

PERSONNEL BOARD OF MONTEREY PARK AGENDA

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

Wednesday
October 9, 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 August 14, 2019 meeting; and
- (2) Take such additional, related, action that may be desirable.

2-B. Approval of Minutes

It is recommended that the Personnel Board:

- (1) Approve minutes from the May 8, 2019 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. Request for Approval of the Assistant City Manager and Assistant to the City Manager Class Specification

It is recommended that the Personnel Board:

- (1) Approve the recommended request to create an Assistant City Manager and Assistant to the City Manager class specification; and
- (2) Take such additional, related, action that may be desirable.

5-B. Personnel Board Applicant Introduction

It is recommended that the Personnel Board:

- (1) Meet a new possible Personnel Board member - Discussion Only; and
- (2) Take such additional, related, action that may be desirable.

5-C. 2019 Personnel Board Attendance Record

It is recommended that the Personnel Board:

- (1) Review the 2019 Personnel Board Attendance Record; and
- (2) Take such additional, related, action that may be desirable.

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

ADJOURN



Personnel Board Staff Report

DATE: October 9, 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 August 14, 2019; 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. August 14, 2019 Regular Meeting Minutes

ATTACHMENT 1

August 14, 2019 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
AUGUST 14, 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, August 14, 2019 at 7:00 p.m.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:07 p.m.

FLAG SALUTE:

Chairperson Harvey Chin led the flag salute.

ROLL CALL:

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

Board Members Present: Harvey Chin, Liane Kwan, Greg Verbeck

Board Members Absent: Gustavo Reynoso

ALSO PRESENT: Director of Public Works Mark McAvoy

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

1. PRESENTATION

None.

2. CONSENT CALENDAR

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the May 8, 2019 minutes. The minutes were not approved due to the lack of a quorum. One of the three members present was not in attendance at the May 8, 2019 Personnel Board Meeting to approve the minutes.

3. PUBLIC HEARING

None.

4. OLD BUSINESS

None.

5. NEW BUSINESS

5A. UPDATE THE PUBLIC WORKS MAINTENANCE MANAGER CLASS SPECIFICATION

Discussion: Staff reviewed the existing class specification for the Public Works Maintenance Manager position and is recommending that the proposed changes to the class specification be approved.

It is recommended that the Public Works Maintenance Manager class specification be updated and reclassified to Public Works Manager.

Action Taken: The Personnel Board approved the recommended request to update and reclassify the Public Works Maintenance Manager class specification.

Motion: Board Member Liane Kwan moved to approve the class specification revision of the Public Works Maintenance Manager and Board Member Harvey Chin seconded, motion carried by the following vote:

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

5B. 2019 PERSONNEL BOARD ATTENDANCE RECORD

The Personnel Board reviewed the 2019 attendance record.

Action Taken: Received and file.

6. PERSONNEL BOARD COMMUNICATIONS AND MATTERS

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:40 p.m.

Tom Cody
Director of Human Resources & Risk Management



Personnel Board Staff Report

DATE: October 9, 2019

AGENDA ITEM NO: 2-B

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 May 8, 2019; 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 dark ink, appearing to read "Tom Cody", is written over a horizontal line.

Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. May 8, 2019 Regular Meeting Minutes

ATTACHMENT 1

May 8, 2019 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
MAY 8, 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, May 8, 2019 at 7:00 p.m.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:00 p.m.

FLAG SALUTE:

Chairperson Greg Verbeck led the flag salute.

ROLL CALL:

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

Board Members Present: Harvey Chin, Gustavo Reynoso, Greg Verbeck

Board Members Absent: Liane Kwan

ALSO PRESENT: Fire Chief Scott Haberle, Director of Public Works Mark McAvoy and Water Utility Manager Richard Gonzales

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

1. PRESENTATION

None.

2. CONSENT CALENDAR

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the April 10, 2019 minutes. The minutes have been approved as presented.

Motion: Board Member Gustavo Reynoso moved to approve the April 10, 2019 minutes and Board Member Harvey Chin seconded, motion carried by the following vote:

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

3. **PUBLIC HEARING**

None.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

5A. **UPDATE AND RECLASSIFY THE DEPUTY FIRE MARSHAL CLASS SPECIFICATION**

Discussion: 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.

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

Motion: Board Member Gustavo Reynoso moved to approve the update and reclassify the Deputy Fire Marshal class specification and Board Member Harvey Chin seconded, motion carried by the following vote:

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

5B. **UPDATE THE WATER UTILITY MAINTENANCE WORKER CLASS SPECIFICATION**

Discussion: Staff reviewed the existing class specifications for the Water Utility Maintenance Worker position and noticed it was outdated. It is recommended that the proposed changes to the Water Utility Maintenance Worker class specification be approved.

Action Taken: The Personnel Board approved the recommended changes to the Water Utility Maintenance Worker class specifications.

Motion: Board Member Harvey Chin moved to approve the changes to the Water Utility Maintenance Worker class specification and Board Member Gustavo Reynoso seconded, motion carried by the following vote:

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

5C. ANNUAL RESIDENCY VERIFICATION FOR CONTINUING SERVICE WITH RESPECTIVE COMMISSION

The Personnel Board reviewed, signed and submitted the Annual Residency Verification Form for continuing service with respective commission.

Action Taken: Received, signed and file.

5D. 2019 PERSONNEL BOARD ATTENDANCE RECORD

The Personnel Board reviewed the 2019 attendance record.

Action Taken: Received and file.

6. PERSONNEL BOARD COMMUNICATIONS AND MATTERS

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:46 p.m.

Tom Cody
Director of Human Resources & Risk Management



Personnel Board Staff Report

DATE: October 9, 2019

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board
FROM: Ron Bow, City Manager
SUBJECT: Request for Approval of the Assistant City Manager and Assistant to the City Manager Class Specifications

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended request to create an Assistant City Manager and Assistant to the City Manager class specification; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

As part of this year's 2019/2020 fiscal year budget, the City Council authorized the addition of an Assistant City Manager position for the City Manager's Office. The City Council determined that it was in the best interest of the organization to add an executive position in the City Manager's Office to assist the City Manager with the operations and organizational effectiveness of the City.

At the same meeting, one of the council members suggested looking into an Assistant to the City Manager position. The City Manager wanted to create a class specification for the Assistant to the City Manager position for a possible future staffing.

It is recommended that the Assistant City Manager and the Assistant to the City Manager position class specification be approved.

BACKGROUND:

The staffing for the City Manager's Office for almost the past decade has consisted of two (2) staff members, the City Manager and a Secretary to the City Manager. In comparison to thirteen (13) other San Gabriel Valley cities, in similar size or smaller, the full time staffing for the City Manager's Office averaged approximately four and a half (4½) staff members (see attachment 2). For example, two (2) of our full service neighboring cities, Alhambra and San Gabriel, have City Manager staffing levels of six (6) and four (4) staff members respectively. The City of Rosemead, a contract city with only fifty eight (58) full time staff members' city wide has a staff level of four (4) for their City Manager's Office. By comparison, the City of Monterey Park City Manager's Office has had a staff level of two (2), since the economic downturn in 2009-2010.

In the current 2019/2020 fiscal year, the City restructured the Community and Economic Development Department and the Economic Development division was assigned to the City Manager's Office. However, the Economic Development division provides minimal support to the City Manager's Office.

Under the direction of the City Manager, the Assistant City Manager shall assist the City Manager in administering, coordinating and directing citywide programs and departmental activities and operations. The position will relieve the City Manager of some day-to-day duties associated with municipal operations and may supervise and oversee operating departments. Additionally, the position will actively promote effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and the sharing of resources. The Assistant City Manager will provide responsible staff assistance to the City Manager and as directed, to the City Council, while conducting special projects and providing guidance in the preparation of new or revised policies and procedures. The position will perform responsible and complex administrative work including assisting with the annual budget formation. In addition, to being an internal liaison between departments, the position will have heavy constituent interaction and will serve as an external liaison to other agencies and many community organizations. In the absence of the City Manager, the Assistant City Manager will serve in that capacity.

Under the direction of the City Manager (and the Assistant City Manager), the Assistant to the City Manager shall assist the City Manager in performing a variety of complex and confidential professional administrative and analytic work in support of managerial functions by providing professional administrative assistance and/or coordinating administrative activities. This class is distinguishable from the next higher classification of Assistant City Manager. The Assistant to the City Manager will provide responsible staff assistance to the City Manager and as directed, to the City Council, while conducting special projects and providing guidance in the preparation of new or revised policies and procedures. The position will perform responsible and complex administrative work including develop and administer the City Manager and City Council department budgets and assigned sections of the general City budget. In addition, this position will be an internal liaison between departments and will serve as an external liaison to other agencies and many community organizations. In the absence of the Assistant City Manager, the Assistant to the City Manager will serve in that capacity.

FISCAL IMPACT:

The Assistant City Manager position will be classified as an exempt and at-will executive position. The salary range will be \$146,000 - \$190,000. The funding for this position was allocated as part of the FY 2019/2020 City Budget.

The Assistant to the City Manager position will be classified as a confidential position. The salary range will be \$95,000 - \$120,000.

Respectfully submitted by:



Ron Bow
City Manager

ATTACHMENTS:

1. City of Monterey Park – Assistant City Manager Class Specification
2. Assistant City Manager Salary Survey
3. City of Monterey Park – Assistant to the City Manager Class Specification
4. Assistant to the City Manager Salary Survey
5. Survey of City Manager's Office Staffing Levels

ATTACHMENT 1
City of Monterey Park - Assistant City Manager
Class Specification

ASSISTANT CITY MANAGER

DEFINITION

Under the general direction of the City Manager, the Assistant City Manager assists the City Manager in administering, coordinating and directing citywide program and departmental activities, and operations; will relieve the City Manager of day-to-day duties associated with municipal operations and as directed may supervise and oversee operating departments, promote effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; provide responsible staff assistance to the City Manager and as directed, to the City Council; conducts special projects and provides guidance in the preparation of new or revised policies and procedures having citywide impact; performs responsible and complex administrative work; serves as liaison to departments and other agencies and the community; directs or conducts special surveys; serves as acting City Manager as required; performs other related duties as required.

REPRESENTATIVE DUTIES

- Assists and participates in the development and implementation of goals, objectives, policies, and priorities for citywide government and the City Manager's Office; coordinates work plans; reviews agenda reports.
- Supervises and/or conducts studies, surveys, and the collection of information on special projects, difficult operation and administrative problems; analyzes findings and prepares reports of practical solutions for review by the City Manager; manages the administration and implementation of special projects and develops community coalitions.
- Assist the City Manager in the coordination and preparation of the annual and Capital Improvement budget, funding mechanisms, and budget control activities; makes recommendations on and administers grants and other funding programs.
- Analyzes, interprets and applies policies and procedures within assigned areas and for the City government as a whole; provides policy interpretation to the public.
- Responds to resident complaints and requests for information that cannot be handled at lower staff levels; makes recommendation on service improvements and problem resolution.
- Coordinates the assigned activities of the City Manager's Office with City departments and divisions and with outside agencies; assists in the installation of new programs and procedures.
- Assists and advises the City Manager and as directed, the City Council; relieves the City Manager of administrative detail; may serve as supervisor to operating departments;

serves as Acting City Manager and Acting Director of the Redevelopment Successor Agency as assigned.

- Assists the City Manager in establishing positive working relationships with representatives of community organizations, state/local agencies, legislators and associations, City management and staff, and the public.
- Supervises City Manager's administrative staff in the analysis of pending local, state and federal legislation and their impact on the City and proposing alternative language that would meet the goals and objectives of the City.
- Supervises City Manager's administrative staff in the coordination of internal and external communications to the public and media, using various forms of social media and cable television.
- Functions as a member of the City's management team and participates actively in addressing issues of concern to the City, which at times may not have a direct impact on area of specialization.
- Represents the City at professional meetings in the absence of the City Manager or as required.
- May be exposed to confidential and privileged information during the course of duties, which should be maintained as such.
- Performs other related duties as required.

QUALIFICATIONS GUIDELINES

Education/Experience

A minimum of six years of relevant municipal government experience in an increasingly responsible management position including four years in a supervisory capacity. Graduation from an accredited four-year college or university with a Bachelor's Degree in Public Administration, Business Administration, Industrial Relations, Finance or a closely related field is required. Master's degree is highly desirable.

Knowledge, Skills and Abilities

Knowledge of modern principles, practices, and techniques of public administration; applicable Federal, State, and local laws, codes, and regulations; principles and practices of budget development and administration; research methodology, including statistical and financial analysis, and report preparation; City government and intergovernmental relationships; principles of personnel management and public administration; methods and techniques of supervision, training and motivation

Skill to operate an office computer and variety of word processing and software application

Ability to establish and maintain effective relationships with staff, other departments, City Council and the public; assist the City Manager in managing overall City operations; deal constructively with conflict and develop effective resolutions; research, collect, and analyze information related to City administration; provide supervision, training and conduct evaluations for staff; exercise sound, independent judgment within general policy guidelines; communicate effectively orally and in writing

Licenses

Possession of a Class C California driver's license and a satisfactory driving record.

ANTICIPATED APPROVAL BY PERSONNEL BOARD: OCTOBER 9, 2019

ATTACHMENT 2
Assistant City Manager Salary
Survey

ASSISTANT CITY MANAGER SALARY SURVEY

		ACM 4-19
		Range
Alhambra	ACM	\$153K - \$202K
Arcadia	ACM/Develop. Sevices Dir.	\$156K - \$195K
Azusa		N/A
Baldwin Park		N/A
Covina	ACM	\$140K - \$182K
Glendora		N/A
Montebello		N/A
Pomona		N/A
Rosemead	ACM	\$130K - \$179K
San Gabriel	ACM	\$156K - \$186K
Walnut (2)	ACM/Dev Ser, ACM Comm Ser	\$130K - \$179K
West Covina	ACM	\$135K - \$183K
Whittier	ACM	\$155K - \$193K
Average range		\$144K - \$187K

Lowest		\$179K
Highest		\$202K
Average high		\$188K

Monterey Park- Set by Council		\$146K - \$190K
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ATTACHMENT 3
**City of Monterey Park - Assistant to the City
Manager Class Specification**

ASSISTANT TO THE CITY MANAGER

DEFINITION

Under the general direction of the City Manager, the Assistant to the City Manager assists the City Manager and will provide complex, confidential, and analytical assistance; manages and coordinates administrative activities for the City Manager and as directed, the City Council; administer contracts on behalf of the City Manager's Office and performs related tasks within areas of assignment; performs other related duties as required.

REPRESENTATIVE DUTIES

- Oversee assigned programs and administrative support functions and provide professional administrative and analytical assistance to the City Manager regarding Citywide Pro programs, issues, goals and objectives, and/or operations; ensure materials are accurate, complete, and in compliance with City standards, policies, and procedures.
- Monitor and maintain compliance with pertinent federal, state, and local laws, codes, regulations, and ordinances; assist in implementing procedures to ensure compliance with applicable laws and regulations.
- Collect, compile, and analyze information from various sources on a variety of topics, including proposed legislation; prepare comprehensive reports to present and interpret data; identify alternatives and make and justify recommendations.
- Collaborate with City departments and other staff as assigned with project assignments; assist in ensuring timelines and given budgets are met.
- Develop and administer the City Manager and City Council department budgets and assign portions of the general City budget.
- Investigate, resolve and/or facilitate the resolution of problems encountered by residents and business owners.
- As assigned, represent the City in relations with the community, meetings, advisory committees, authorities, other local, City, county, state, and federal agencies, and professional organizations; serve on committees as assigned; coordinate special events.
- Initiate and write press releases, public service announcements, articles, speeches and more related to City activities, programs and policies; determine methods of presentation and distribution.
- Explain and interpret City regulations and policies to employees, the public, and outside agencies.

- Respond to emergency and problem situations with tact and diplomacy.
- Performs other related duties as required.

QUALIFICATIONS GUIDELINES

Education/Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for successful job performance. A bachelor's degree from an accredited college or university with major coursework in public or business administration, or a related field and four (4) years of increasingly responsible professional administrative and analytical experience in municipal government. A Masters degree in public administration or a related field is highly desirable.

Knowledge, Skills and Abilities

Knowledge of advanced principles and practice of municipal government, including budget preparation and administration; organizational and management practice; analysis, evaluation, development, and implementation of programs, policies, and procedures; pertinent federal, state, and local laws, codes, and regulations; grant administration; research and report methods, techniques, and procedures; modern office procedures, methods, and computer software and hardware; spelling, grammar and punctuation; time management and meeting deadlines; record keeping, report writing and information gathering.

Ability to perform responsible, difficult, and confidential administrative work involving the use of their independent judgment and personal initiative, with minimal supervision and direction; effectively administer, prioritize, and manage a variety of departmental and Citywide programs, activities, and special assignments; develop and administer budgets; interpret and apply federal, state, City and departmental laws, policies, procedures and regulations; identify and analyze problems, identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals; initiate, prepare, and distribute effective public education materials; develop and implement public education programs; evaluate and develop improvements in operations, procedures, policies, and methods; understand the organization and operation of the City, the City Council, the City Manager's Office, all departments, and outside agencies; establish and maintain positive working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

Licenses

Possession of a Class C California driver's license and a satisfactory driving record.

ANTICIPATED APPROVAL BY PERSONNEL BOARD: OCTOBER 9, 2019

ATTACHMENT 4
Assistant to the City Manager
Salary Survey

ASSISTANT TO CITY MANAGER SALARY SURVEY

		<u>MONTHLY</u> <u>LOW</u>	<u>MONTHLY</u> <u>HIGH</u>	<u>YEARLY</u> <u>LOW</u>	<u>YEARLY</u> <u>HIGH</u>
Alhambra		8,004	10,420	96,047	125,035
Arcadia		8,117	10,139	97,404	121,668
Covina		7,199	9,423	86,391	113,077
Glendora		6,891	8,376	82,689	100,509
La Habra		8,525	10,647	102,301	127,760
Lynwood		7,857	9,346	94,282	112,154
Walnut		7,267	9,275	87,204	111,300
West Covina		6,458	8,719	77,496	104,628
Whittier		7,914	9,893	94,968	118,716
Average range		7,581	9,582	90,976	114,983

Lowest		6,458	8,719	77,496	104,628
Highest		8,525	10,647	102,301	127,760
Average		7,492	9,683	89,899	116,194

Monterey Park- Approx.				95,000	120,000
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ATTACHMENT 5
Survey of City Manager's Office Staffing
Levels

Survey of City Manager's Office Staffing Levels

Alhambra

- 1 City Manager
- 2 Assistant City Manager
- 3 Secretary to the City Manager
- 4 Management Assistant
- 5 Clerical Assistant I
- 6 Environmental Resource Director

Arcadia

- 1 City Manager
- 2 Executive Assistant
- 3 Assistant to the City Manager
- 4 Assist. City Manager/Development Service Director
- 5 Communications & Marketing Specialist
- 6 -City Clerks
 - Chief's City Clerk
 - Deputy City Clerk
 - Records Legal Technician

Azusa

- 1 City Manager
- 2 Executive Assistant
- 3 Public Information Officer
- 4 Administrative Management Analyst

Baldwin Park

- 1 City Manager
- 2 Secretary of the City Manager
- 3 Chief Deputy City Clerk
- 4

Covina

- 1 City Manager
- 2 Assistant City Manager
- 3 Executive Assistant
- 4 Office Assistant PT

Glendora

- 1 City Manager
- 2 Executive Assistant
- 3 Assistant to the City Manager
- 4 Administrative Intern PT

Montebello

- 1 City Manager
- 2 Assistant to the City Manager
- 3 Office Manager
- 4 Administrative Secretary PT

Monterey Park

- 1 City Manager
- 2 Secretary to the City Manager
- 3 Economic Devel. Project Manager

Pomona

- 1 City Manager
- 2 Deputy City Manager
- 3 Administrative Assistant
- 4 Administrative Assistant II
- 5 Office Assistant I PT

Rosemead

- 1 City Manager
- 2 Assistant City Manager
- 3 Executive Assistant to the City Manager
- 4 Office Specialist

San Gabriel

- 1 City Manager
- 2 Assistant City Manager/HR Director
- 3 Executive Assistant
- 4 Public Information Officer

Walnut

- 1 City Manager
- 2 Director of Administrative Services
- 3 Senior Management Analyst
- 4 Administrative Assistant
- 5 Administrative Intern PT

West Covina

- 1 City Manager
- 2 Deputy City Manager
- 3 Executive Assistant to the City Manager
- 4 Administrative Assistant II

Whittier

- 1 City Manager
- 2 Assistant City Manager
- 3 Executive Assistant to the City Manager
- 4 Administrative Assistant
- 5 Contract Services Manager
- 6 Staff Assistant PT
- 7 Cable Coordinator PT



CITY OF MONTEREY PARK

320 West Newmark Ave.
Monterey Park, CA 91754
(626) 307-1362
www.montereypark.ca.gov

CITY CLERK OFFICE

2019 JUL 18 A 8:56

Application for Civic Service City Commissions/Boards/Committees

The Monterey Park City Council seeks citizens to serve on duly constituted Boards, Commissions, and Committees to assist and advise City Council on specific assigned matters. No citizen may serve on more than one standing Board, Commission, or Committee at one time. Applications will be kept on file for one (1) year from the date received. For certain boards, annual residency verification is required in accordance to MPMC 2.82. This is a public document and is subject to disclosure. Please return completed application and proof of residency (if required) to the City Clerk's office in person, by mail or email at mpclerk@montereypark.ca.gov.

Name Grace C. Yeh

Commission/Committee or Board on which you want to serve (You may list more than one)

- | | |
|--|--|
| 1) Personnel Board ☐ | 3) Community Participation Commission ☐ |
| 2) Economic Development Advisory Commission ☐ | 4) Planning Commission ☐ |

Home Address [REDACTED] City [REDACTED]

Zip Code [REDACTED] If resident of the City of Monterey Park, how long? [REDACTED]

E-Mail Address [REDACTED] Telephone [REDACTED]

Occupation Attorney

Business Name Law Offices of Grace C. Yeh

Business Address 704 Kingsford Street

Zip Code 91754 Telephone 626-715-0558

Have you ever been convicted of a felony? Yes ☐ No ☒

If so, please state the nature of offense, state and disposition on a separate sheet of paper. Convictions will not necessarily result in automatic disqualification, however, failure to give complete and accurate information may be grounds for rejection and/or removal from office.

Prior Community Involvement/Activities

I've been an extremely grateful participant in the various community events organized by the City of Monterey Park. I'm applying for a volunteer position on the boards/commissions listed above because I'd like to play a more active role supporting our wonderful City.

CITY OF MONTEREY PARK – Application for Civic Service
City Commissions/Boards/Committees

Name Grace C. Yeh

Provide a brief review of your background, qualifications, education and your interest in serving the City
Please see attachment.

References: List two.

Name

Address

Telephone

Name

Address

Telephone

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

I further acknowledge that information contained in this application is a public record and may be subject to disclosure and I may be required to file a Statement of Economic Interests Form (Form 700).

Signature

Date

July 18, 2019

For office use only

I certified that proof of residency was verified in accordance to MPMC 2.82. I declare under penalty of perjury that the forgoing is true and correct.

Proof of residency: Name:

Grace C. Yeh

Government Issued ID ☒

Utility Bill ☐

Voter Registration ☐

Other

Signature

Date

7/18/2019

Grace C. Yeh
Application for Civic Service City Commissions/Boards/Committees
Attachment

Background/Education ¹

I retired from Exxon Mobil Corporation in 2018 after working in the Law Department for over 30 years progressing through assignments, domestic and international, of increasing responsibility. Since then, I've established my one-person law practice in Monterey Park.

I graduated from the University of California, Berkeley with a Bachelor of Arts in Political Science and obtained my Juris Doctor from the University of California, Los Angeles. While working for ExxonMobil in Thousand Oaks, CA, I also earned my MBA from Cal Lutheran University.

Volunteer Experience

I'm a lawyer by training, but my passion is volunteering. I've actively volunteered in every community I've lived. Some of the more notable positions are as follows:

- President, Board of Directors, of the Torrance Cultural Arts Foundation (2012-2016)
- UCLA Alumni Representative, Board of Trustees, UniCamp (2012 – 2014)
- Member, YMCA Board of Directors; Board Development Committee; Major Gifts Campaign co-captain (2002 – 2013)
- Member, Board of Directors, Healthcare and Elder Law Programs (2005 – 2008)

I also love the arts, especially visual and performance arts. I volunteer as a Gallery Docent at the J. Paul Getty Museum, leading public tours of the permanent collection and special exhibitions (2006 – present). I have also produced 2 bilingual stage plays performed in English with Chinese subtitles projected onscreen in the background.

Qualifications/Interest in Serving the City

I feel blessed to be living in the City of Monterey Park. While my career and travels have taken me to destinations far and wide, there are very few places that can compete with our city as a place to live and thrive. In introducing our city to others, I tell people it has small town charm with big city convenience. I have frequently stopped by City Hall for one reason or another and overwhelmingly found the staff helpful and user friendly. Being a lawyer for one of the largest corporations, I've dealt with a myriad of human resources issues through the years. I hope to bring that skillset to the Personnel Commission if appointed.

¹ More information is available on my LinkedIn page: www.linkedin.com/in/gracecyeh

2019 PERSONNEL BOARD ATTENDANCE
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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Chin	Harvey	NM	P	NM	P	P	NM	NM	P	NM			
Kwan	Liane	NM	P	NM	P	A	NM	NM	P	NM			
Lemire	Pauline	NM	P	NM	-	-	-	-	-	-			
Reynoso	Gustavo	NM	P	NM	P	P	NM	NM	A	NM			
Verbeck	Greg	NM	P	NM	P	P	NM	NM	P	NM			

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy