

PERSONNEL BOARD OF MONTEREY PARK AGENDA

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

**Wednesday
November 8, 2017
7:00 PM**

MISSION STATEMENT

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

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

PUBLIC COMMENTS ON AGENDA ITEMS

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

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

CALL TO ORDER

Chairperson

FLAG SALUTE

ROLL CALL

Yoko Igawa, Liane Kwan, Pauline Lemire, 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 September 13, 2017 meeting; and
- (3) Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING – None.

[4.] OLD BUSINESS

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

[5.] NEW BUSINESS

5-A. Change the Name of the Animal Control Officer and Animal Control Supervisor Class Specification

It is recommended that the Personnel Board:

- (1) Approve the recommended updates to the Animal Control Officer and Animal Control Supervisor Class Specification; and
- (2) Take such additional, related, action that may be desirable.

5-B. Update the Public Works Inspector Class Specification

It is recommended that the Personnel Board:

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

5-C. Vacancy and Recruitment Report

It is recommended that the Personnel Board:

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

5-D. 2017 Personnel Board Attendance Record

It is recommended that the Personnel Board:

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

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

ADJOURN

ATTACHMENT 1
September 13, 2017 Regular Meeting Minutes



Personnel Board Staff Report

DATE: November 8, 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 September 13, 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 "Tom Cody for T. Cody", is written over a horizontal line.

Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. September 13, 2017 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
SEPTEMBER 13, 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, September 13, 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:

Human Resources Technician Lisa Ung 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 Greg Verbeck

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 August 9, 2017 minutes. The minutes have been approved as presented.

Motion: Board Member Pauline Lemire moved to approve the August 9, 2017 minutes and Board Member Yoko Igawa 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

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

3. **PUBLIC HEARING**

None.

4. **OLD BUSINESS**

4A. **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 cross examination of the Appellant. Both the City's and the Appellant attorney's provided closing statements.

Action Taken: The Personnel Board voted unanimously to deny the appeal and uphold the discipline. The Board found the City met its burden of proof and the discipline was appropriate under the circumstances. Assistant City Attorney was asked to provide written findings and a written decision at the next Personnel Board Meeting on October 11, 2017.

5. **NEW BUSINESS**

None.

6. **PERSONNEL BOARD COMMUNICATIONS AND MATTERS**

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 10:45 p.m.

Tom Cody
Director of Human Resources & Risk Management



Personnel Board Staff Report

DATE: November 8, 2017

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Request to Change the Name of the Animal Control Officer and Animal Control Supervisor Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended updates to the Animal Control Officer and Animal Control Supervisor Class Specification, effective November 1, 2017.

EXECUTIVE SUMMARY:

In the past several years, many agencies have changed the names of their "Animal Control" departments to reflect less "control" and more "care." There are a number of agencies who use names such as "Humane Officers", "Animal Care Officers", and "Animal Care and Control Officers." During the 2017-18 Budget process, the Police Department requested that council approve a name change for the Animal Control Bureau to the Animal Services Bureau which is more reflective of today's work with animals in our community. The City Council approved this change.

The Department is requesting that the classification for the personnel in that Bureau be changed to be reflective of the new name. The positions would now be referred to as "Animal Services Officer" and "Animal Services Supervisor." There would be no change to the job duties. It is recommended that the change take place on November 1, 2017.

FISCAL IMPACT:

There will be no fiscal impact associated with this change.

Respectfully submitted by:

A handwritten signature in blue ink, reading "Sandie for T Cody", is written over a horizontal line.

Thomas J. Cody
Director of Human Resources &
Risk Management

ATTACHMENT(S):

1. City of Monterey Park – Animal Control Officer Class Specification
2. City of Monterey Park – Animal Control Supervisor Class Specification

ATTACHMENT 1

City of Monterey Park – Animal Control Officer Class Specification

ANIMAL CONTROL ~~SERVICES~~ OFFICER

DEFINITION

Under general supervision from the Animal ~~Control~~ SERVICES Supervisor, performs routine and complex public safety work in the enforcement of animal control and licensing ordinances, works an assigned shift and performs related work as required.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to the following:

Drives a vehicle to patrol streets to locate stray animals and promptly captures animals and transports them to an animal shelter; locates and quarantines biting or vicious animals;

Responds to complaints concerning animal problems or violations of animal control ordinances, including but not limited to animals running at large, bites, property damage, or injuries and takes appropriate action to resolve the problem; Uses appropriate judgment in deciding course of action to handle difficult and emergency situations without assistance.

Removes dead, injured or dangerous animals from streets and residential premises; euthanizes and disposes animals when necessary;

Rescues trapped and injured animals; impounds animals, Cares for, feeds and houses animals at the animal holding facility; provides maintenance and upkeep for the animal holding facility; cleans and maintains vehicle;

Maintains records and files of the animal shelter and the animals housed there; logs all incidents concerning animal control; completes reports of incidents and may file cases to the District Attorney's office for prosecution;

Compiles a variety of data regarding animal control; prepares daily, monthly, and annual reports of activities.

Inspect commercial animal businesses, Investigates violations of animal control ordinances and issues warnings or citations as required; appears in court to testify regarding animal control cases. Serves various criminal or civil notices or papers related to enforcement of animal control ordinances.

Coordinates a public relations program in order to foster public awareness of ordinances regarding animal control and humane treatment of animals; works closely with the media, public interest groups and businesses to promote proper care and control of animals; conducts educational programs and makes presentations to community groups; answers questions on licensing and disposal of animals; advises animal owners and the public concerning quarantine measures and other animal regulation laws.

Works an assigned shift; Maintains availability by radio or telephone for consultation on a variety of incidents.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances;

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

Maintains departmental equipment, supplies and facilities. Performs other related duties as required.

QUALIFICATIONS GUIDELINES

Education and Experience

Any combination of experience, training and education that would likely provided the required knowledge, skills and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the knowledge, skills and abilities would be graduation from high school or GED. Supplemental courses in animal control or husbandry and experience working with animals are desirable.

Knowledge, Skills and Abilities

Knowledge of physical and behavioral characteristics of common breeds of dogs and cats and their care and feeding; common disease symptoms in domestic animals; methods and techniques of animal euthanasia, animal licensing and regulatory ordinances; public relation techniques; immobilization of animals, tranquilizing techniques; various equipment used in animal control such as "come along pole," long-range projector rifle or short-range projector pistol. Some knowledge of law enforcement principles, procedures, techniques, and equipment; working knowledge of animal restraint and care techniques;

Skill and ability to safely and effectively use the following tools and equipment: Patrol vehicle, animal capture equipment, police radio, pager, first aid equipment, personal computer using basic word processing, spreadsheet and database programs.

Ability to: learn the applicable laws, ordinances, and department rules and regulations; communicate effectively orally and in writing; establish and maintain effective working relationships; exercise sound judgment in evaluating situations and in making decisions; follow verbal and written instructions; learn the City's geography; recognize normal and abnormal animal behavior; care for and safely handle domestic animals; operate two-way radios;

LICENSES AND CERTIFICATES

A valid Class C California Driver License is required at time of appointment and as a condition of continued employment.

PHYSICAL EFFORT

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand; use hands to handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl and smell. This position may require occasional heavy lifting and/or moving more than 50 pounds and some running. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee routinely works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

| APPROVED BY PERSONNEL BOARD: ~~March 8, 2000~~ OCTOBER 11 ~~NOVEMBER 8,~~
2017

ATTACHMENT 2
City of Monterey Park – Animal Control
Supervisor Class Specification

ANIMAL ~~CONTROL~~SERVICES SUPERVISORDEFINITION

Under general supervision, supervises and coordinates the activities of the animal control Unit, works an assigned shift, performs a variety of supervisory duties pertaining to animal control and performs other related duties as required.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to the following:

Supervises, trains and evaluates the performance of the animal ~~control~~services officers and volunteers; performs the duties of an animal ~~control~~services officer as required; assists in the preparation of the yearly budget within the Unit; performs animal control duties and responsibilities; performs tasks of the Unit in accordance with established procedures including the preparation of records and reports which may include the following: dead, diseased, injured or impounded animals, dog bite cases, action reports and complaints from City Hall and citizens; organizes, plans and implements various training and educational programs for city residents; may be required to write or update animal control procedures and manuals; compile and maintain statistical information; investigate cases and act as the City's resource person on animal control; responsible for the requisitioning of supplies for the Unit.

Maintains availability by radio or telephone for consultation on a variety of incidents; carries out duties in conformance with Federal, State, County, and City laws and ordinances; maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities; maintains departmental equipment, supplies and facilities. Performs other related duties as required.

ORGANIZATIONAL RESPONSIBILITIES

This classification reports to a Police Lieutenant in the Police Department and supervises the Animal ~~control~~Services Officers assigned to the Animal ~~Control Unit~~Services Bureau.

QUALIFICATIONS GUIDELINES

Education and Experience

Any combination of experience, training and education that would likely provided the required knowledge, skills and abilities necessary for satisfactory job performance would be qualifying.

Knowledge, Skills and Abilities

Knowledge of: physical and behavioral characteristics of common breeds of dogs, cats and other animals commonly found in the City and their care and feeding; supervisory and training methods; techniques of modern investigative procedures; animal control regulations and statutes as well as California Codes and regulations relating to the control and protection of animals; common disease symptoms in domestic animals; methods and techniques of animal euthanasia, animal licensing and regulatory ordinances; geography of the City; public relations; immobilization of animals; tranquilizing techniques; and various equipment used in animal control such as "come along pole", long-range projector rifle or short range projector pistol.

Ability to: establish and develop a meaningful working relationship with animal Control Officers and others; motivate and supervise assigned individuals to provide a responsive delivery of service to the City; plan, schedule, orient, direct and supervise the work of other personnel; write clear, concise, well-constructed investigative and management reports; operate a truck; learn the City's geography recognize normal and abnormal animal behavior; care for and safely handle domestic animals; operate two-way radios; Learn the applicable laws, ordinances, and department rules and regulations; communicate effectively orally and in writing; operate a personal computer using basic word processing, spreadsheet and database programs; establish and maintain effective communication with the public; exercise sound judgment in evaluating situations and in making decisions; follow verbal and written instructions.

LICENSES AND CERTIFICATES

A valid Class C California Driver License is required at time of appointment and as a condition of continued employment.

PHYSICAL EFFORT

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand; use hands to handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl and smell. This position may require occasional heavy lifting and/or moving more than 50 pounds and some running. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee routinely works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

| Animal Services Control Supervisor
Page 3 of 3

| APPROVED BY PERSONNEL BOARD: NOVEMBER 8, 2017



Personnel Board Staff Report

DATE: November 8, 2017

AGENDA ITEM NO: 5-B

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Changes to the Public Works Inspector Class Specifications

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended changes to the Public Works Inspector class specifications;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The previous Public Works Inspector has retired and the City will soon recruit for a replacement. Staff reviewed the existing class specifications and noticed it was outdated. It is recommended that the proposed changes to the Public Works Inspector Class Specification be approved.

BACKGROUND:

The Public Works Inspector Class Specifications was last approved by the Personnel Board on August 11, 1993. There are three (3) minor recommended changes to update the class specification.

Under Skills/Abilities, staff recommends the following correction of a typo:

"Interpret **municipal codes** ~~codes~~ and ordinances..."

Under Education & Experience, staff recommends the following clarification:

"...increasingly responsible experience in Public Works construction **and/or** inspection."

Under Licenses, staff recommends the following be updated:

"Must possess a valid Class **C** 3 California Motor Vehicle Operator's license."

Respectfully submitted by:

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

Tom Cody

Director of Human Resources and
Risk Management

ATTACHMENT:

1. City of Monterey Park – Public Works Inspector Class Specification

ATTACHMENT 1
City of Monterey Park – Public Works Inspector
Class Specification

PUBLIC WORKS INSPECTOR

Under general supervision, does responsible engineering inspection work, and other related work as required.

REPRESENTATIVE DUTIES:

Provides inspections of the methods and materials used in the construction of roads, streets, alleys, sidewalks, curbs, gutters, storm drains, catch basins, driveway approaches, culverts, sewers and waters systems in both subdivision development and contract projects; inspects residential lot drainage and sewage facilities and grading, including slopes; reviews and interprets construction plans and specifications; consults with supervisor on deviations, calculates materials, converting cubic measurements to weight for comparison to bid estimates; makes straight edge tests and checks proper reduction of high spots; inspects forms and concrete pouring; checks delivery tickets; inspects a variety of underground facilities, including trenching, line and grade, alignment of pipe and quality of joints; inspects back filling of utility pipe and quality of joints; inspects back filling of utility trenches; submits detailed reports on work progress and material quantities; inspects traffic signal installations, traffic control measures, street striping and channelization.

ORGANIZATIONAL Responsibilities:

This class reports to the Assistant City Engineer or Associate Civil Engineer; no supervision is exercised.

QUALIFICATIONS GUIDELINES

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Principles and practices of engineering mathematics, surveying and drafting; standard specifications for Public Works construction; methods and practices of public works inspection; materials testing procedures.

Skills and Abilities: Interpret municipal codes and ordinances; make inspections and detect deviations from plans, regulations and standard construction methods; make accurate engineering computations; make difficult and thorough field engineering construction inspections; prepare detailed inspection reports; follow oral and written directions; establish and maintain effective working relationships with contractors, other employees and the general public.

EDUCATION & EXPERIENCE:

Any combination of education and experience that is 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 technical trade course work in algebra, geometry, trigonometry, public

works inspections and/or surveying, and four (4) years of increasingly responsible experience in Public Works construction and/or inspection.

LICENSES:

Must possess a valid, Class C California Motor Vehicle Operator's license.

PHYSICAL EFFORT:

Performs tasks requiring physical effort including bending, stooping and climbing.

APPROVED BY PERSONNEL BOARD: NOVEMBER 8, 2017

VACANCY AND RECRUITMENT REPORT

AGENDA ITEM NO: 5-C

Date of Report: November 3, 2017

Page 1

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	Promoted Ron Bow.
City Clerk							
Minutes Clerk (Part-Time) Resignation (1)	Open	7/13/17	7/28/17 or first 50 apps	N/A	N/A	8/29/17	Hired Jesus Hernandez.
Community & Economic Development							
Code Enforcement Officer Promoted (1)	Open	5/12/17	6/12/17 or first 50 qualified	N/A	N/A	8/16/17	Hired Oscar Verduzco and Sam Yang.
Economic Development Project Manager - Budgeted (1)	Open	7/27/17	9/29/17	N/A	N/A	TBD	Screening applications.
Human Resources							
Human Resources Assistant Budgeted (1)	Promo	8/22/17	9/6/17	N/A	N/A	9/26/17	Promoted Lisa Ung.
Library							
Library Page (Part-Time) Resignation (3)	Open	7/31/17	8/11/17 or first 40 qualified	8/22/17	N/A	9/6/17	Hired Hector Acosta and Carina Li (pending backgrounds).
Literacy Program Administrator Terminated (1)	Open	4/25/17	6/15/17	N/A	N/A	7/19/17	Failed recruitment.
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	Hired Hsiao-Ling Cheng (pending backgrounds).
Accountant Budgeted (1)	Open	7/17/17	8/1/17 or first 50 qualified	8/23/17	N/A	9/27/17	Promoted Natalia Lo.
Financial Services Manager Promoted (1)	Open	9/18/17	10/12/17 or first 25 qualified	TBD	N/A	TBD	Screening applications.
Senior Account Clerk Budgeted (1)							Pending recruitment 11/2017.
Public Works							
Consumer Services Representative Promoted (1)	Open	10/06/17	10/24/17	N/A	N/A	TBD	Screening applications.
Crew Leader Promoted (1)	Promo	5/16/17	5/26/17	N/A	N/A	6/28/17	Promoted Darryl Burnett, Joel Toro, and Victor Valenzuela.
Director of Public Works Promoted (1)	Open	9/8/17	10/13/17	N/A	N/A	11/29/17	Inviting 9 candidates to the oral board interviews
Lead Mechanic Under fill (1)	Open	7/27/17	8/17/17 or first 25 qualified	N/A	N/A	9/25/17	Promoted Bruce Fallon.
Maintenance Worker (Part-Time) Resignation (1)							Pending recruitment 11/2017
Park Maintenance Crew Leader Promoted (1)							Pending recruitment 12/2017
Parks Supervisor Retired (1)	Open	4/25/17	5/25/17	N/A	N/A	8/15/17	Promoted Rudy Valenzuela.
Public Works Inspector Retired (1)	Open	10/23/17	11/13/17 or first 25 qualified	N/A	N/A	TBD	Open 10/23/17. Close on 11/13/17 or upon receipt of the first 25 qualified.

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
Senior Maintenance Worker Promoted (2)							Pending recruitment 11/2017.
Water Utility Manager Resignation (1)	Open	10/06/17	10/30/17 or first 25 qualified	N/A	N/A	TBD	Screening applications.
Recreation & Community Services							
Director of Recreation & Community Services – Retired (1)	Open	9/14/17	10/20/17	N/A	N/A	TBD	Screening applications.
Program Coordinator Retired (1)	Open	2/6/17	2/27/17	N/A	N/A	6/27/17	Hired Julianne Bautista.
Recreation Leader (Part-Time) Budgeted (2)							Pending recruitment 11/2017.
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	Hired Michelle Contreras and promoted Courtney Louie.
Community Service Officer – Parking Enforcement (Part-Time) Resignation (1)	Open	4/3/17	4/20/17 or first 25 qualified	N/A	N/A	10/23/17	Sent cert list to the department on 11/1/17.
Evidence Officer (Part-Time) Promoted (1)							Pending recruitment 11/2017.
Jailer Resignation (1)	Open	4/25/17	5/17/17 or first 50 qualified	6/24/17	N/A	7/12/17	Promoted Rena Sears.
Management Analyst Resignation (1)	Open	10/06/17	10/27/17 or first 25 qualified	TBD	N/A	TBD	Screening applications.
Police Clerk Resignation (1) Promoted (1)	Open	7/7/17	7/21/17 or first 50 qualified	TBD	N/A	08/30/17	Sent cert list to the department on 9/11/17.
Police Clerk (Part-Time) Resignation (1)	Open	4/25/17	5/16/17 or first 50 apps	N/A	N/A	TBD	Screening applications.
Police Officer Lateral/Pre-Service Continuous	Open DTF	10/21/15	Continuous	4/8/17 11/4/17	4/30/17 12/9/17	5/3/17 12/12/17	None selected. Invited 80 applicants to the Police Officer written exam on 11/4/17.
Police Officer Recruit Continuous	Open DTF	10/21/15	Continuous	4/8/17 11/4/17	4/30/17 12/9/17	5/3/17 12/12/17	Hired Tony Huynh and Cang Sou. Invited 10 applicants to the Police Officer written exam on 11/4/17.
Fire Department							
Fire Captain Pending Vacancy (1)	Promo	9/29/17	10/6/17	Assessment Center: 10/16/17-10/17/17			Sent cert list to the department on 10/23/17.
Permit Technician I Retired (1)	Open	4/3/17	4/18/17 or first 50 qualified	6/8/17	N/A	6/26/17	Promoted Teresa Cheung.
Principal Management Analyst Retired (1)	Open	10/06/17	10/25/17 or first 50 qualified	TBD	N/A	TBD	Screening 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	P	P	P	P	P	P	NM		
Kwan	Liane	NM	P	P	P	P	P	P	P	P	P	NM		
Lemire	Pauline	NM	P	P	P	P	P	P	P	P	P	NM		
Robles	Frank	NM	P	P	A	P	P	P	A	P	P	-		
Verbeck	Greg	NM	P	P	P	P	P	P	P	P	P	NM		

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy