

# PERSONNEL BOARD OF MONTEREY PARK AGENDA

## REGULAR MEETING

Wednesday  
May 12, 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](http://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](mailto: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 915 5355 4945 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 April 14, 2021 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 Library Clerk and Senior Library Clerk Class Specification**

It is recommended that the Personnel Board:

- (1) Approve the recommended changes to the Library Clerk and Senior Library Clerk 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. 2021 Personnel Board Attendance Record**

It is recommended that the Personnel Board:

- (1) Review the 2021 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: May 12, 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 April 14, 2021; 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 "L. Ung", positioned above a horizontal line.

Lisa Ung  
Human Resources Assistant

## **ATTACHMENT**

1. April 14, 2021 Regular Meeting Minutes

**ATTACHMENT 1**  
April 14, 2021 Regular Meeting Minutes

**MINUTES  
MONTEREY PARK PERSONNEL BOARD  
REGULAR MEETING  
April 14, 2021**

The Personnel Board of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Wednesday, April 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](mailto: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 Greg Verbeck called the meeting to order at 7:00 p.m.

**FLAG SALUTE:**

Board member Liane Kwan 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:** Fire Chief Matt Hallock 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 October 14, 2020 minutes. The minutes have been approved as presented.

**Motion:** Board Member Grace Yeh moved to approve the October 14, 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 WATER DISTRIBUTION LEAD WORKER ELIGIBILITY LIST

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 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.

**Action Taken:** The Personnel Board approved the recommended extension of the Water Distribution Lead Worker Eligibility List for six (6) months.

**Motion:** Board Member Gustavo Reynoso moved to approve the extension of the Water Distribution Lead Worker Eligibility List and Board Member Grace Yeh 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. EXTENSION OF THE FIRE DIVISION CHIEF ELIGIBILITY LIST**

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.

**Action Taken:** The Personnel Board approved the recommended extension of the Fire Division Chief Eligibility List for six (6) months.

**Motion:** Board Member Liane Kwan moved to approve the extension of the Fire Division Chief Eligibility List 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

## **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. 2021 AND 2020 PERSONNEL BOARD ATTENDANCE RECORD**

The Personnel Board reviewed the 2021 and 2020 attendance record.

**Action Taken:** Received and file.

## **6. PERSONNEL BOARD COMMUNICATIONS AND MATTERS**

Lisa Ung informed the Personnel Board of the new Code of Conduct and Healthy Workplace Commitment policy and the forms that needed to be signed and submitted by the Personnel Board members to the City Clerk's Office.

## **ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 7:22 p.m.

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Lisa Ung  
Human Resources Assistant



# Personnel Board Staff Report

**DATE:** May 12, 2021

**AGENDA ITEM NO:** 5-A

**TO:** Members of the Personnel Board  
**FROM:** Diana Garcia, City Librarian  
**SUBJECT:** Update the Library Clerk and Senior Library Class Specifications

## **RECOMMENDATION:**

It is recommended that the Personnel Board:

1. Approve the recommended changes to the Library Clerk and Senior Library Clerk class specification; and
2. Take such additional, related, action that may be desirable.

## **EXECUTIVE SUMMARY:**

Staff reviewed the existing class specifications for the Library Clerk and Senior Library Clerk positions and is recommending that the proposed changes to the class specifications be approved.

## **BACKGROUND:**

The Library employs full-time and part-time Library Clerks throughout the various divisions of the Library. Staff within this library paraprofessional classification provide customer service, assist with public programming, help the public use the library, carry out circulation functions and perform clerical work.

The Senior Library Clerk performs those same tasks but is also responsible for supervising, training and directing the activities of assigned staff; and preparing procedures, evaluations, and reports.

The Library is proposing the following modifications to the Library Clerk and Senior Library Clerk class specifications:

1. *Title:* The class specification of Clerk is commonly known as an Assistant in most other libraries and staff recommends changing the title from Library Clerk to Library Assistant and from Senior Library Clerk to Senior Library Assistant to reflect the most widely used nomenclature. This will also provide a wider and more qualified pool of applicants when hiring for these positions.

2. Under *Representative Duties*: Language has been modified to remove redundant or repetitive phrases, and to remove references to outdated technologies such as typewriters, fax machines and word processors.
3. Under *Knowledge, Skills and Abilities*: Language has been updated to reflect the ability to use computers and technology present in a modern library, and to stress the ability to interact and communicate successfully with people from diverse backgrounds, especially in a diverse community.

The Library Clerk and Senior Library Clerk class specifications were last updated on by the Personnel Board on March 14, 2007. In December 2011, the Personnel Board adopted a class specification for Library Assistant, however no staff were ever reclassified or hired as a Library Assistant. Since this Library Assistant class specification was adopted 10 years ago and no staff have ever worked under the specification, staff are recommending the attached changes.

**FISCAL IMPACT:**

There is no fiscal impact as these positions have been approved in the current budget adopted by the City Council and the salary range for the new Library Assistant and Senior Library Assistant will be the same as the current Library Clerk and Senior Library Clerk positions.

Respectfully submitted by:



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Diana Garcia  
City Librarian

**ATTACHMENT:**

1. City of Monterey Park – Library Assistant Class Specification
2. City of Monterey Park – Senior Library Assistant Class Specification
3. Library Clerk Classification Survey

**ATTACHMENT 1**  
City of Monterey Park -  
Library Assistant Class Specification

**LIBRARY CLERK ASSISTANT****DEFINITION**

~~This paraprofessional classification performs a range of duties including Under general supervision, performs a variety of routine and responsible library clerical duties associated with the circulation of library materials; with input of information into the library computer system, with conducting story times and other programs and events for children all ages; with assisting patrons in the use of the library and finding library materials; processing and repairing library materials; assisting with basic reference services; assisting patrons with computers and technology in the library; with and assessing learners, inputting data and helping tutors and learners in the LAMP Literacy Program; performs related duties as required.~~

**DISTINGUISHING CHARACTERISTICS**

Positions in this class perform journey level library clerical work within previously established guidelines. Incumbents work with adults, teens and children in an active, technology rich environment assist patrons in the proper use of library facilities and equipment, answer directional questions, and help patrons locate materials, based on familiarity with the collection. Positions can be assigned to any major program area in the library, including but not limited to Circulation, Adult Services, Children's, LAMP Literacy and Technical Services. Positions may provide training and functional supervision to Pages, volunteers, student workers and other temporary help.

**REPRESENTATIVE DUTIES**

Duties may include, but are not limited to the following:

~~Provides exceptional customer service to those utilizing the services of the Library; Helps maintain order/discipline in the library; reports problems to the supervisor or a librarian, answers questions from the public in person and ; answers the over the telephone; refers phone calls to responsible persons; explains library policies and procedures to patrons, resolves most patron problems, referring the difficult or unusual/critical problems to a supervisor; echecks out/in/harges/discharges library materials on the online Circulation system; sensitizes/desensitizes library materials and checks returned materials for damage; registers patrons, issues library cards and inputs/updates patron records into automated eirculation/computer system; searches for lost or misplaced library materials; prints and mails overdue notices; collects fines and fees, makes change and balances the cash register; processes~~

## LIBRARY CLERK ASSISTANT

and contacts patrons for holds; contacts patrons regarding long overdue items ~~and works with Management Services and/or a collection agency on accounts that are delinquent~~; ~~may assist~~ Pages in sorting, arranging and shelving library materials and checking shelves to make sure materials are in order; may provide limited training to, and oversee the work of, Pages, special program workers or volunteers; assists patrons in finding library materials/information ~~in Children's Services; refers difficult or unusual questions to a Librarian and~~; assists patrons in use of the ~~online public access~~ catalog, the Internet and software; ~~reads stories to children and~~ assists with ~~children's~~ programming and events for all ages; assists in the preparation of posters, flyers, social media posts, bibliographies and bookmarks; helps with class visits and outreach; ~~maintains library scrapbooks and photo albums; assists with bulletin board~~ creates displays; ~~laminates signage~~; uses the copier and ~~does~~ fulfills duplication requests; maintains statistical records and keeps routine basic statistics, —including counting attendance at programs; may report monthly and mid-year statistics; supervises basic repair and processing of library materials; makes minor adjustments to library equipment - e.g. copiers, microfilm/microfiche machines and computers; orders supplies as needed; ~~uses word processors and/or typewriters to type forms, memorandums, minutes, news releases, newsletters and reports; may take minutes at meetings~~; may make purchase suggestions for library materials in specialty areas to the Senior Librarians; performs copy cataloging and inputs cataloging information; search and processes interlibrary loan requests; works in the LAMP Literacy Program, registering learners, assessing literacy learners, matching learners and tutors, inputting and updating learners records in the database, signing ~~people~~ learners up for the citizenship program, teaching learners how to use computers, making flyers and helping with literacy programs. The appointee will be required to work a flexible schedule which may include weekends and evenings as required.

## QUALIFICATIONS GUIDELINES

### **Education aAnd Experience**

Any combination of experience and education ~~could likely~~ that has provided the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be: Graduation from high school or equivalent and one ~~(1)~~ year of clerical work, preferably including experience in library clerical work.

### **Knowledge, Skills and Abilities**

Knowledge of: library ~~clerical~~ procedures and practices ~~in an automated environment~~; use of ~~word processing systems and automated library systems~~; modern library system organization and its objectives, procedures, techniques, methods, equipment, terminology and services; practices and techniques used in library classification, interlibrary loan, literacy; reference source work;

## LIBRARY CLERK ASSISTANT

proper telephone etiquette; and basic arithmetic.

Ability to: perform variety of responsible library clerical work with accuracy and neatness; establish and maintain effective working relationships with patrons, staff, and supervisors; interact and communicate successfully with people from diverse backgrounds, both individually and in groups; independently carry out assignments, make decisions and use excellent judgment; organize own work, set priorities, meet deadlines, and follow-up on assignments with minimal direction; communicate clearly and concisely both orally and in writing; use a computer and other forms of technology; ~~establish and maintain effective working relationships with patrons, staff, and supervisors; communicate effectively, both orally and in writing;~~ spell correctly and print legibly; type with accuracy; operate various equipment ~~such as typewriters~~ and computer keyboards using finger dexterity; oversee the work of volunteers and special program workers; operate standard office equipment and machines - e.g. copiers, laminating machines and computers; perform cashiering work with accuracy, make correct change.

### LICENSES AND CERTIFICATES

A valid Class "C" California Driver's license is desirable.

### PHYSICAL CHARACTERISTICS

Requires: stooping, kneeling or bending to pick up or move objects; reaching to pick up or move various objects over one's head; standing for long periods of time; operating various equipment such as computer keyboard ~~and typewriter~~ using finger dexterity; reading books, written materials, and computer screens; lifting objects up to 25 pounds; pushing and moving with help, objects such as a book truck weighing up to 75 pounds.

[ANTICIPATED APPROVAL BY THE PERSONNEL BOARD ON MAY 12, 2021](#)  
~~Personnel Board Approval: March 14, 2007~~

**ATTACHMENT 2**  
City of Monterey Park -  
Senior Library Assistant Class Specification

SENIOR LIBRARY ~~CLERK~~ ASSISTANT

**DEFINITION**

This paraprofessional classification performs a range of duties including circulation of library materials; conducting programs and events for all ages; assisting patrons in the use of the library and finding library materials; processing and repairing library materials; assisting with basic reference services; assisting patrons with computers and technology in the library; and assessing learners, inputting data and helping tutors and learners in the LAMP Literacy Program; hires, supervises and evaluates staff and volunteers, performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class perform journey level library clerical work within previously established guidelines. Incumbents work with adults, teens and children in an active, technology rich environment. Positions can be assigned to any major program area in the library, including but not limited to Circulation, Adult Services, Children's, LAMP Literacy and Technical Services. Positions may provide training and functional supervision to Pages, volunteers, student workers and other temporary help.

**REPRESENTATIVE DUTIES**

Duties may include, but are not limited to the following:

Provides exceptional customer service to those utilizing the services of the Library; trains and evaluates assigned personnel; maintains records and provides data; recommends materials to be added to or deleted from collection; conducts tours of Library; serves on committees; writes and prepares procedures, reports, announcements, evaluations and other materials; answers questions from the public in person and over the telephone; explains library policies and procedures to patrons, resolves patron problems; checks out/in library materials; sensitizes/desensitizes library materials and checks returned materials for damage; registers patrons, issues library cards and inputs/updates patron records into computer system; searches for lost or misplaced library materials; prints and mails notices; collects fees, makes change and balances the cash register; processes and contacts patrons for holds; contacts patrons regarding long overdue items; assists in sorting, arranging and shelving library materials and checking shelves to make sure materials are in order; assists patrons in finding library materials/information; assists patrons in use of the catalog, the Internet and software; assists with programming and events for all ages; assists in the preparation of posters, flyers, social media posts, bibliographies and bookmarks; helps with class

## **SENIOR LIBRARY CLERK ASSISTANT**

visits and outreach; creates displays; uses the copier and does duplication requests; maintains statistical records and keeps routine basic statistics, including counting attendance at programs; may report monthly and mid-year statistics; supervises basic repair and processing of library materials; makes minor adjustments to library equipment - e.g. copiers, microfilm/microfiche machines and computers; orders supplies as needed; performs copy cataloging and inputs cataloging information; search and processes interlibrary loan requests; works in the LAMP Literacy Program, registering learners, assessing literacy learners, matching learners and tutors, inputting and updating learners records in the database, signing learners up for the citizenship program, teaching learners how to use computers, making flyers and helping with literacy programs. The appointee will be required to work a flexible schedule which may include weekends and evenings as required.

### **QUALIFICATIONS GUIDELINES**

#### **Education and Experience**

Any combination equivalent to experience and education that has provided the required knowledge, skills and abilities would be qualifying. Example: an Associate's degree in Library Science from an accredited school, college or University and three years' experience equivalent to a Library Clerk in a public library.

#### **Knowledge, Skills and Abilities**

Knowledge of: library procedures and practices; use of modern library system organization and its objectives, procedures, techniques, methods, equipment, terminology and services; practices and techniques used in library classification, interlibrary loan, literacy; reference source work; proper telephone etiquette; and basic arithmetic.

Ability to: perform variety of responsible library clerical work with accuracy and neatness; establish and maintain effective working relationships with patrons, staff, and supervisors; interact and communicate successfully with people from diverse backgrounds, both individually and in groups; independently carry out assignments, make decisions and use excellent judgment; supervise and direct the activities of assigned staff; organize own work, set priorities, meet deadlines, and follow-up on assignments with minimal direction; communicate clearly and concisely both orally and in writing; use a computer and other forms of technology; spell correctly and print legibly; type with accuracy; operate various equipment and computer keyboards using finger dexterity; oversee the work of volunteers and special program workers; operate standard office equipment and machines - e.g. copiers, laminating machines and computers; perform cashiering work with accuracy, make correct change.

| ~~SENIOR~~ LIBRARY CLERK ASSISTANT

## **LICENSES AND CERTIFICATES**

A valid Class "C" California Driver's license is desirable.

## **PHYSICAL CHARACTERISTICS**

Requires: stooping, kneeling or bending to pick up or move objects; reaching to pick up or move various objects over one's head; standing for long periods of time; operating various equipment such as computer keyboard using finger dexterity; reading books, written materials, and computer screens; lifting objects up to 25 pounds; pushing and moving with help, objects such as a book truck weighing up to 75 pounds.

| [ANTICIPATED APPROVAL BY THE PERSONNEL BOARD ON MAY 12, 2021](#)  
~~Personnel Board Approval: March 14, 2007~~

**ATTACHMENT 3**  
Library Clerk Classification Survey

Agency	Classification	Classification Structure	HS/GED	Higher Education	Certification	Years of Experience
Alhambra	Library Assistant	Library Assistant	N/A	completion of the equivalent of two years of general college course work, preferably including some library science courses.	None	experience in library work including advanced clerical and/or paraprofessional duties,
Arcadia	Library Technician I	Library Technician I Library Technician II Library Aide PT Library Clerk PT (passports)	HS/GED	N/A	None	Some experience working in a library is desirable
Commerce	Library Assistant	Library Assistant Library Assistant PT	HS/GED	N/A	None	1 year of workexperience in library services
Covina	Library Assistant	Library Assistant Library Assistant PT Library Clerk PT	HS/GED	Two years of college coursework in library sciences, business, public admin related field may be substituted for the required experience	None	2 years of experience in public library support services
Glendale	Library Assistant	Library Assistant Senior Customer Service Library Representative	N/A	Two years of college level coursework or degree/cert in Library Tech or Library Asst program	or degree/cert in Library Tech or Library Asst program	1 year of experience in a library setting or a related field. Experience in a public library setting preferred.
Pasadena	Library Assistant	Library Assistant Library Technician	N/A	AA including six units of Library Science	None	1 year of experience performing duties in a library
Whittier	Library Assistant I/II	Library Assistant I/II Library Assistant III	N/A	Completion of library technical courses	None	1 year of responsible office experience, including or supplemented by training in the clerical occupational field
<b>Monterey Park</b>	<b>Library Clerk</b>	<b>Library Clerk</b> <b>Senior Library Clerk</b> <b>Library Clerk PT</b>	<b>HS/GED</b>	<b>N/A</b>	<b>None</b>	<b>1 year of clerical work, prefer experience in library clerical work</b>

Recruitment and Vacancy Report - May 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 Development Proj Mgr		11/30/2020	3/17/2021	3/18/2021	Hired	Karen Ko	DOH: 05/17/2021
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	Backgrounds		Pending backgrounds as of 04/21/2021
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							Backgrounds		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		Oral Board Interviews		Tested 10/27/2020 & 03/15/2021, none were selected ; recruitment reopened 03/26/2021 and tested on 05/03/2021
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		Oral Board Interviews		Oral Board Interviews on 05/06/2021
8	Adult Literacy Coordinator	FT	Library	1	20-20ALC	Diana Garcia, City Librarian	11/1/2020	12/9/2020	Continuous	3/16/2021	Backgrounds		Pending backgrounds as of 04/29/2021
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
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		Oral Board Interviews		Oral Board Interviews on 05/20/2021
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		Cert List		Sent new cert list to Chris Reyes on 05/10/2021
22	Maintenance Worker	PT	Public Works - Streets	2	20-32MWPT	Chris Reyes, PW Manager		4/16/2021	5/1/2021		Oral Board Interviews		Oral Board Interviews on 05/12/21 & 05/13/21
23	Maintenance Worker	FT	Public Works - Streets & Parks	3	20-23MW	Chris Reyes, PW Manager		1/22/2021	2/5/2021	4/7/2021	Backgrounds		Pending backgrounds as of 04/29/2021
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	Steve Villegas	DOH: 05/10/2021
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	20-35LGRDPT	Scott Imaizumi, Program Coordinator	4/6/2021	4/23/2021	Continuous		Reopened/Accepting Applications		Reopened and accepting new applications
28	Pool Manager	PT	Rec & Comm Svcs - Aquatics	1.00 FTE	20-36POOLMGRPT	Scott Imaizumi, Program Coordinator	4/6/2021	4/23/2021	Continuous		Reopened/Accepting Applications		Reopened and accepting new applications
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		On hold, per Director of Rec & Comm Svcs Inez Alvarez, as of 04/09/2020
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 Officer Recruit	FT		20-24POREC	Danny Salazar, Sergeant	Continuous	2/10/2021	2/26/2021	4/19/2021	7	Backgrounds		Pending backgrounds as of 04/21/2021, per Sergeant Salazar
Police Officer Recruit (Pre-Service)	FT	4	20-25POPPE	Danny Salazar, Sergeant	Continuous	2/10/2021	2/18/2021	4/19/2021	3	Hired	Connor Crabtree & Marissa Villalpando Castillo	Marissa Villalpando Castillo DOH: 04/19/21; Connor Crabtree DOH: 05/17/21
Police Officer (Lateral)	FT		20-30POLAT	Danny Salazar, Sergeant	Continuous	2/13/2021	Continuous			Accepting Applications		Opened on 02/13/2021. Continuous recruitment.
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		Gabe Escarsega, Police Sergeant						Pending recruitment		Pending recruitment

<b>2021 PERSONNEL BOARD ATTENDANCE</b>													
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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Chin	Harvey	--	--	--	--								
Kwan	Liane	NM	NM	NM	P								
Reynoso	Gustavo	NM	NM	NM	P								
Verbeck	Greg	NM	NM	NM	P								
Yeh	Grace	NM	NM	NM	P								

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy