

# PERSONNEL BOARD OF MONTEREY PARK AGENDA

## REGULAR MEETING

Wednesday  
July 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](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 920 6566 9679 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**

##### **1-A. Introduce new Director of Human Resources & Risk Management Christine Tomikawa**

#### **[2.] CONSENT CALENDAR**

##### **2-A. Approval of Minutes**

It is recommended that the Personnel Board:

- (1) Approve minutes from the May 12, 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. Receive and File the new Assistant Director of Public Works/Assistant City Engineer Class Specification & Information Technology Services Manager Class Specification**

It is recommended that the Personnel Board:

- (1) Receive and file the new Assistant Director of Public Works/Assistant City Engineer Class Specification & Information Technology Services Manager 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: July 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 May 12, 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 "Lisa Ung", is positioned above a horizontal line.

Lisa Ung  
Human Resources Assistant

## **ATTACHMENT**

1. May 12, 2021 Regular Meeting Minutes

**ATTACHMENT 1**  
May 12, 2021 Regular Meeting Minutes

**MINUTES  
MONTEREY PARK PERSONNEL BOARD  
REGULAR MEETING  
May 12, 2021**

The Personnel Board of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Wednesday, May 12, 2021 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 Gustavo Reynoso 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:** City Librarian Diana Garcia

**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 14, 2021 minutes. The minutes have been approved as presented.

**Motion:** Board Member Gustavo Reynoso moved to approve the April 14, 2021 minutes 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                         |

### 3. PUBLIC HEARING

None.

### 4. OLD BUSINESS

None.

### 5. NEW BUSINESS

#### 5A. UPDATE THE LIBRARY CLERK AND SENIOR LIBRARY CLERK CLASS SPECIFICATION

Staff reviewed the existing class specifications for the Library Clerk and Senior Library Clerk positions and is recommending the proposed changes to the class specifications and to reclassify both titles to Library Assistant and Senior Library Assistant.

**Action Taken:** The Personnel Board approved the recommended changes to the Library Clerk and Senior Library Clerk class specification with the noted changes.

**Motion:** Board Member Liane Kwan moved to approve the revisions to the Library Clerk and Senior Library Clerk class specifications with the noted changes 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. VACANCY AND RECRUITMENT REPORT

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

**Action Taken:** Received and file.

**5C. 2021 PERSONNEL BOARD ATTENDANCE RECORD**

The Personnel Board reviewed the 2021 attendance record.

**Action Taken:** Received and file.

**6. PERSONNEL BOARD COMMUNICATIONS AND MATTERS**

Human Resources Assistant Lisa Ung reminded the board to submit their signed Healthy Workplace Commitment forms.

Chairperson Greg Verbeck inquired about the Personnel Board term limits and the renewal period/process. Human Resources Assistant Lisa Ung would follow up at the next Personnel Board meeting with more details in regards to the matter.

**ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 7:43 p.m.

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Lisa Ung  
Human Resources Assistant



# Personnel Board Staff Report

**DATE:** July 14, 2021

**AGENDA ITEM NO:** 5-A

**TO:** Members of the Personnel Board  
**FROM:** Lisa Ung, Human Resources Assistant  
**SUBJECT:** Receive and file the new Assistant Director of Public Works/Assistant City Engineer Class Specification & Information Technology Services Manager Class Specification

## **RECOMMENDATION:**

It is recommended that the Personnel Board:

1. Receive and file the new Assistant Director of Public Works/Assistant City Engineer Class Specification & Information Technology Services Manager Class Specification; and
2. Take such additional, related, action that may be desirable.

## **EXECUTIVE SUMMARY:**

The Director of Public Works reviewed the job description for the Assistant City Engineer and has requested to reclassify the title to Assistant Director of Public Works/Assistant City Engineer and make appropriate changes to the job description to meet the needs of the Public Works Department.

The Police Chief and Director of Management Services have been working with an IT consulting firm to assess the City's technology structure, including the City's cyber security needs. Following a comprehensive review of the City's IT infrastructure and current requirements, the Police Chief and Director of Management Services have requested to add a new Information Technology Services Manager Class Specification.

The City Manager has reviewed and approved the new class specifications. Staff is requesting the two new classifications be received and filed by the Personnel Board.

## **BACKGROUND:**

Staff has prepared the two job descriptions and conducted a salary survey for both classifications. The Interim Director of Human Resources & Risk Management has reviewed and recommends that the classifications be added to the City's classification plan.

Per Section 4 of Resolution No. 12142 (and all subsequent resolutions verifying powers relating to the COVID-19 Pandemic including, without limitation, Resolution No. 12192), the City Manager may approve the new Assistant Director of Public Works/Assistant City Engineer Class Specification and Information Technology Services Manager Class Specification without regard to the Personnel Ordinance or Rules affecting appointments.

**FISCAL IMPACT:**

There is no fiscal impact as these positions have been approved in the current budget adopted by the City Council.

Respectfully submitted by:



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Lisa Ung

Human Resources Assistant

**ATTACHMENT:**

1. City of Monterey Park – Assistant Director of Public Works/Assistant City Engineer Specification
2. Assistant Director of Public Works/Assistant City Engineer Survey
3. City of Monterey Park – Information Technology Services Manager Class Specification
4. Information Technology Services Manager Survey

**ATTACHMENT 1**  
City of Monterey Park -  
Assistant Director of Public Works/Assistant City  
Engineer Class Specification

ASSISTANT DIRECTOR OF PUBLIC WORKS /  
ASSISTANT CITY ENGINEER

DEFINITION:

Under general direction from the Director of Public Works/City Engineer, this class is responsible to direct, plan, organize, oversee, and review the work of professional, technical, and administrative staff performing duties related to all programs and activities of the Engineering Division. This position administers land development, capital improvement projects, traffic engineering, special projects, and public works inspection and is responsible to provide highly responsible and complex staff assistance to the Director; performs other related duties as required or assigned.

REPRESENTATIVE DUTIES: Duties may include but are not limited to the following:

Manage the day-to-day functions of the Engineering Division of the Public Works Department; supervise, coordinate, and review the development of capital improvement projects including consultant selection and coordination, the preparation of plans, specifications and estimates, contract administration, and construction management; oversee and/or conduct field inspections of projects; review hillside grading plans and enforces the City's hillside grading ordinances; coordinate work and confer with various utility companies, state and other governmental agencies; prepare various applications for state and federal funds and grants; review subdivision and parcel maps; coordinate engineering, building, and planning activities related to the City's Public Works operations; provide progress and status reports on projects; review for approval rights-of-way acquisitions, street vacation procedures, private development plans and the work of consultants to the City; select, train, motivate, and evaluate Engineering personnel; work with employees to correct deficiencies; implement discipline and termination procedures; exemplify and foster an enthusiastic, resourceful, and effective service attitude with the public; participate in the development and implementation of Department and Engineering Division goals, objectives, policies, and procedures for assigned area; evaluate the operations and activities of the Division; represent the Department at Planning Commission and Traffic Commission Meetings; and represent the Director of Public Works/City Engineer at City Council in his absence.

ORGANIZATIONAL RESPONSIBILITIES:

This class reports to the Director of Public Works/City Engineer and supervises the work of other professional, paraprofessional, and administrative staff. The Assistant Director of Public Works/Assistant City Engineer assumes responsibilities for the Director of Public Works/City Engineer in his/her absence.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that has provided the required

knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: five years of increasingly responsible experience in professional civil engineering work including two years of supervisory experience and a Bachelor's Degree from an accredited college or university or equivalent, with major course work in civil engineering or closely related field.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of principles and practices of civil engineering and traffic engineering as applied to public works, utilities, and construction projects; modern methods, materials and techniques used in the design and construction of a wide variety of public works projects; construction management and contract administration; applicable federal and state laws and regulatory codes relevant to civil engineering and traffic engineering design and construction; principles and practices of organization, financing, administration, budget and personnel management; and familiarity with computers and computer programs including word processing, spreadsheets and computer-aided drafting.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, make critical decisions and implement recommendations in support of goals; coordinate the preparation of specifications, cost estimates, plans, maps and reports; make complex engineering computations and check plans; design and supervise the construction of a wide variety of public and private facilities; plan and coordinate public works engineering projects; communicate effectively both orally and in writing; supervise, train and evaluate professional technical staff; establish and maintain effective working relationships with the public and City personnel.

**LICENSES AND CERTIFICATES:**

Possession of a valid Certificate of Registration as a Professional Civil Engineer from the State of California is required at the time of appointment. Possession of or ability to obtain a valid Class C California Driver License is required at the time of appointment and as a continuing condition of employment.

NOTE: Rule IX, Section 6, of the Personnel Rules (adopted May 7, 2009) allows the City Manager to make emergency appointments. Based upon that authority and in accordance with Section 4 of Resolution No. 12142 (and all subsequent resolutions verifying emergency powers relating to the COVID-19 Pandemic including, without limitation, Resolution No. 12192) the City Manager approves this classification without regard to the Personnel Ordinance or Rules affecting appointments. This action also constitutes a report to the Personnel Officer.

APPROVED BY:

  
\_\_\_\_\_  
Ron Bow, City Manager

7/6/21  
\_\_\_\_\_  
Date

**ATTACHMENT 2**

Assistant Director of Public Works/Assistant City  
Engineer Survey

| AGENCY        | TITLE                               | MIN       | MAX       | Minimum Quals                        | Preferred       | Bargaining Group              |
|---------------|-------------------------------------|-----------|-----------|--------------------------------------|-----------------|-------------------------------|
| Azusa         | Assistant Director of Public Works  | 8,772.49  | 10,663.02 | BS in CE + 5yrs Exp; CE Registration | Master's Degree | Azusa Middle Management Assoc |
| Chino Hills   | Asst PW Dir/Assistant City Engineer | 11,420.93 | 13,882.27 |                                      |                 | Division Managers             |
| Corona        | Asst PW Dir/Assistant City Engineer | 12,371.00 | 15,103.00 | BS in CE + 8yrs Exp; CE Registration |                 | Management/Confidential       |
| Fullerton     | City Engineer/Asst Director of PW   | 8,806.50  | 13,209.83 | BS in CE + 8yrs Exp; CE Registration |                 | Executive Unit                |
| Glendora      | City Engineer/Asst Director of PW   | 10,520.76 | 12,788.05 | BS in CE; CE Registration            |                 |                               |
| Inglewood     | Assistant Public Works Director     | 9,556.30  | 14,228.03 | CE Registration + 7 yrs              |                 |                               |
|               |                                     |           |           |                                      |                 |                               |
| Monterey Park | Assistant City Engineer             | 9,641.00  | 12,334.00 |                                      |                 |                               |
|               |                                     |           |           |                                      |                 |                               |

|                                     |               |               |                   |
|-------------------------------------|---------------|---------------|-------------------|
| Monterey Park                       | <b>9,641</b>  | <b>12,334</b> |                   |
| <b>Median</b>                       | <b>10,039</b> | <b>13,546</b> | <b>Percentile</b> |
| Monterey Park in Relation to Median | -4.12%        | -9.83%        | 109.83%           |

60th Percentile: \$ 10,520.76 \$ 13,882.27

**ATTACHMENT 3**  
City of Monterey Park -  
Information Technology Services Manager  
Class Specification

## INFORMATION TECHNOLOGY SERVICES MANAGER

Incumbent reports directly to the Director of Management Services. Under general direction, plans, manages and oversees all aspects of the City's Information Technology Division, including network hardware and software to ensure the effective operation of the system and to make modifications to the system to meet the changing demands placed upon it over time; Oversees the City's communication (phone) system; performs other related duties as required.

REPRESENTATIVE DUTIES

(Include but are not limited to the following):

- Plan and design of hardware, software and infrastructure of City's Information Technology systems. Manage, monitor and maintain all aspects of the City's Information Technology services, including network hardware and software to ensure the effective operation and performance of the system and all applications and make modifications, including upgrades to the system to meet the changing demands placed upon it over time and ensure system safety and integrity.
- Create and maintain appropriate policies, standards, and procedures for Information Technology operations and cybersecurity in support of business unit needs in alignment with appropriate operational, governance and compliance Frameworks.
- Establishes and implements standards and processes for the City's hardware and software to support business units; ensures compliance with set standards; oversees the repair and restoration of operation of all networks; troubleshoots hardware and software issues daily; plans network component upgrades and ensures appropriate installation.
- Designs the City's Local Area Network (LAN) and Wide Area Network (WAN); works with Network Operation System (NOS) and all network monitoring and management tools; configures networks for best performance; monitors the performance of the networks and fine tunes systems parameters to maximize operation of the network.
- Oversees the development and maintenance of the City's website; works with all departments to determine system needs; designs and implements new systems, software and applications.
- Manages information system activities to optimize use of existing hardware and software and leverage design of new systems. Coordinates problem solving, conflict resolution, escalations, restart and recovery of information systems.
- Provides technical support to system users; manages, supervises, evaluates, and trains all subordinate Information Technology staff. Coordinates the development, implementation and administration of technical training for departments.

## Information Technology Services Manager

### Class Specification

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- Forecasts necessary funds for information systems repair, upgrades and replacements; administers, oversees and prepares the Information Technology budget; researches new equipment; monitors vendors; approves purchases and monthly invoices; works with vendors to procure new equipment and software.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Drafts and reviews Requests for Proposals and Proposals for Information (RFPs, RFIs), evaluates responses and makes recommendation on vendor selection.
- Administers vendor contracts; reviews and acts on contract change request(s) and approves deliverable(s) developed by vendors or contract staff.
- Works with all city departments to ensure current and future information technology requirements are reviewed and implemented.
- Manages and/or supervises and participates in the assessment and analysis of business requirements and development and maintenance of applications.
- Directs and/or participates in managing development, infrastructure and/or hardware/software migration projects.
- Manages, directs and evaluates the work of staff providing data center operations and support of hardware, software and other technology support functions.
- Meets and consults with customers and vendors regarding service delivery needs. Manages relationships and delivery of services from IT Management Services Providers (MSP).
- Establishes performance requirements and personal development targets for assigned staff and monitors and evaluates performance. Provides coaching for performance improvement development.
- Assess skill gaps and provides training to ensure skills stay current with the technology requirements for current and future work assignments.
- Promotes efficient, cost effective uses of advanced technologies and management the migration to next-generation technologies.
- Conducts or oversees research and special studies and implements recommended organizational, procedural and other changes and benchmarks internal operations against best practices of other agencies and organizations.

- Manage and oversee security operations and participates in department disaster recovery planning and systems security administration.

## QUALIFICATIONS

### KNOWLEDGE, SKILLS AND ABILITIES

Modern principles, practices and techniques of computer languages and information systems development; computer networking, security, repair and maintenance; information systems budgeting and forecasting; design, troubleshooting, testing, implementation, documentation, monitoring and evaluation of automated systems; network and PC hardware and peripheral equipment; LAN, WAN, internet and website maintenance and programming; computer operating systems; methods and techniques of program development, implementation, operation and evaluation; principles and practices of research and analytical methods; various computer software; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Plan, manage and oversee the Information Technology (Division/Department); ensure the effective operation of the City's system; oversee the maintenance and repair of computer hardware, software and peripheral equipment; oversee and administer the (Division's/Department's) budget; assess and define user needs to determine the City's hardware and software requirements; install and update application software and local area network; train end-users; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Operate an office computer and a variety of word processing, spreadsheet and software applications; operate tools needed for the repair of various information system hardware and software.

### EDUCATION AND EXPERIENCE

(The following are minimal qualifications necessary for entry into the classification.)

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Information Technology Services Manager. A typical way of obtaining

the required qualifications is to possess a bachelor's degree in computer science, management information systems, or a related field and four years of experience in networking/infrastructure technologies that are specific to the City including, but not limited to MS Active Directory, Office365, AZURE and/or equivalent technology stacks and direct responsibility for network configuration and performance for at least 300 client PC's, with at least two years in a supervisory or management capacity.

Experience with Tyler (Enterprise) and managing a CAD/RMS system is highly desirable.

#### LICENSES AND CERTIFICATIONS

Possession of, or the ability to obtain, a valid class C California driver's license.

Possession of a Network Administrator Certificate by IBM, Microsoft, or Digital Equipment is desirable.

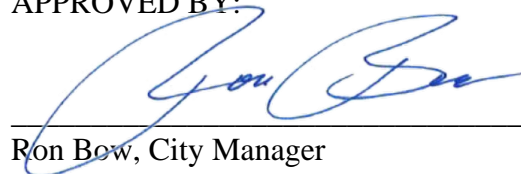
Possession of Certified Information System Security Professional or Manager is highly desirable.

#### PHYSICAL CHARACTERISTICS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Position also requires near and far vision in written reports and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, documents, and equipment weighing more than 25 pounds is required.

NOTE: Rule IX, Section 6, of the Personnel Rules (adopted May 7, 2009) allows the City Manager to make emergency appointments. Based upon that authority and in accordance with Section 4 of Resolution No. 12142 (and all subsequent resolutions verifying emergency powers relating to the COVID-19 Pandemic including, without limitation, Resolution No. 12192) the City Manager approves this classification without regard to the Personnel Ordinance or Rules affecting appointments. This action also constitutes a report to the Personnel Officer.

APPROVED BY:

  
\_\_\_\_\_  
Ron Bow, City Manager

7/6/21  
\_\_\_\_\_  
Date

**ATTACHMENT 4**  
Information Technology Services Manager  
Survey

| AGENCY        | TITLE                             | MIN       | MAX       | Minimum Quals           | Preferred   | Bargaining Group                                    |
|---------------|-----------------------------------|-----------|-----------|-------------------------|---|---|
| Arcadia       | IT Manager                        | 8,321.00  | 10,393.00 | 5 Yrs Exp; BS Degree    |   | Management  |
| Azusa         | Director of IT & Library Services | 13,267.95 | 13,267.95 | Request Job Description |   | Contract - Executives                               |
| Covina        | IT Services Manager               | 7,868.37  | 10,298.64 | 4 Yrs Exp               | Network Admin Cert from Novell, IBM, Microsof, or Digital Equip     | Mid-Management                                      |
| Glendora      | Information Technology Officer    | 10,520.76 | 12,788.05 | 7 Yrs Exp; BS Degree    |   | Either GMA or Exec (Not sure if position is vacant) |
| Pomona        | IT Director                       | 9,825.92  | 13,167.58 | 10 Yrs Exp; BS          |   |   |
| San Dimas     | IS Administrator                  | 7,404.00  | 8,968.00  | 3 Yrs; BS               |   | Resolution  |
| West Covina   | Information Technology Manager    | 7,529.00  | 9,515.00  | 5 Yrs Exp; BS Degree    | IT best practices (ITIL); Project Mgmt (PMP); Comp TIA or Microsoft |   |
| Monterey Park | Financial Services Manager        | 9,786.00  | 12,518.00 |                         |   |   |

|                                     |              |               |                   |
|-------------------------------------|--------------|---------------|-------------------|
| Monterey Park                       | <b>9,786</b> | <b>12,518</b> |                   |
| <b>Median</b>                       | <b>8,321</b> | <b>10,393</b> | <b>Percentile</b> |
| Monterey Park in Relation to Median | 14.97%       | 16.98%        | 83.02%            |

60th Percentile: \$ 9,223.95 \$ 11,830.03

Recruitment and Vacancy Report - July 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                     |                             | Cindy Trang, Deputy City Clerk               |                           |                          |                                |                          |                        |                               | Pending opening August 2021  |
| 2  | Senior Clerk Typist  | FT     | City Clerk's / City Manager's Office / Fire | 3                     | 20-40SRCLKT                 | Joe Torres, Economic Development Project     | 4/19/2021                 | 4/29/2021                | 5/11/2021                      |                          | Pending cert list      |                               | Pending cert list to send to departments   |
| 3  | Code Enforcement Officer                                   | FT     | Fire  | 1                     |                             | Chris Gomez, Fire Marshal                    | 7/8/2021                  |                          |                                |                          |                        |                               | Pending reopening July 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  | 1                     |                             |  |                           |                          |                                |                          | Hired                  | Aaron Sanchez                 | DOH: 07/12/2021  |
| 6  | Principal Management Analyst                               | FT     | Fire  | 1                     | 20-39PMA                    | Matt Hallock, Fire Chief                     | 4/27/2021                 | 4/29/2021                | 5/7/2021                       |                          | Backgrounds            |                               | Pending backgrounds as of 06/29/2021   |
| 7  | 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 | 5/3/2021                 | Hired                  | Christine Tomikawa            | DOH: 07/12/2021  |
| 8  | 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                      | 5/7/2021                 | Cert List              |                               | Pending backgrounds as of 05/26/2021   |
| 9  | Adult Literacy Coordinator                                 | FT     | Library                                     | 1                     | 20-20ALC                    | Diana Garcia, City Librarian                 | 11/1/2020                 | 12/9/2020                | Continuous                     | 3/16/2021                | Hired                  | Victor Castellanos            | DOH: 07/20/2021  |
| 10 | Library Assistant  | FT     | Library                                     | 1                     | 21-13LIBASST                | Kristin Olivarez, Senior Librarian           | 6/4/2021                  | 7/7/2021                 | 8/3/2021                       |                          | Accepting Applications |                               | Opened recruitment on 07/07/21. Close on 08/03/21 or upon receipt of 50 qualified apps                       |
| 11 | Senior Account Clerk                                       | FT     | Management Services                         | 1                     | 21-08SRACCTCLK              | Martha Garcia, Director of                   | 3/3/2021                  | 6/16/2021                | 6/30/2021                      |                          | Screening              |                               | Screening applications   |
| 12 | Assistant Director of Public Works/Assistant City Engineer | FT     | Public Works                                | 1 FTE                 | 21-14ADPWACE                | Frank Lopez, PW Director                     | 5/7/2021                  | 7/8/2021                 | 8/3/2021                       |                          | Accepting Applications |                               | Opened recruitment on 07/08/21. Close on 08/03/21  |
| 13 | Administrative Intern                                      | PT     | Public Works - Engineering                  | 1                     | 21-06ADMINTPT               | Bonnie Tam, Principal Mgmt Analyst           |                           | 6/2/2021                 | 6/15/2021                      |                          | Screening              |                               | Screening applications   |
| 14 | Engineering Aide   | PT     | Public Works - Engineering                  | 1                     | 20-28ENGAIDPT               | Frank Lopez, Interim PW Director             | 3/2/2021                  | 3/11/2021                | 4/1/2021                       | 6/7/2021                 | Backgrounds            |                               | Pending backgrounds as of 06/29/2021   |
| 15 | Equipment Services Specialist                              | PT     | Public Works - Fleet                        | 1                     | 21-07EQSVCPT                | Chris Reyes, PW Manager                      | Pending                   |                          |                                |                          | Pending recruitment    |                               | On hold due to budget  |
| 16 | Management Analyst   | FT     | Public Works - Parks                        | 1                     | 20-10MGMTALYST              | Chris Reyes, PW Manager                      | 7/6/2020                  | 8/12/2020                | 9/1/2020                       | 2/17/2021                | Cert List              |                               | Sent new cert list to Chris Reyes on 05/10/2021  |
| 17 | Crew Leader  | FT     | Public Works - Streets                      | 1                     |                             | Chris Reyes, PW Manager                      | 7/8/2021                  |                          |                                |                          | Pending Recruitment    |                               | Pending opening July 2021  |
| 18 | Maintenance Worker   | PT     | Public Works - Streets                      | 6                     | 20-32MWPT                   | Chris Reyes, PW Manager                      |                           | 4/16/2021                | 5/1/2021                       | 5/24/2021                | Backgrounds            |                               | Pending backgrounds as of 06/22/2021   |
| 19 | Maintenance Worker   | FT     | Public Works - Streets & Parks              | 3                     | 20-23MW                     | Chris Reyes, PW Manager                      |                           | 1/22/2021                | 2/5/2021                       | 4/7/2021                 | Hired / Backgrounds    | Brandon Lopez & Jose Martinez | Brandon Lopez DOH: 06/21/2021; Jose Martinez DOH: 07/10/2021; Pending backgrounds as of 04/29/2021           |
| 20 | Senior Maintenance Worker                                  | FT     | Public Works - Streets                      | 1                     | 21-09SMW                    | Chris Reyes, PW Manager                      | 4/1/2021                  | 6/16/2021                | 7/6/2021                       |                          | Screening              |                               | Screening applications   |
| 21 | Water Distribution Lead Worker                             | FT     | Public Works - Water                        | 1                     | 20-46WDLW                   | George Noriega, Water Operations Supervisor  | 5/7/2021                  | 5/21/2021                | 6/30/2021                      |                          | Screening              |                               | Screening applications   |
| 22 | Water Production System Operator                           | FT     | Public Works - Water                        | 1                     | 20-37WPSO                   | George Noriega, Water Operations Supervisor  | 6/22/2021                 | 4/23/2021                | 5/13/2021                      |                          | Screening              |                               | Screening applications   |

Recruitment and Vacancy Report - July 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 | Water Utility Maintenance Worker | FT     | Public Works - Water       | 1                     | 20-47WUMW      | George Noriega, Water Operations Supervisor | 4/20/2020                 | 5/21/2021                | 5/30/2021                |                          | Screening                       |              | Screening applications  |
| 24 | Assistant Pool Manager           | PT     | Rec & Comm Svcs - Aquatics | 0.30 FTE              | 20-45ASSTPMPT  | Scott Imaizumi, Program Coordinator         |                           | 5/21/2021                | Continuous               |                          | Accepting Applications          |              | Reopened and accepting new applications                                 |
| 25 | Lifeguard                        | PT     | Rec & Comm Svcs - Aquatics | 0.18 FTE              | 20-35LGRDPT    | Scott Imaizumi, Program Coordinator         | 4/6/2021                  | 4/23/2021                | Continuous               | 6/8/2021                 | Backgrounds                     |              | Pending backgrounds as of 06/29/2021                                    |
| 26 | 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                                 |
| 27 | 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 |
| 28 | Recreation Leader                | PT     | Rec & Comm Svcs            | 2.51 FTE              | 19-47RECLDRPT  | Memo Chavez, Program Coordinator            | 1/21/2020                 | 1/27/2020                | 2/14/2020                | 3/16/2020                | Backgrounds                     |              | Pending backgrounds as of 05/12/21                                      |
| 29 |                                  |        |                            |                       | 20-42RECLDRPT  | Memo Chavez, Program Coordinator            | 3/16/2021                 | 5/1/12/21                | 5/25/2021                | 6/17/2021                | Backgrounds                     |              | Pending backgrounds as of 06/23/2021                                    |
| 30 |                                  |        |                            |                       | 21-12RECLDRPT  | Memo Chavez, Program Coordinator            | 3/16/2021                 | 7/2/2021                 | 7/23/2021                |                          | Reopened/Accepting Applications |              | Reopened and accepting new applications                                 |
| 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              | 21-01ASOPT     | Danny Salazar, Sergeant         | 10/22/2020                | 6/2/2021                 | 7/2/2021                 |                          |                          | Screening Applications |                | Screening applications   |
| Community Service Officer                   | PT     | 2              | 19-35CSOCRBPT  | Paul Yniguez, Sergeant          |                           | 11/26/2019               | 12/13/2019               |                          |                          | Oral Board Interviews  |                | Yesenia Murillo and Aglae Sepulveda was temporarily hired for six months in March 2020 till September 2020. 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                        | Hired                  | Shadene Womack | DOH: 06/01/2021  |
| 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 Chief's Secretary                    | FT     | 1              | 21-11PCS       | Danny Salazar, Sergeant         | 6/9/2021                  | 6/22/2021                | 6/28/2021                |                          |                          | Oral Board Interviews  |                | Invited 9 applicants to the oral board interviews on 07/22/2021  |
| Police Clerk                                | FT     | 1              | 21-10POLCLK    | Danny Salazar, Sergeant         | 6/9/2021                  | 6/22/2021                | 7/6/2021                 |                          |                          | Screening Applications |                | Screening applications   |
| Police Lieutenant                           | FT     | 1              | 20-34POLLT     | Kelly Gordon, Police Chief      | 4/8/2021                  | 4/19/2021                | 4/30/2021                | 5/18/2021                | 5                        | Hired                  | Bob Hung       | Promotion: 06/12/2021  |
| Police Officer Recruit                      | FT     | 4              | 21-15POREC     | Danny Salazar, Sergeant         | Continuous                | 6/29/2021                | Continuous               |                          |                          | Accepting Applications |                | Continuous recruitment. Accepting applications.  |
|   |        |                | 21-02POREC     | Danny Salazar, Sergeant         | Continuous                | 6/2/2021                 | 6/29/2021                |                          |                          | Written Exam           |                | Invited 58 applicants to the written exam on 07/23/2021  |
|   |        |                | 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   |
|   |        |                | 19-53POREC     | Paul Yniguez, Sergeant          | Continuous                | 2/15/2020                | 4/10/2020                | 5/11/2020                | 10                       | Hired                  | Angel Pena     | DOH: 05/17/2021  |
| Police Officer Recruit (Pre-Service)        | FT     |                | 21-16POPPE     | Danny Salazar, Sergeant         | Continuous                | 6/29/2021                | Continuous               |                          |                          | Accepting Applications |                | Continuous recruitment. Accepting applications.  |
|   |        |                | 21-03POPPE     | Danny Salazar, Sergeant         | Continuous                | 6/2/2021                 | 6/29/2021                |                          |                          | Written Exam           |                | Invited 3 applicants to the written exam on 07/23/2021   |
| Police Officer (Lateral)                    | FT     |                | 21-17POLAT     | Danny Salazar, Sergeant         | Continuous                | 5/25/2021                | Continuous               |                          |                          | Accepting Applications |                | Continuous recruitment. Accepting applications.  |
|   |        |                | 20-30POLAT     | Danny Salazar, Sergeant         | Continuous                | 2/13/2021                | Continuous               |                          |                          | Accepting Applications |                | Opened on 02/13/2021. Continuous recruitment.  |
| Police Sergeant                             | FT     | 1              | 20-38SRGT      | Kelly Gordon, Police Chief      | 4/8/2021                  | 4/26/2021                | 5/7/2021                 | 5/27/2021                | 5                        | Hired                  | Arlene Chaidez | Promotion: 06/12/2021  |
| 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              | 21-04SCHCGRDPT | Gabe Escarsega, Police Sergeant | 4/26/2021                 | 6/2/2021                 | 6/28/2021                |                          |                          | Oral Board Interviews  |                | Invited 15 applicants to the oral board interviews on 07/12/2021   |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>2021 PERSONNEL BOARD ATTENDANCE</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

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

|        |    |            |
|--------|----|------------|
| Legend | P  | Present    |
|        | A  | Absent     |
|        | NM | No Meeting |
|        | -- | Vacancy    |