

PERSONNEL BOARD OF MONTEREY PARK AGENDA

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

**Wednesday
March 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 February 8, 2017 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 Fire Captain and Fire Engineer Eligibility List

It is recommended that the Personnel Board:

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

5-B. Changes to the Literacy Program Administrator Class Specifications

It is recommended that the Personnel Board:

- (1) Approve the recommended changes to the Literacy Program Administrator class specification; and
- (2) Take such additional, related, action that may be desirable.

5-C. 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-D. 2017 Personnel Board Attendance Record

It is recommended that the Personnel Board:

- (1) Review the 2017 Personnel Board Attendance Record; and
- (2) Take such additional, related, action that may be desirable.

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

Distribute all of the updated associations MOUs.

[7.] CLOSED SESSION

7-A. Public Employee Discipline/Dismissal/Release, pursuant to California Government Code Section 54957. Personnel Board to hear the Appeal of Discipline brought by City Employee.

ADJOURN

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
FEBRUARY 8, 2017**

The Personnel Board of the City of Monterey Park held a Regular Meeting of the Board in the Council Chambers located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, February 8, 2017 at 7:00 p.m.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:01 p.m.

FLAG SALUTE:

Board Member Frank Robles led the flag salute.

ROLL CALL:

Director of Human Resources & Risk Management Tom Cody called the roll:

Board Members Present: Yoko Igawa, Liane Kwan, Pauline Lemire, Frank Robles, Greg Verbeck

Board Members Absent: None

ALSO PRESENT: Parks Superintendent Chris Reyes

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATION

None.

2. CONSENT CALENDAR

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the December 14, 2016 minutes. The minutes have been approved as amended with a change to section 7B to note the correct title of Tom Cody Director of Human Resources.

3. PUBLIC HEARING

None.

4. OLD BUSINESS

None.

MISSION STATEMENT

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5. NEW BUSINESS

5A. EXTENSION OF THE PARK MAINTENANCE WORKER ELIGIBILITY LIST

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.

Action Taken: The Personnel Board approved the recommended extension of the Park Maintenance Worker Eligibility List as amended to extend the eligibility list for six (6) months instead of the recommended one (1) year.

Motion: Moved by Board Member Yoko Igawa and seconded by Board Member Pauline Lemire, motion carried by the following vote:

Ayes:	Board Members:	Igawa, Kwan, Lemire, Robles, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	None

5B. VACANCY AND RECRUITMENT REPORT

Monthly report of the City's recent hires, recruitment progress, and current and future openings.

Action Taken: Received and file.

5C. 2016 PERSONNEL BOARD ATTENDANCE RECORD

The Personnel Board reviewed the 2016 attendance record.

Action Taken: Received and file.

6. PERSONNEL BOARD COMMUNICATIONS AND MATTERS

Chairperson Verbeck requested for the updated MOUs for all of the associations.

Director Tom Cody provides a draft outline of the next three (3) Personnel Board meetings.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:52 p.m.

Tom Cody
Director of Human Resources & Risk Management



Personnel Board Staff Report

DATE: March 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 Fire Captain and Fire Engineer Eligibility List

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended extension of the Fire Captain and Fire Engineer Eligibility List;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Fire Department has several pending vacancies that will occur this summer. Fire Chief Scott Haberle requests to extend the current eligibility lists for the positions of Fire Captain and Fire Engineer to address these upcoming vacancies. Each list contains several qualified candidates who have all gone through an intensive two-day Assessment Center. In anticipation of these vacancies, Chief Haberle would like to extend the current Eligibility Lists for the position of Fire Captain and Fire Engineer for six months, until the end of October.

BACKGROUND:

Due to a promotion from Fire Captain to Division Chief, a vacancy became available in the Captain ranks this past January, which resulted in a Fire Engineer vacancy. In addition, the Fire Department will incur another Fire Captain vacancy due to an anticipated retirement in July, which will result in additional movement in the Fire Department ranks.

The Fire Captain Assessment Center was conducted on September 23 and 24, 2015 and this list was extended once, until April 2, 2017. The Fire Engineer Assessment Center was conducted on March 28 and 29, 2016 and this list expires April 4, 2017.

The Fire Department Assessment Centers for the positions of Fire Captain and Fire Engineer entailed two full days of extensive testing that include manipulative skills testing, incident simulations, command, leadership skills, presentation skills, driving (for engineer) and oral board interviews. Depending on the number of components, the Assessment Center requires nine to twelve raters of industry experts, in addition to including non-sworn personnel. Due to the number of retirements that our agency and others in the region have been experiencing, trying to obtain assessors has been difficult. When two days of assessment components are involved, we try to get the

same assessor each day to ensure consistency of rating and objectivity. Currently, the Fire Captain Eligibility List has eight candidates remaining and the Fire Engineer's List has four candidates remaining.

Extending these lists will help fill the positions as soon as possible to ensure consistency of service, provide a smooth transition for personnel to the new positions, and reduce the impact to operations and the expense of overtime. Therefore, Chief Haberle seeks the Personnel Board's approval to extend these Eligibility Lists until October 2017.

Approved by:

A blue ink signature of Tom Cody, consisting of a stylized 'T' and 'C' followed by a horizontal line.

Tom Cody
Director of Human Resources
and Risk Management

Respectfully submitted by:

A black ink signature of Scott Haberle, consisting of a stylized 'S' and 'H' followed by a horizontal line.

Scott Haberle
Fire Chief

ATTACHMENT(S):

1. Fire Captain Eligibility List
2. Fire Engineer Eligibility List

ATTACHMENT 1
Fire Captain Eligibility List

**CITY OF MONTEREY PARK
REPORT OF EXAMINATION**

EXAMINATION TITLE: FIRE CAPTAIN (PROMOTIONAL ONLY)

Examination Date: ASSESSMENT OF QUALIFICATIONS: 09/23/2015 & 09/24/2015

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: _____

Director of Human Resources

Date: 10-2-15

*LIST extended
6 months 4-2-17
To
Jim Cody*

Name

Elig. #

KELLEY, SCOTT <i>APPT</i>	1
GIN, JONATHAN	2
WEDDLE, RYAN <i>APPT</i>	3
REILLY, SHANE <i>APPT</i>	4
BIRRELL, JUSTIN	5
IENNI, MARIO	6
LIMA, NICHOLAS	7
RESPICIO, ANDREW	8
GOETZ, DAVID	9
PARK, DANIEL	10
TEMPLEMAN, KIRK	11



DID NOT PASS (Below 70%):

CUBAK, PAUL

DID NOT APPEAR/WITHDREW:

N/A

DID NOT MEET MINIMUM QUALIFICATIONS:

CASNER, DANIEL

DWYER, EDWARD

SHEPHARD, ADAM

Total Number of Applicants	:	15
Number of Applicants Tested	:	12
Number Did not Appear/WD	:	0
Did not Meet Minimum Qualifications	:	3

PASS:	11
FAIL:	1

ATTACHMENT 2

Fire Engineer Eligibility List

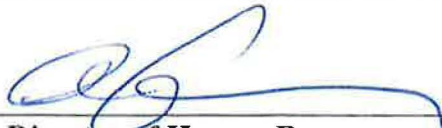
**CITY OF MONTEREY PARK
REPORT OF EXAMINATION**

EXAMINATION TITLE: FIRE ENGINEER (PROMOTIONAL ONLY)

Examination Date: ASSESSMENT OF QUALIFICATIONS: 03/28/2016 & 03/29/2016

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: _____


Director of Human Resources

Date: _____

4-5-16

Name

Elig. #

GOETZ, DAVID <i>APPT</i>	1
CLINE, DANIEL <i>APPT</i>	2
GIN, JONATHAN <i>APPT</i>	3
OLIVAREZ, RICARDO <i>APPT</i>	4
CACCIATORI, CURTIS	5
LEGA, JAMES	6
STARY, EDUARDO	7
STARK, TRAVIS	8



DID NOT PASS (Below 70%):

NONE.

DID NOT APPEAR/WITHDREW:

NONE.

DID NOT MEET MINIMUM QUALIFICATIONS:

NONE.

Total Number of Applicants	:	8
Number of Applicants Tested	:	8
Number Did not Appear/WD	:	0
Did not Meet Minimum Qualifications	:	0

PASS:	8
FAIL:	0



Personnel Board Staff Report

DATE: March 8, 2017

AGENDA ITEM NO: 5-B

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Changes to the Literacy Program Administrator Class Specifications

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended changes to the Literacy Program Administrator class specification;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City has recruited for the Literacy Program Administrator twice within the last year. Both times the recruitment has been unsuccessful due to the lack of qualified applicants possessing an Adult Education Teaching Credential, which was added to the class specification in January 2015.

It is recommended that the requirement of the Adult Education Teaching Credential be changed from "required" to "highly desirable".

BACKGROUND:

On January 14, 2015, at the request of the City Librarian Norma Arvizu, the Personnel Board approved the addition of an Adult Education Teaching Credential as a requirement of the Literacy Program Administrator.

During the past year, many qualified candidates have been disqualified from interviewing for the position due to this requirement. On March 7, 2016, the Literacy Program Administrator position was opened for hiring. Forty-three applications were received; only two candidates passed the screening process and were eligible for interview. The position was reopened on July 19, 2016. Thirty-nine applications were received; only 2 passed the screening process. The majority of the candidates did not pass the initial screening because of the lack of the Adult Education Teaching Credential.

Further discussions with the Department of Education Analyst and Adult Education Program Coordinator have clarified that an Adult Education Teaching Credential is a requirement for this position in an Adult Education Facility. However, this requirement does not apply to Community Based Organizations or libraries.

Therefore, it is recommended that the Personnel Board approve the changes to the Literacy Program Administrator class specification.

Respectfully submitted by:



Tom Cody
Director of Human Resources and
Risk Management

ATTACHMENT:

1. City of Monterey Park – Literacy Program Administrator Class Specification

ATTACHMENT 1

City of Monterey Park – Literacy Program Administrator Class Specification

LITERACY PROGRAM ADMINISTRATOR

Under administrative direction, plans, organizes, administers and assists in developing a large, comprehensive Literacy Program for the City. The Literacy Program Administrator is responsible for developing a coalition of community agencies and groups to coordinate and expand existing literacy efforts. Performs related duties as required.

REPRESENTATIVE DUTIES:

Responsible for planning, organizing, developing and coordinating a public relations campaign to gain recognition of the problem of adult illiteracy and to offer solutions; recruit, train and supervise literacy tutors, English as a Second Language (ESL) volunteers and Citizenship Preparation volunteers; supervise support staff, assign work, train, and evaluate performance of subordinates and volunteers; select appropriate learning materials for one to one tutors, ESL classes, volunteer instructors and adult students; develop and plan programs to financially support and enhance the efforts for the Literacy Program; write grant proposals, administer grants and meet grant deliverables. The appointee will be required to work a flexible schedule which will include most Saturdays and evenings as required.

ORGANIZATIONAL RESPONSIBILITIES:

This class reports directly to the City Librarian and supervises the work of full-time and part-time clerical staff, volunteers and literacy tutors.

DESIRABLE QUALIFICATIONS:**Knowledge of:**

A variety of professional level methods, practices and techniques used in selection of educational materials; professional educational training, methods, pedagogy and terminology used in Adult ESL and literacy programs; understanding of language acquisition methods and levels of Basic English instructional implementation from emergent levels to Advanced Basic English Skills; library methods and terminology related to literacy education; literature and a variety of books related to literacy education; supervisory principles and practices.

Skills/Abilities:

Ability to develop methods and programs for teaching, literacy skills and to adapt them to the needs of adult non-readers; establish effective working relations with co-workers, professionals, volunteers, private and public officials, the media and community organizations; train, supervise and organize employees and volunteers; plan and implement fund-raising projects; analyze situations and take effective independent action; written and oral communications skills.

Education and Experience:

Any combination of experience and education that would provide the required knowledge, skills and abilities is qualifying. Graduation from an accredited institution with a Master's in Education, Social Science or related field and two years of experience administering a Literacy Program and Adult Education, including the coordination of volunteers, tutoring or teaching of adults, grant preparation and fund-raising, ~~and p~~ Possession of an Adult Education Teaching credential is highly desirable.

Licenses:

~~Adult Teaching Credential.~~

Possession of a valid California driver's license.

APPROVED BY PERSONNEL BOARD – ~~JANUARY 14, 2015~~ MARCH 8, 2017

VACANCY AND RECRUITMENT REPORT

AGENDA ITEM NO: 5-C

Date of Report: MARCH 3, 2017

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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	3/9/17	3 invited to the oral board interviews.
Senior Clerk Typist Promoted (1)	Open	12/15/16	01/5/17 or first 100 apps	1/24/17	N/A	2/23/17	Sent cert list to the department on 3/1/17.
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)	Open	2/6/17	2/17/17	N/A	N/A	3/6/17	8 invited to the oral board interviews
Public Works							
Crew Leader Promoted (1)							Pending recruitment 03/2017.
Equipment Services Specialist (Part- Time) Budgeted (1)	Open	2/6/17	3/6/17 or first 50 apps	N/A	TBD	TBD	Open 2/6/17. Close on 3/6/17 or upon receipt of 50 applications.
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 03/ 2017.
Public Works Maintenance Supervisor Retired (1)	Open	12/15/16	12/29/16	N/A	N/A	1/12/17	Promoted Alfredo Banuelos.
Senior Clerk Typist Retired (1)	Open	12/15/16	1/5/17 or first 100 apps	1/24/17	N/A	2/23/17	Sent cert list to the department on 3/1/17.
Water Utility Maintenance Worker Resignation (1)	Open	10/6/16	10/25/16	N/A	2/7/17	2/7/17	Sent cert list to the department on 2/13/17.
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)	Open	2/6/17	2/27/17	N/A	N/A	TBD	Screening applications.

Date of Report: MARCH 3, 2017

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
Police Department							
Communications Dispatcher Trainee/Lateral Resignations (2) Termination (1)	Open	2/3/16	Continuous	6/11/16	N/A	7/20/16	Hired Kristin Noppert.
Community Service Officer (Part-Time) Promoted (2)	Open	2/17/17	3/31/17 or first 25 qualified	N/A	N/A	TBD	Open 2/17/7. Close 3/31/17 or upon receipt of 25 qualified applications.
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. Pending cert list.
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 Vincent Baltierra. Pending cert list.
Fire Department							
Battalion Chief Retired (1)	Open	12/9/16	1/2/17	Assessment Center – 1/18/17			Promoted Matt Hallock – Title Change to Division Chief.
Firefighter w/Paramedic Certification Promotion (1) Pending Retirement (1)	Open	1/12/17	2/1/17	NTN	03/13/17 & 3/14/17	TBD	15 invited to the Paramedic Skills Assessment.
Permit Technician I Pending Retirement (1)							Pending recruitment 03/2017.

* Tentative Date
DTF = Difficult-to-Fill designation

2017 PERSONNEL BOARD ATTENDANCE

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

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy