

**PERSONNEL BOARD OF MONTEREY PARK
AGENDA**

**REGULAR MEETING
Monterey Park City Hall Community Room
320 West Newmark Avenue, Monterey Park, CA 91754**

**Wednesday
November 14, 2018
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

Harvey Chin, Liane Kwan, Pauline Lemire, Gustavo Reynoso, 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:

- (1) Approve minutes from the August 8, 2018 meeting; and
- (2) Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING – None.

[4.] OLD BUSINESS – None.

[5.] NEW BUSINESS

**5-A. Pursuant to the Memorandum of Understanding between The City of Monterey Park and Service Employees International Union Local 721
Personnel Board to hear the grievance brought by City Employee**

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

ADJOURN



Personnel Board Staff Report

DATE: November 14, 2018

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 August 8, 2018; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

None.

BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted by:

A blue ink signature of Tom Cody is written over a horizontal line.

Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. August 8, 2018 Regular Meeting Minutes

ATTACHMENT 1
August 8, 2018 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
AUGUST 8, 2018**

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, August 8, 2018 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 Gustavo Reynoso led the flag salute.

ROLL CALL:

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

Board Members Present: Harvey Chin, Liane Kwan, Pauline Lemire, Gustavo Reynoso,
Greg Verbeck

Board Members Absent: None

ALSO PRESENT: City Manager Ron Bow, Director of Management Services Annie Yaung, and Deputy City Clerk Cindy Trang.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

Submitted a revised staff report for the Assistant Deputy City Clerk position.

ORAL AND WRITTEN COMMUNICATIONS

1. PRESENTATION

None.

2. CONSENT CALENDAR

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the April 11, 2018, minutes. The minutes have been approved as presented.

Motion: Board Member Liane Kwan moved to approve the April 11, 2018 minutes and Board Member Gustavo Reynoso seconded, motion carried by the following vote:

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

3. **PUBLIC HEARING**

None.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

5A. **APPROVAL OF THE INFORMATION SYSTEMS SPECIALIST POSITION AND CLASS SPECIFICATION.**

Discussion: The Management Services Department will be changing its financial system in the next year from a PC-based network to a server-based platform. Currently, the City uses a consultant to administer the legacy system. As the City transitions to the new system, a full-time position will be required to continue maintaining the legacy system, while working with the contractor to perform data conversion and implement the new financial system. It is recommended that the Information Systems Specialist class specification and salary be approved.

Action Taken: The Personnel Board approved the recommended request to create an Information Systems Specialist position and class specification.

Motion: Board Member Liane Kwan moved to approve the Information Systems Specialist position and class specification with the suggested changes and Board Member Harvey Chin seconded, motion carried by the following vote:

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

5B. **UPDATE AND RECLASSIFY THE SECRETARY CLASS SPECIFICATION.**

Discussion: The Secretary position in the City Clerk's Office has evolved over the years to the point where it no longer is accurately portrayed by its class specification. The duties of the Secretary in the City Clerk's Office are not similar to those of a traditional secretary or executive assistant. A new classification, Assistant Deputy City Clerk, is needed to accurately describe the scope of duties of the position. It is recommended that the Secretary class specification in the City Clerk's Office be updated and reclassified to Assistant Deputy City Clerk.

Action Taken: The Personnel Board approved the recommended request to update and reclassify the Secretary class specification.

Motion: Board Member Pauline Lemire moved to approve the request to update and reclassify the Secretary class specification to Assistant Deputy City Clerk and Board Member Gustavo Reynoso seconded, motion carried by the following vote:

Ayes:	Board Members:	Chin, Kwan, Lemire, Reynoso, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
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. 2018 PERSONNEL BOARD ATTENDANCE RECORD

The Personnel Board reviewed the 2018 attendance record.

Action Taken: Received and file.

6. PERSONNEL BOARD COMMUNICATIONS AND MATTERS

Director Tom Cody brought up possible dates for the upcoming Personnel Board Hearing to be discussed amongst the board members in regards to their availability.

Director Tom Cody informed the board members of the new term limits for the Personnel Board, Planning Commission and Traffic Commission members recently approved by the City Council. Municipal Code-2.82.050.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 8:22 p.m.

Tom Cody
Director of Human Resources & Risk Management