

PERSONNEL BOARD OF MONTEREY PARK AGENDA

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

Wednesday
April 10, 2019
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, 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 February 13, 2019 meeting; and
- (2) Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING – None.

[4.] OLD BUSINESS – None.

[5.] NEW BUSINESS – None.

5-A. Extension of the Fire Captain Eligibility List

It is recommended that the Personnel Board:

- (1) Approve the recommended extension of the Fire Captain Eligibility List; and
- (2) Take such additional, related, action that may be desirable.

5-B. Update and reclassify the Deputy Fire Marshal class specification.

It is recommended that the Personnel Board:

- (1) Approve the recommended request to update and reclassify the Deputy Fire Marshal class specification; and
- (2) Take such additional, related, action that may be desirable.

5-C. Update and reclassify the Recreation Superintendent class specification.

It is recommended that the Personnel Board:

- (1) Approve the recommended request to update and reclassify the Recreation Superintendent 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: April 10, 2019

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 February 13, 2019; 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. February 13, 2019 Regular Meeting Minutes

ATTACHMENT 1

February 13, 2019 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
FEBRUARY 13, 2019**

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, February 13, 2019 at 7:00 p.m.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:03 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: Harvey Chin, Liane Kwan, Pauline Lemire, Gustavo Reynoso,
Greg Verbeck

Board Members Absent: None

ALSO PRESENT: Assistant City Attorney Karl Berger, Liebert Cassidy Whitmore Attorney James Oldendorph, SEIU 721 Senior Labor Rep Lisa Pompa and Park Maintenance Worker Jose Rodriguez.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

Change to agenda item 5A. A memorandum was provided by Assistant City Attorney Karl Berger for agenda item 5A

ORAL AND WRITTEN COMMUNICATIONS

1. PRESENTATION

None.

2. CONSENT CALENDAR

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the November 14, 2018, minutes. The minutes have been approved as presented.

Motion: Board Member Gustavo Reynoso moved to approve the November 14, 2018 minutes and Board Member Pauline Lemire 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

- 3A. Pursuant to the Monterey Park Personnel Rules & Regulations, Section 7 – Investigations and Hearings, on November 14, 2018 the Personnel Board agreed to consider a grievance brought by Service Employees International Union Local 721 on behalf of Mr. Jose Rodriguez regarding recruitment for the Park Maintenance Crew Leader position.

Public Speakers:

- James Oldendorph, Liebert Cassidy Whitmore Attorney
- Lisa Pompa, SEIU 721 Senior Labor Rep
- Chris Reyes, Acting Public Works Maintenance Manager
- Jose Rodriguez, Park Maintenance Worker
- Rudy Valenzuela, Parks Supervisor

Discussion: Jose Rodriguez was represented by Senior Labor Representative Lisa Pompa; the City was represented by James Oldendorph. The Personnel Board received testimonial and/or written evidence from Chris Reyes, Jose Rodriguez, Rudy Valenzuela, SEIU and the City regarding the grievance.

Action Taken: The Personnel Board (1) opened the public hearing at 7:06 PM and received written and testimonial evidence regarding the grievance and closed the public hearing at 11:41 PM; (2) after considering the evidence, determined that a redress of the grievance was not appropriate; and (3) provided the following direction to the Assistant City Attorney regarding preparing written findings and recommendations to the City Manager. Directions as follows, the Assistant City Attorney took the joint stipulation which was provided by both Parties and approved by the Personnel Board, and prepared the written findings and recommendations; no additional Personnel Board action is required.

Motion: By consensus the board accepted a joint stipulation from the parties regarding the grievance.

4. OLD BUSINESS

None.

5. NEW BUSINESS

None.

6. **PERSONNEL BOARD COMMUNICATIONS AND MATTERS**

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 11:42 p.m.

Tom Cody
Director of Human Resources & Risk Management



Personnel Board Staff Report

DATE: April 10, 2019

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Extension of the Fire Captain Eligibility List

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended extension of the Fire Captain Eligibility List; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

The Fire Captain Eligibility List was certified on October 23, 2017. This list was recertified on October 22, 2018 and is set to expire April 22, 2019. In anticipation of upcoming vacancies, Chief Haberle is requesting an extension of the current Eligibility List for six months. There are a number of qualified candidates on the current Eligibility List who have all gone through an intensive two-day Assessment Center and only one candidate has been selected to fill a vacancy since last year.

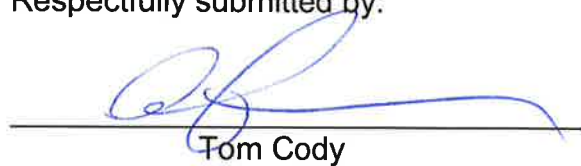
It is recommended that the Personnel Board approve the extension of the Fire Captain Eligibility List.

BACKGROUND:

The Fire Department Assessment Center for the position of Fire Captain entailed two full days of extensive testing that include manipulative skills testing, incident simulations, command, leadership skills, presentation skills, and oral board interviews. Depending on the number of components, the Assessment Center requires nine to twelve raters of industry experts, in addition to including non-sworn personnel. Due to the number of retirements that our agency and others in the region have been experiencing, trying to obtain assessors has been difficult. When two days of assessment components are involved, we try to get the same assessor each day to ensure consistency of rating and objectivity. Currently, the Fire Captain Eligibility List has six candidates remaining.

Extending the eligibility list will help fill the positions as soon as possible to ensure consistency of service, provide a smooth transition for personnel to the new positions, and reduce the impact to operations and the expense of overtime. The extension of the list would also be aligned with the Fire Department's goals of the Recruitment and Succession Plan. Therefore, it is recommended that the Personnel Board approves to extend the Fire Captain Eligibility List for six months, until October 22, 2019.

Respectfully submitted by:



Tom Cody
Director of Human Resources and
Risk Management

ATTACHMENT(S):

1. Fire Captain Eligibility List

ATTACHMENT 1
Fire Captain Eligibility List

**CITY OF MONTEREY PARK
REPORT OF EXAMINATION**

EXAMINATION TITLE: FIRE CAPTAIN (PROMOTIONAL ONLY)

Examination Date: ASSESSMENT OF QUALIFICATIONS: 10/16/2017 & 10/17/2017

IT IS HEREBY CERTIFIED THAT THE FOLLOWING LIST OF ELIGIBLES HAS BEEN ESTABLISHED IN CONFORMANCE WITH THE PERSONNEL ORDINANCE AND THE PERSONNEL RULES AND REGULATIONS OF THE CITY OF MONTEREY PARK.

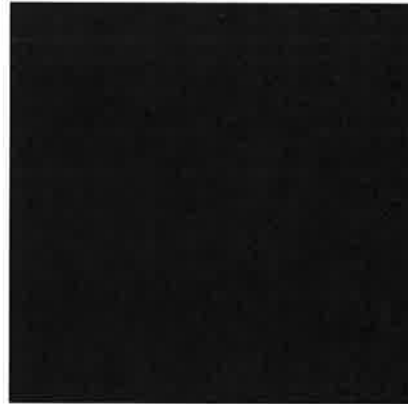
Certified By:


Director of Human Resources

Date:

10-23-17

Name	Elig. #
GREGG, STEVE	1
IENNI, MARIO(X4)	2
CLINE, DANIEL	3
REYES, BRANDON	4
RESPICIO, ANDREW	5
LIMA, NICHOLAS	6
GOETZ, DAVID	7



DID NOT PASS (Below 70%):

NONE

DID NOT APPEAR/WITHDREW:

NONE

DID NOT MEET MINIMUM QUALIFICATIONS:

NONE

Total Number of Applicants	:	7	PASS:	7
Number of Applicants Tested	:	7	FAIL:	0
Number Did not Appear/WD	:	0		
Did not Meet Minimum Qualifications	:	0		
Number of Duplicate Applications (#X/*)	:	3		



Personnel Board Staff Report

DATE: April 10, 2019

AGENDA ITEM NO: 5-B

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Update and Reclassify the Deputy Fire Marshal Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended request to update and reclassify the Deputy Fire Marshal class specification; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

The Deputy Fire Marshal position at the Fire Prevention Division of the Monterey Park Fire Department has evolved over the years to the point where it no longer is accurately portrayed by its class specification. The duties of the Deputy Fire Marshal in the Fire Department are not similar to those of a traditional Deputy Fire Marshal. A new classification, Fire Marshal, is needed to accurately describe the scope of duties of the position.

It is recommended that the Deputy Fire Marshal class specification in the Fire Department be updated and reclassified to a civilian class specification of Fire Marshal.

BACKGROUND:

The Deputy Fire Marshal position reports to the Fire Chief, or designated Division Chief, in the Fire Department. The classification is represented by the Monterey Park Mid-Management Association. The primary duties of a Deputy Fire Marshal position, according to its class specifications, include but are not limited to:

- Supervises Fire Prevention Inspectors and staff assigned to the division
- Inspects commercial and industrial buildings, schools, and other related structures and facilities
- Reviews building plans for conformance with fire protection laws and regulations and for possible fire hazards
- Investigates complaints from private citizens and other city departments relating to fire and safety hazards
- Provides technical advice regarding the installation and maintenance of fire prevention equipment
- Instructs fire department personnel on inspection procedures and problems

- Speaks before school groups and other organizations on fire prevention matters
- Confers with the Division Chief supervising the division regarding overall departmental fire prevention and inspection programs
- Administers restaurant interceptor program
- Maintains required records and prepares reports; issues correction notices and citations
- Prepares public education programs on safety

The Deputy Fire Marshal position in the Fire Department performs the duties above, but the work is more focused on the following duties listed for the proposed Fire Marshal, which include but are not limited to:

- Performs responsible management, technical, and administrative work in Fire Prevention and Code Enforcement operations;
- Supervise, direct, plan, and review the work of the Fire Prevention Inspectors, Code Enforcement Officers, and staff assigned to the division
- Verify the investigative and inspection work of employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
- Develop, supervise, and coordinate the department's fire prevention and code enforcement program promoting community risk reduction programs by identifying existing and potential fire hazards and neighborhood degradation in the community and effectively implement prevention, mitigation, and enforcement to mitigate hazards
- Plans, organizes, and directs the work of fire prevention and code enforcement personnel in the inspection of industrial, commercial, residential, and public buildings to ascertain evidence of fire hazards, neighborhood degradation, and community risk reduction
- Participate in the development and implementation of a comprehensive code enforcement program
- Enforce fire laws, codes, and regulations, initiate notices, citations, and criminal complaint procedure, and serve as an expert witness testifying in court cases involving fire and code violations
- Stays current on the legal and technical developments in the fire protection field
- Provides input at meetings with local, regional, and state officials regarding the City's positions on items of interest to the City
- Promotes public relations through community risk reduction programs, speaks at various civic and professional organizations to promote the goals of the City, meets with industrial and business representatives to promote cooperation and provide information regarding codes and standards, makes presentations and participates in promotional events, demonstrations, and fire and life safety programs
- Participate in the development and implementation of program goals, objectives, policies, and priorities for assigned area; identify needs; recommend and implement policies and procedures

- Participate in the development, preparation, and monitoring of the budget for assigned area of responsibility, forecast funds needed for staffing, equipment, materials, and supplies, direct the monitoring and approval of expenditures, recommend adjustments as necessary
- Develop, coordinate, and establish community risk reduction plans for fire prevention and code enforcement services, programs, and activities
- Responsible for recovering costs for inspection services, plan reviews, and fire permits required by the California Fire Code or other regulations and investigations
- Respond to and resolve difficult and sensitive customer requests, complaints, and inquiries
- Ensure compliance with appropriate laws, codes, and regulations

The Fire Marshal position would work independent of the Fire Division Chief and work directly for the Fire Chief. Therefore, the Fire Marshal must have the knowledge and ability to carry out the duties normally overseen by the Division Chief. A Safety grade Division Chief Position was eliminated in 2008. This position would assume the duties associated with the previous position minus the safety designation and associated duties. In addition, this position would assume the leadership and supervision of the Code Enforcement Division for the City as well as the Fire Prevention duties. The proposed position will be represented by the Monterey Park Mid-Management Association

FISCAL IMPACT:

A survey was conducted of nearby cities. Six of the cities surveyed use the classification of Fire Marshal which performs duties similar to those described above and at a comparable level of responsibility of the proposed Fire Marshal. The job descriptions of these cities were reviewed to ensure that they were compatible with duties and level of responsibility with the proposed City's classification. The average salary range of the Fire Marshal positions of two cities surveyed most like Monterey Park is \$8,564 to \$10,573 and it should be noted that neither of these cities include oversight of their City Code Enforcement Division.

The monthly salary range of the current Deputy Fire Marshal classification is \$6,147 to \$7,863. It is recommended that the monthly salary range of the Fire Marshal be set at \$8,564 to \$10,573. The proposed salary is commensurate with the duties and the level of responsibility of the position.

Therefore, it is recommended that the Fire Marshal class specification be approved and the Deputy Fire Marshal position in the Fire Department be reclassified.

Respectfully submitted by:

Tom Cody
Director of Human Resources & Risk Management

ATTACHMENT(S):

1. City of Monterey Park – Fire Marshal Class Specification
2. Fire Marshal Salary Survey

ATTACHMENT 1
City of Monterey Park – Fire Marshal Class
Specification

DEPUTY FIRE MARSHAL

DEFINITION

Under the supervision of the Fire Chief, or the designated Battalion Chief, the Fire Marshal plans, supervises, organizes, integrates, directs and actively participates with staff in the programs and operations of the Fire Department's Fire Prevention Division, Code Enforcement operations, and community relations. the Fire Marshal provides direct oversight of the fire and life safety plan review, permit issuance, and inspections for new construction in commercial, industrial, and residential building; field inspections of buildings, fire permits, and state mandated occupancies; manage the Code Enforcement program coordinating the organization, staffing, and operation activities to augment the community risk reduction program; coordinate assigned activities with other divisions, outside agencies, and the general public; and provide highly responsible and complex staff assistance to the Fire Chief or their designee.

The Fire Marshal performs specialized public safety work to minimize fire hazards and develop fire protection programs, including managing code enforcement activities to maintain and improve neighborhood standards, safety, and property values.

~~inspects for fire and life safety hazards; enforce all applicable codes, regulations and ordinances for the prevention of fire and the protection of life and property against fire and panic.~~

REPRESENTATIVE DUTIES

Performs highly complex research, technical and administrative work in support of the Fire Chief for Fire Prevention and Code Enforcement operations. Assumes responsibility Responsible for a wide variety of fire prevention and code enforcement activities of the department, including vegetation management; supervise, direct, plan and review the work of the Fire Prevention Inspectors, Code Enforcement Officers, and staff assigned to the division; select, train and evaluate assigned employees in the areas of work methods, techniques, and customer service; verify the investigative and inspection work of employees for accuracy, proper work methods, techniques, record keeping, tracking and compliance with applicable standards and specifications.

Develop, supervises, train, evaluate and coordinate the department's Fire Prevention Inspectors and Code Enforcement divisions, and staff assigned to the divisions; develop, monitor and coordinate the department's fire prevention and code enforcement programs promoting community risk reduction programs by identifying existing and potential fire hazards, building code violations, neighborhood degradation in the community, and effectively implement prevention, mitigation, and enforcement to mitigate hazards; inspects commercial and industrial buildings, schools, and other related structures and facilities for compliance and safety; reviews building plans for conformance with fire protection laws, building codes, and regulations, and for possible fire and building code hazards and violations; investigates complaints from private citizens and other city departments relating to fire, building code violations, and safety hazards; provides technical advice regarding the installation and maintenance of fire prevention equipment; trains/instructs fire and code enforcement department personnel on inspection procedures and problems; promote public relations through community risk reduction programs; speaks before school groups and other organizations on fire prevention matters;

meet with industrial and business representatives to promote cooperation and provide information regarding codes and standards; make presentations and participates in promotional events, demonstrations including fire and life safety programs, building codes and vegetation management; confers with the Battalion Fire Chief supervising the division regarding overall departmental fire prevention, code enforcement, vegetation management, and inspection programs; administers restaurant interceptor program; maintains required records and prepares reports; issues correction notices and citations; prepares public education programs on safety.

Participate in the development and implementation of program goals, objectives, policies, and priorities for assigned area; identify needs; interpret, recommend and implement policies and procedures.

Participate in the development, preparation, and monitoring of the budget for assigned area of responsibility; forecast funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approval of expenditures; recommend adjustments as necessary.

Develop, coordinate, and establish community risk reduction plans for fire prevention and code enforcement services, programs, and activities.

Responsible for recovering costs for inspection services, plan reviews, and fire permits required by the California Fire Code or other regulations and investigations.

Respond to and resolve difficult and sensitive customer requests, complaints, and inquiries. Ensure compliance with appropriate laws, codes, and regulations.

QUALIFICATION GUIDELINES

Knowledge of:

Principles, practices and procedures in fire prevention, code enforcement and vegetation management; rules and regulations of the fire department; the incident command system; operation and capabilities of different types of fire department apparatus and the ability to apply this knowledge to the fire prevention situations; geography and major target hazards in the city; local, state and national codes and laws that are related to fire prevention; building materials and construction and the principals of heat travel and combustion; fire protection and life safety systems; technical fire protection and inspection practices and procedures; federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility; California Building Code requirements as they pertain to fire safety and building codes, building construction, national fire safety and prevention standards; principles and practices of budgeting, purchasing, and maintenance of public records; research methods and analysis techniques; principles and practices of effective management and supervision; City personnel policies and labor contract provisions; principles and practices of sound business communications; safe work practices and safety equipment related to the work; operate a personal computer and software applications related to the work.

Education and Experience:

A Bachelor's degree in Fire Science, Public or Business Administration, or closely related field from an accredited college or university and five years of progressively responsible professional experience in fire prevention, code enforcement or fire protection system plan review, inspection and enforcement with two (2) years in a supervisory capacity; or an equivalent combination of training and experience is required. Two years of supervisory experience in fire prevention is desirable.

~~Five years of experience as a full-time, Fire Safety Inspector or the equivalent with a municipal fire agency. Graduation from high school or GED, supplemented by related college level course work in fire prevention and building inspection.~~

Licenses and Certificates:

Possession of a valid California Class 'C' driver's license and completion of POST certification in P.C. 832 Arrest and Firearms~~within six months of appointment is required.~~

Certificates from California State Fire Marshal (CSFM):

Option A: CSFM Fire Inspector II (or Fire Inspector 2A, 2B, 2C, & 2D course certificates)

Option B: CSFM Fire Inspector I Certificate (or Fire Prevention Officer Certificate)

Option C: CSFM Plan Examiner Certificate (or Plan Examiner 1A, 1B, and 1C course certificates).

Physical Requirements:

Ability to sit, stand, walk run, kneel, stoop, crawl, twist, cling and lift 50 pounds; exposure to cold, heat, noise, inclement weather, confined work space, chemicals, explosive materials, mechanical and electrical hazards; ability to drive to different sites and locations.

FLSA: Exempt

Union Affiliation: Mid-Management Association

APPROVED BY PERSONNEL BOARD JULY 11, 2012

APPROVED BY PERSONNEL BOARD xxxxxxxxxxxxxxxx

FIRE MARSHAL

DEFINITION

Under the supervision of the Fire Chief , the Fire Marshal provides direct oversight of the fire and life safety plan review, permit issuance, and inspections for new construction in commercial, industrial, and residential building; field inspections of buildings, fire permits, and state mandated occupancies; manage the Code Enforcement program coordinating the organization, staffing, and operation activities to augment the community risk reduction program; coordinate assigned activities with other divisions, outside agencies, and the general public; and provide highly responsible and complex staff assistance to the Fire Chief or their designee.

The Fire Marshal performs specialized public safety work to minimize fire hazards and develop fire protection programs, including managing code enforcement activities to maintain and improve neighborhood standards, safety, and property values.

REPRESENTATIVE DUTIES

Performs highly complex research, technical and administrative work in support of the Fire Chief for Fire Prevention and Code Enforcement operations. Responsible for a wide variety of fire prevention and code enforcement activities of the department, including vegetation management; supervise, direct, plan and review the work of the Fire Prevention Inspectors, Code Enforcement Officers, and staff assigned to the division; select, train and evaluate assigned employees in the areas of work methods, techniques, and customer service; verify the investigative and inspection work of employees for accuracy, proper work methods, techniques, record keeping, tracking and compliance with applicable standards and specifications.

Develop, supervise, train, evaluate and coordinate the department's Fire Prevention Code Enforcement divisions, and staff assigned to the divisions; develop, monitor and coordinate the department's fire prevention and code enforcement programs promoting community risk reduction programs by identifying existing and potential fire hazards, building code violations, neighborhood degradation in the community, and effectively implement prevention, mitigation, and enforcement to mitigate hazards; inspect commercial and industrial buildings, schools, and other related structures and facilities for compliance and safety; review building plans for conformance with fire protection laws, building codes, and regulations, and for possible fire and building code hazards and violations; investigate complaints from private citizens and other city departments relating to fire, building code violations, and safety hazards; provide technical advice regarding the installation and maintenance of fire prevention equipment; trains fire and code enforcement department personnel on inspection procedures and problems; promote public relations through community risk reduction programs;

meet with industrial and business representatives to promote cooperation and provide information regarding codes and standards; make presentations and participates in promotional events, demonstrations including fire and life safety programs, building codes and vegetation management; confer with the Fire Chief regarding overall departmental fire prevention, code enforcement, vegetation management, and inspection programs; administer restaurant interceptor

program; maintain required records and prepare reports; issue correction notices and citations; prepare public education programs on safety.

Participate in the development and implementation of program goals, objectives, policies, and priorities for assigned area; identify needs; interpret, recommend and implement policies and procedures.

Participate in the development, preparation, and monitoring of the budget for assigned area of responsibility; forecast funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approval of expenditures; recommend adjustments as necessary.

Develop, coordinate, and establish community risk reduction plans for fire prevention and code enforcement services, programs, and activities.

Responsible for recovering costs for inspection services, plan reviews, and fire permits required by the California Fire Code or other regulations and investigations.

Respond to and resolve difficult and sensitive customer requests, complaints, and inquiries. Ensure compliance with appropriate laws, codes, and regulations.

QUALIFICATION GUIDELINES

Knowledge of:

Principles, practices and procedures in fire prevention, code enforcement and vegetation management;; fire protection and life safety systems; technical fire protection and inspection practices and procedures; federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility; California Building Code requirements as they pertain to fire safety and building codes, building construction, national fire safety and prevention standards; principles and practices of budgeting, purchasing, and maintenance of public records; research methods and analysis techniques; principles and practices of effective management and supervision; City personnel policies and labor contract provisions; principles and practices of sound business communications; safe work practices and safety equipment related to the work; operate a personal computer and software applications related to the work.

Skills/Abilities:

Research, analyze, report writing, and make sound recommendations on complex management and administrative issues; understand, interpret, explain and apply City policy and procedures governing assigned areas of responsibility; represent the City effectively in negotiations; develop and implement appropriate procedures and controls, tracking and record keeping systems; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of City management, other government officials, contractors, vendors, employees and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Education and Experience:

A Bachelor's degree in Fire Science, Public or Business Administration, or closely related field from an accredited college or university and five years of progressively responsible professional experience in fire prevention, code enforcement or fire protection system plan review, inspection and enforcement with two (2) years in a supervisory capacity; or an equivalent combination of training and experience is required. Two years of supervisory experience in fire prevention is desirable.

Licenses and Certificates:

Possession of a valid California Class 'C' driver's license and completion of POST certification in P.C. 832 Arrest and Firearms is required.

Certificates from California State Fire Marshal (CSFM):

Option A: CSFM Fire Inspector II (or Fire Inspector 2A, 2B, 2C, & 2D course certificates)

Option B: CSFM Fire Inspector I Certificate (or Fire Prevention Officer Certificate)

Option C: CSFM Plan Examiner Certificate (or Plan Examiner 1A, 1B, and 1C course certificates).

Physical Requirements:

Ability to sit, stand, walk run, kneel, stoop, crawl, twist, climb and lift 50 pounds; exposure to cold, heat, noise, inclement weather, confined work space, chemicals, explosive materials, mechanical and electrical hazards; ability to drive to different sites and locations.

FLSA: Exempt

Union Affiliation: Mid-Management Association

APPROVED BY PERSONNEL BOARD _____

ATTACHMENT 2
Fire Marshal Salary Survey

	A	B	C	D	E	F	G	H
1	2019 FIRE MARSHAL SALARY SURVEY							
2	Agency	Position	Civilian	Code Enf Program	Hazardous Materials Program	Vegetation Mgmt Program	Monthly Salary Range	Annual Salary
3	Arcadia	FM	Y	N	N	N	8,531 - 10,652	
4	Corona	FM	Y	N	N	Y	8,596 - 10,494	
5	Pasadena	DFC/FM	N	N	Y	N		176,919.81 - 221,149.55
6	Glendale	FM	Y	N	Y	Y	9,546.08 - 13,886.42	
7	Burbank	FM	N	N	Y	Y	10,056.68 - 13,895.18	
8	Montebello	FM	N	N	Y	Y	8,347 - 10,146	
9								
10								
11	Arcadia	FM	Y	N	N	N	8,531 - 10,652	
12	Corona	FM	Y	N	N	Y	8,596 - 10,494	
13								
14	Average non-safety						\$8,564 - \$10,573	
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								



Personnel Board Staff Report

DATE: April 10, 2019

AGENDA ITEM NO: 5-C

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Update and reclassify the Recreation Superintendent class specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended request to update and reclassify the Recreation Superintendent class specification; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

The Recreation Superintendent position in the Recreation and Community Services Department has evolved over the years. The current class specification, last modified 19 years ago, does not accurately represent the position. The duties of the Recreation Superintendent has absorbed additional duties from positions that were eliminated during the recession and has taken on new responsibilities as the field continues to evolve and change.

This position oversees fourteen full-time staff and during peak programming months (May-August) there is an average of 100 part-time employees. There are thirteen park sites, two swimming pools, eight ball fields, two gymnasiums, eleven (reservation based) picnic shelters, senior center, transportation (Dial-A-Ride) program, day care facility, and seven reservation facilities. The Department requires adequate supervision and monitoring to maintain training and safety standards to provide the highest quality programming for the community.

It is recommended that the Recreation Superintendent class specification in the Recreation and Community Services Department be updated and reclassified to Recreation Manager.

BACKGROUND:

The Recreation Superintendent position reports to the Director of Recreation and Community Services. One of the primary duties of a Recreation Superintendent position, according to its class specifications, includes planning, developing, organizing and directing the coordination of recreational services in the Recreation and Community Services Department including cultural and recreation activities for participants in all age groups and with a wide range of abilities. Examples are: traditional after school and summer playground programs, aquatics, adult leagues and recreational classes. Since the classification approval 19 years ago, the position has evolved and includes duties

such as managing and supervising all Recreation facilities, Aquatics centers, Senior Services, Senior/Disabled transportation, media productions, special events, and contract recreational activities and much more which is referenced in Attachment 1.

In addition to the above duties, the Recreation Superintendent was assigned the oversight and management of the Langley Senior Center in FY 2018-19 and with this approved reclassification, this position will be clearly designated the second-in-command of the Department in the proposed 2019-2020 proposed budget (see organization chart changes in Attachment 3).

The Recreation Manager position would act in the absence of the Director of Recreation and Community Services, and therefore, must have the knowledge and ability to carry out the duties normally performed by the Director of Recreation and Community Services. The Director of Recreation and Community Services position is part of the Executive Management team. The proposed Recreation Manager position will be represented by the City's Mid-Management Association, which is the same bargaining unit as the Recreation Superintendent position.

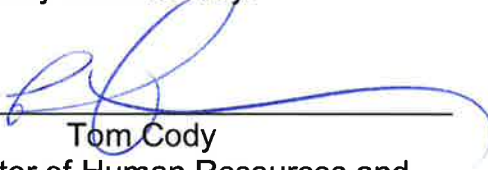
FISCAL IMPACT:

A survey was conducted of surrounding, comparable cities. Six of the cities surveyed use the classification of Deputy Director or Manager which performs duties similar to those described above and at a comparable level of responsibility of the proposed Recreation Manager. The job descriptions of these cities were reviewed to ensure that they were compatible with duties and level of responsibility with the proposed City's classification. The average salary range of the Recreation Management positions of seven cities surveyed is \$8,201 to \$10,286.

The monthly salary range of the current Recreation Superintendent classification is \$6,558-\$8,389. It is recommended that the monthly salary range of the Recreation Manager be set at a salary range comparable to other positions similar in the Recreation field and the salary is to be commensurate with the duties and the level of responsibility of the position.

Therefore, it is recommended that the Recreation Manager class specification be approved and the Recreation Superintendent position in the Recreation and Community Services Department be reclassified.

Respectfully submitted by:



Tom Cody
Director of Human Resources and
Risk Management

ATTACHMENTS:

1. City of Monterey Park – Proposed Recreation Manager Class Specification
2. Recreation Manager Salary Survey
3. Organizational Chart(s)

ATTACHMENT 1
City of Monterey Park – Recreation Manager
Specification

RECREATION ~~SUPERINTENDENT~~ MANAGERDEFINITION

Under direction from the Director of Recreation and ~~ParksCommunity Services~~, plans, organizes, and coordinates the ~~public~~-recreation programs, activities, and special events for the City of Monterey Park, and performs related duties as required.

REPPRESENTATIVE DUTIES

Duties include, but are not limited to the following:

Plans, develops, organizes and directs the coordination of recreational services in the Recreation and ~~ParksCommunity Services~~ Department including cultural and recreation activities for participants in all age groups and with a wide range of abilities. Examples are: ~~traditional after school and summer playground programs,~~ aquatics, adult leagues, child care programs, senior center activities and services including transportation, sport field allocation, facility reservations, citywide special events, media productions and recreational classes.

~~Directs the reservations of all recreational facilities in the Recreation and Parks Department including community centers, gymnasiums, amphitheaters, clubhouses, picnic rental areas and ball fields.~~

~~Establishes, implements and manages a fully licensed day care facility on a year-round basis for school age children, including two additional sites during the summer.~~

Participates in the development and implementation of goals, objectives, policies and priorities for ~~assigned program~~the department; recommends, within departmental policy, appropriate service and staffing levels, recommends and administers policies and procedures.

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement and reviews them with the Director; implements improvements.

~~Selects, Supervises,~~ trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; administers and implements disciplinary actions.

Plans, directs, coordinates and reviews work plans; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Manages and participates in the development and administration of the ~~Division's-Department's~~ annual budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary.

Prepares or directs the preparation of news releases and public brochures concerning recreation and cultural activities; maintains adequate inventories of program supplies and equipment;

Attends meetings and assists in providing staff support to City Commissions and City Council including the preparation and presentation of staff reports; meets with various professional and community groups to promote cultural and recreational activities.;

Develop and implement departmental publicity and marketing strategies; write and distribute flyers, brochures, and informational materials on recreational programs.

Establishes positive working relationships with representatives of community organizations, state/local agencies, staff, and the public.

Manages and supervises all Recreation facilities, Aquatics centers, Senior Services, Senior/Disabled transportation program, Media productions, special events, and contract recreational activities.

Plans, directs, coordinates and reviews all City special events; meets with volunteer event committees; assigns work activities and manages all related contracts and services.

Prepares, manages and participates in the planning and administration of Capital Improvement Projects.

Prepares and participates in the preparation of applications for State or Federal funds or grants and grant administration, manages grants and the work of contractors to the City; prepares and presents progress and status reports on projects; and writes staff reports.

Plans, directs, and coordinates Community Beautification projects, including but not limited to park clean up days, Electrical Box works of arts and community art contests.

Manages and supervises the coordination and development of the City's monthly publication, the Cascades and television channel MPK-TV.

May be assigned to represent the Department Director in their absence.

QUALIFICATIONS GUIDELINES

Education and Experience

Any combination of education and experience that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: a Bachelor's degree in Recreation, Public Administration or related field and two years increasingly responsible professional experience in administering recreational programs in a supervisory capacity.

Knowledge, Skills and Abilities

Considerable knowledge of: the theories, principles, practices and programs of public recreation planning and programming, and community center operations and management; supervisory principles, practices and methods; basic administrative, budgetary and personnel management

principles as practiced in public agencies; methods for identifying community recreation needs; and public relations techniques.

Ability to analyze situations and adopt an effective course of action; establish and maintain cooperative working relationships with community groups, organizations, school districts, boards and commissions and other employees; communicate effectively both orally and in writing; prepare and present concise written and oral reports; plan, promote and implement recreation programs; analyze situations and effectively resolve them through the application of City and departmental policies; deal constructively with conflict and develop effective resolutions; supervise, motivate, train and develop assigned staff .

LICENSES AND CERTIFICATES

Possession of or ability to obtain a valid California motor vehicle operator's license and a satisfactory driving record are required at the time of appointment and as a continuing condition of employment.

| ~~APPROVED BY THE PERSONNEL BOARD: April 12, 2000~~

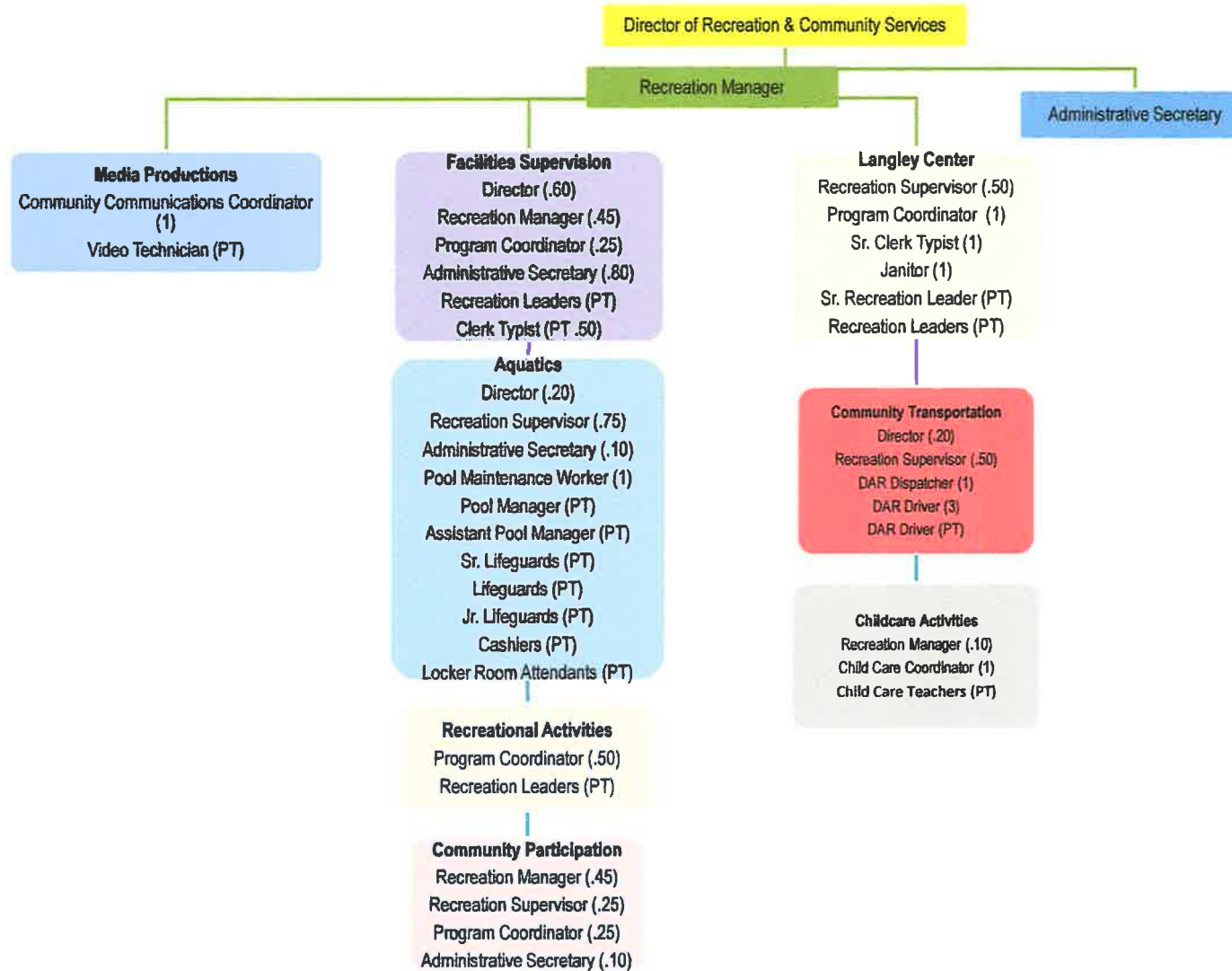
ATTACHMENT 2
Recreation Manager Salary Survey

City	Position Title	Low	High
Alhambra	Deputy Director of Parks & Recreation	\$7,696.00	\$10,019.00
Arcadia	Assistant Director of Recreation and Community Services	\$8,117.00	\$10,139.00
Monrovia	Recreation Manager	\$8,891.00	\$11,915.00
San Gabriel	Community Services Manager	\$7,682.00	\$9,337.00
Covina	Parks and Recreation Manager	\$7,269.00	\$9,515.00
Pico Rivera	Senior Manager	\$9,128.00	\$10,586.00
Lynwood	Deputy Director of Recreation & Community Services	\$8,624.00	\$10,489.00
Average		\$8,201.00	\$10,285.71
Monterey Park	Recreation Superintendent	\$6,558.00	\$8,389.00
Proposed	Recreation Manager	\$8,201.00	\$10,286.00

ATTACHMENT 3
Organizational Chart(s)

City of Monterey Park

Recreation and Community Services



Recreation / Community Services Department

