

PERSONNEL BOARD OF MONTEREY PARK AGENDA

REGULAR MEETING
Monterey Park City Hall Council Chambers
320 West Newmark Avenue, Monterey Park, CA 91754

Wednesday
February 8, 2017
7:00 PM

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

Documents related to an Agenda item are available to the public in the Human Resources Department located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at www.montereypark.ca.gov.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Commission Chair and Commissioners may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1334 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

CALL TO ORDER

Chairperson

FLAG SALUTE

ROLL CALL

Yoko Igawa, Liane Kwan, Pauline Lemire, Frank Robles, Greg Verbeck

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Commission's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATIONS - None.

[2.] CONSENT CALENDAR

2-A. Approval of Minutes

It is recommended that the Personnel Board:

- (2) Approve minutes from the December 14, 2016 meeting; and
- (3) Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING – None.

[4.] OLD BUSINESS – None.

[5.] NEW BUSINESS

5-A. Extension of the Park Maintenance Worker Eligibility List

It is recommended that the Personnel Board:

- (1) Approve the recommended extension of the Park Maintenance Worker Eligibility List; and
- (2) Take such additional, related, action that may be desirable.

5-B. Vacancy and Recruitment Report

It is recommended that the Personnel Board:

- (1) Review the Vacancy and Recruitment Report; and
- (2) Take such additional, related, action that may be desirable.

5-C. 2016 Personnel Board Attendance Record

It is recommended that the Personnel Board:

- (1) Review the 2016 Personnel Board Attendance Record; and
- (2) Take such additional, related, action that may be desirable.

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

ADJOURN



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

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 Yoko Igawa.

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, and Liane Kwan

Absent: Board Member Frank Robles

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

4. AGENDA CHANGES AND ADOPTION

Agenda adopted as submitted.

5. APPROVAL OF MINUTES

Minutes from the August 10, 2016 meeting were approved.

6. PUBLIC COMMENTS

None

7. NEW BUSINESS/STAFF REPORTS

- A. Change in the Battalion Chief Class Specification – Director of Human Resources Tom Cody presents Fire Chief Scott Haberle to present the changes in the Battalion Chief Class Specifications. Chief Haberle provides more details regarding the

requested changes and a background on the Battalion Chief position and job duties. Board Member Liane Kwan asks if the Battalion Chiefs are hourly employees and by changing them to Division Chiefs and putting them on call are they not management exempt. Chief Haberle explains that there will be no fiscal impact and with the title change the Division Chiefs will still be a part of management leaving them as exempt employees. They do receive straight time for response coverage, if another Battalion Chief chooses to take a vacation. Board Member Liane Kwan noticed that the Battalion Chief position was open for recruitment and was curious if we opened it as Battalion Chief or Division Chief. Chief Haberle explains that he left the title as Battalion Chief when opening the position because there wasn't a guarantee that the Personnel Board would approve the change, so if the change is approved, the change will probably be in effect after the position has been filled. Board Member Yoko Igawa asked if there was a difference in pay between a Division Chief and Battalion Chief for other agencies. Chief Haberle explains that it depends on the agency. For some agencies, Division Chief may only hold administration duties and supervises Battalion Chiefs, so initially they would receive more pay than a Battalion Chief. For other agencies Battalion Chiefs and Division Chiefs are combined like in this instance. At this time, the title change is meant to reflect the job duties. Chairperson Greg Verbeck mentions that in the past Fire Marshals would carry a gun and was curious if the Fire Marshal assigned still does. Chief Haberle explains that the Fire Marshal is still armed and anyone assigned to arson investigation. They would have to have a PC 832 and qualify through the Police Department. Board Member Pauline Lemire noticed under the class spec that the assigned Fire Marshal conducts an education program and was curious who they teach. Chief Haberle states that they make presentations to schools and senior centers and sometimes they are requested or initiated.

Board Member Yoko Igawa moved to approve the recommended update to the Battalion Chief class specification. Board member Pauline Lemire second. Ayes: Chairperson Greg Verbeck and Board Members Yoko Igawa, Liane Kwan, and Pauline Lemire. Nays: None.

- B. Vacancy and Recruitment Report – Director of Human Resources Analyst Tom Cody presented to the Board the City's recent hires and the current and future openings in the report.

8. UNFINISHED BUSINESS

None

9. ORAL AND WRITTEN COMMUNICATION

- A. Board
None

- B. Staff
Director of Human Resources Tom Cody informed the Personnel Board of

upcoming events. Personnel Board Hearing in January for a discipline and a Personnel Board Hearing in February for a termination. March through May, there will be some classification changes.

10. PERSONNEL BOARD MATTERS

None

11. ADJOURNMENT

The meeting was adjourned at 8:14 P.M.

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



Personnel Board Staff Report

DATE: February 8, 2017

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Extension of the Park Maintenance Worker Eligibility List

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended extension of the Park Maintenance Worker Eligibility List
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Public Works – Parks Division has a potential vacancy in the future due to a retirement. Currently, the Park Maintenance Worker eligibility list has two names remaining and expires on February 15, 2017. The Parks Superintendent has interviewed them both in the past and has seen potential in the candidates. The Parks Superintendent has hired two candidates off the eligibility list within the year and would like to continue to hire one or both of the remaining candidates when a vacancy becomes available.

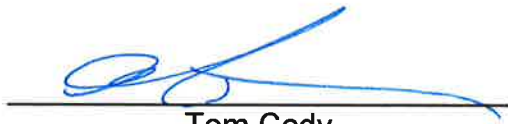
Both candidates remaining on the eligibility list are currently employed. They each have been in contact with the Parks Superintendent during the 12 month lifetime of this list thus far, following up with him in stating their continued interest in working for the City of Monterey Park. The Superintendent has noted their enthusiasm, skill set, and growth potential.

The Superintendent foresees the vacancy opening up by the end of the calendar year. It is recommended that the Park Maintenance Worker Eligibility List be extended for one (1) year.

BACKGROUND:

In December 2015, a Park Maintenance Worker retired which prompt the Park Maintenance Worker vacancy. The City had established an eligibility list of 5 individuals on February 16, 2016. The Parks Division interviewed the first three names. Appointing one individual and failing another during the second round of interviews. Another vacancy opened up which allowed the department to interview the remaining three names on the list. They hired another individual and chose to keep the remaining two on the eligibility list if another vacancy opened up.

Respectfully submitted by:



Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. Park Maintenance Worker Eligibility List

ATTACHMENT 1
Park Maintenance Worker Eligibility List

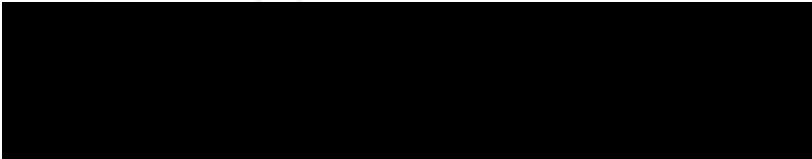
**CITY OF MONTEREY PARK
REPORT OF EXAMINATION**

EXAMINATION TITLE: PARK MAINTENANCE WORKER

Examination Date: Written 01/26/2016 Performance None Oral 02/10/2016

IT IS HEREBY CERTIFIED THAT THE FOLLOWING LIST OF ELIGIBLES HAS BEEN ESTABLISHED IN CONFORMANCE WITH THE PERSONNEL ORDINANCE AND THE PERSONNEL RULES AND REGULATIONS OF THE CITY OF MONTEREY PARK.

Certified By: Sandrine for T Cody **Date:** 2/16/16
Director of Human Resources

Name	Elig. #	Written (50%)	Oral (50%)	Promo/Vet Points	Final Average
BURQUEZ, ARMANDO	1				
GONZALEZ, FREDDY	2				
TIEN, JOHNNY	3				
BETANCOURT, PETER	4				
FIGUEROA, ALFONSO	5				

DID NOT PASS RECRUITMENT PROCESS (Below 70%):

CARMONA, JOSHUA	SESSION, DIMITRIAS
RAMIREZ, ERIC	TORRES JR., MANUEL

DID NOT PASS ORAL (Below 70%):

BOBADILLA, ERNESTO	GARCIA, DAVID
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DID NOT APPEAR/ WITHDREW ORAL:

CURIEL, MICHAEL

DID NOT PASS WRITTEN (Below 52%):

ACUNA, MONICA	CEBRERO, PEDRO	PARSEGIAN, MASIS
BALLINGER, STEVEN	CERVANTES, RAMIRO	RIVAS, RIK
BARAJAS, WILLIAM	CHHEM, SITA	RODRIGUEZ, DAVID
BORBOA, URIEL	CHICO, JOSE	ROMERO, LUIS
CAMPBELL, ZACHARY	FLORES, ERIK	TOLEDO, JONATHAN
CAZARES, BRIAN	HERNANDEZ, JOHNNY	

DID NOT APPEAR/WITHDREW WRITTEN:

ALVAREZ, LUIS (NS)	CARNEY, ROBERT (NR)	GARCIA, JORGE (WW)
BETTS, DEWAYNE (WW)	CARRILLO, FELIPE (NS)	GONZALEZ, JOSE (NR)
BLOOMFIELD, BRYAN (NS)	CAVAZOS, LOUIS (WW)	GUTIERREZ, DANNY (NR)
BROUSSARD, QURAN (NS)	CHERRY, MAURICE (WW)	HERNANDEZ, DAVID (NS)
BUN, RA (WW)	COOK, RYAN (NS)	JOHNSON, ERRICK (NS)

JOHNSON JR, ANTHONY(195)
PINEDA, CEASAR (NR)
REYES, NEHIMIAH (NR)

ROY, AMOS (NR)
SALINAS, ALEX (WW)
SINGH, GAURAV (NR)

TRAINOR, BRIAN (NS)
TRIAY, MICHAEL (NS)

DID NOT MEET MINIMUM QUALIFICATIONS:

AGUAYO, FRANKIE
AGUIRRE, ALEJANDRO
ALVARADO, GABRIEL
ALVAREZ, GIOVANI
AMADOR, MARTIN
ANG JR, MARIO
ARAIZA, MATTHEW
ARREDONDO, JUAN
ARTHURS, ALBERT
BARUA, PALASH
BIZARRO, OMAR
BRUMFIELD, DUSHAUN (X2)
CASTANEDA, DAVID
CASTILLO, ANTHONY
CONTRERAS, GUSTAVO
COOK, DONALD
CORTEZ, PHILLIP
CUMMINGS, RICHARD
DANG, THANH
DIAZ, CARLOS
DIAZ, CHRIS
DRAPER, MICHAEL
FERNANDEZ, ABRA
FERRETTE, BRANDON
FIGUEROA, ALFONSO
FLORES, DANIEL
GALLARDO, JOSE
GARCIA, MARTIN
GARCIA ABUNDIS, ADOLFO
GARDNER, AKEEM
GOMEZ, ANGEL
GOMEZ, JOSE
GONZALEZ, JOSE

GRANO, ERICK
GREEN, KEVIN
GREEN, MICHELLE
GUAN, JIMMY
GUZMAN, JAVIER
HERNANDEZ, AARON
HERNANDEZ, LEANDRO
HINOJOS, VINCENT
INIGUEZ, ALFREDO
JENNINGS, MARLON
JIMENEZ, RUBEN
JONES, CASEY
KANADY, STEVEN
KHOV, ANTHONY
KIRKPATRICK, RONALD
LAMADRID, ERNIE
LEE, JOHN (X2)
LOPEZ, PAUL
LOZANO, ALPHONSO
MARTINEZ, JUAN
MARTINEZ, KEVIN
MARTINEZ, OMAR
MARTINEZ, RONALD
MARTINEZ, RYLAND
MEDINA, FRNACISCO
MENDOZA, GERALD
MENJIVAR, CHRISTOPHER
MINOR, EDGAR
MONJET, MARIO
MORALES, MANUEL
MORAN, PAUL
MORGAN, DARRANCE
MURPHY, EFRAIM

NAVARRO, ANASTASIO
NAVARRO, JOSEPH
NORIEGA, JOSUE
PALACIOS, JUAN
PIVOVAROFF, MATTHEW
PRICE, MANDRE
PRICE, MAURICE
RAMIREZ, JESUS
RAMIREZ, NESTOR
REYES, ANTONIO
ROBLES, DANIEL
RODRIGUEZ, GERARDO
RODRIGUEZ, JASON
RODRIGUEZ, JULIO
ROUNTREE, ANTHONY
SANCHEZ, JACOB
SANTISTEVAN, DANIEL
SEYMOUR, CHANTE
SHEPARD, TYLER
SOLANO, JUAN
SOLIS, CESAR
SWAN, GABRIEL
TENORIO, TED
VERDUZCO, CARLOS
VO, HOANTHO
WHITE SR., RALO (X2)
WINICK, PAUL
WRIGHT, NKIYA (X2)
YOSHIOKA, JONATHAN
ZALDIVAR, FRANK
ZAMBRANO, GERARDO
ZEIGLER, KEVIN

Number of Applicants Interviewed : 11
Number Did not Appear/WD Interview : 1

PASS: 9

FAIL: 2

***only 5 passed the recruitment overall**

Number of Applicants Tested : 29
Number Did not Appear/WD Written : 23

PASS: 12

FAIL: 17

Did not Meet Minimum Qualifications : 102
Total Number of Applicants : 154

***x2 applied twice (two apps)**

VACANCY AND RECRUITMENT REPORT

Date of Report: February 3, 2017

Page 1

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	12/15/16	01/15/17	2/16/17	N/A	TBD	14 invited to the written exam.
Senior Clerk Typist Promoted (1)	Open	12/15/16	01/5/17 or first 100 apps	1/24/17	N/A	TBD	Pending Oral Board Interview date.
Human Resources							
Clerk Typist (Part-Time) Budgeted (1)	Open	12/21/16	01/12/17 or first 100 apps	N/A	N/A	TBD	Screening applications
Library							
Literacy Program Administrator Terminated (1)	Reopen	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. Currently on hold.
Management Services							
Accountant (Part-Time) Resignation (1)							Pending recruitment 02/ 2017.
Senior Accountant Resignation (1)	Open	7/13/16	8/15/16	N/A	N/A	12/6/16	Hired Hsiulee Tran (pending backgrounds).
Public Works							
Cross Connection Control Inspector Promoted (1)	Open	8/18/16	9/2/16	N/A	N/A	11/1/16	Promoted David Vera.
Equipment Services Specialist (Part- Time) Budgeted (1)							Pending recruitment 02/ 2017.
Maintenance Worker (Part-Time) Resignation (3) Promoted (1)	Open	12/21/16	1/12/2017 or first 100 apps	N/A	N/A	TBD	Pending Oral Board Interview date.
Parks Supervisor Retired (1)							Pending recruitment 02/ 2017.
Public Works Maintenance Supervisor Retired (1)	Open	12/15/16	12/29/16	N/A	N/A	1/12/17	Sent cert list to the department on 1/18/17.
Senior Clerk Typist Retired (1)	Open	12/15/16	01/5/17 or first 100 apps	1/24/17	N/A	TBD	Pending Oral Board Interview date.
Water Utility Maintenance Worker Resignation (1)	Open	10/6/16	10/25/16	N/A	2/7/17	2/7/17	16 invited to the performance exam and oral board interviews.
Recreation & Community Services							
Child Care Teacher (Part-Time) Resignation (1)	Open	12/21/16	1/26/17	N/A	N/A	TBD	Screening applications.
Program Coordinator Retired (1)							Pending recruitment 02/ 2017.
Senior Recreation Leader (Part-Time) Budgeted (1)	Open	10/26/16	11/9/16	N/A	N/A	12/8/16	Hired Joshua Cardenas (pending backgrounds).

VACANCY AND RECRUITMENT REPORT

Date of Report: February 3, 2017

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
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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	Promoted Zhiqing Huang.
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 Officer Lateral/Pre-Service Continuous	Open DTF	10/21/15	Continuous	7/16/16 1/7/17	6/25/16 – 6/26/16 2/4/17	8/24/16 2/28/17	Sent cert list to the department on 8/29/16. 2 invited to the physical agility test.
Police Officer Recruit Continuous	Open DTF	10/21/15	Continuous	7/16/16 1/7/17	6/25/16 – 6/26/16 2/4/17	8/24/16 2/28/17	Promoted Cecily Ramirez. 15 invited to the physical agility test.
Fire Department							
Battalion Chief Retired (1)	Open	12/9/16	1/2/17	Assessment Center – 1/18/17			Sent cert list to the department on 1/26/17.
Firefighter w/Paramedic Certification Promotion (1) Pending Retirement (1)	Open	1/12/17	2/1/17	NTN	TBD	TBD	Screening 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	P	NM	NM	NM	P
Kwan	Liane	--	--	--	--	--	--	P	P	NM	NM	NM	P
Lemire	Pauline	P	NM	P	NM	NM	P	P	P	NM	NM	NM	P
Robles	Frank	A	NM	P	NM	NM	P	P	P	NM	NM	NM	A
Verbeck	Greg	P	NM	A	NM	NM	P	P	P	NM	NM	NM	P

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy