) Class 'C' Driver's License and [ICC](#) certification as a [Combination](#) Building Inspector [or equivalent certification level](#) are required at the time of appointment [and is a condition of continuing employment](#).

[ANTICIPATED APPROVAL BY PERSONNEL BOARD – JULY 13, 2016](#)

VACANCY AND RECRUITMENT REPORT

Date of Report: July 8, 2016

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
City Manager's Office							
City Clerk							
Community & Economic Development							
Planning Intern (Part-Time) Resignation (1)	Open	3/7/16	3/21/16	N/A	N/A	TBD	Screening applications.
Senior Clerk Typist Promoted (1)	Open	2/24/16	3/16/16 or first 50 apps	4/14/16	N/A	5/3/16	Hired Carol Torres (pending backgrounds).
Human Resources							
Senior Clerk Typist (Part-Time) Budgeted (1)							Pending recruitment.
Clerk Typist (Part-Time) Budgeted (1)							Pending recruitment.
Library							
Janitor (Part-Time) Resignation (1)	Open	5/16/16	6/1/16 or first 30 qualified	N/A	N/A	6/20/16	Hired Samuel Lui (pending backgrounds).
Librarian Promoted (1)	Open	5/17/16	6/30/16	N/A	N/A	TBD	Screening applications
Library Clerk Resignation (1)	Open	6/9/16	6/24/16 or first 50 apps	7/21/16	N/A	TBD	33 invited to the written exam.
Library Clerk (Part-Time)							Pending recruitment.
Library Page (Part-Time) Resignation (1) Termination (1)	Open	5/16/16	6/1/16 or first 40 qualified	6/7/16	N/A	6/16/16	Hired Lauren Frazier & Jeffrey Lau (pending backgrounds).
Literacy Program Administrator Terminated (1)	Open	3/7/16	4/29/16	N/A	N/A	TBD	Screening applications.
Management Services							
Senior Account Clerk Budgeted (1)	Open	5/26/16	6/7/16	TBD	N/A	TBD	Screening applications.
Senior Accountant Resignation (1)							Pending recruitment.
Public Works							
Consumer Services Supervisor	Open	4/18/16	5/2/16	N/A	N/A	6/2/16	Promoted George Noriega.
Cross Connection Control Inspector							Pending recruitment
Maintenance Worker (Part-Time) Resignation (3) Promoted (1)							Pending recruitment.
Maintenance Worker Promoted (2)	Open	4/21/16	5/12/16 or first 50 qualified	N/A	7/6/16	7/6/16	Sent cert list to the department on 7/8/16
Principal Management Analyst	Open	3/22/16	4/18/16	5/10/16	N/A	5/25/16	Hired Bonnie Tam (pending backgrounds).
Water Production System Operator Budgeted (1)	Open	5/26/16	6/8/16	N/A	TBD	TBD	Pending scheduling oral board.

VACANCY AND RECRUITMENT REPORT

Date of Report: July 8, 2016

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
Recreation & Community Services							
Child Care Teacher (Part-Time) Resignation (1)	Open	6/23/16	7/13/16 or first 30 qualified	N/A	N/A	TBD	Open 6/23/16. Close on 7/13/16 or upon receipt of the first 30 qualified apps.

PUBLIC SAFETY CONTINUOUS/SWORN RECRUITMENTS:

Police Department							
Communications Dispatcher Trainee/Lateral Resignations (2) Termination (1)	Open	2/3/16	Continuous	4/23/16 6/11/16	N/A	6/1/16 TBD	Sent cert list to the department on 6/7/16. Pending scheduling oral board.
Management Analyst Budgeted (1)							Pending recruitment.
Police Captain (1) Budgeted (1)							Pending recruitment.
Police Clerk Retired (1)	Open	10/1/15	10/2/15	11/17/15	N/A	12/09/15	Sent cert list to the department 12/11/15.
Police Lieutenant Pending Retirement							Pending recruitment.
Police Officer Lateral/Pre-Service Continuous	Open DTF	10/21/15	Continuous	7/16/16	6/25/16 — 6/26/16	TBD	3 invited to the written exam.
Police Officer Recruit Continuous	Open DTF	10/21/15	Continuous	2/27/16 7/16/16	2/27/16 6/25/16 — 6/26/16	4/13/16 TBD	Sent cert list to the department on 4/25/16. 38 invited to the written exam.
Fire Department							
Clerk Typist (Part-Time) Budgeted (1)							Pending recruitment.

* Tentative Date
DTF = Difficult-to-Fill designation

2016 PERSONNEL BOARD ATTENDANCE

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Igawa	Yoko	P	NM	P	NM	NM	P						
Kwan	Liane	--	--	--	--	--	--						
Lemire	Pauline	P	NM	P	NM	NM	P						
Robles	Frank	A	NM	P	NM	NM	P						
Verbeck	Greg	P	NM	A	NM	NM	P						

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy