

PERSONNEL BOARD OF MONTEREY PARK AGENDA

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

**Wednesday
July 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.

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 June 14, 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. Approval of the Economic Development Project Manager Class Specification

It is recommended that the Personnel Board:

- (1) Approve the recommended request to create an Economic Development Project Manager classification; 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) Receive and File the Vacancy and Recruitment Report

5-C. 2017 Personnel Board Attendance Record

It is recommended that the Personnel Board:

- (1) Receive and File the 2017 Personnel Board Attendance Record

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

ADJOURN



Personnel Board Staff Report

DATE: July 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 regular meeting of June 14, 2017; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

None.

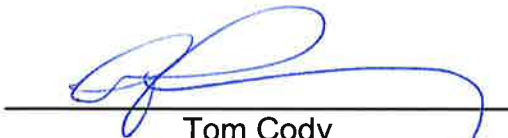
BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted by:



Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. June 14, 2017 Regular Meeting Minutes

ATTACHMENT 1
June 14, 2017 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
JUNE 14, 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, June 14, 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 Pauline Lemire 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: Assistant City Attorney Karl Berger

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 May 10, 2017 minutes. The minutes have been approved as presented.

Motion: Board Member Yoko Igawa moved to approve the May 10, 2017 minutes and Board Member Frank Robles seconded, 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

MISSION STATEMENT

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3. **PUBLIC HEARING**

None.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

5A. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957 PERSONNEL BOARD TO HEAR THE APPEAL OF DISCIPLINE BROUGHT BY CITY EMPLOYEE**

Discussion: The Personnel Board heard the City's and the Appellant attorney's opening statements. The City's and Appellant's attorney proceeded with cross examining the City's witnesses. The Personnel Board has not heard from all of the City's witnesses and the Appellant's witnesses before the meeting was concluded.

Action Taken: The Personnel Board continued this item to the August 9, 2017 meeting.

6. **PERSONNEL BOARD COMMUNICATIONS AND MATTERS**

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 10:54 p.m.

Tom Cody
Director of Human Resources & Risk Management



Personnel Board Staff Report

DATE: July 12, 2017

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Request for Approval of the Economic Development Project Manager Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended request to create an Economic Development Project Manager classification; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

As part of this year's FY 2017/2018 budget, the City Council authorized the addition of an economic development position for the Community and Economic Development Department. The City Council determined that it was in the best interest of the organization to add a second position to the Economic Development Division. Since the dissolution of redevelopment agencies by the State of California in 2011, the City has had only one position in the Department that is specifically devoted to economic development programs and activities. Since economic growth is such a critical component for the financial well being of the organization, a second economic development position was added to the Table of Organization. In evaluating this job specification for this position, staff reviewed the former Redevelopment Project Manager position and modified those job specifications to be oriented to economic and real estate development activities and programs. The former Redevelopment Project Manager position was previously eliminated and a new Economic Development Project Manager position will be added that will oversee the day to day operations of the Economic Development Division. In addition to overseeing the division, this position will devote time to being out in the community working on business attraction and retention activities.

BACKGROUND:

The City Council has authorized the additional of a second economic development position for the Community and Economic Development Department. Staff is recommending that an Economic Development Project Manager position be added that specifically focuses on economic development and real estate development. This new Economic Development Project Manager position will be an integral part of the

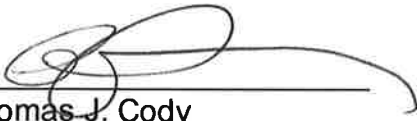
Community and Economic Development Department team helping facilitate growth and development in the community.

FISCAL IMPACT:

The Economic Development Project Manager position will be classified as a mid-management position and the salary range will be \$7,215 - \$9,231. The funding for this position was allocated as part of the FY 2017/2018 City Budget.

It is recommended that the Economic Development Project Manager position class specification be approved.

Respectfully submitted by:



Thomas J. Cody
Director of Human Resources & Risk Management

ATTACHMENTS:

1. City of Monterey Park – Economic Development Project Manager Class Specification

ATTACHMENT 1
City of Monterey Park
Economic Development Project Manager
Class Specification

ECONOMIC DEVELOPMENT PROJECT MANAGER**DEFINITION**

Under general direction of the Director of Community and Economic Development, the Economic Development Project Manager assists in the planning, management, coordination and implementation of a variety of complex economic development activities, projects and programs; and performs related duties as assigned. This mid-management position leads a staff of three in the Economic Development Division.

REPRESENTATIVE DUTIES

Formulates, organizes and directs programs, specific plans, policies, and procedures related to economic and real estate development activities, analyzes the economic and financial feasibility of proposed economic and real estate development projects; analyzes alternative methods of financing; makes appropriate recommendations, negotiates terms of developments with developers, business persons, homeowners and commercial tenants; conducts complex research, studies, surveys and produces reports recommending appropriate courses of action; prepares and/or oversee the preparation of commercial proformas and feasibility studies; supervises acquisition and deposition of property; prepares and disseminates information; performs contract preparation; and participates in a variety of meetings with the Director.

ORGANIZATIONAL RESPONSIBILITIES

This class reports to the Director of Community and Economic Development and oversees the Economic Development Division and related staff members.

DESIRABLE QUALIFICATIONS GUIDE**KNOWLEDGE OF:**

Public sector management and project management; principles and practices of land use planning, economic development, real estate development, business attraction, business retention and public sector marketing; applicable local, state and federal laws and codes; economic and commercial real estate analysis techniques; report writing; and public relations.

SKILLS/ABILITIES:

Plan, coordinate, and perform complex real estate related transactions; develop and implement traditional and innovative economy development programs and projects; communicate effectively both in writing and orally; prepare analytical and financial reports; interpret and apply laws, regulations and policies; establish and maintain effective working relationships with a wide variety of organizations, citizens, elected officials, co-workers, and private sector representatives; supervise others.

EDUCATION AND EXPERIENCE:

An under graduate degree in Planning, Real Estate Development, Public Administration, or closely related fields is required. At least four years of professional work experience in economic or real estate development, redevelopment, land use planning, business retention and attraction and similar public sector economic development activities. At the minimum, this position requires two years of mid management and/or supervisory experience.

LICENSE AND CERTIFICATION:

A valid California Class C Driver's License is required at time of appointment and as a continuing condition of employment. A commercial real estate license is highly desirable.

VACANCY AND RECRUITMENT REPORT

AGENDA ITEM NO: 5-B

Date of Report: July 7, 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)	Open	5/4/17	6/7/17	N/A	N/A	7/6/17	Pending City Council Interviews.
City Clerk							
Minutes Clerk (Part-Time) Resignation (1)							Pending recruitment 07/2017.
Community & Economic Development							
Administrative Intern (Part-Time) Resignation (1)	Open	4/3/17	4/24/17 or first 25 qualified	N/A	N/A	5/16/17	Hired Laura Garcia.
Code Enforcement Officer Promoted (1)	Open	5/12/17	6/12/17 or first 50 qualified	N/A	N/A	7/26/17	Pending invites to oral board interviews.
Human Resources							
Human Resources Assistant Budgeted (1)							Pending recruitment 08/2017.
Library							
Literacy Program Administrator Terminated (1)	Open	4/25/17	6/15/17	N/A	N/A	7/19/17	Pending invites to oral board interviews.
Management Services							
Account Clerk Promoted (1)	Open	4/3/17	4/20/17 or first 25 qualified	6/6/17	N/A	7/25/17	7 candidates invited to the oral board interviews.
Accountant Budgeted (1)							Pending recruitment 07/2017.
Senior Account Clerk Budgeted (1)							Pending recruitment 08/2017.
Public Works							
Crew Leader Promoted (1)	Promo	5/16/17	5/26/17	N/A	N/A	6/28/17	Pending cert list.
Equipment Services Specialist (Part-Time) Budgeted (1)	Open	2/6/17	3/6/17 or first 50 apps	N/A	N/A	4/18/17	Hired Christian Alarcon (pending backgrounds), Joyce Pascual, and Calvin Zubiarte.
Lead Mechanic Under fill (1)							Pending recruitment 07/2017.
Parks Supervisor Retired (1)	Open	4/25/17	5/25/17	N/A	N/A	TBD	Pending oral board interview date.
Recreation & Community Services							
Program Coordinator Retired (1)	Open	2/6/17	2/27/17	N/A	N/A	6/27/17	Pending cert list.

Date of Report: July 7, 2017

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
Police Department							
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	Sent cert list to the department on 4/13/17.
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	Screening applications.
Jailer Pending Resignation (1)	Open	4/25/17	5/17/17 or first 50 qualified	6/24/17	N/A	7/12/17	9 candidates invited to the oral board interviews.
Police Clerk Resignation (1)	Open	7/7/17	7/21/17 or first 50 qualified	TBD	N/A	TBD	Open 7/7/17. Close on 7/21/17 or upon receipt of 50 qualified applications.
Police Clerk (Part-Time) Resignation (1)	Open	4/25/17	5/16/17 or first 50 apps	N/A	N/A	TBD	Closed on 4/27/17. Screening applications.
Police Officer Lateral/Pre-Service Continuous	Open DTF	10/21/15	Continuous	4/8/17	4/30/17	5/3/17	Sent cert list to the department on 5/17/17.
Police Officer Recruit Continuous	Open DTF	10/21/15	Continuous	4/8/17	4/30/17	5/3/17	Sent cert list to the department on 5/17/17.
Fire Department							
Firefighter Pending Paramedic Completion (2)	Open	4/17/17	4/19/17	N/A	N/A	4/24/17	Hired Corey Calloway.
Permit Technician I Retired (1)	Open	4/3/17	4/18/17 or first 50 qualified	6/8/17	N/A	6/26/17	Sent cert list to the department on 7/5/17.

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

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy