PERSONNEL BOARD OF MONTEREY PARK
AGENDA

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

Wednesday
December 11, 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, Grace Yeh**

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

1-A. Oath of Office conducted by City Clerk Vincent Chang for new board members: Grace Yeh. Distribution of Commission Handbook and MOU Binder.

[2.] CONSENT CALENDAR

2-A. Approval of Minutes

It is recommended that the Personnel Board:

(1) Approve minutes from the October 9, 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. Update the Program Coordinator Class Specification

It is recommended that the Personnel Board:

(1) Approve the recommended request to update the Program Coordinator class specification; and

(2) Take such additional, related, action that may be desirable.

5-B. Vacancy and Recruitment Report

It is recommended that the Personnel Board:

(1) Review the Vacancy and Recruitment Report; and

(2) Take such additional, related, action that may be desirable.

5-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: December 11, 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 October 9, 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. October 9, 2019 Regular Meeting Minutes

ATTACHMENT 1

October 9, 2019 Regular Meeting Minutes

MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
OCTOBER 9, 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, October 9, 2019 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, Gustavo Reynoso, Greg Verbeck

Board Members Absent: None

ALSO PRESENT: Personnel Board Applicant Grace Yeh

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS
Submitted a revised staff report for the Assistant City Manager and Assistant to the City Manager position regarding change to the person who submitted the staff report from City Manager Ron Bow to Director of Human Resources & Risk Management Tom Cody. Tom Cody also requested that item 5B be heard before item 2A. Chairperson Greg Verbeck approved the agenda additions and changes.

ORAL AND WRITTEN COMMUNICATIONS

1. **PRESENTATION**
   None.

2. **CONSENT CALENDAR**

2A. APPROVAL OF MINUTES

This item was heard after item 5B.

Action Taken: The Personnel Board reviewed the August 14, 2019 minutes. The minutes have been approved as amended with a change to the Flag Salute portion to note the correct title of Harvey Chin, Board Member.

Motion: Board Member Liane Kwan moved to approve the August 14, 2019 minutes with the noted correction 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:	None
Abstain:	Board Members:	Reynoso

2B. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the May 8, 2019 minutes. The minutes have been approved as presented.

Motion: Board Member Harvey Chin moved to approve the May 8, 2019 minutes 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:	None
Abstain:	Board Members:	Kwan

3. PUBLIC HEARING

None.

4. OLD BUSINESS

None.

5. NEW BUSINESS

5A. REQUEST FOR APPROVAL OF THE ASSISTANT CITY MANAGER AND ASSISTANT TO THE CITY MANAGER CLASS SPECIFICATION

Discussion: 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.

Action Taken: The Personnel Board approved the recommended request to approve the Assistant City Manager and the Assistant to the City Manager class specification.

Motion: Board Member Gustavo Reynoso moved to approve the Assistant City Manager and the Assistant to the City Manager class specification and Board Member Harvey Chin seconded, motion carried by the following vote:

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

5B. PERSONNEL BOARD APPLICANT INTRODUCTION

Discussion: Director of Human Resources & Risk Management Tom Cody introduced Personnel Board Applicant Grace Yeh to the Personnel Board as a possible board member and the required steps she has taken to move forward in the process. Grace Yeh continued to introduce herself to the Personnel Board and answered any questions the board may have had. Tom Cody planned to introduce Grace Yeh to the City Council for approval.

This item was heard before item 2A.

Action Taken: Discussion only, no action taken.

5C. 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: December 11, 2019

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board

FROM: Inez Alvarez, Director of Recreation & Community Services
Tom Cody, Director of Human Resources and Risk Management

SUBJECT: Update the Program Coordinator Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

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

EXECUTIVE SUMMARY:

The Program Coordinator classification in the Recreation and Community Services Department has not been updated since 2010. There have been a few changes to the representative duties and licenses and certifications since then. The Recreation and Community Services Department would like to propose the recommended changes to the Program Coordinator classification.

It is recommended that the Program Coordinator class specification in the Recreation and Community Services Department be updated.

BACKGROUND:

The Program Coordinator reports to a Recreation Supervisor and coordinates activities, programs, and special events. This position also develops event publicity; maintains close contact with school officials, agencies and non-profit organizations having related responsibilities for program coordination; manages facility coordination; recommends the purchase of necessary equipment and supplies; maintains and reports needed repairs/conditions; coordinates agreements and facilities for contract classes; recruits, schedules and supervises full and part-time staff and volunteers; maintains records and develops reports concerning new or on-going programs, and other duties as assigned.

The Program Coordinator position requires any combination of education and experience that is equivalent to experience and education that could likely provide the required knowledge, skills and abilities to perform all required responsibilities. A typical way to obtain the knowledge and abilities would be two (2) years of experience in facility management, program planning, community relations, and the equivalent to graduation from high school, supplemented with college courses in recreation. A Bachelor's

Degree in Recreation, Physical Education, Public Administration, Sociology or a related field is highly desirable.

Currently the class specification requires possession of a valid California driver's license and satisfactory driving record; cardiopulmonary resuscitation (CPR), First Aid and Water Safety Instructor (WSI) certificates at the time of appointment and as continuing conditions of employment.

Typically, the Program Coordinator position would not require a Water Safety Instructor certification unless the Program Coordinator is assigned to oversee aquatics programs and activities. In addition, CPR and First Aid certifications would need to be obtained within the first six (6) months of employment and as continuing conditions of employment.

Staff recommends adjusting the language in the class specification to adequately reflect the certifications and licenses requirements. The revised class specification is attached with recommended language.

FISCAL IMPACT:

There will be no fiscal impact because the salary range would remain the same.

Respectfully submitted by:

Tom Cody
Director of Human Resources and
Risk Management

Prepared by:

Inez Alvarez
Director of Recreation and
Community Services

ATTACHMENTS:

1. City of Monterey Park – Program Coordinator Class Specification

ATTACHMENT 1

City of Monterey Park – Program Coordinator
Class Specification

PROGRAM COORDINATOR

Under supervision, coordinates the activities and operations of a major facility; performs related duties as required.

REPRESENTATIVE DUTIES:

Organizes and conducts programs, activities, and special events; coordinates the development of events publicity; maintains close contact with school officials, agencies and non-profit organizations having related responsibilities for program implementations; manages facility coordination; negotiates agreements for use of facilities; recommends the purchase of necessary equipment and supplies; maintains and reports needed repairs/ conditions; coordinates agreements and facilities for contract classes; schedules and supervises part-time staff, and volunteers~~, and contract personnel~~; maintains records and develops reports concerning new or on-going programs and program effectiveness.

ORGANIZATIONAL RESPONSIBILITIES

This class reports to ~~the~~ a Recreation ~~Superintendent or~~ Supervisor and supervises part-time staff and volunteers.

QUALIFICATIONS GUIDELINES

KNOWLEDGE OF:

Facility management techniques; procedures for implementing a variety of recreational and social services program activities; principles and techniques used in supervision and training; common recreational, cultural and social needs of the Monterey Park community.

SKILLS/ABILITIES:

Coordinates, organize, and implement recreation activities and specialized events; demonstrate knowledge of facility management techniques and organizational skills; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with public groups; schedule, supervise and evaluate part-time staff.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experiences and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Two years of experience in facility management, program planning, and community relations and equivalent to graduation from high

school supplemented with college courses in recreation. A Bachelor's Degree in Recreation, Public Administration, Sociology or a related field is highly desirable.

LICENSES/CERTIFICATIONS:

Possession of a valid California Driver's license~~;~~ and certification ~~to instruct~~in CPR~~,~~ ~~muli-media~~and first aid~~, and WSI~~ must be obtained within six (6) months of appointment and as a continuing condition of employment. A Water Safety Instructor (WSI) certificate is highly desirable.

Program Coordinator assigned to the Aquatics Division maybe required to obtain a Water Safety Instructor (WSI) certification within six (6) months of appointment and as a continuing condition of employment.

PHYSICAL EFFORTS:

Requires some physical effort including bending, stooping, climbing and lifting items weighing 20 – 100 lbs. Tasks are occasionally performed in inclement weather and in adverse conditions.

ANTICIPATED APPROVAL BY PERSONNEL BOARD: DECEMBER 11, 2019

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
City Manager's Office							
City Clerk							
Clerk Typist Resignation (1)							Pending recruitment.
Minutes Clerk Promotion (1)	~~Open~~	~~06/27/19~~	~~07/11/19 or first 35 qualified~~	~~N/A~~	~~N/A~~	~~08/01/19~~	Hired Henry Lu.
Human Resources							
Library							
Janitor Part-Time Resignation (1)	Open	11/26/19	12/20/19 or the first 30 qualified	N/A	N/A	TBD	Open 11/26/19. Close on 12/20/19 at 4:30 PM or upon receipt of 30 qualified applications.
Librarian (Children's Services) Promotion (1)	~~Open~~	~~09/11/19~~	~~10/04/19~~	~~N/A~~	~~N/A~~	~~11/14/19~~	Pending backgrounds.
Librarian Part-Time Budgeted (2)	~~Open~~	~~09/19/19~~	~~10/04/19 or first 40 qualified~~	~~N/A~~	~~N/A~~	~~11/19/19~~	Pending backgrounds.
Library Page Part-Time Resignation (1)	~~Open~~	~~09/19/19~~	~~10/04/19~~	~~10/15/19~~	~~N/A~~	~~10/28/19~~	Pending backgrounds.
Senior Librarian Promotion (1)	~~Open~~	~~06/13/19~~	~~07/05/19 or first 25 qualified~~	~~N/A~~	~~N/A~~	~~07/30/19~~	Promoted Kristin Olivarez.
Management Services							
Account Clerk Promotion (1)	Open	09/25/19	10/14/19 or first 50 qualified	11/20/19	N/A	01/09/20 (tentative)	Oral Board Interviews on 01/09/2020 (tentative).
Director of Management Services Pending Retirement (1)	~~Open~~	~~09/20/19~~	~~11/04/19~~	~~N/A~~	~~N/A~~	~~12/03/19~~	Pending City Manager interviews.
Senior Account Clerk Retirement (1)	~~Open~~	~~06/27/19~~	~~07/19/19 or first 50 qualified~~	~~08/15/19~~	~~N/A~~	~~09/04/19~~	Promoted Hsiaoling Cheng.
Senior Accountant Resignation (1)	~~Open~~	~~06/27/19~~	~~07/24/19 or first 35 qualified~~	~~09/12/19~~	~~N/A~~	~~10/28/19~~	Pending backgrounds.
Public Works							
Civil Engineering Assistant Budgeted (1)	Open	10/22/19	11/22/19 or first 25 qualified	N/A	N/A	12/10/19	Oral Board Interviews on 12/10/19.
Cross Connection Control Inspector Budgeted (1), Resignation (1)	Open	11/14/19	12/16/19 or first 25 qualified	N/A	N/A	TBD	Open 11/14/19. Close on 12/16/19 at 4:30 PM or upon receipt of 25 qualified applications.
Maintenance Worker Promotion (1), Retirement (1)	Open	09/10/19	09/30/19 or first 35 qualified	N/A	N/A	TBD	Pending testing dates.
Park Maintenance Worker Part-Time Transfer (1)	~~Open~~	~~08/16/19~~	~~08/30/19 or first 35 qualified~~	~~N/A~~	~~N/A~~	~~11/05/19~~	Pending backgrounds.
Public Works Manager Resignation (1)	~~Open~~	~~08/16/19~~	~~09/16/19 or first 25 qualified~~	~~N/A~~	~~N/A~~	~~10/01/19~~	Promoted Chris Reyes.

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
Recreation & Community Services							
Program Coordinator Resignation (1)	Open	11/26/19	12/13/19 or first 25 qualified	N/A	N/A	TBD	Open 11/26/19. Close on 12/13/19 at 4:30 PM or upon receipt of 25 qualified applications.
Police Department							
Animal Services Officer Part-Time Budgeted (1)	~~Open~~	~~08/16/19~~	~~09/30/19 or first 25 qualified~~	~~N/A~~	~~N/A~~	~~10/23/19~~	Pending backgrounds.
Community Service Officer (Parking Enforcement) Promotion (1)	~~Open~~	~~09/11/19~~	~~09/30/19 or first 25 qualified~~	~~N/A~~	~~N/A~~	~~12/05/19~~	Pending cert list.
Community Service Officer – Community Relations Bureau Part-Time Promotion (1), Transfer (1)	Open	11/26/19	12/13/19 or first 25 qualified	N/A	N/A	TBD	Open 11/26/19. Close on 12/13/19 at 4:30 PM or upon receipt of 25 qualified applications.
Jailer Termination (1)	Open	10/23/19	12/05/19 or first 50 qualified	TBD	N/A	TBD	Pending written exam testing date.
Police Captain Retirement (1)	Open	10/03/19	11/08/19	Assessment Center: 01/14/20 – 01/15/20 (tentative)			Assessment Center: 01/14/20 – 01/15/20 (tentative)
Police Clerk Promotion(1)	Open	09/27/19	10/15/19 or the first 50 qualified	TBD	N/A	TBD	Pending written exam testing date.
Police Clerk Part-Time Budgeted (1)	~~Open~~	~~08/16/19~~	~~09/06/19 or the first 25 qualified~~	~~N/A~~	~~N/A~~	~~09/25/19~~	Pending backgrounds.
Police Lieutenant	Promo	10/16/19	11/15/19	01/07/20	N/A	01/08/20	Written Exercise on 01/07/2020.
Police Officer Lateral Continuous	Open DTF	08/20/19	Continuous	N/A	N/A	TBD	Pending testing dates.
Police Officer Recruit Continuous	Open DTF	08/20/19	Continuous	~~NTN~~	~~11/12/19~~	~~11/12/19~~	Sent cert list to the department on 11/18/19.
Police Officer Recruit (Pre-Service) Continuous	Open DTF	08/20/19	Continuous	11/23/19	TBD	TBD	Pending testing dates.
Police Sergeant Pending Retirement (1)	Promo	10/23/19	11/22/19	12/11/19	N/A	01/23/20	Written Exam on 12/19/19.
School Crossing Guard Part-Time Resignation (1)	Open	11/19/19	Continuous	N/A	N/A	TBD	Open 11/19/19. Continuous recruitment.
Fire Department							
Firefighter Promotion (1), Resignation (4), Retirement (1)	Promo	09/25/19	10/02/19	N/A	N/A	10/11/19	Hired Cory Bancroft and Travis McGee. Promoted Adam Fox and David Lawson.

* Tentative Date
DTF = Difficult-to-Fill designation

2019 PERSONNEL BOARD ATTENDANCE

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

Legend		
	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy