CITY OF MONTEREY PARK
PERSONNEL BOARD
REGULAR MEETING
August 10, 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 July 13, 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. Change in the Police Agent Class Specification
   B. Change in the Cross Connection Control 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
July 13, 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 7:00 p.m.

2. FLAG SALUTE

The flag salute was led by Board Member Pauline Lemire.

3. ROLL CALL

Conducted by Director of Human Resources & Risk Management Tom Cody

In Attendance: Chairperson Greg Verbeck and Board Member Pauline Lemire, Yoko Igawa, Frank Robles, and Liane Kwan

Absent: None

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

4. AGENDA CHANGES AND ADOPTION

Agenda adopted as submitted.

5. APPROVAL OF MINUTES

Minutes from the June 8, 2016 meeting were approved.

6. PUBLIC COMMENTS

None

7. NEW BUSINESS/STAFF REPORTS

A. Introduce New Personnel Board Member – City Council interviewed four (4) candidates and selected Liane Kwan as the new Personnel Board Member. Director of Human Resources Tom Cody presented the Certificate of Appreciation and name

badge to new Board Member Liane Kwan. Due to the City Clerk's availability, Liane was sworn in prior to the Personnel Board Meeting.

B. Change in Building Inspector Class Specification - Director Tom Cody introduced Building Official Tim Tran, who presented the changes in the Building Inspector Class Specifications and answered any questions the Board had. Director Tom Cody provided the Board Members with the old Building Inspector class specification to compare the changes. Board Member Liane Kwan asked if we should add language into the class specification regarding the ability to operate office equipment and knowledge of software and technology. Director Tom Cody agreed to add the language into the Building Inspector Classification. Board Member Liane Kwan mentioned that at least one member of the department had to be CASp certified; she asked if this was something the new Building Inspector had to have. Building Official Tim Tran provided more details regarding CASp certification. The state law, approved years ago, states that at least one Building Inspector had to be CASp certified, however, departments can supplement or have another individual in the department be CASp certified. For example, Consultants, a Plan Checker, or a Building Official. Currently, the department has a consultant that is CASp certified. Board Member Greg Verbeck asked if the department will continue to keep the consultant if they hire a new Building Inspector. Director Tom Cody stated that the department currently only has one Building Inspector compared to other cities with a significant amount of more inspectors and the department will continue to have a consultant within the department. Consultants are used in a variety of departments for different projects. Although the City has tried to stay away from using consultants when we can. Board Member Greg Verbeck asked if the department was updating the class spec to bring it up to date. Building Official Tim Tran said this is.

Board Member Pauline Lemire moved that the Building Inspector class specification be updated to reflect the current criteria. Board member Frank Robles seconded. Ayes: Chairperson Greg Verbeck and Board Members Yoko Igawa, Liane Kwan, 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 Frank Robles asked if some of the position titles are outdated. Director of Tom Cody mentions that some position titles are and there a couple of details that are also outdated but are still in use today, like a typewriter. Board Member Yoko Igawa asked how come we have so many resignations, it seemed more than usual. Director Tom Cody mentioned that some positions are part-timers moving on to full-time jobs, some are moving onto another career path, and some are forth coming and some are not. There is constant turnover and the HR department is constantly recruiting. Director Tom Cody stated that overall, this is normal turnover and some of it is good turnover. The City Manager has created a Management Training Program that teaches various topics to promote succession planning to those who plan on becoming managers one day.

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 7:28 P.M.

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

Personnel Board Staff Report

DATE: August 10, 2016

TO: Members of the Personnel Board

FROM: Tom Cody, Director of Human Resources and Risk Management

SUBJECT: Request to Change the Police Agent Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended updates to the Police Agent Class Specification, effective January 1, 2017.

EXECUTIVE SUMMARY:

In previous eras, many municipal police agencies across the San Gabriel Valley and California used the "Police Agent" classification to reflect the rank above Police Officer. Employees in this classification periodically serve in a supervisory capacity and this new class title will be recognizable by other agencies and the public. It should be noted that this rank is represented by two chevrons worn just below the Department's shoulder patch on the affected employees' uniform shirt.

After surveying several nearby police agencies it was discovered that the classification of "Police Agent" is outdated and not in line with current industry standards. The new standard is to use the more recognized rank of "Corporal" in lieu of "Agent."

It is recommended that the classification of Police Agent be re-classified to "Police Corporal," and that all references to "Police Agent" in the corresponding class specification be changed to "Police Corporal." It is recommended that the change take effect on January 1, 2017, due to the Police Department plans to have new badges effective in 2017.

FISCAL IMPACT:

There will be no fiscal impact associated with this change.

Respectfully submitted by:

Thomas J. Cody
Director of Human Resources &
Risk Management

ATTACHMENT(S):

1. City of Monterey Park – Police Agent Class Specification

CITY OF MONTEREY PARK CLASS SPECIFICATION

POLICE ~~AGENT~~CORPORAL

DEFINITION

Under general supervision from a Police Sergeant or Police Lieutenant, performs special assignment law enforcement work involving crime prevention and patrol, traffic enforcement, in-service training, misdemeanor and felony investigations and identification work; and performs related duties as required. This class may assume supervisory responsibilities and may be assigned as a field-training officer as needed. A ~~Police Agent~~Corporal may be assigned to Investigations, Community Relations, Emergency Preparedness or any other specialized position as directed by the Police Chief.

REPRESENTATIVE DUTIES Duties may include, but are not limited to the following:

Investigates crimes and complaints by obtaining facts, interrogates victims, suspects, and witnesses; checks records from many sources; participates in surveillance; cooperates with and receives assistance from other policing agencies; makes arrests, books and transports prisoners, and testifies in court; completes cases, writes reports and maintains records; may provide liaison with public agencies and assist in grant administration; patrols assigned area and responds to calls for service; observes conditions and activities, suspicious, or illegal situations, and takes proper action; maintains communications at all department levels; may observe and direct traffic, reports hazards; investigates and prepares reports on accidents, and issues warnings and citations. As assigned by the Police Chief, performs specialized police work in a variety of program administered by the department, including identification, crime prevention, felony and misdemeanor investigations, patrol, training and departmental administration. Conducts neighborhood crime prevention programs; prepares and presents special programs to community groups and schools designed to increase community awareness of department services and crime prevention techniques; attends and participates in conferences with schools, conducts research and develops programs to address community needs within the scope of departmental services; Conducts or arranges for training programs; researches issues of concern to the field of law enforcement and drafts informative bulletins; acts as field training officer; responds to questions and assists junior officers in the performance of their tasks; provides input on officer performance and training needs. Assists in the supervision of patrol activities; observes conduct of officers in addressing their duties and provides relevant advice and direction; assumes command in the handling of police problems as directed or in the absence of a superior officer. Conducts follow-up investigations of economic, property, person or narcotic related crimes; interrogates suspects ad interviews victims and witnesses; inspects crime scenes, gathers and preserves evidence; evaluates crime reports and reviews criminal history information; makes recommendations regarding case disposition; prepares, obtains and serves warrants; prepares and presents cases to the District Attorney's Office and testifies in court. Coordinates officer recruitment and pre-hire testing programs; participates in the development and justification of examinations; performs background investigations. Consults victims, juveniles, and parents of juveniles; provides information and refers parties to agencies for assistance beyond the scope of departmental services. Conducts special studies related to the organization and management of police department or issues of concern to the department; consults with other City staff and

representatives from public and private agencies; compiles and analyzes data; prepares staff reports and makes presentations of findings and recommendations.

QUALIFICATIONS GUIDELINES

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that provides the required knowledge, skills and abilities is qualifying. Example: Two years experience as a law enforcement officer. An Associates degree in Administration of Justice or a related field and supervision experience are highly desirable.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of modern law enforcement including Community based policing philosophy, patrol, investigation, traffic and special services; laws, regulations and policies regarding search and seizure, arrest, evidence, court procedures, and the legal rights of citizens and prisoners; Vehicle and Penal Codes, rules, regulations and policies of the Monterey Park Police Department; report writing techniques. Working knowledge of public relations techniques, interagency communication/assistance techniques and practices, case law, investigative rulings and methods; functions of law enforcement; armed and unarmed defense; high speed emergency driving; life-saving techniques;

Ability to apply and interpret laws, regulations, rules, court decisions, and departmental policies and procedures, think clearly and act effectively in emergency situations; analyze evidence and make logical deductions; understand and follow verbal and written directions, write clear, concise and accurate reports; use and care for small firearms; apply investigative techniques; work independently; use equipment and materials used in the course of investigative work; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships; communicate effectively both orally and in writing.

LICENSES & CERTIFICATES

Possession of a valid California Class C Driver's License and a Basic POST Certificate are required at the time of appointment.

PHYSICAL EFFORT

Requires heavy lifting, carrying, climbing, running and exposure to potentially hazardous situations and environmental conditions.

ANTICIPATED APPROVAL BY PERSONNEL BOARD: ~~November 10, 1999~~ August 10, 2016

Personnel Board Staff Report

DATE: August 10, 2016

TO: Members of the Personnel Board

FROM: Tom Cody, Director of Human Resources and Risk Management

SUBJECT: Request to Update the Cross Connection Control Inspector Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended update to the Cross Connection Control Inspector class specification

EXECUTIVE SUMMARY:

The Water Utility Manager for the Monterey Park Water Department reviewed the class specifications of the Cross Connection Control Inspector (CCCI) position and determined the following changes better fit the current conditions and requirements.

It is recommended by the Water Utility Manager, the Position section of the job description should include the duties and responsibilities necessary to address the current drought situation. The CCCI assists in the city wide conservation efforts that include enforcement of city ordinance, rules and regulations as set by the State of California. In addition, also add other critical functions and duties the current acting CCCI and future CCCI will be performing.

The Qualification section for the CCCI specification should include the expectation and ability to perform public speaking and public outreach coordination. The current position of CCCI coordinates and administers conservation workshops and community update meetings. It is the expectation of the Water Utility Manager that the CCCI demonstrate the ability to perform these tasks.

Under the License/Certification section, the position currently requires a Distribution Grade 2 and Treatment Grade 2 Certification. It is recommended to change the requirement of having both Distribution Grade 2 and Treatment Grade 2 Certification to only requiring either a Distribution Grade 2 or Treatment Grade 2 Certification. The CCCI certification is viewed as requiring more certification than necessary to hold this position. Other Water Departments in the local area agree with our recommendation.

It is recommended that the Cross Connection Control Inspector class specification be updated to reflect the current criteria.

Respectfully submitted by:

on behalf of Tom Cody

Thomas J. Cody
Director of Human Resources &
Risk Management

ATTACHMENT(S):

1. City of Monterey Park – Cross Connection Control Inspector Specification

CITY OF MONTEREY PARK CLASS SPECIFICATION

CROSS CONNECTION CONTROL INSPECTOR

DEFINITION

Under general supervision from the Consumer Services Supervisor, performs a variety of technical duties involved in cross connection inspection and in the installation, testing, repair, and inspection of City owned backflow prevention devices and inspection of non-City owned backflow devices; and testing, repair and inspection of backflow devices and water meters for the water distribution system; supervises assigned staff and performs other related duties as required.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to the following:

Implements the Cross Connection Control program to ensure that the water system is protected from contamination including collecting water samples, flushing water mains, inspecting plumbing systems for compliance with cross connection regulations and customer backflow device testing requirements; Inspects and participates in the work of crews involved in reading, installing, repairing and replacing water meters, related appurtenances and cross connection control assemblies;

Approves, tests and inspects the installation of backflow devices at residential and commercial facilities for compliance with all laws and ordinances; Informs customers of backflow violations and explains laws, rules and regulations; Consults and advises in the correction or elimination of cross connection hazards; Performs and supervises cross connection surveys to determine locations of actual and potential cross connections; Maintains records of all backflow inspections, cross connection surveys and violations; Repairs City-owned backflow prevention devices.

Conducts inspections with Los Angeles County Health Department District Sanitarian to verify compliance with backflow prevention requirements. Works directly with the County Health Department, City Building Division and State Department of Health Services regarding backflow issues. Maintains database of licensed backflow prevention device testers. Surveys customers' premises for cross connections. Maintains test data records on backflow ~~preventors~~preventers.

Directs the preparation and mailing of notices to customers including monthly backflow prevention device test notices, notices of delinquency to test backflow prevention devices, and water shutoff notices for failure to test backflow prevention devices; Tracks, logs and files test reports returned by customers;

Performs the duties of a Customer Service Representative as needed; Maintains, upgrades or changes meters and/or appurtenances, and supervises Water Division employees who perform these duties; Tests and repairs water meters; performs or assists with the determination of water meter size for new services; inspects new service installations; Trains, leads and works

with crews in reading, repair, installation and replacement of water meters and related appurtenances; Coordinates and implements the meter replacement program and the meter testing program. Identifies, evaluates, recommends and implements meter type and size changes; Recognizes need, evaluates, recommends and implements meter reading route changes.

Assists crews in resolving problems; Inspects work in progress; Instructs crews in work techniques, use of equipment and safety precautions and requirements; Assists and responds to customer service problem such as complaints, requests for services and other Customer Service Representative duties as needed; Deals with difficult customers and resolves problems; Makes or assists in making presentations regarding water conservation to schools and community groups; Maintains a variety of records and information; Coordinates emergency repairs; Orders materials and equipment; Arranges for professional services as needed to meet needs of the Customer Services section; Assists in the preparation of the annual operating budget; Evaluates and recommends new equipment and services including, but not limited to: meter reading equipment, meters, meter testing methods and backflow device testing equipment. Individuals in this classification are subject to after-hours; weekend and emergency response call out.

Assist in the city wide conservation efforts to include enforcement of city ordinance, rules and regulations as set by the State of California; tracking violations, follow up appointments, analyzing customer class and user types, customer outreach programs, conservation workshops, public notices and door to door communication with residents and businesses.

QUALIFICATIONS GUIDELINES

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: equivalent to graduation from high school supplemented by specialized training in water treatment, water distribution, meter testing and/or cross connection control or related field and two years of increasingly responsible experience in the maintenance and repair of water distribution systems, water quality monitoring and cross connection control.

Knowledge, Skills and Abilities

Knowledge of: practices, methods, equipment, tools and materials used in the repair, installation and testing of backflow and cross connection devices and water meters; water sampling procedures; pertinent federal, state and local laws, codes and regulations including the Uniform Plumbing Code; principles and procedures of record keeping; basic mathematical principles; occupational hazards and standard safety practices; safe driving principles and practices; computer applications; principles and practices of supervision, training, performance evaluations and those used in dealing with the public; hydraulics and water conservation techniques; public speaking and public outreach coordination.

Skill in: operating a variety of equipment, tools and testing devices used in the assembly, repair, installation and testing of backflow and cross connection prevention devices and water meters; operating a motor vehicle safely and performing heavy manual labor for extended periods of time in all types of weather.

Ability to: repair, install and test backflow prevention devices; operate a variety of tools and equipment safely; estimate costs and determine personnel and equipment needs; identify, evaluate, recommend and implement meter size and type changes as well as meter reading route changes; take meter readings and recommend changes; conduct a variety of inspections; interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions; read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics; keep accurate records and prepare reports using a personal computer; perform accurate mathematical computations; understand and follow oral and written instructions; communicate effectively, both orally and in writing; work independently in the absence of supervision; work effectively with employees and the general public and under emergency conditions; train and evaluate assigned staff; meet the physical requirements as established by the City.

LICENSES AND CERTIFICATES

The following are required at the time of appointment and as a continuing condition of employment:

License:

Possession of a valid, Class C California motor vehicle operator's license and a satisfactory driving record are required at the time of appointment and as a continuing condition of employment. Possession of a valid California Class B license is preferred.

Certificate:

Distribution Operator D2 ~~and~~or WTP Operator T2 certificate as issued by the State of California at the time of appointment. In addition, certification as a Backflow Device Tester from the Los Angeles County Department of Health Services within 12 months of appointment is required. AWWA Water Conservation Specialist and Backflow Specialist Certificates are desirable.

PHYSICAL REQUIREMENTS

Requires some physical effort including bending, stooping, climbing and lifting items weighing 20 - 100 lbs. Tasks are occasionally performed in inclement weather.

Anticipated Approval~~ed~~ by the Personnel Board on ~~May 9, 2012~~ August 10, 2016

VACANCY AND RECRUITMENT REPORT

Date of Report: August 5, 2016

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
City Manager's Office							
City Clerk							
Community & Economic Development							
Building Inspector Budgeted (1)	Open	8/5/16	8/25/16	TBD	N/A	TBD	Open 8/5/16. Close 8/25/16.
Planning Intern (Part-Time) Resignation (1)	Open	3/7/16	3/21/16	N/A	N/A	8/3/16	Sent cert list to the department on 8/5/16.
Human Resources							
Senior Clerk Typist (Part-Time) Budgeted (1)	~~Open~~	~~7/27/16~~	~~8/11/16 or first 25 qualified~~	~~N/A~~	~~N/A~~	TBD	Closed 8/5/16. Reached 25 qualified applications.
Clerk Typist (Part-Time) Budgeted (1)	~~Open~~	~~7/27/16~~	~~8/11/16 or first 25 qualified~~	~~N/A~~	~~N/A~~	TBD	Closed 8/1/16. Reached 25 qualified applications.
Library							
Librarian Promoted (1)	~~Open~~	~~5/17/16~~	~~6/30/16~~	~~N/A~~	~~N/A~~	8/9/16	14 invited to the oral board interviews.
Library Clerk Resignation (1)	~~Open~~	~~6/9/16~~	~~6/24/16 or first 50 apps~~	~~7/21/16~~	~~N/A~~	8/16/16	12 invited to the oral board interviews.
Library Clerk (Part-Time)							Pending recruitment.
Literacy Program Administrator Terminated (1)	Re-open	~~3/7/16~~ 7/19/16	~~4/29/16~~ 9/6/16	N/A	N/A	TBD	Reopened 7/19/16. Close 9/6/16.
Management Services							
Senior Account Clerk Budgeted (1)	Open	5/26/16	6/7/16	8/23/16	N/A	TBD	38 invited to the written exam.
Senior Accountant Resignation (1)	Open	7/13/16	8/15/16	N/A	N/A	TBD	Open 7/13/16. Close 8/15/16.
Public Works							
Cross Connection Control Inspector							Pending recruitment
Maintenance Worker (Part-Time) Resignation (3) Promoted (1)	Open	7/27/16	8/11/16 or first 50 apps	N/A	N/A	TBD	Closed 8/5/16. Reached 50 applications.
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.
Water Production System Operator Budgeted (1)	Open	5/26/16	6/8/16	N/A	7/27/16	7/27/16	Sent cert list to the department on 7/27/16.
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	Screening applications.

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
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~~ ~~7/20/16~~	Sent cert list to the department on 6/7/16. Sent cert list to the department on 7/26/16.
Management Analyst Budgeted (1)	Open	7/14/16	8/1/16 or first 25 qualified	TBD	N/A	TBD	Screening applications.
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	Open	7/19/16	8/15/16	TBD	N/A	TBD	Open 7/19/16. Close 8/15/16.
Police Officer Lateral/Pre-Service Continuous	Open DTF	10/21/15	Continuous	~~7/16/16~~	~~6/25/16 – 6/26/16~~	8/24/16	3 invited to the oral board interviews.
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~~ 8/24/16	Sent cert list to the department on 4/25/16. 22 invited to the oral board interviews.
Fire Department							
Clerk Typist (Part-Time) Budgeted (1)	~~Open~~	~~7/27/16~~	~~8/11/16 or first 25 qualified~~	~~N/A~~	~~N/A~~	TBD	Closed 8/1/16. Reached 25 qualified applications.

* 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	P					
Kwan	Liane	--	--	--	--	--	--	P					
Lemire	Pauline	P	NM	P	NM	NM	P	P					
Robles	Frank	A	NM	P	NM	NM	P	P					
Verbeck	Greg	P	NM	A	NM	NM	P	P					

Legend		
	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy