

PERSONNEL BOARD OF MONTEREY PARK AGENDA

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

**Wednesday
March 22, 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 March 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. Update and Reclassify the Community Television Producer Class Specification to Community Communications Coordinator

It is recommended that the Personnel Board:

- (1) Approve the recommended request to update and reclassify the Community Television Producer class specification to Community Communications Coordinator; and
- (2) Take such additional, related, action that may be desirable.

5-B. The Addition of a Lead Mechanic Class Specifications

It is recommended that the Personnel Board:

- (1) Approve the recommended request to add a Lead Mechanic class specification; and
- (2) Take such additional, related, action that may be desirable.

5-C. Salary Adjustment for the Public Works Maintenance Manager Classification

It is recommended that the Personnel Board:

- (1) Approve the recommended salary adjustment for the Public Works Maintenance Manager classification; and
- (2) Take such additional, related, action that may be desirable.

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

Distribute the Employee Count Report.

ADJOURN



Personnel Board Staff Report

DATE: March 22, 2017

AGENDA ITEM NO: 2-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Personnel Board Minutes

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the minutes from the regular meeting of March 8, 2017; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

None.

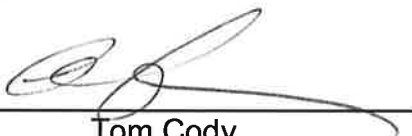
BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted by:



Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. March 8, 2017 Regular Meeting Minutes

ATTACHMENT 1
March 8, 2017 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
MARCH 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, March 8, 2017 at 7:00 p.m.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:00 p.m.

FLAG SALUTE:

Board Member Liane Kwan led the flag salute.

ROLL CALL:

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

Board Members Present: Yoko Igawa arrived at 7:11 p.m., Liane Kwan, Pauline Lemire, Frank Robles, Greg Verbeck

Board Members Absent: None

ALSO PRESENT: City Librarian Norma Arvizu & Fire Chief Scott Haberle

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

Director Tom Cody announced that Item 7A – Public Employee Discipline/Dismissal/Release, pursuant to California Government Code Section 54957, Personnel Board to hear the Appeal of Discipline brought by City Employee has been postponed to a future meeting.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATION

None.

2. CONSENT CALENDAR

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the February 8, 2017 minutes. The minutes have been approved as presented.

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

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

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

3. PUBLIC HEARING

None.

4. OLD BUSINESS

None.

5. NEW BUSINESS

5A. EXTENSION OF THE FIRE CAPTAIN AND FIRE ENGINEER ELIGIBILITY LIST

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.

This item was heard after item no. 5B.

Action Taken: The Personnel Board approved the recommended extension of the Fire Captain and Fire Engineer Eligibility List.

Motion: Moved by Board Member Yoko Igawa and seconded by Board Member Liane Kwan, 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. CHANGES TO THE LITERACY PROGRAM ADMINISTRATOR CLASS SPECIFICATIONS

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".

This item was heard before item no. 5A.

Action Taken: The Personnel Board approved the recommended changes to the Literacy Program Administrator class specification.

Motion: Moved by Board Member Pauline Lemire and seconded by Board Member Frank Robles, 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

5C. VACANCY AND RECRUITMENT REPORT

The Personnel Board reviewed the monthly report of the City's recent hires, recruitment progress, and current and future openings.

Action Taken: Received and filed.

5D. 2017 PERSONNEL BOARD ATTENDANCE RECORD

The Personnel Board reviewed the 2017 attendance record.

Action Taken: Received and filed.

6. PERSONNEL BOARD COMMUNICATIONS AND MATTERS

Board Member Yoko Igawa asked about the number of females working at the City of Monterey Park.

Director Tom Cody provides the Personnel Board with updated MOUs for all of the associations, per the request of Chairperson Verbeck.

Director Tom Cody also provided an outline of the closed session item and the possible future date.

Human Resources Technician Lisa Ung passed out a missing page for the Close Session item that was originally disseminated on December 2016.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:37 p.m.

Tom Cody
Director of Human Resources & Risk Management



Personnel Board Staff Report

DATE: March 22, 2017

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Update and Reclassify the Community Television Producer Class Specification to Community Communications Coordinator

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended request to update and reclassify the Community Television Producer class specification to Community Communications Coordinator; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

The Community Television Producer position in the Recreation and Community Services Department has been responsible for overseeing Monterey Park Cable Television (MPK-TV). Over the years, further responsibilities were added to this position. As a result, the Community Television Producer class specification no longer accurately describes the scope of duties of the position. A new class specification, Community Communications Coordinator, is proposed. It is requested that the current position of Community Television Producer be reclassified as Community Communications Coordinator.

BACKGROUND:

The Community Television Producer reports to the Recreation and Community Services Director.

In 2002, the Personnel Board approved the Community Television Producer position, which is responsible for the technical and creative ways the MPK-TV is utilized by the City. Beginning in 2009, many of the shows that were produced for MPK-TV were eliminated because of across-the-board budget cuts. Besides managing the City's cable television station, further responsibilities were added including:

- Overseeing the production of City periodic publication, such as the Cascades newspaper, including budgeting, scheduling, coordinating, writing and editing materials for the newspaper. Managing the work of the graphic designer and/or print vendors and coordinates city-wide distribution.
- Preparing, editing and distributing press releases, press packages and developing and implementing communication programs.

- Managing the City website, social and other online media (Twitter and YouTube) presence for the City. Assists in overseeing the design and editorial content of City web pages which includes assisting the other departments or vendors in maintaining the consistency and relevancy of the site. Responsible for the functionality and look of the City's website.
- Assists in the City's diverse decision-making and strategic planning process, particularly as they relate to administrative and communications activities. Directs, coordinates and reviews the work of consultants and contractors. Works with elected officials and City staff.

The proposed class specification includes all of these areas of responsibility and accurately reflects the scope of the position's duties. The City is fortunate to have a unique incumbent who possesses not only the technical knowledge and skills to manage a cable television station, but also has the journalistic capabilities to edit and produce newspapers, newsletters, and press releases. He also has the knowledge and skills to design the City's website and to establish and maintain the City's presence on social media, such as Twitter.

The Community Communications Coordinator classification is unique when viewed in its totality of job duties. It is highly unlikely that one person possess all of these skills. A survey of local municipalities similar to the City of Monterey Park found no classification that encompasses the same duties as the one being proposed. Therefore, a comparison of salaries was not possible.

FISCAL IMPACT:

The salary for the Community Television Producer is \$4,098-\$5,243. It is proposed that the new classification of Community Communications Coordinator be increased by 5-percent as compensation for the additional duties. The proposed monthly salary is \$4,302.90-\$5,505.15. The position will assist the various City departments in effectively communicating with the community. The new classification is considered to be a General Employee, represented by S.E.I.U. Local 721.

It is recommended that the Community Television Producer be updated and reclassified to Community Communications Coordinator.

Respectfully submitted by:



Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENTS

1. Community Television Producer Class Specification

ATTACHMENT 1

Community Television Producer Class Specification

COMMUNITY ~~TELEVISION PRODUCER~~ COMMUNICATIONS COORDINATOR**DEFINITION**

~~Under limited supervision, plans, directs, and coordinates the operations of the City of Monterey Park Cable television; supervises interns and volunteers; produces and coordinates production of local programming; monitors cable system for accuracy of information and proper functioning; performs related duties as required.~~

Under limited supervision, performs a variety of complex, technical and professional public information functions related to the management of the City's mass communications products including the government access television station; printed news publications; online, website and social media products; video streaming; and other emerging communications. Produces, creates, writes, coordinates and maintains a variety of multimedia content on City mass media products. Manages and develops the City's overall communications presence, strategy and policies. Works with other staff, departments, and vendors on public information-related products and activities.

REPRESENTATIVE DUTIES

Essential functions and other important responsibilities include, but are not limited to, the following:

~~Assists in planning, directing, and coordinating the operations of the Municipal Cable Television Channel, including scheduling, traffic, continuity, production, publicity, and programming; establishes and maintains liaison with cable organizations, cable companies, production vendors, other government agencies, and the public relating to the cable channel; consults and provides technical support to other City departments and community organizations on cable production issues; supervises and participates in programming activities to ensure quality and compliance with FCC regulations; serves as executive producer in approving all program treatments, scripts, materials, equipment, and crew assignments; approves all public access use; prepares production activity and other reports related to cable channel operations and State and Federal requirements; recommends broadcasting policies, procedures, and standards; develops and assists in the administration of the budget for the municipal cable channel, recommends equipment selection for the cable television production; supervises the repair and maintenance of production equipment; coordinates internship and volunteer program participation; trains interns and volunteers in video production and other related matters; produces a variety of programs and videos from the initial concept to the completed project; conducts pre-interviews, story planning, scripting, gathering information, editing and all others aspects of production; supervises and participates in the production of cablecasting of City Council meetings; performs production duties including technical direction, creating and producing electronic graphics, directing field and studio productions, setting up and operating cameras and audio equipment and providing support services for City-related presentations.~~

QUALIFICATIONS GUIDELINES**Education and/or Experience**

~~Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance is qualifying. Example combinations include completion~~

of a four-year college curriculum with a major in telecommunications or a related field, and three years responsible experience in the production, direction, and administration of cable television operations.

Knowledge, Skills, and Abilities

Thorough knowledge of principles and techniques of long and short-range television programming; sources of public television programs; structure and operations of a cable television system. Considerable knowledge of FCC rules and regulations pertaining to system operations. Working knowledge of the principles and practices of budget preparation; principles of supervision.

Ability to direct the operation of the Municipal Cable Television Channel in accordance with related regulations and City policies; establish and maintain broadcasting standards; analyze organizational, Directs, plans, oversees, and evaluates the City's mass communications programs and the government access cable TV channel. Manages and implements the production, development and coordination of video programming to be aired on the City's local cable television channel. Manages other applications involving the use of cable technology and videos on the Internet. Supervises the production, direction and telecast of City Council and other public meetings. Coordinates and performs functions related to live television broadcasting, including: maintaining, setting up and operating production equipment; checking the operation of equipment and making adjustments; synchronizing and operating cameras, digital media recorders, monitors and related equipment; setting up and operating lighting systems; providing directions to camera operators, sound technicians and other staff; directing live broadcasts and coordinating all aspects of productions; disconnecting systems and packing and wrapping cameras, cables, microphones, etc; labeling recorded media and preparing for re-broadcasts. Manages and implements the design, writing and production of graphics, commercials and videos related to public information and promotional functions. Creates complex video and digital graphic presentations. Oversees the development of City's production facility including equipment acquisition and replacement. Makes recommendations on equipment selection for the City TV production facility.

Oversees the City website, social or other online media presence. Facilitates, coordinates, and manages and/or develops and updates site content on the City's web sites. Assists in overseeing the design and editorial content of City web pages which includes assisting the other departments or vendors in maintaining the consistency and relevancy of the site. Participates in city-wide strategic messaging efforts to promote broad-reaching initiatives, as assigned.

Oversees the production of City periodic publications, such as the Cascades newspaper, which includes budgeting, scheduling, coordinating and writing and editing materials for the newspaper. May initiate, prepare, implement and/or approve press releases, press packages and communication plans. Manages the work of the graphic designer and/or print vendors and coordinates city-wide distribution.

Assists in the City's diverse decision-making and strategic planning process, particularly as they relate to administrative, and technical and communications activities. Directs, coordinates and reviews the work of consultants and contractors. Works with elected officials and City staff.

Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current federal, state and local laws and practices regulating government access channels and cable television systems. Principles and methods of cable television technology and television programming and production. Principles and methods of managing a government access channel. Video and related television production equipment. Graphic Arts, audio-visual production and photography.

Principles, practices and techniques applicable to news and feature writing for newsprint and other informational media. English grammar, spelling, punctuation, and vocabulary. Copy writing and layout.

Principles and practices of website, social media and other emerging media administration. Website design and content development.

Management and supervisory principles and practices.

Report writing and project management. Budget development and management.

Ability to:

Plan, manage and coordinate the operation of the City's cable TV production, website, online & social media.

Plan, organize, coordinate and implement single and multi-camera video productions, including studio and on-location recording, and other complex projects.

Review and analyze public information systems organization and administrative problems and ~~adopt~~ recommend and implement an effective ~~course~~ course of action; ~~develop and implement~~.

Prepare and present clear and concise oral and written reports and presentations.

Develop and maintain effective ~~program procedures~~; research and develop program ideas and concepts; communicate effectively both orally, and in writing; establish ~~working~~ relationships with the City Council, Department Head and other City staff while advocating and implementing sound communications and marketing policies and philosophies.

Establish and maintain effective and cooperative working relationships— with a wide variety of individuals, public agencies, private companies and the general public.

Special Requirements

Provide effective customer service.

Skill to:

Use equipment and lighting to create and produce complex video and digital graphic presentations. Understanding of web design and other social media. Operate personal computer, computer software.

Education/Experience:

Graduation from an accredited college or university with a Bachelor's degree in Communications, Journalism, Public or Business Administration, Public Relations or a closely related field.

Five years of recent, paid and progressively responsible work experience within the field of cable television, public relations and marketing or managing the operation of a local cable television channel within a public or private organization. Experience performing technical video production and computer graphics work is required.

License/Certificate:

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record is required at time of appointment and is a condition of continued employment.

Physical Effort:

Ability to work in a video production environment requiring the loading/unloading of equipment, transporting equipment and stand for long periods of time is required.

Approved by the Personnel Board: ~~April 10, 2002~~ March 22, 2017



Personnel Board Staff Report

DATE: March 22, 2017

AGENDA ITEM NO: 5-B

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: The Addition of a Lead Mechanic Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended request to add a Lead Mechanic classification specification
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

The Public Works – Fleet Maintenance Services Division's is responsible for the maintenance, repair and overhaul of a variety of automotive and mechanical equipment. The work is performed by two Equipment Mechanics, who are supervised by an Equipment Maintenance Supervisor. The Public Works Department is requesting the creation of a Lead Mechanic classification to be a first-level supervisor to schedule, train, check, and lead the work of the Equipment Mechanics. During the Equipment Maintenance Supervisor's absence, this new classification would be able to act on his/her behalf.

The Lead Mechanic is distinguished from the Equipment Mechanic by its responsibility for assigning, reviewing, and supervising. The Lead Mechanic is differentiated from the Equipment Maintenance Supervisor, which is responsible for planning, coordinating and evaluating the work of all equipment maintenance personnel; planning and coordinating programs of preventative maintenance; schedules and set priorities for work projects; and assisting in budgeting functions for the division.

It is recommended that the new Lead Mechanic class specification be approved.

BACKGROUND:

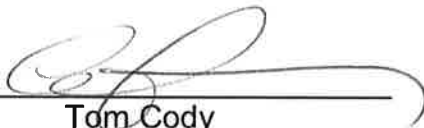
A survey was conducted to analyze the reporting hierarchy of a Fleet Maintenance Services Division in other municipalities similar to Monterey Park. The cities surveyed, El Monte, Arcadia, Baldwin Park, Covina, San Gabriel, Montebello and West Covina, have the same reporting structure of a journey-level mechanic reporting to a "lead" or "senior" position, who reports to a supervisor. The average salary differential between the journey-level position and a lead position is 14 percent. The average salary differential between the lead position and the supervisor is 17 percent.

Three out of four of the Public Works Maintenance subdivisions, have a similar reporting hierarchy compared to other cities. The average salary differential between the hierarchies is 14 percent.

FISCAL IMPACT:

The monthly salary range for the City's Equipment Mechanic is \$4,218 - \$5,396. The proposed monthly salary range for the new Lead Mechanic classification is \$4,850.70 - \$6,205.40, which is 15 percent above the existing Equipment Mechanic classification. There is also a 15-percent salary differential between the Lead Mechanic and the Equipment Maintenance Supervisor. The new Lead Mechanic position is considered to be a General Employee, represented by S.E.I.U. Local 721, one of the City's eight employee associations.

Respectfully submitted by:



Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. Lead Mechanic Class Specification
2. Lead Mechanic Survey

ATTACHMENT 1
Lead Mechanic Class Specification

LEAD MECHANIC**DEFINITIONS:**

Under general supervision, schedules, trains, checks, and leads the work of Equipment Mechanics and performs highly skilled electromechanical work in maintenance, repair and overhaul of a variety of automotive and mechanical equipment; operates and demonstrates use of vehicle testing and diagnostic equipment and skilled use of hand and power tools; and performs related duties as required.

REPRESENTATIVE DUTIES:

Trains new employees and assigns tasks to Equipment Mechanics; explains work procedures, demonstrates operation of diagnostic equipment, and checks work in progress and upon completion for compliance with department work and safety standards. Maintains shop inventory by coordinating standard part and tool purchases with Equipment Maintenance Supervisor; purchases parts, codes invoices, and provides telephone support in the absence of Equipment Maintenance Supervisor. Reviews service orders or work requests and independently diagnoses causes of more complex problems. Determines the extent of needed repairs or adjustments for vehicles and equipment, and performs work as required; overhauls, repairs, adjusts, tunes up, installs new or rebuilt engines, transmissions, differentials, and clutches reface, reseats, adjusts valves; replaces, fits, and adjusts pistons, rings, and bearing; rebuilds, cleans, repairs, and replaces fuel injection systems, carburetor, fuel pumps, strainers, fuel lines, gasoline tanks, and gauges; wires and reconditions electrical systems; tests and repairs starting and charging systems; recharges batteries, repairs and replaces other such components such as, generators, alternators, regulators, distributors, relates, lights and switches; relines and adjusts brakes; diagnoses and repairs hydraulic and air braking systems, diagnoses and repairs cooling systems, including radiators, water pumps, hoses, and other related components; repairs or replaces axles, aligns wheels, welds, braces, rivets, and cuts metal; uses engine analyzer to test engine condition and diagnose problems. Maintains records of equipment maintenance and repair costs. Cleans and maintains work areas. Acts on behalf of the Equipment Maintenance Supervisor during absences.

ORGANIZATIONAL Responsibilities:

This class reports to the Equipment Maintenance Supervisor and has responsibilities to lead Equipment Mechanics in the maintenance and repair of City Vehicles and equipment.

QUALIFICATIONS GUIDELINES**EDUCATION & EXPERIENCE:**

Any combination equivalent to experience and education that could be likely to provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be equivalent to graduation from High School, supplemented by mechanical trade courses and five or more years of journey level experience as equipment or automotive mechanic. Automotive Service Excellence (ASE) certificate preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Independent diagnosis and troubleshooting procedures required to solve major maintenance and complex repair problems. Knowledge of tools, equipment, techniques, and procedures used in the overhauling; repair and adjustment of automotive and other heavy motorized equipment, including the operation and care of both gasoline and diesel internal combustion engines, alternative fuel vehicles, state emission control standards and devices; repair and maintenance of construction equipment.

Ability to: make mechanical repairs to a wide variety of motor equipment; accurately diagnose and correct faulty operating and mechanical troubles; maintain accurate time and material reports; prepare and submit reports on preventative maintenance programs and overall shop accomplishments; organize, direct, and supervise a variety of maintenance, repair, and servicing operations. Experience working on alternative fuel vehicles. Demonstrate work methods and procedures and equipment operation techniques to lesser skilled Equipment Mechanics; answer questions regarding diagnosis, troubleshooting and repair practices in training lesser skilled mechanics; understand and follow oral or written instructions and safety rules and procedures; communicate and work cooperatively with co-workers, supervisors and departmental representatives.

PHYSICAL EFFORT:

Performs tasks, which require physical effort including occasional heavy lifting.

LICENSES:

Possession of, or ability to obtain a Class B California motor Vehicle Operator's License within 6 months of appointment.

APPROVED BY PERSONNEL BOARD: MARCH 8, 2017

ATTACHMENT 2
Lead Mechanic Survey

LEAD MECHANIC SURVEY

City	Job Title	Salary		Job Title	Salary		Job Title	Salary	
		Low	High		Low	High		Low	High
El Monte	Heavy Duty Mechanic	\$4,099.79	\$ 4,983.36	Lead Heavy Duty Mechanic	\$ 4,421.09	\$5,374.28			
Arcadia	Fleet Technician	\$3,755.00	\$ 4,690.00	Fleet Technician II	\$ 4,247.00	\$5,304.00	Fleet Maintenance Crew Supervisor	\$5,173.00	\$ 6,462.00
Baldwin Park	Equipment Mechanic	\$3,398.36	\$ 4,554.12	Sr. Equipment Mechanic	\$ 3,738.19	\$5,009.53	Public Works Supervisor	\$4,775.11	\$ 6,399.10
Covina	Equipment Mechanic	\$3,758.63	\$ 4,682.98	Sr. Equipment Mechanic	\$ 4,349.47	\$5,419.63	Equipment Foreman	\$4,662.26	\$ 5,809.01
San Gabriel	Auto Mechanic I	\$3,960.00	\$ 4,813.00	Auto Mechanic II	\$ 4,663.00	\$5,303.00	Fleet Manager	\$7,313.00	\$ 8,889.00
Montebello	Equipment Service Worker	\$2,615.00	\$ 3,338.00	Equipment Mechanic A	\$ 3,708.00	\$4,732.00	Shop Maintenance Supervisor	\$4,902.00	\$ 5,960.00
Whittier	Fleet Mechanic I	\$3,515.00	\$ 4,613.00	Fleet Mechanic II	\$ 3,954.00	\$5,047.00	Sr. Fleet Mechanic	\$4,347.00	\$ 5,548.00
	Average	\$3,585.97	\$ 4,524.92		\$ 4,154.39	\$5,169.92		\$4,453.20	\$ 5,581.02
Monterey Park	Equipment Mechanic	\$4,218.00	\$ 5,396.00	Lead Mechanic	\$ 4,850.70	\$6,205.40	Equipment Maintenance Supervisor	\$5,692.00	\$ 6,935.00



Personnel Board Staff Report

DATE: March 22, 2017

AGENDA ITEM NO: 5-C

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Salary Adjustment for the Public Works Maintenance Manager Classification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended salary adjustment for the Public Works Maintenance Manager classification;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The scope of work, functional responsibilities, and span of control of the Public Works Maintenance Manager in the Public Works Department are similar to the Water Utility Manager position. However, salary of the Public Works Maintenance Manager is 12 percent lower than the Water Utility Manager.

It is recommended that the Public Works Maintenance Manager's salary be increased to be equal to the salary of the Water Utility Manager.

BACKGROUND:

The Public Works Department has four divisions: (1) Water Utility, (2) Maintenance, (3) Parks & Parkway Maintenance and (4) Engineering. Each of these divisions are supervised by a mid-management level manager. The Water Utility Division and Maintenance Division are similar in size in terms of the number of full-time equivalents (FTEs) and areas of responsibility. Both are "enterprise" or revenue-generating divisions and are funded through the collection of water revenues, refuse, or sewer fees.

Below is a comparison of the two positions:

<u>Title</u>	<u>Salary</u>	<u>Staffing</u>	<u>Areas of Responsibility</u>
Water Utility Manager	\$8,443- \$10,852	20 FTE	Water Commercial, Water Distribution Water Production/Treatment
Public Works Maintenance Manager	\$7,481- \$9,570	21 FTE	Street Maintenance/Lighting/Traffic Sanitation/Storm Drain/Refuse Building Maintenance, Motor Pool Shop

The Water Utility Manager's primary responsibility is to deliver water to residential and commercial customers and maintain the water system infrastructure. The Public Works Maintenance Manager has the responsibility for the operations and maintenance of the City's sanitary sewer systems and storm water systems, which are nearly identical in size to the water system infrastructure. In addition, the Public Works Maintenance Manager also is responsible for the repair and maintenance of streets, street lighting, facilities, and City vehicles and equipment. Both of these managers report to the Director of Public Works.

While similar in areas of responsibility, scope of work and span of control, there is a difference of 12 percent between the salaries of the Water Utility Manager and the Public Works Maintenance Manager.

Several surrounding municipalities were surveyed organizationally to determine what positions were responsible for street maintenance/lighting/traffic, sanitation/storm drain/refuse, building maintenance, and vehicle/equipment maintenance.

The findings of the survey are as follows:

1. City of Arcadia: There are three superintendents – the Street Superintendent, the Utilities Superintendent, and the Fleet Manager. They are of equal salary (\$7463-\$9,321/month), and report to the Deputy Public Works Services Director. The Street Superintendent is responsible for the maintenance and repair of streets, sidewalks, City trees and landscaping; the Utility Superintendent oversees water and sewer services, while the Fleet Manager is responsible for City facilities and fleet maintenance. Monterey Park's Public Works Maintenance Manager has responsibility for all of these areas with the exception of water services; this indicates that one manager in Monterey Park is overseeing the functional areas of at least two managers in Arcadia.
2. City of Alhambra: There are three managers – Street Superintendent (\$6,658-\$8,665/month), Utility Superintendent (\$6,658-\$8,665/month), and a Fleet Manager (\$5,495-\$7,152/month). The Street Superintendent is responsible for street maintenance, the Utility Superintendent oversees water and sewer services, and the Fleet Manager is in charge of fleet maintenance. Monterey Park's Public Works Maintenance Manager has responsibility for all of these areas with the exception of water services; this indicates that one manager in Monterey Park is overseeing the functional areas of at least two managers in Alhambra.
3. City of Rosemead: There are two managers – Public Works Manager (\$6,049-\$8,348/month) and Public Works Superintendent (\$6,049-\$8,348) and they oversee engineering, sanitation services, street sweeping, street maintenance, and tree maintenance. Monterey Park has one manager overseeing the same areas of responsibility, with the exception of engineering, as the two managers in Rosemead.

4. San Gabriel: There is a Field Operations Manager (\$7,313-\$8,889/month) who is responsible for the maintenance of all streets, sidewalks, traffic signals, and street lighting. The Fleet Manager (\$7,313-\$8,889/month) is responsible for the maintenance and repair of all vehicles. While two positions manage these areas in San Gabriel, the Public Works Maintenance Manager handles all these areas in Monterey Park.
5. In the City of Covina, a Public Works Manager and a Water Utility Manager report to the Public Works Director. The Public Works Manager (\$7,057.96-\$9,238.63/month) is responsible for development services, equipment maintenance, facilities, street, and sewer maintenance. The Water Utility Services Manager (\$7,295.24-\$9,549.23/month) is responsible for the operation and maintenance of the water system. While this distribution of responsibility is similar to Monterey Park, it should be noted that the salary differential between the Public Works Manager and the Water Utility Manager is only 3 percent.

These findings substantiate that in other cities, two persons, sometimes three, oversee the same responsibilities as one Public Works Maintenance Manager in Monterey Park.

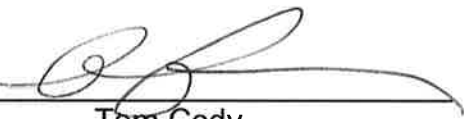
Therefore, it is recommended to approve the salary adjustment for the Public Works Maintenance Manager classification to be equal to the salary of the Water Utility Manager classification.

FISCAL IMPACT:

The difference between the current highest step (step 10) for Water Utility Manager and Public Works Maintenance Manager is \$1,282 per month. The fiscal impact per fiscal year would be \$15,384.

The difference between the current lowest step (step 1) for Water Utility Manager and Public Works Maintenance Manager is \$962 per month. The fiscal impact per fiscal year would be \$11,544.

Respectfully submitted by:



Tom Cody
Director of Human Resources and
Risk Management

ATTACHMENTS:

1. City of Monterey Park – Public Works Department Organization Chart
2. Public Works Maintenance Manager Class Specification

ATTACHMENT 1
City of Monterey Park – Public Works
Department Organization Chart

Public Works Department

**Director of Public Works/
Assistant City Manager**

Administrative Support Staff

**Administrative Secretary (1)
Public Works Technician (1)
Sr. Clerk Typist (1)**

Water Utility Division

Water Utility Manager (1)

Principal Management Analyst (1)

Water Commercial

**Consumer Service Supervisor (1)
Consumer Service Representative (2)
Cross Connection Control Inspector (1)**

Water Distribution

**Water Distribution Supervisor (1)
Water Distribution Crew Supervisor (1)
Water Distribution Lead Worker (3.00)
Water Utility Maintenance Worker (4)**

Water Production / Treatment

**Sr. Water Production System Operator (1)
Water Production System Operator (4)
Water Production Supervisor (1)
Sr. Account Clerk PT**

Community Transportation

Principal Management Analyst (1)

Engineering Division

Assistant City Engineer (1)

Engineering Services

**Associate Civil Engineer (2)
Civil Engineering Technician (1)
Public Works Inspector (1)**

Maintenance Division

Public Works Maint. Manager (1)

**Street Maintenance / Lighting /
Traffic Control**

**Public Works Maint. Supervisor (1)
Crew Leader (0.90)
Sr. Maintenance Worker (2.05)
Maintenance Worker (2.65)
Maintenance Worker P/T**

Sanitation/Storm Drain/Refuse

**Crew Leader (2.10)
Maintenance Worker (3.35)
Sr. Maintenance Worker (1.95)**

Building Maintenance

**Facilities Maintenance Supervisor (1)
Electrician (1)
Building Trades Technician (1)**

Motor Pool Shop

**Fleet Maintenance Supervisor (1)
Equipment Mechanic (2)
Auto Shop Technician (1)**

Parks & Parkway Maintenance

Parks Superintendent (1)

Parks Maintenance

**Park Supervisor (1)
Park Maint. Crew Leaders (2)
Maintenance Workers (6)
Maintenance Workers P/T
Clerk Typist PT**

Parkway Maintenance

**Park Supervisor
(See Parks Maintenance)
Park Maint. Crew Leaders
(See Parks Maintenance)
Maintenance Workers
(See Parks Maintenance)**

ATTACHMENT 2
Public Works Maintenance Manager Class
Specification

PUBLIC WORKS MAINTENANCE MANAGER

DEFINITION:

Under general direction from the Director of Public Works/City Engineer, plans, organizes, and coordinates the overall operation of a comprehensive public works maintenance program for the City and ensures that adopted services are met and costs do not exceed the budget.

ORGANIZATIONAL RESPONSIBILITIES:

The Public Works Maintenance Manager reports to the Director of Public Works/City Engineer and supervises the work of the Public Works Supervisor(s), Facilities Maintenance Supervisor, and Fleet Maintenance Supervisor.

REPRESENTATIVE DUTIES:

Representative duties include, but are not limited to, the following. Manages and supervises the construction, maintenance, and repair of streets and the repair and maintenance of storm drains, sanitary sewers, sidewalks, street lighting, traffic control signals, signs, traffic painting, street sweeping, public buildings, vehicular equipment, and related structures. Prepares and or participates in preparation of applications for State or Federal funds or grants; manages work of consultants to the City. Prepares and presents progress and status reports on projects. . Coordinates work with other-related departments and public and private agencies. Oversees the refuse collection for the City, which is contracted to a private refuse collector. Assists in insuring overall operating efficiency of the Public Works Maintenance Division. Plans, schedules and sets priorities for work to be performed. Prepares estimates of labor, material, and equipment costs for maintenance and construction projects. Maintains inventory of supplies and requisition materials. Prepares and assist in the administration of the annual division budgets. Prepares daily, monthly, quarterly, and annual reports of work. Issues notices of violations/citations concerning the property maintenance ordinance. Assists in establishing program objectives for the divisions and insures completion of all program measurements. Maintains a professional working relationship with county and state officials, contractors, and vendors soliciting business with the city. Remains available for emergency situations in an on-call status after regular work hours. Plans, organizes, selects and supervises the work of division staff. Coaches, motivates, monitors, corrects and evaluates staff performance. Develops plans and implements staff training programs. Recommends employees for recognition and discipline. Ensures that City personnel and administrative policy and employee contractual agreements are implemented and applied consistently within the divisions. Maintains familiarity and experience with Applicable Federal, State and local laws, ordinances, codes and regulations, occupational hazards and safety precautions and permits applicable to the divisions' operation, including, but not limited to: Air Quality Management District (AQMD), California Air Resources Board (CARB) and National Pollutant Discharge Elimination System (NPDES). May be

assigned to represent the Department Director in his absence. Performs additional duties as assigned.

DESIRABLE QUALIFICATIONS GUIDE

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that has provided the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities is: five (5) years supervisory experience and Bachelor's Degree from an accredited college or university with major course work in Public or Business Administration, Civil Engineering or closely related field.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of street, sewer and storm drain maintenance; public works construction and repair; applicable Federal, State and local laws, ordinances, codes and regulations, occupational hazards and safety precautions and permits applicable to the divisions' operation; elements of public works administration; management and supervision principles and practices; and public relations.

Ability to direct and coordinate the work of employees and contractors; ensure regulations and standards are met; develop realistic long range plans for assigned divisions' development and maintenance; research and prepare complex reports on a variety of public work related activities; independently research and apply relevant sections of City codes to public complaints and potential code violations; independently conduct field inspections and prepare citations; interpret and explain City codes with tact and diplomacy; establish effective working relationships with superiors, peers, subordinates, contractors, residents, business owners, public and private representatives, other City departments and enforcement agencies; communicate effectively both orally and in writing; make presentations at public meetings.

LICENSES AND CERTIFICATES

Possession of or ability to obtain a valid Class C California motor vehicle operator's license is required at the time of appointment and as a continuing condition of employment. Employees in this classification must obtain POST certification in P.C. 832 (Powers of Citation) within six months of hire date.

Approved by the Personnel Board: December 8, 2010

CITY OF MONTEREY PARK
Employee Count Report

AGENDA ITEM NO. 6

Full-Time/Part-Time Gender	Employee Count
FULL-TIME	
FEMALE	83
MALE	202
Full-Time/Part-Time Total	285
PART-TIME	
FEMALE	82
MALE	102
Full-Time/Part-Time Total	184
Report Total	469

The following parameters were used to generate this report:

All Active Employees