



CITY OF MONTEREY PARK
PERSONNEL BOARD
REGULAR MEETING
December 14, 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 August 10, 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 Battalion Chief Class Specification
 - B. 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
August 10, 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 Liane Kwan.

3. ROLL CALL

Conducted by Human Resources Analyst Sandie Lee.

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

Absent: Director of Human Resources Tom Cody

Staff Present: Human Resources Analyst Sandie Lee and Human Resources Technician Lisa Ung

4. AGENDA CHANGES AND ADOPTION

Agenda adopted as submitted.

5. APPROVAL OF MINUTES

Minutes from the July 13, 2016 meeting were approved.

6. PUBLIC COMMENTS

None

7. NEW BUSINESS/STAFF REPORTS

- A. Change in Police Agent Class Specification – Human Resources Analyst Sandie Lee present the changes in the Police Agent Class Specifications. Board Member Liane Kwan asked if the Police Corporal position will take on supervisory and lead

responsibilities. Police Lieutenant Steve Coday responded yes, the Police Corporal position will take on semi supervisory responsibilities and acting supervisory when field Sergeants are not available.

Board Member Pauline Lemire moved to approve the recommended updates to the Police Agent class specification effective January 1, 2017. Board member Frank Robles seconded. Ayes: Chairperson Greg Verbeck and Board Members Yoko Igawa, Liane Kwan, Pauline Lemire and Frank Robles. Nays: None.

- B. Change in the Cross Connection Control Inspector (CCCI) Class Specification – Human Resources Analyst Sandie Lee present the changes in the Cross Connection Control Inspector Class Specifications and introduces Director of Public Works/Assistant City Manager (ACM) Ron Bow and the Consumer Services Supervisor George Noriega. Chairperson Gregory Verbeck asked if the added job duty, assisting in the City wide conservation efforts to include enforcement of city ordinance, rules, and regulations, is going to require citations potentially being issued. Director/ACM Ron Bow responded with yes, the CCCI will be able to issue citations. Chairperson Gregory Verbeck mentions that in the past, non-sworn personnel who were tasked with issuing a citation were required to go to 832 schooling, does that still apply? Director/ACM Ron Bow explains that the citation the CCCI would be administering is more of a warning citation versus a fine citation. The intent of the citation is to get compliance. Consumer Services Supervisor George Noriega mentions that if the intent of the citation goes unnoticed then that's when Code Enforcement Officers get involved and enforce the citation by issuing the fine. Chairperson Gregory Verbeck states that based on the class spec it seemed that part of the job is to issue citations. Director of PW/ACM Ron Bow stated that the department does not accomplish this task very often and the Code Enforcement Officers are better equipped with procedures and knowledge to issue fine citations. He mentions again that there are at least three warning citations before a fine citation is issued. Board member Liane Kwan asked what was the reason behind making the certifications for the D2 and T2 to "or" versus "and." Consumer Services Supervisor George Noriega says that years ago the class spec stated it was an "or" and a Water Manager had changed it to "and." Based on the neighboring cities and water agencies, the only certification required is a D2, so having to require more seem a little aggressive. He continues to explain that the CCCI position mainly focuses on distribution and back flows and is not combined with water quality. Board Member Liane Kwan asked if the D2 should be more applicable than a T2. Consumer Services Supervisor George Noriega says definitely but a T2 in this industry supersedes a D2. Board Member Liane Kwan wanted more clarification between the licenses and certifications required. Director of PW/ACM Ron Bow clarifies and explains the City of Monterey Park's water division subdivisions and the certifications and licenses required for each subdivision.

Board Member Pauline Lemire moved to approve the recommended update to the Cross Connection Control Inspector class specification. 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 – Human Resources Analyst Sandie Lee presented to the Board the City’s recent hires and the current and future openings in the report. Board Member Pauline Lemire asked about the Police Clerk recruitment. She noticed that the cert list was sent in December 2015 and a selection has not been made. Human Resources Technician Lisa Ung explains that the recruitment was conducted for a future opening in the Police Department due to a retirement but the department did not want to fill the position until the personnel had officially put in a final notice of the retirement. Chairperson Gregory Verbeck had questions about why the Police Officer recruitments were difficult to fill when there were/are over 100s of applicants. Human Resources Analyst Sandie Lee explains that even though the City receives 100s of applications, not all of them attend the multiple components of the selection process when invited and majority of them do not pass the components and backgrounds. She continues to explain that a lot of other cities are going through the same thing. Board Member Liane Kwan concurs with Human Resources Analyst Sandie Lee.

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 7:33 P.M.

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



Personnel Board Staff Report

DATE: December 14, 2016

AGENDA ITEM NO:

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Request to Change the Battalion Chief Position Title and Update the Class Specification

RECOMMENDATION:

It is recommended the Personnel Board:

1. Approve the recommended name change for the position of Battalion Chief to Division Chief and changes to the class specification;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Fire Department operates on a daily basis by three shift Battalion Chiefs on a platoon schedule. In addition to overseeing emergency operations and emergency response, each Battalion Chief has divisional responsibilities in which they oversee and manage department programs such as training, operational readiness standards, fire prevention, emergency medical services, and community risk reduction. To clearly reflect their role as providing division oversight, the Fire Department would like to change the title of "Battalion Chief" to "Division Chief".

The Fire Department would also like to add that a valid Class C California Driver's License with firefighters endorsement be added to the License and Certificates section. This change is to update licensing requirements made as a result of recent legislative action that allows fire personnel to operate needed firefighting equipment as long as they have met driver operator training signed off by the Office of the State Fire Marshal, has verification of employment from a fire agency, a physician's health report, passed the DMV written test, and met department training that meets or exceeds standards as outlined in the National Fire Protection Association and Department Policies and Procedures.

It is recommended that the classification of Battalion Chief be re-classified to "Division Chief." It is also recommended that the valid Class C Driver's License with firefighter endorsement be added to the Licenses and Certificates section.

BACKGROUND:

Fire operations in the early years primarily consisted of emergency fire calls with emergency medical services added later. The Battalion Chief was the on-duty supervisor for the shift and incident commander on-scene. However, in recent years, fire service has been undergoing more changes with Battalion Chiefs being set with emergency response management in addition to overseeing divisions responsible for programs that ensure operational readiness and City programs operated by the department. All fire personnel have been affected by these changes – taking part in the administration of various tasks and programs under the jurisdiction of the Fire Department.

The Fire Chief recently realigned personnel and their duties to fall under the supervision and management of a Battalion Chief like programs and activities are now placed under one Battalion Chief/Division. This has helped to increase better communication between personnel working on a project, increased oversight by the on-duty Battalion Chief, improved budgetary management of program costs and expenditures, and significant improvements in the coordination and completion of tasks and forecasting of future projects and needs due to this alignment in one division or bureau. Currently, the Battalion Chiefs and their division responsibilities are as follows:

- I. A Shift - Community Risk Reduction and Arson. The Battalion Chief's divisional responsibilities include:
 - a. Management of a Division budget of \$571,000;
 - b. Identification, preparation, and update of Pre-fire Plans of all businesses in the City;
 - c. Administration of the Community Emergency Response Team ("CERT") Program;
 - d. Oversight and management of the City's Disaster Preparedness, including maintaining and ensuring readiness of the City's Emergency Operations Center, training of all City employees, and providing disaster preparedness training and presentations to the community;
 - e. Preparation and update of the City's Local Hazard Mitigation Plan
 - f. Community Public Relations and Safety Education;
 - g. Department Technology Committee
 - h. Participation in the State of California Disaster Management Area C
 - i. Participation in the County of Los Angeles' development of the County Debris Removal Plan, ensuring regional consistency;
 - j. Public Information Office activities for the Fire Department (point of contact for media relations, preparation of news releases, social media alerts, and website postings).
 - k. Arson Investigation Team

II. B Shift – Emergency Medical Services, Apparatus, Facilities, Equipment and Urban Search and Rescue (“USAR”). The Battalion Chief’s divisional responsibilities include:

- a. Management of a division budget of more than \$3.2 million and grant funding for the USAR;
- b. Oversight and management of the Emergency Medical Services Program, including performance evaluations, quality improvement audits, employee certifications, and improvement plans;
- c. Paramedic Subscription Program oversight;
- d. Inventory, maintenance, and repair of all fire apparatus, equipment, and supplies, which includes development of the preventative maintenance schedules, apparatus inspections, annual testing of hose, ladders, gurneys, breathing apparatus, facility inspections, and depreciation and replacement planning. In addition, ensure coordination for vendor service and public works when necessary;
- e. Oversee Urban Search & Rescue operations, training, equipment, and Regional Task Force meetings;
- f. Currently addressing Station 63 improvements and repairs, Station 62 replacement, and Station 61 Dorm and parking lot remodel.

III. C Shift - Training and Response. The Battalion Chief’s divisional responsibilities include:

- a. Fiscal oversight and management of a budget of more than \$140,000 in training funds allocated in each division in addition to any homeland security grant funds, communications repairs and maintenance, and small capitals purchases.
- b. Evaluating and addressing quality of incident response, performance and debriefing, including review of employee safety issues, and performance standards and evaluation of current firefighting techniques, tools, and equipment used;
- c. Career development and succession planning;
- d. Firefighter training, including both agency specific training needs and participation in regional and multi-agency drills and training activities;
- e. Oversight of the Firefighter Reserve Program;
- f. Fire Explorer Program, including the new Fire Explorer Intern Program;
- g. Grant-funded specialty courses and training;
- h. Verdugo Communications, Area C Operations Task Force;
- i. New Recruit academy;
- j. Communications Program Management (radios, mobile data terminals, etc.);

In the past, the position of Battalion Chief was synonymous with incident command and emergency response functions only. As the duties of fire personnel changed beyond emergency response, the roles of Battalion Chief and fire personnel changed. To clearly

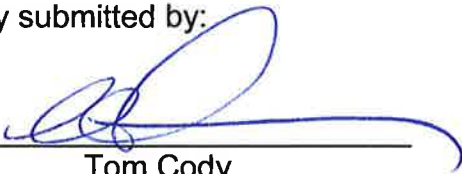
and fairly give recognition to the realignment of fire personnel and the Battalion Chiefs who oversee them and their programs, staff recommends changing the title of Battalion Chief to Division Chief.

In addition, under License and Certificate requirements, add Class C Driver's License with Firefighter endorsement. This is a result of the passage of Assembly Bill 1648 which changed the licensing requirement to operate GVWR of 26,000 or greater, including a tiller operator, by adding Class C with a firefighter endorsement.

FISCAL IMPACT:

No fiscal impact.

Respectfully submitted by:



Tom Cody

Prepared By:



Scott Haberle

ATTACHMENT(S):

1. City of Monterey Park – Battalion Chief Class Specification

FIRE ~~DIVISION BATTALION~~ CHIEFDEFINITION

Under general direction, is responsible for planning, organizing, and directing all emergency response, fire prevention and administrative activities of the assigned shift; conducts arson investigations; develops fire protection programs; assists the Fire Chief in the overall management of the Fire Department; acts as incident commander during emergency responses; is responsible for special administrative assignments, such as training, budget, personnel management or fire prevention; acts in the absence of the Fire Chief; performs other duties as required.

REPRESENTATIVE DUTIES

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

Assists in planning, organizing, directing and coordinating programs and activities of the Fire Department; coordinates and directs personnel, apparatus and equipment in response to structural fire alarms, brush fire alarms and other emergency incidents; takes command and coordinates the activities of the Fire Department personnel, apparatus, equipment and lifesaving efforts; assists in the development and administration of Departmental rules, regulations, procedures and policies; assists in the preparation of the departmental budget; recommends and initiates the purchase of equipment, materials and supplies; prepares detailed reports on department activities and special studies; commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to incidences; assumes major responsibility for assigned staff functions and activities of the Department, such as departmental personnel administration, training, budget and equipment; assists in assessing departmental training needs; develops and presents training programs; maintains training records; reviews and evaluates employee performance; recommends appropriate personnel action; serves as acting Fire Chief in his/her absence.

When assigned as Fire Marshal: works closely with officials concerned with planning and building standards and with Police Department personnel involved in arson investigations; provides indirect supervision of engine company Captains during fire and arson investigations and fire prevention activities; plans, organizes, and directs work of engine company and Fire Prevention Bureau personnel in the inspection of industrial, commercial, residential and public buildings to ascertain evidence of fire hazards; inspects new buildings during construction for conformance to various fire codes and municipal regulations; works closely with planning and building safety officials in the review of plans for new construction; determines required fire plans in the City of Monterey Park; conducts an education program in the prevention of fires and fire hazards; investigates fires to determine the cause and origin; investigates all suspected arson cases; prepares monthly and annual reports of activities to evaluate trends and maintain efficiency; meets with officials of other City departments and makes surveys of properties; maintains contacts with county, state, and national agencies relating to fire prevention and fire suppression; participates in fire suppression activities as required; conducts on-the-job inspections of new and existing fire protection systems;

grants permits for handling combustible and other hazardous materials; assists in the drafting of fire prevention and safety ordinances.

QUALIFICATIONS GUIDELINES

Education and Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Example: A Bachelor's Degree in Fire Science, Education, Public Administration, Business Administration, or related field and five years of fire suppression and prevention experience, including three years as a Fire Captain or company commander.

Knowledge, Skills & Abilities

Knowledge of modern methods of fire department administration; local, state, and national safety codes, ordinances and laws relating to fire fighting and prevention, building materials, and construction methods; arson laws; arrest procedures; court procedures and evidence control; principles of combustion; geography and demographics of the City; major fire hazards; water supply in the City; procedures of fire and arson investigations; principles of public administration, budgeting, supervision, training, personnel and municipal government; new developments in techniques and equipment used in modern fire fighting, fire prevention, equipment, maintenance and drill procedures.

Ability to: conduct fire and arson investigations; apply required knowledge to fire control and fire prevention situations; review and evaluate employee job performance; effectively supervise assigned staff; foster teamwork environment; communicate effectively, both orally and in writing; establish and maintain good working relationships; organize, assign and schedule workload among personnel; operate emergency vehicles under code three conditions.

LICENSES AND CERTIFICATES

Possession of State Fire Marshal Fire Officer I required at time of application. Chief Officer certification is desirable. Possession of a valid Class B California Driver's License or valid Class C California Driver's License with firefighter endorsement and EMT certificate are required at the time of appointment.

Possession of an 832 P.C. certificate at time of assignment as Fire Marshal or ability to obtain certification within 6 months of assignment is required. Maintaining certification is a continuing condition of employment.

PHYSICAL REQUIREMENTS

Requires exposure to extreme heat, flammable liquids, hazardous gases, smoke, explosions, chemicals, electrical hazards, faulty structures, and inclement weather.

City of Monterey Park

Fire ~~Division Battalion~~ Chief

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ANTICIPATED APPROVAL BY PERSONNEL BOARD: DECEMBER 14, 2016 January 11, 2006.

VACANCY AND RECRUITMENT REPORT

Date of Report: December 9, 2016

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
City Manager's Office							
City Manager Retired (1)							Interim appointment.
City Clerk							
Community & Economic Development							
Building Inspector Budgeted (1)	Open	8/5/16	8/25/16	N/A	N/A	11/15/16	Sent cert list to the department on 11/22/16.
Planning Intern (Part-Time) Resignation (1)	Open	3/7/16	3/21/16	N/A	N/A	8/3/16	Hired Candice Carrasco (pending backgrounds).
Senior Clerk Typist Promoted (1)							Pending recruitment 12/2016.
Human Resources							
Senior Clerk Typist (Part-Time) Budgeted (1)	Open	7/27/16	8/11/16 or first 25 qualified	N/A	N/A	11/10/16	Hired Christina Ortiz (pending backgrounds).
Clerk Typist (Part-Time) Budgeted (1)	Open	7/27/16	8/11/16 or first 25 qualified	N/A	N/A	11/16/16	Fire Department exhausted the list. Must re-open.
Library							
Librarian Promoted (1)	Open	5/17/16	6/30/16	N/A	N/A	8/9/16	Hired Kristin Olivarez.
Library Clerk Resignation (1)	Open	6/9/16	6/24/16 or first 50 apps	7/21/16	N/A	8/16/16	Hired Jessica Wahl.
Literacy Program Administrator Terminated (1)	Re-open	3/7/16 7/19/16	4/29/16 9/6/16	N/A	N/A	TBD	Failed recruitment. Did not receive enough qualified applicants.
Management Services							
Senior Account Clerk Budgeted (1)	Open	5/26/16	6/7/16	8/23/16	N/A	9/13/16	Promoted Natalia Lo.
Senior Accountant Resignation (1)	Open	7/13/16	8/15/16	N/A	N/A	12/6/16	Sent cert list to the department on 12/8/16.
Public Works							
Cross Connection Control Inspector Promoted (1)	Open	8/18/16	9/2/16	N/A	N/A	11/1/16	Sent cert list to the department on 11/7/16
Maintenance Worker (Part-Time) Resignation (3) Promoted (1)	Open	7/27/16	8/11/16 or first 50 apps	N/A	7/6/16	9/7/16	Public Works Department exhausted the list. Must re-open
Maintenance Worker Promoted (2)	Open	4/21/16	5/12/16 or first 50 qualified	N/A	7/6/16	7/6/16	Hired Miguel Cervantes. Promoted Rik Rivas.
Public Works Maintenance Supervisor Retired (1)							Pending recruitment 12/2016.
Senior Clerk Typist Retired (1)							Pending recruitment 12/2016.
Water Production System Operator Budgeted (1)	Open	5/26/16	6/8/16	N/A	7/27/16	7/27/16	Hired Rodney Richards.
Water Utility Maintenance Worker Resignation (1)	Open	10/6/16	10/25/16	N/A	TBD	TBD	Pending scheduling oral board interviews and performance exam.

VACANCY AND RECRUITMENT REPORT

Date of Report: December 9, 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	8/23/16	Recreation & Community Department exhausted the list. Must re-open.
Program Coordinator Retired (1)							Pending recruitment 2017.
Senior Recreation Leader (Part-Time) Budgeted (1)	Open	10/26/16	11/9/16	N/A	N/A	12/8/16	Sent cert list to the department on 12/9/16.

PUBLIC SAFETY CONTINUOUS/SWORN RECRUITMENTS:

Police Department							
Communications Dispatcher Trainee/Lateral Resignations (2) Termination (1)	Open	2/3/16	Continuous	6/11/16	N/A	7/20/16	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	10/4/16	N/A	11/9/16	Sent cert list to the department on 11/16/16.
Police Captain (1) Resignation (1) Budgeted (1)	Open	8/24/16	9/20/16	Assessment Center — 11/3/16			Promoted Steven Coday & hired Kelly Gordon (pending backgrounds).
Police Clerk Retired (1)	Open	10/1/15	10/2/15	11/17/15	N/A	12/09/15	Hired Christy Tobey.
Police Lieutenant Retired (2) Promoted (1)	Open	7/19/16	8/15/16	9/13/16	N/A	9/27/16	Promoted Brent Archibald, Gus Jimenez, & Paul Villalobos.
Police Officer Lateral/Pre-Service Continuous	Open DTF	10/21/15	Continuous	7/16/16	6/25/16 — 6/26/16	8/24/16	Sent cert list to the department on 8/29/16.
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	Promoted Oscar Nunez. Sent cert list to the department on 8/29/16.
Fire Department							
Battalion Chief Retired (1)	Open	12/9/16	1/2/17	Assessment Center – 1/18/17-1/19/17 (tentative)			Open 12/9/16. Close on 1/2/17.
Clerk Typist (Part-Time) Budgeted (2)	Open	7/27/16	8/11/16 or first 25 qualified	N/A	N/A	11/16/16	Hired Quentsherell Brown & Leona Peiris (pending backgrounds).
Firefighter Promoted (3) Resignation (1)	Open	10/26/16	10/29/16	N/A	11/5/16	11/1/16	Hired William Dennick, Pedro Santana, Justin Trejo, and Jeffrey Wong (pending backgrounds).

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

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy