

PERSONNEL BOARD OF MONTEREY PARK AGENDA

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

**Wednesday
December 13, 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 November 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 the Park Maintenance Crew Leader Class Specification

It is recommended that the Personnel Board:

- (1) Approve the recommended request to update the Park Maintenance Crew Leader class specification; and
- (2) Take such additional, related, action that may be desirable.

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

ADJOURN



Personnel Board Staff Report

DATE: December 13, 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 November 8, 2017; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

None.

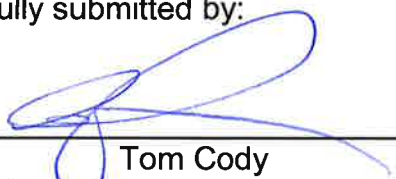
BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted by:



Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. November 8, 2017 Regular Meeting Minutes

ATTACHMENT 1

November 8, 2017 Regular Meeting Minutes

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

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:02 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: Liane Kwan, Pauline Lemire, Greg Verbeck

Board Members Absent: Yoko Igawa

ALSO PRESENT: Police Chief Jim Smith and Assistant City Engineer Rey Alfonso

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 September 13, 2017 minutes. The minutes have been approved as presented.

Motion: Board Member Pauline Lemire moved to approve the September 13, 2017 minutes with the change to the Assistant City Attorney's name from Greg Verbeck to Karl Berger and Board Member Liane Kwan seconded, motion carried by the following vote:

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

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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 was provided the Finding of Fact; Decision Upholding Suspension written by Assistant City Attorney Karl Berger following the Personnel Board Hearing in September 2017.

This item was heard after item 5B.

Action Taken: The Personnel Board reviewed the Finding of Fact and Chairperson Greg Verbeck signed and adopted the Finding of Fact; Decision Upholding Suspension.

Motion: Board Member Liane Kwan moved to have Chairperson Greg Verbeck sign and adopt the Finding of Fact; Decision Upholding Suspension and Board Member Pauline Lemire seconded, motion carried by the following vote:

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

5. **NEW BUSINESS**

5A. **CHANGE THE NAME OF THE ANIMAL CONTROL OFFICER AND ANIMAL CONTROL SUPERVISOR CLASS SPECIFICATION**

Discussion: In the past several years, many agencies have changed the names of their “Animal Control” departments to reflect less “control” and more “care.” 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.”

This item was heard before item 4A.

Action Taken: The Personnel Board approved the recommended updates to the Animal Control Officer and Animal Control Supervisor class specification.

Motion: Board Member Liane Kwan moved to change the names of the Animal Control Officer and Animal Control Supervisor classification to Animal Services Officer and Animal Services Supervisor retroactively to November 1, 2017 as requested and Board Member Pauline Lemire seconded, motion carried by the following vote:

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

5B. UPDATE THE PUBLIC WORKS INSPECTOR CLASS SPECIFICATION

Discussion: 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.

This item was heard after item 5A and before 4A.

Action Taken: The Personnel Board approved the recommended changes to the Public Works Inspector class specification.

Motion: Board Member Pauline Lemire moved to update the recommended changes to the Public Works Inspector class specification and Board Member Liane Kwan seconded, motion carried by the following vote:

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

5C. VACANCY AND RECRUITMENT REPORT

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

Action Taken: Received and file.

5D. 2017 PERSONNEL BOARD ATTENDANCE RECORD

The Personnel Board reviewed the 2017 attendance record.

Action Taken: Received and file.

6. PERSONNEL BOARD COMMUNICATIONS AND MATTERS

Director Tom Cody and the Personnel Board discussed the current Personnel Board vacancies and the status on applicants.

Director Tom Cody and Chairperson Greg Verbeck discussed an outlook on future agenda items.

The Personnel Board also discussed possible modifications to future Personnel Board Hearings that prolong for more than one meeting.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:51 p.m.

Tom Cody
Director of Human Resources & Risk Management



Personnel Board Staff Report

DATE: December 13, 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 Park Maintenance Crew Leader Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended request to update the Park Maintenance Crew Leader class specification;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Public Works Parks Superintendent has reviewed the class specification of the Park Maintenance Crew Leader 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 for the duties and requirements of the Division as they stand in 2017.

It is recommended that the Park Maintenance Crew Leader class specification be updated.

BACKGROUND:

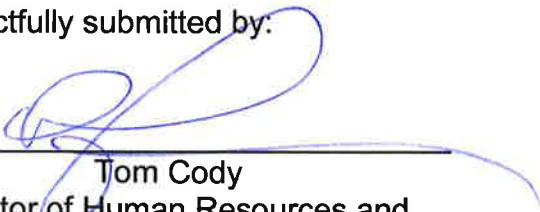
The Park Maintenance Crew Leader position is currently vacant due to an internal promotion. Upon review of the class specification, it was noted that the class specification has not been looked at or revised in the last 8 years.

The updated class specification changes within the Representative Duties and Qualifications Guidelines sections are minimal. The revisions represent a more accurate reflection of the daily duties and requirements of a Crew Leader in the Parks Department.

The current, existing class specification states that, depending on assignment, possession and maintenance of a State of California Class "B" Operators License may be required. This is no longer a requirement. The Parks Department no longer has vehicles within its service fleet that require a Class "B" operator. "Class B" classified vehicles and equipment previously used for tree trimming operations, are now operated by, housed, and maintained by an outside contractor (WCA), who now performs those duties in Monterey Park.

The current, existing class specification states that the possession of a Qualified Applicators License (QAL) issued by the California Department of Pesticide Regulation (CDPR) is desirable. Possession of the same Qualified Applicators License is a requirement for the Parks Supervisor, the Park Maintenance Crew Leader's supervisor. The Park Maintenance Crew Leader's certification level should be one down from the QAL, for the desired possession of a CDPR issued Qualified Applicators Certificate (QAC).

Respectfully submitted by:



Tom Cody
Director of Human Resources and
Risk Management

ATTACHMENTS:

1. Park Maintenance Crew Leader Class Specification

ATTACHMENT 1
Park Maintenance Crew Leader Class
Specification

PARK MAINTENANCE CREW LEADER

DEFINITION

Under general supervision from the Parks Supervisor, inspects, supervises and performs a variety of tasks in the cleaning and maintenance of City parks, grounds, landscaped areas, planters, ~~buildings and facilities~~ and performs related duties as required.

REPRESENTATIVE DUTIES

Supervises, evaluates, trains and works with assigned maintenance crew in maintaining and repairing park ~~facilities~~ grounds, including trees, shrubbery, and some playground equipment. Trims trees and shrubbery, waters and fertilizes lawn, rakes leaves; cleans walks, fields, courts, parks grounds and outdoor areas; weeds, plants and transplants, cultivates, waters and sprays shrubs and flowers; applies herbicides and pesticides; operates power equipment; ~~directs and assists workers in repairs to buildings~~; uses hand tools in rough maintenance work; directs and assists in the installation, repair, and maintenance of sprinkler systems; operates trucks, tractors, skip loaders, aerial boom truck, and other light and medium duty powered equipment; may occasionally perform tree climbing, surgery and trimming in case of an emergency and operate related equipment.

QUALIFICATION GUIDELINES

Education & Experience:

Any combination of experience and education that has provided the required knowledge, skills and abilities necessary for satisfactory job performance would be qualifying. Example combinations include graduation from high school or equivalent and at least 2 years of supervisory experience with crews assigned in landscaping, irrigation, and tree maintenance. Horticulture, irrigation and supervisory/management classes highly desirable.

Knowledge, Skills And Abilities:

Knowledge of grounds keeping and gardening duties and routines; general maintenance work; use of common grounds keeping tools; supervisory methods and proper safety practices.

Ability to use hand tools and power tools, effectively communicate orally and in writing; train, supervise and evaluate staff in the proper use of tools and equipment; read and interpret plans and specifications; keep accurate records; prepare reports; establish and maintain effective working relationships.

LICENSES/CERTIFICATES:

Possession of valid Class "C" California motor vehicle operator's license required at time of appointment and as a continuing condition of employment. ~~Depending on assignment, employees in this classification may be required to obtain and maintain a valid Class B California Motor Vehicle Operator's License (unless medically unable to qualify).~~ Possession of a State of California DPR issued ~~Qualified Applicator's License (QAL) and/or~~ Qualified Applicator's Certificate is desirable.

PHYSICAL EFFORT:

Those in this position may perform tasks requiring continuous physical effort including climbing, bending, lifting and pulling equipment and materials weighing 50-75lbs., and may be exposed to inclement weather.

| ANTICIPATED APPROVAL BY PERSONNEL BOARD: DECEMBER 13, 2017

| *Approved by the Personnel Board 2/11/2009*