

# **PERSONNEL BOARD OF MONTEREY PARK AGENDA**

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

**Wednesday  
April 12, 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](http://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 22, 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 the Parks Supervisor Class Specification**

It is recommended that the Personnel Board:

- (1) Approve the recommended request to update the Parks Supervisor class specification; 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. 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**

**ADJOURN**



# Personnel Board Staff Report

**DATE:** April 12, 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 special meeting of March 22, 2017; and
2. Take such additional, related action that may be desirable.

**EXECUTIVE SUMMARY:**

None.

**BACKGROUND:**

None.

**FISCAL IMPACT:**

None.

Respectfully submitted by:

A handwritten signature in blue ink, which appears to read "Sandie for T Cody", is written over a horizontal line.

Tom Cody  
Director of Human Resources  
and Risk Management

**ATTACHMENT**

1. March 22, 2017 Special Meeting Minutes

## **ATTACHMENT 1**

**March 22, 2017 Special Meeting Minutes**

**MINUTES  
MONTEREY PARK PERSONNEL BOARD  
SPECIAL MEETING  
MARCH 22, 2017**

The Personnel Board of the City of Monterey Park held a Special Meeting of the Board in the Council Chambers located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, March 22, 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 Yoko Igawa 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, Greg Verbeck

Board Members Absent: Frank Robles

**ALSO PRESENT:** Director of Recreation & Community Services Dan Costley and Director of Public Works Tito Haes

**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 March 8, 2017 minutes. The minutes have been approved as presented.

**MISSION STATEMENT**

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**Motion:** Board Member Yoko Igawa moved to approve the March 8, 2017 minutes and Board Member Liane Kwan seconded, motion carried by the following vote:

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

**3. PUBLIC HEARING**

None.

**4. OLD BUSINESS**

None.

**5. NEW BUSINESS**

**5A. UPDATE AND RECLASSIFY THE COMMUNITY TELEVISION PRODUCER CLASS SPECIFICATION TO COMMUNITY COMMUNICATIONS COORDINATOR**

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.

This item was heard after item no. 5B.

**Action Taken:** The Personnel Board approved the recommended update and reclassify the Community Television Producer Class Specification to Community Communications Coordinator

**Motion:** Board Member Pauline Lemire moved to update the Community Television Producer class specification and reclassify it to Community Communications Coordinator and Board Member Yoko Igawa seconded, motion carried by the following vote:

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

**5B. THE ADDITION OF A LEAD MECHANIC CLASS SPECIFICATIONS**

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

**Action Taken:** The Personnel Board approved the recommended addition of a Lead Mechanic class specification.

**Motion:** Board Member Pauline Lemire moved to add the new Lead Mechanic class specification and seconded by Board Member Liane Kwan, motion carried by the following vote:

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

#### **5C. SALARY ADJUSTMENT FOR THE PUBLIC WORKS MAINTENANCE MANAGER CLASSIFICATION**

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. For example, both are "enterprise" or revenue-generating divisions and are funded through the collection of water revenues, refuse, or sewer fees. 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.

This item was heard before item no. 5A.

**Action Taken:** The Personnel Board approved the recommended salary adjustment for the Public Works Maintenance Manager classification.

**Motion:** Board Member Pauline Lemire moved that the Public Works Maintenance Manager salary be increased to be equal to the Water Utility Manager position and eliminate the POST certification PC 382 requirement and Board Member Yoko Igawa seconded, motion carried by the following vote:

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

**6. PERSONNEL BOARD COMMUNICATIONS AND MATTERS**

Director Tom Cody distributed the Employee Count Report, Board Member Yoko Igawa requested.

Director Tom Cody also provided an update to the future closed session items.

**ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 7:56 p.m.

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Tom Cody  
Director of Human Resources & Risk Management



# Personnel Board Staff Report

**DATE:** April 12, 2017

**AGENDA ITEM NO:** 5-A

**TO:** Members of the Personnel Board  
**FROM:** Tom Cody, Director of Human Resources and Risk Management  
**SUBJECT:** Update the Parks Supervisor Class Specification

## **RECOMMENDATION:**

It is recommended that the Personnel Board:

1. Approve the recommended request to update the Parks Supervisor class specification;
2. Take such additional, related, action that may be desirable.

## **EXECUTIVE SUMMARY:**

The Public Works Parks Superintendent has reviewed the class specifications of the Parks Supervisor position, and has set forth proposed changes to update the position to include the most current industry standards, in order to achieve a more accurate fit with the duties and requirements of the Division as they stand in 2017. Many critical functions of the daily duties of this position are now included in the recommended class specification update.

It is recommended that the Parks Supervisor class specification be updated.

## **BACKGROUND:**

The Parks Supervisor position is currently vacant due to a service retirement. Upon review of the class specification, it was noted that the class specification has not been looked at or revised in the last 12 years. Certain software programs that were never included in this class specification are now commonplace and used daily by the Parks Division personnel. These programs include Word, Excel, Outlook, Accela, and Arbor Access. The Parks Division has since undergone structural changes. Some changes that most impacted the Division included position layoffs, eliminations, and some of the landscaping services being handled by contractors, some of which are still currently contracting with us. These contractors operate under direct supervision of the Park Supervisor. Currently, the contractors perform City-wide tree trimming maintenance and landscape maintenance on 68 City medians and other areas of operation within the City. These areas include the Edison Hiking Trail, the recently completed Demonstration and Conservation Garden, the Transit Center (East L.A. College), "shared use" areas at Luminarias, and Metropolitan Water District locations.

Proposed class specification changes include the general supervision and administration of these maintenance contracts. The changes also include requirements pertaining to the complaint resolution through the City of Monterey Park GO App that has been in place City-wide since 2013. Further changes include the possession of a continued working knowledge of the most up to date drought conscious Irrigation Industry and Arboriculture technology standards.

The class specification has been changed to require the possession of a Qualified Applicators Certification (QAC) issued by the California Department of Pesticide Regulation (CDPR). Other certifications such as a Qualified Applicators License (QAL) or Pest Control Advisor (PCA) issued by the CDPR, or an Arborist certification by the International Society of Arboriculture (ISA), are deemed in this classification as desirable.

Respectfully submitted by:



Tom Cody  
Director of Human Resources and  
Risk Management

**ATTACHMENTS:**

1. Parks Supervisor Class Specification

**ATTACHMENT 1**  
**Parks Supervisor Class Specification**

## PARK SUPERVISOR

## DEFINITION:

~~Under general supervision, assists with supervising and directing crew leaders and maintenance workers in the construction and maintenance of parks, recreational areas, landscaped areas, street trees; and rights of way; performs related duties as required.~~

Under general supervision, oversees, monitors, schedules, and organizes work performed by Parks Staff and maintenance contractors hired by the City assigned to maintain trees and landscaping in City parks, medians, parkways, right of ways, greenbelts, gardens and related areas. These maintenance contract assignments may include but are not limited to: planting, trimming, removal of trees. Seeding, propagating, cultivating, pruning, chipping, watering, disease diagnosis, chemical treatment and application, eradication, fertilizing, and irrigation of, turf, ground cover, shrubs, plants, flowers, and trees. Performs related duties as required.

## REPRESENTATIVE DUTIES:

Assists with supervising the maintenance and upkeep of landscaped areas, grounds, Park buildings, street medians, reservoir grounds, and City trees. May participate in the skilled aspects of gardening work; lays out and supervises new work such as planting and removing flowers, trees, shrubs, and lawns, including the recommendation or selection of species. Plans and supervises the control and eradication of plant pests and diseases. Plans, organizes and assigns work to subcontractors engaged in landscape and tree maintenance. Inspects assigned areas to ensure contractors are in compliance with contract specifications. Resolves complaints related to such contracted services. Responds to inquiries/complaints from residents, other City Departments, or other government agencies. Investigates and takes appropriate corrective action in resolving work orders or complaints. Evaluates landscape conditions; noting potential or developing problems, before decline and/ or loss of landscape. Takes appropriate corrective action within the scope of contract work limits and extra work limits. Possesses and applies knowledge of current Arboriculture practice pertaining to tree trimming, planting, and removal techniques. Maintains records related to service requests and daily tree trimming activities. Performs data entry maintaining tree inventory. Possesses and applies knowledge of current and modern Irrigation technology. Inspects, repairs, modifies irrigation systems, while maintaining supplies and equipment inventory to complete such repairs. Maintains and keeps records of pesticide, herbicide, and insecticide application. In possession of QAC, maintains City's hazardous materials permit with L.A. County Dept. of ACWM.

Assists with planning and coordinating the work schedule of Parks Division crews; may plan and schedule the irrigation schedule and other maintenance and repair of sprinkler system; maintains records and prepares reports; supervises crews and assists in performing maintenance installation and repair necessary to achieve specified appearance and usability of facilities. Performs plan checks pertaining to parkway trees and related areas. Possesses and applies knowledge of current City policies and procedures, safe work practices and hazards, and traffic laws.

## ORGANIZATIONAL RESPONSIBILITIES:

This class reports to the Park Superintendent; supervises crew leaders and maintenance workers.

## DESIRABLE QUALIFICATIONS GUIDE

### KNOWLEDGE AND SKILLS

Knowledge of:

~~Plants and their adaptation to the climate of the South California area; various types of soil in the Southern California area; fertilizers and their proper utilization; common tree, ornamental shrub, and lawn pests and disease and methods of control and eradication; materials, equipment, and methods used in trimming, topping and removing trees; the operation and maintenance of power equipment and safe handling of chemicals; supervisory practices.~~

Gardening and grounds keeping principles, methods, and practices. Characteristics of common species of shade and ornamental trees and the methods and equipment used in planting, pruning, trimming, treating, and removing trees and shrubs. Manual, solar, electric and hydraulic irrigation systems and their required maintenance tasks, designs and working practices. Various types of native Southern California soil, and their characteristics. Common plant and turf diseases, and methods of their eradication and control . Proper application of herbicides/pesticides, and fertilizers. Operational hazards and standard safety practices. Pertinent laws, codes, safety practices pertaining to assigned tasks.

Skills/Abilities:

~~Direct a program of grounds maintenance and upkeep activities; plan, coordinate, and direct the work of others; prepare and present oral and written reports and keep records; train and instruct subordinates in the proper performance of the work; operate power driven equipment skillfully and safely; establish and maintain effective relationships with others.~~

Ability to effectively direct and monitor tree, median, parkway service contractors engaged in maintenance of their assigned areas of operation. Ability to troubleshoot and effectively make minor to moderate repairs on standard irrigation systems not covered by subcontracted maintenance contracts within the City's areas of operation in Parks and other related City maintained locations. Ability to program and maintain various irrigation controllers. Ability to identify, operate, and maintain various backflows connected to irrigation systems serving the City's Parks, parkway and median locations. Ability to work in inclement weather conditions, sometimes responding to emergencies during off duty hours in wind or rainstorms; working near or around fallen tree limbs and/or power lines on City streets, sidewalks or other areas of operation. Ability to effectively communicate with Department and City personnel, utility company personnel, consultants, contractors, inspectors, vendor representatives, residents, and the general public. Ability to keep current and accurate records both in hard copy and electronically. Ability to establish and maintain an effective, courteous relationship with co-workers and residents. While performing the duties of this class the Parks Supervisor will be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning while working under deadlines. Possession of basic to moderate computers skills combined with an effective, applicable working knowledge of basic computer

programs such as Microsoft Word, Excel, Outlook, and Power Point. Ability to effectively receive and accurately convey orders and directives in a timely manner, verbally, and in writing via fax, email, telephone, 2 way radio, text message, and memo.

#### Education:

Any combination of experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Two years of college or training in horticulture or agriculture, and increasingly responsible experience in the care and maintenance of landscaped areas which also includes supervisory experience.

#### Licenses:

A valid California motor vehicle operator's license must be obtained by the time of appointment and maintained as a condition of employment. Possession of or ability to obtain a valid commercial or agricultural pesticide Qualified Applicators Certification ~~applicator certification~~ (QAC) must be obtained within twelve (12) months of appointment, and maintained as a condition of employment. Qualified Applicators License (QAL), Pest Control Advisor (PCA) issued by the California Department of Pesticide Regulation (CDPR), or an Arborist certification by the International Society of Arboriculture (ISA) are desirable.

ANTICIPATED APPROVAL BY THE PERSONNEL BOARD: APRIL 12, 2017

| POSITION/<br>REASON FOR VACANCY                                | TYPE   | OPEN              | CLOSE                            | WRITTEN | AGILITY/PERF | ORAL    | STATUS                                                            |
|----------------------------------------------------------------|--------|-------------------|----------------------------------|---------|--------------|---------|-------------------------------------------------------------------|
| <b>City Manager's Office</b>                                   |        |                   |                                  |         |              |         |                                                                   |
| City Manager<br>Retired (1)                                    |        |                   |                                  |         |              |         | Interim appointment.                                              |
| <b>City Clerk</b>                                              |        |                   |                                  |         |              |         |                                                                   |
|                                                                |        |                   |                                  |         |              |         |                                                                   |
| <b>Community &amp; Economic Development</b>                    |        |                   |                                  |         |              |         |                                                                   |
| Administrative Intern (Part-Time)<br>Resignation (1)           | Open   | 4/3/17            | 4/24/17 or first 25<br>qualified | N/A     | N/A          | TBD     | Open 4/3/17. Close on 4/24/17 or first 25 qualified applications. |
| Building Inspector<br>Budgeted (1)                             | Open   | 12/15/16          | 01/15/17                         | 2/16/17 | N/A          | 3/9/17  | Promoted Thomas Reichhardt.                                       |
| Code Enforcement Officer<br>Promoted (1)                       |        |                   |                                  |         |              |         | Pending recruitment 04/2017                                       |
| Senior Clerk Typist<br>Promoted (1)                            | Open   | 12/15/16          | 01/5/17 or first<br>100 apps     | 1/24/17 | N/A          | 2/23/17 | Promoted Stephanie Montoya.                                       |
| <b>Human Resources</b>                                         |        |                   |                                  |         |              |         |                                                                   |
| Clerk Typist (Part-Time)<br>Budgeted (1)                       | Open   | 12/21/16          | 01/12/17 or first<br>100 apps    | N/A     | N/A          | TBD     | Screening applications                                            |
| <b>Library</b>                                                 |        |                   |                                  |         |              |         |                                                                   |
| Literacy Program Administrator<br>Terminated (1)               | Reopen | 3/7/16<br>7/19/16 | 4/29/16<br>9/6/16                | N/A     | N/A          | TBD     | Pending recruitment 04/2017.                                      |
| <b>Management Services</b>                                     |        |                   |                                  |         |              |         |                                                                   |
| Account Clerk<br>Promoted (1)                                  | Open   | 4/3/17            | 4/20/17 or first 25<br>qualified | N/A     | N/A          | TBD     | Closed 4/5/17. Received 25 qualified applications.                |
| Accountant (Part-Time)<br>Resignation (1)                      | Open   | 2/6/17            | 2/17/17                          | N/A     | N/A          | 3/6/17  | Promoted Susan Lee.                                               |
| <b>Public Works</b>                                            |        |                   |                                  |         |              |         |                                                                   |
| Crew Leader<br>Promoted (1)                                    |        |                   |                                  |         |              |         | Pending recruitment 04/2017.                                      |
| Equipment Services Specialist (Part-<br>Time) Budgeted (1)     | Open   | 2/6/17            | 3/6/17 or first 50<br>apps       | N/A     | N/A          | 4/18/17 | 33 invited to the oral board interviews.                          |
| Lead Mechanic<br>Under fill (1)                                |        |                   |                                  |         |              |         | Pending recruitment 04/2017                                       |
| Maintenance Worker (Part-Time)<br>Resignation (3) Promoted (1) | Open   | 12/21/16          | 1/12/2017 or first<br>100 apps   | N/A     | N/A          | 3/29/17 | Pending cert list.                                                |
| Parks Supervisor<br>Retired (1)                                |        |                   |                                  |         |              |         | Pending recruitment 04/ 2017.                                     |
| Senior Clerk Typist<br>Retired (1)                             | Open   | 12/15/16          | 1/5/17 or first 100<br>apps      | 1/24/17 | N/A          | 2/23/17 | Promoted Lorena Egurvide.                                         |
| Water Utility Maintenance Worker<br>Resignation (1)            | Open   | 10/6/16           | 10/25/16                         | N/A     | 2/7/17       | 2/7/17  | Hired Jorge Carmona (pending backgrounds).                        |
| <b>Recreation &amp; Community Services</b>                     |        |                   |                                  |         |              |         |                                                                   |
| Child Care Teacher (Part-Time)<br>Resignation (1)              | Open   | 12/21/16          | 1/26/17                          | N/A     | N/A          | 4/4/17  | Pending cert list.                                                |
| Program Coordinator<br>Retired (1)                             | Open   | 2/6/17            | 2/27/17                          | N/A     | N/A          | TBD     | Screening applications.                                           |

| POSITION/<br>REASON FOR VACANCY                                                 | TYPE            | OPEN               | CLOSE                                   | WRITTEN            | AGILITY/PERF                      | ORAL               | STATUS                                                            |
|---------------------------------------------------------------------------------|-----------------|--------------------|-----------------------------------------|--------------------|-----------------------------------|--------------------|-------------------------------------------------------------------|
| <b>Police Department</b>                                                        |                 |                    |                                         |                    |                                   |                    |                                                                   |
| Communications Dispatcher Trainee/Lateral Resignations (2) Termination (1)      | Open            | 2/3/16             | Continuous                              | <del>6/11/16</del> | N/A                               | <del>7/20/16</del> | Hired Kevin Casillas.                                             |
| Community Service Officer – Community Relations Bureau (Part-Time) Promoted (2) | Open            | 2/17/17            | 3/31/17 or first 25 qualified           | N/A                | N/A                               | 4/12/17            | 25 invited to the oral board interviews.                          |
| Community Service Officer – Parking Enforcement (Part-Time) Resignation (1)     | Open            | 4/3/17             | 4/20/17 or first 25 qualified           | N/A                | N/A                               | TBD                | Open 4/3/17. Close on 4/20/17 or first 25 qualified applications. |
| Jailer Pending Resignation (1)                                                  |                 |                    |                                         |                    |                                   |                    | Pending recruitment 04/2017                                       |
| Management Analyst Budgeted (1)                                                 | <del>Open</del> | <del>7/14/16</del> | <del>8/1/16 or first 25 qualified</del> | <del>10/4/16</del> | <del>N/A</del>                    | <del>11/9/16</del> | Hired Rosa Leclerc.                                               |
| Police Officer Lateral/Pre-Service Continuous                                   | Open DTF        | 10/21/15           | Continuous                              | <del>1/7/17</del>  | <del>2/4/17</del>                 | <del>2/28/17</del> | Sent cert list to the department on 3/8/17.                       |
| Police Officer Recruit Continuous                                               | Open DTF        | 10/21/15           | Continuous                              | <del>1/7/17</del>  | <del>2/4/17</del>                 | <del>2/28/17</del> | Sent cert list to the department on 3/8/17.                       |
| <b>Fire Department</b>                                                          |                 |                    |                                         |                    |                                   |                    |                                                                   |
| Firefighter w/Paramedic Certification Promotion (1) Pending Retirement (1)      | Open            | <del>1/12/17</del> | <del>2/1/17</del>                       | <del>NTN</del>     | <del>03/13/17 &amp; 3/14/17</del> | <del>3/20/17</del> | Failed recruitment.                                               |
| Permit Technician I Retired (1)                                                 | Open            | 4/3/17             | 4/18/17 or first 50 qualified           | TBD                | N/A                               | TBD                | Close on 4/18/17 or first 50 qualified applications.              |

\* Tentative Date  
DTF = Difficult-to-Fill designation

|                                 |
|---------------------------------|
| 2017 PERSONNEL BOARD ATTENDANCE |
|---------------------------------|

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

|        |    |            |
|--------|----|------------|
| Legend | P  | Present    |
|        | A  | Absent     |
|        | NM | No Meeting |
|        | -- | Vacancy    |