

**PERSONNEL BOARD OF MONTEREY PARK
AGENDA**

REGULAR MEETING

**Wednesday
April 14, 2021
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.

PUBLIC PARTICIPATION

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed in the following ways:

Participants are encouraged to join the meeting 30 minutes before the start of the meeting.

Public comment will be accepted via email to humanresources@montereypark.ca.gov during the meeting, before the close of public comment, and read into record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (877) 853-5247 or (888) 788-0099 and entering Zoom meeting 991 3958 2220 then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter "*"9" then staff will be notified and you will be in rotation to make a public comment.

Important Disclaimer – When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants.

CALL TO ORDER

Chairperson

FLAG SALUTE

ROLL CALL

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 – None.**

[2.] **CONSENT CALENDAR**

2-A. Approval of Minutes

It is recommended that the Personnel Board:

- (1) Approve minutes from the October 14, 2020 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. Extension of the Water Distribution Lead Worker Eligibility List

It is recommended that the Personnel Board:

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

5-B. Extension of the Fire Division Chief Eligibility List

It is recommended that the Personnel Board:

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

5-C. 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-D. 2021 and 2020 Personnel Board Attendance Record

It is recommended that the Personnel Board:

- (1) Review the 2021 and 2020 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: April 14, 2021

AGENDA ITEM NO: 2-A

TO: Members of the Personnel Board
FROM: Lisa Ung, Human Resources Assistant
SUBJECT: Personnel Board Minutes

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the minutes from the regular meeting of October 14, 2020; 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 blue ink, appearing to read "Lisa Ung", is positioned above a horizontal line.

Lisa Ung
Human Resources Assistant

ATTACHMENT

1. October 14, 2020 Regular Meeting Minutes

ATTACHMENT 1
October 14, 2020 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
October 14, 2020**

The Personnel Board of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Wednesday, October 14, 2020 at 7:00 p.m.

PUBLIC PARTICIPATION

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed in the following ways:

Participants are encouraged to join the meeting 30 minutes before the start of the meeting.

Public comment will be accepted via email to humanresources@montereypark.ca.gov during the meeting, before the close of public comment, and read into record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (877) 853-5247 or (888) 788-0099 and entering Zoom meeting 989 2902 4900 then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter "*9" then staff will be notified and you will be in rotation to make a public comment.

Important Disclaimer – When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:03 p.m.

FLAG SALUTE:

Board member Grace Yeh led the flag salute.

ROLL CALL:

Human Resources Assistant Lisa Ung called the roll:

Board Members Present: Liane Kwan, Gustavo Reynoso, Grace Yeh, Greg Verbeck

Board Members Absent: None

ALSO PRESENT: Financial Services Manager, Harry Wong and Senior Management Analyst Hank Lu

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 August 12, 2020 minutes. The minutes have been approved as presented.

Motion: Board Member Grace Yeh moved to approve the August 12, 2020 minutes and Board Member Gustavo Reynoso seconded, motion carried by the following vote:

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

3. PUBLIC HEARING

None.

4. OLD BUSINESS

None.

5. NEW BUSINESS

5A. EXTENSION OF THE SENIOR ACCOUNT CLERK ELIGIBILITY LIST

The Management Services – Finance Division has a potential vacancy in the future due to a retirement. Currently, the Senior Account Clerk eligibility list has three names remaining and expired on September 4, 2020. The Interim Director of Human Resources & Risk Management has temporarily extended the eligibility list until Human Resources was able to bring this agenda item to the Personnel Board.

The former Director of Management Services and current Financial Services Manager has interviewed one of the remaining names on the eligibility list and has seen potential in this candidate. Due to an emergency hire, this candidate is currently employed by the City as a Part-Time Senior Account Clerk to assist the Management Services department with year-end closing entries. The individual has shown continued interest to be a full-time Senior Account Clerk and the Financial Services Manager has noted their enthusiasm, skill set, and potential.

The current Director of Management Services and the Financial Services Manager foresee a vacancy opening up towards the end of the calendar year.

Action Taken: The Personnel Board approved the recommended extension of the Senior Account Clerk Eligibility List as amended to extend the eligibility list for six (6) months per past practice instead of the recommended four (4) months.

Motion: Board Member Liane Kwan moved to approve the extension of the Senior Account Clerk Eligibility List with the amended change from 4 months to 6 months and Board Member Gustavo Reynoso seconded, motion carried by the following vote:

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

5B. DISTRIBUTION OF 2020 COMMISSION HANDBOOK

The City Clerk updated the 2020 Commission handbook and the handbook has been delivered to the Personnel Board.

Action Taken: Received and file.

5C. VACANCY AND RECRUITMENT REPORT

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

Action Taken: Received and file.

5D. 2020 PERSONNEL BOARD ATTENDANCE RECORD

The Personnel Board reviewed the 2020 attendance record. Staff also informed the Board that Harvey Chin is no longer on the Personnel Board.

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 7:25 p.m.

Lisa Ung
Human Resources Assistant



Personnel Board Staff Report

DATE: April 14, 2021

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board
FROM: Richard Gonzales, Water Utility Manager
SUBJECT: Extension of the Water Distribution Lead Worker Eligibility List

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended extension of the Water Distribution Lead Worker Eligibility List; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Public Works Department – Water Division has a potential vacancy in the future due to a retirement. Currently, the Water Distribution Lead Worker eligibility list has two names remaining and expired on April 5, 2021. The Interim Director of Human Resources has temporarily extended the eligibility list until Human Resources was able to bring this agenda item to the Personnel Board.

The Water Utility Manager has interviewed one of the remaining names on the eligibility list and has seen potential in this candidate. This candidate is currently employed by the City as a Consumer Services Representative. The individual has shown continued interest to be a full-time Water Distribution Lead Worker and the Water Operations Supervisor has noted their enthusiasm, skill set, and potential.

The Interim Director of Public Works and the Water Utility Manager see a vacancy opening up at the end of April 2021. It is recommended that the Water Distribution Lead Worker Eligibility List be extended for six (6) months.

BACKGROUND:

In February 2020, a Water Distribution Lead Worker position became vacant due to promotion. The City had established an eligibility list of 6 individuals on April 11, 2020. The Water Division invited the top three candidates for a second round interview; all three accepted the invite and were interviewed by the Water Utility Manager, the Water Division appointed an internal candidate who has now moved on to another city and the other candidate was promoted to the vacant Water Distribution Lead Worker position. The Water Division would like to keep the remaining names on the eligibility list, due to the retirement of one of the two Water Distribution Lead Worker employees. The Water

Division has an internal employee on the eligibility list that is qualified, suitable candidate for the leadership position.

FISCAL IMPACT:

No fiscal impact.

Respectfully submitted by:



Richard Gonzales
Water Utility Manager

ATTACHMENT

1. Water Distribution Lead Worker Eligibility List

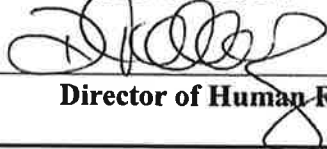
ATTACHMENT 1
Water Distribution Lead Worker Eligibility List


**CITY OF MONTEREY PARK
REPORT OF EXAMINATION**

EXAMINATION TITLE: WATER DISTRIBUTION LEAD WORKER

Examination Date: Written N/A Performance 03/05/2020 Oral 03/05/2020

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:  **Date:** 4/6/20
Director of Human Resources

Name	Elig. #	Performance (40%)	Oral (60%)	Promo/Vet Points	Final Average
<i>Appointed</i> VILLARROEL, ERNESTO	1				
<i>Appointed</i> CARMONA, JORGE (X2)	2				
DOMINGUEZ, FRANKIE	3				
PEREZ, MARCO	4				

DID NOT PASS ORAL INTERVIEW (Below 70%):

NOVOA, STEVEN (X2) SANDERS, CHRISTOPHER

DID NOT PASS PERFORMANCE EXAM (Below 70%):

GAMBLE, KEVIN SANDERS, CHRISTOPHER
 NOVOA, STEVEN (X2) JOSEPH VEGA

DID NOT APPEAR/WITHDREW ORAL INTERVIEW/PERFORMANCE EXAM:

DIAZ, GABRIEL (NR) ROJAS, JACINTO (NR) TRIPODI, JAVIER (NR)
 JARAMILLO, RICHARD (WPR) SOSA, JAIRO (WPR) VARELA, JOSUE (NR)

DID NOT MEET MINIMUM QUALIFICATIONS:

GRAMAJO, JOSELUIS (X2) LE, BRYAN RAMIREZ, STEPHANIE
 HERNANDEZ, JOSUE MATOS, MANUEL WERNER, RAYMOND

Total Number of Applicants	: 23	
Number of Applicants Attended Interview/Perf.	: 8	PASS: 4
Number Did not Appear/WD Interview/Perf.	: 6	FAIL: 4
Did not Meet Minimum Qualifications	: 6	
Received After Max # of Application	: 0	
Number of Duplicate Applications (X#)	: 3	



Personnel Board Staff Report

DATE: April 14, 2021

AGENDA ITEM NO: 5-B

TO: Members of the Personnel Board
FROM: Matthew Hallock, Fire Chief
SUBJECT: Extension of the Fire Division Chief Eligibility List

RECOMMENDATION:

It is recommended that the Personnel Board:

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

EXECUTIVE SUMMARY:

The Fire Division Chief Eligibility List was created on April 28, 2020. The current Fire Division Chief Eligibility List is set to expire on April 27, 2021. To prepare for any potential vacancies, Chief Hallock is requesting an extension of the current Eligibility List for six months. There are qualified candidates on the current Eligibility List and only one candidate has been selected to fill a vacancy since last year. The Eligibility List contains qualified candidates who have all gone through an intensive Assessment Center.

It is recommended that the Fire Division Chief Eligibility List be extended for six (6) months.

BACKGROUND:

The Fire Department Assessment Center for the positions of Fire Division Chief entailed extensive testing that included Oral Board Interviews and Fire Simulator Assessment. The Assessment Center included multiple raters. To prepare for any potential vacancies, trying to obtain raters would be difficult to attain during this time. Currently, the Fire Division Chief Eligibility List has three candidates remaining.

Extending the Fire Division Chief Eligibility List would help fill any potentially vacant 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 Fire Division Chief Eligibility List would also be aligned with the Fire Department's goals of the Recruitment and Succession Plan. Therefore, Chief Hallock seeks the Personnel Board's approval to extend the Fire Division Chief Eligibility List for six months, until October 26, 2021.

FISCAL IMPACT:

No fiscal impact.

Respectfully submitted by:



Matthew Hallock
Fire Chief

ATTACHMENT

1. Fire Division Chief Eligibility List

ATTACHMENT 1
Fire Division Chief Eligibility List

CITY OF MONTEREY PARK
REPORT OF EXAMINATION

EXAMINATION TITLE: FIRE DIVISION CHIEF (PROMOTIONAL ONLY)

Examination Date: ASSESSMENT OF QUALIFICATIONS: 04/22/2020

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: _____

4/28/20

Name	Elig. #	Assessment Center	Final Score
<i>Appointed</i> WEDDLE, RYAN	1		
TULLIUS, RICHARD	2		
THOMPSON, LEONARD	3		
KELLEY, SCOTT	4		

DID NOT PASS (Below 70%):

NONE

DID NOT APPEAR/WITHDREW:

NONE

DID NOT MEET MINIMUM QUALIFICATIONS:

ACOSTA, MARIO

ALEXANDER II, CARL

CAGLE, JACOB

HARANDI, ALI

KUHLMAN, KEVIN

SANTOS, DAVID

STOUT, FREDERICK

Total Number of Applicants	:	11	
Number of Applicants Attended Assessment	:	4	PASS: 4
Number Did not Appear /WD Assessment	:	0	FAIL: 0
Did not Meet Minimum Qualifications	:	7	
Number of Duplicate Applications (#X)	:	0	

* The Fire Division Chief recruitment was opened to the public on March 9, 2020. Per Karl Berger (Assistant City Attorney), due to COVID-19, Division Chief's recruitment process will be promotional only, as of April 1, 2020.

Recruitment and Vacancy Report - April 2021

City Wide Recruitment Update

	Position	Status	Department/Division	# of Positions Vacant	Recruitment #	Recruitment Dept Staff	Date Requisition Received	Recruitment Opening Date	Recruitment Closing Date	Eligibility List Created	Phase	Candidate(s)	Remarks
1	Clerk Typist	PT	City Clerk's	1									On hold
2	Economic Development Specialist	FT	City Manager's Office	1	20-19EDS	Joe Torres, Econ Devlpment Proj Mgr		11/30/2020	3/17/2021	3/18/2021	Backgrounds		Pending backgrounds as of 04/01/2021
3	Code Enforcement Officer	FT	Fire	1	20-22CDENFOFR	Chris Gomez, Fire Marshal	12/23/2020	1/21/2021	1/29/2021	4/7/2021	Cert List		Sent cert list to Chris Gomez on 04/07/2021
4	Fire Engineer	FT	Fire	0	20-11FIREENG	Brandon Reyes, Fire Captain		8/14/2020	8/25/2020	11/10/2020	Cert List		No current vacancy at this time (11/10/2020), eligibility list was initially created for move up assignments
5	Firefighter	FT	Fire	3							Hired / Backgrounds	Jano Bederian & Robert Haines	Bederian & Haines DOH: 11/09/2020; Pending backgrounds as of 03/19/2021
6	Director of Human Resources & Risk Management	FT	Human Resources & Risk Management	1	20-12DIRHRRM & 20-31DIRHRRM	Danielle Tellez, Interim Director of HR & RM	8/17/2020	8/14/2020 & 03/26/2021	02/03/2021 & Open until filled		Post Job Bulletin / Screening applications		Tested 10/27/2020 & 03/15/2021, none were selected ; recruitment reopened 03/26/2021
7	Human Resources Analyst	FT	Human Resources & Risk Management	1	20-26HRA	Danielle Tellez, Interim Director of HR & RM	2/12/2021	2/23/2021	3/10/2021		Screening applications		Screening applications.
8	Adult Literacy Coordinator	FT	Library	1	20-20ALC	Diana Garcia, City Librarian	11/1/2020	12/9/2020	Continuous	3/16/2021	Cert List		Sent cert list to Diana Garcia on 03/16/21
9	Library Clerk	PT	Library	0.32 FTE	19-57LIBRCLKPT	Julie Villanueva, Library Circulation Supervisor	2/12/2020	2/27/2020	3/5/2020		Oral Board Interviews		On hold, per City Librarian, as of 04/22/2020
10	Administrative Intern	PT	Management Services	1	20-09ADMINTPT	Martha Garcia, Director of Management Services	7/14/2020	8/12/2020	9/8/2020	4/1/2021	Cert List		Sent new cert list to Natalia Lo on 04/01/2021
11	Permit Technician I	FT	Public Works - Building	1	20-13PRTECH	Tim Tran, Building Official		8/14/2020	9/4/2020	9/23/2020	Hired	Sandi Jimenez	DOH: 11/02/2020
12	Administrative Intern	PT	Public Works - Engineering	1		Bonnie Tam, Principal Mgmt Analyst					Pending recruitment		Pending recruitment
13	Engineering Aide	PT	Public Works - Engineering	1	20-28ENGAIDPT	Frank Lopez, Interim PW Director	3/2/2021	3/11/2021	4/1/2021		Screening applications		Screening applications.
14	Facilities Maintenance Supervisor	FT	Public Works - Facility Maint	1	20-05FMS	Chris Reyes, PW Manager	5/6/2020	6/9/2020	6/30/2020	9/22/2020	Hired	Abel Andrade	DOH: 11/16/2020
15	Equipment Services Specialist	PT	Public Works - Fleet	1		Chris Reyes, PW Manager	Pending				Pending recruitment		Pending recruitment
16	Management Analyst	FT	Public Works - Parks	1	20-10MGMTALYST	Chris Reyes, PW Manager	7/6/2020	8/12/2020	9/1/2020		Backgrounds		Pending backgrounds as of 03/19/2021
17	Park Maintenance Worker	FT	Public Works - Parks	1	19-50PMW	Chris Reyes, PW Manager	12/2/2019	1/31/2020	2/21/2020		Screening applications		Due to hold time, recruitment was reopened to Maintenance Worker Full-Time
18	Park Maintenance Worker	PT	Public Works - Parks	1	N/A	Chris Reyes, PW Manager	7/7/2020	N/A	N/A	11/18/2019	Cert List		None selected from cert list. Exhausted eligibility list. Revising current vacancy to Maintenance Worker Part-Time
19	Planning Intern	PT	Public Works - Planning	1	20-08PLANINTRN	Mark McAvoy, Director of PW	7/15/2020	8/4/2020	8/28/2020	1/26/2021	Hired	Jason Obing	DOH: 04/20/2021
20	Planning Manager	FT	Public Works - Planning	1	20-16PLNGMGR	Mark McAvoy, Director of PW		9/23/2020	10/23/2020	11/19/2020	Hired	Jason Moquin	DOH: 02/08/2021
21	Maintenance Worker	FT	Public Works - Streets	3	19-17MW	Chris Reyes, PW Manager	9/11/2020	N/A	N/A	2/20/2020	Hired	Gerardo Rodriguez	DOH: 11/02/2020
22	Maintenance Worker	PT	Public Works - Streets	1	20-07MWPT	Chris Reyes, PW Manager	6/16/2020	8/4/2020	8/21/2020	3/4/2021	Cert List		None selected from cert list. Exhausted eligibility list. Reopen recruitment 04/12/21

Recruitment and Vacancy Report - April 2021

City Wide Recruitment Update

	Position	Status	Department/Division	# of Positions Vacant	Recruitment #	Recruitment Dept Staff	Date Requisition Received	Recruitment Opening Date	Recruitment Closing Date	Eligibility List Created	Phase	Candidate(s)	Remarks
23	Maintenance Worker	FT	Public Works - Streets & Parks	3	20-23MW	Chris Reyes, PW Manager		1/22/2021	2/5/2021	4/7/2021	Cert List		Sent new cert list to Chris Reyes on 04/07/2021
24	Public Works Maintenance Supervisor	FT	Public Works - Streets	1	20-04PWMS	Chris Reyes, PW Manager	5/6/2020	6/9/2020	6/30/2020	9/10/2020	Hired	Martin Guillen	DOH: 11/16/2020
25	Water Utility Maintenance Worker	FT	Public Works - Water	4	19-68WUMW	George Noriega, Consumer Services Supervisor	4/20/2020	4/24/2020	5/15/2020	7/22/2020	Hired / Backgrounds	Troy Doran & Alejandro Gomez	Troy Doran DOH: 03/29/21; Alejandro Gomez DOH: 4/26/21; Pending backgrounds as of 03/19/21
26	Assistant Pool Manager	PT	Rec & Comm Svcs - Aquatics	0.30 FTE	19-60ASSTPMPT	Scott Imaizumi, Program Coordinator	1/21/2020	2/29/2020	4/6/2020		Oral Board Interviews		On hold, per Director of Rec & Comm Svcs Inez Alvarez, as of 04/09/2020
27	Lifeguard	PT	Rec & Comm Svcs - Aquatics	0.18 FTE	19-58LGRDPT	Scott Imaizumi, Program Coordinator	1/21/2020	2/29/2020	4/6/2020		Oral Board Interviews		On hold, per Director of Rec & Comm Svcs Inez Alvarez, as of 04/09/2020
28	Pool Manager	PT	Rec & Comm Svcs - Aquatics	1.00 FTE	19-61POOLMGRPT	Scott Imaizumi, Program Coordinator	1/21/2020	2/29/2020	4/6/2020		Oral Board Interviews		On hold, per Director of Rec & Comm Svcs Inez Alvarez, as of 04/09/2020
29	Recreation Leader	PT	Rec & Comm Svcs - Aquatics	0.64 FTE	19-47RECLDRPT	Memo Chavez, Program Coordinator	1/21/2020	1/27/2020	2/14/2020	3/16/2020	Hired/On Hold		Joshua Hernandez - On Hold; Rodrigo Lara - On Hold; Gavin lo - On Hold; Ricardo Melgar - On Hold; Blanca Ramos - On Hold; Jeanine Rangel - On Hold; Moises
30	Senior Lifeguard	PT	Rec & Comm Svcs - Aquatics	0.20 FTE	19-59SRLGRDPT	Scott Imaizumi, Program Coordinator	1/21/2020	2/29/2020	4/6/2020		Oral Board Interviews		On hold, per Director of Rec & Comm Svcs Inez Alvarez, as of 04/09/2020
31	Dial-A-Ride Driver	PT	Rec & Comm Svcs - Langley	1	18-66DARDPT	Ben Herrera, Recreation Supervisor		5/16/2019	Continuous - 04/22/20		Oral Board Interviews		On hold, per Recreation Manager Robert Aguirre, as of 04/21/2020

Police Recruitment Update

Position	Status	# of Positions	Recruitment #	Recruitment Staff	Date Requisition Received	Recruitment Opening Date	Recruitment Closing Date	Eligibility List Created	# of Eligible Candidates	Phase	Candidate(s)	Remarks
Animal Services Officer	PT	1	20-18ASOPT	Danny Salazar, Sergeant	10/22/2020	11/30/2020	12/22/2020	1/21/2021	1	Cert List		None selected from cert list. Exhausted eligibility list. Pending status of recruitment
Community Service Officer	PT	2	19-35CSOCRBPT	Paul Yniguez, Sergeant		11/26/2019	12/13/2019			Oral Board Interviews		The part-time recruitment has been placed on hold per Sergeant Yniguez, as of 04/27/2020
Evidence Officer	PT	1		Paul Yniguez, Sergeant						Open recruitment		On hold-post position, per Sergeant Yniguez, as of 04/27/2020
Outreach and Housing Navigation Coordinator	FT	1	20-21OAHC	Danny Salazar, Sergeant		12/9/2020	12/24/2020	1/20/2021	3	Backgrounds		Pending backgrounds as of 01/27/2021, per Sergeant Salazar
Police Cadet	PT	3	19-45POLCADPT	Paul Yniguez, Sergeant	1/2/2020	1/3/2020	1/24/2020	4/6/2020	7	Dept Head Interviews		Sent cert list to Bea Velazquez on 04/06/2020; On hold-Dept Head Interviews, per Yniguez as of 04/27/2020
Police Clerk	FT	1	19-26POLCLK	Gus Jimenez, Lieutenant	9/23/2019	9/27/2019	10/15/2019	2/28/2020	6	Hired	Anh Nguyen	DOH: 12/7/2020
Police Officer Recruit	FT		20-24POREC	Danny Salazar, Sergeant	Continuous	2/10/2021	2/26/2021			Oral Board Interviews		Oral Board Interviews on 04/16/2021
			20-01POREC	Paul Yniguez, Sergeant	Continuous	5/22/2020	6/17/2020			Closed/On Hold		Closed recruitment and placed it on hold, per Sergeant Yniguez as of 07/07/2020. Reopened position and invited all candidates in this pool to reapply as of 02/10/2021
Police Officer Recruit (Pre-Service)	FT	5	20-25POPPE	Danny Salazar, Sergeant	Continuous	2/10/2021	2/18/2021			Oral Board Interviews		Oral Board Interviews on 04/16/2021
			20-02POPPE	Paul Yniguez, Sergeant	Continuous	5/22/2020	6/17/2020			Closed/On Hold		Closed recruitment and placed it on hold, per Sergeant Yniguez as of 07/07/2020. Reopened position and invited all candidates in this pool to reapply as of 02/10/2021
Police Officer (Lateral)	FT		20-30POLAT	Danny Salazar, Sergeant	Continuous	2/13/2021	Continuous			Accepting Applications		Opened on 02/13/2021. Continuous recruitment.
			20-14POLAT	Danny Salazar, Sergeant	Continuous	8/10/2020	2/12/2021	3/16/2021	1	Cert List		Candidate withdrew
Reserve Police Officer	VOL	Unlimited	19-67RSVPO	Paul Yniguez, Sergeant	Continuous	4/10/2020	Continuous			Closed/On Hold		Closed recruitment and placed it on hold, per Sergeant Yniguez. Currently have applications on hold as of 07/07/2020
			19-56RSVPO	Paul Yniguez, Sergeant	Continuous	2/15/2020	4/10/2020			Oral Board Interviews		On hold - O.B. Interviews, per Yniguez as of 05/04/2020
			19-44RSVPO	Paul Yniguez, Sergeant	Continuous	1/3/2020	2/15/2020			Dept Head Interviews		On hold - dept head interviews, per Donna Vera as of 05/05/2020
School Crossing Guard	PT	1	19-34SCHCGRDPT	Gabe Escarsega, Sergeant	Continuous	11/19/2019	Continuous			Screening		On hold-interviews, per Gabe Escarsega as of 04/27/2020

2021 PERSONNEL BOARD ATTENDANCE													
--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy

2020 PERSONNEL BOARD ATTENDANCE

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

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy