

**PERSONNEL BOARD OF MONTEREY PARK
AGENDA**

REGULAR MEETING

**Wednesday
October 13, 2021
7:00 PM**

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

Documents related to an Agenda item are available to the public in the Human Resources Department located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at www.montereypark.ca.gov.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Commission Chair and Commissioners may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1334 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

PUBLIC PARTICIPATION

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

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

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

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (877) 853-5247 or (888) 788-0099 and entering Zoom meeting 897 4932 5622 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 July 14, 2021 meeting; and
- (2) Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING – None.

[4.] OLD BUSINESS

4-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.] NEW BUSINESS

5-A. Receive and File the new Human Resources/Risk Manager Class Specification & Recreation Supervisor Class Specification

It is recommended that the Personnel Board:

- (1) Receive and file the new Human Resources/Risk Manager Class Specification & Recreation Supervisor 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: October 13, 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 July 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 "Lisa Ung", is positioned above a horizontal line.

Lisa Ung
Human Resources Assistant

ATTACHMENT

1. July 14, 2021 Regular Meeting Minutes

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

The Personnel Board of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Wednesday, July 14, 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 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 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: Director of Human Resources & Risk Management Christine Tomikawa

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

1. PRESENTATION

Introduced the new Director of Human Resources & Risk Management Christine Tomikawa to the Personnel Board. Director Christine Tomikawa provided a background on her experience in Human Resources.

2. CONSENT CALENDAR

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the May 12, 2021 minutes. The minutes have been approved as presented.

Motion: Board Member Grace Yeh moved to approve the May 12, 2021 minutes as submitted 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. RECEIVE AND FILE THE NEW ASSISTANT DIRECTOR OF PUBLIC WORKS/ASSISTANT CITY ENGINEER CLASS SPECIFICATION & INFORMATION TECHNOLOGY SERVICES MANAGER CLASS SPECIFICATION

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.

Action Taken: The Personnel Board approved to receive and file the recommended changes to the Assistant Director of Public Works/Assistant City Engineer class specification with the noted changes to clearly state the requirements under Education and Experience. There were comments and concerns in regards to the Information Technology Services Manager class specification that the Personnel Board wanted follow up on in regards to the specific technology and programs listed under the Education and Experience section. Staff will discuss the comments and concerns pertaining to the Information Technology Services Manager class specification with the Police Chief and Director of Management Services and provide an update at the next meeting.

Motion: Board Member Gustavo Reynoso moved to receive and file the Assistant Director of Public Works/Assistant City Engineer class specifications with the noted changes and Board Member Liane Kwan 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

HR Assistant Lisa Ung updated the Personnel Board that the City has not received any new Personnel Board member applications.

HR Assistant Lisa Ung provided the Personnel Board with an update in regards to the Personnel Board term limits. The Personnel Board falls under the annual renewal term process for up to eight years. The City Clerk's will be reaching out to Personnel Board members personally, if they need anything.

HR Assistant Lisa Ung also reminded the Personnel Board that they needed to resubmit the Annual Reverification form that's filled out annually.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 8:07 p.m.

Christine Tomikawa
Director of Human Resources & Risk Management



Personnel Board Staff Report

DATE: October 13, 2021

AGENDA ITEM NO: 4-A

TO: Members of the Personnel Board
FROM: Christine Tomikawa, Director of Human Resources & Risk Management
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:

Staff has discussed the comments and concerns made by the Personnel Board in regards to the Information Technology Services Manager Class Specification with the Director of Management Services and Police Chief. After further discussion, both the Director of Management Services and Police Chief have agreed to keep the specifics listed in the Education & Experience section in Information Technology Services Manager Class Specification as written.

BACKGROUND:

This item was a received and file item and was presented on the July 14, 2021 Personnel Board meeting. At this meeting, there were comments and concerns in regards to the Information Technology Services Manager class specification that the Personnel Board wanted follow up on in regards to the specific technology and programs listed under the Education and Experience section. The suggestion was to broaden the qualifications specifically to the listed technology portion to allow a wider range of candidates so the screening process would not be so narrow.

FISCAL IMPACT:

None.

Respectfully submitted by:

 for Christine Tomikawa

Christine Tomikawa
Director of Human Resources &
Risk Management

ATTACHMENT

1. Information Technology Services Manager Class Specification

ATTACHMENT 1
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

Page 2 of 4

- 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.

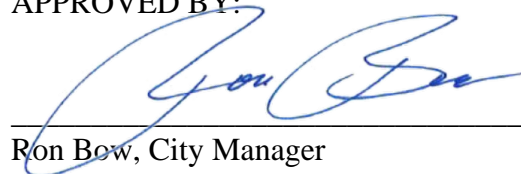
Possession of Certified Information System Security Professional or Manager is highly desirable.

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



Personnel Board Staff Report

DATE: October 13, 2021

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board
FROM: Christine Tomikawa, Director of Human Resources & Risk Management
SUBJECT: Receive and file the new Human Resources/Risk Manager Class Specification & Recreation Supervisor Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Receive and file the new Human Resources/Risk Manager Class Specification & Recreation Supervisor Class Specification; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Human Resources/Risk Manager class specification builds on the City's prior Risk Manager position to allow flexibility related to job duties for recruitment, labor relations and classification and compensation. It will support succession planning for the department by providing a mid-management position.

The Recreation and Community Services Department requested to recruit for the Recreation Supervisor vacancy and are recommending the revised changes in the attached class specification. The revised changes broaden the job duties since the department has Recreation Supervisor positions in other program areas and not only in the Senior Center program. The Human Resources Department modified the class specification format to include relevant position related information. The Mid-Management Association reviewed the class specification and does not have any issues with the revisions.

The City Manager has reviewed and approved both the new Human Resources/Risk Manager and Recreation Supervisor 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. The 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 Human Resources/Risk Manager Class Specification & Recreation Supervisor 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:

 for Christine Tomikawa

Christine Tomikawa
Director of Human Resources & Risk
Management

ATTACHMENT:

1. City of Monterey Park – Human Resources/Risk Manager Specification
2. City of Monterey Park – Recreation Supervisor Class Specification

ATTACHMENT 1
City of Monterey Park -
Human Resources/Risk Manager Class
Specification

HUMAN RESOURCES/RISK MANAGER (At-Will)

GENERAL PURPOSE:

Under the general administrative direction of the Director of Human Resources and Risk Management, this position performs a variety of managerial, professional, and administrative duties to support the services of the Human Resources & Risk Management Divisions, including recruitment and selection, labor relations, classification and compensation, training, benefits administration, liability, and workers' compensation programs and performs other related duties as assigned.

ORGANIZATIONAL RESPONSIBILITIES:

The Human Resources/Risk Manager reports to the Director of Human Resources and Risk Management and directs the daily work of Human Resources and Risk Management staff. The incumbent performs the more difficult analytical work in planning, coordinating, monitoring, and administering the risk management, insurance, and employee benefits programs for the city. The incumbent is responsible for identifying, evaluating, and recommending methods of reducing and eliminating risks and liabilities within the city. The incumbent is also responsible for training and developing of office staff.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Oversees, manages, and assists with activities and services related to recruitment and selection, employee and labor relations, classification, compensation, training, benefits administration, liability, and Workers' Compensation; creates, implements, coordinates, and manages personnel policies and procedures, employee performance evaluation systems, the Injury and Illness prevention program, and unemployment claims.
- Develops, implements, and maintains the Human Resources & Risk Management department's goals, objectives, policies, and priorities for appropriate service areas; ensures that established goals and priorities are achieved.
- Plans, manages, assigns, and coordinates the Human Resources & Risk Management workflow through appropriate Department staff; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

- Oversees the selection, training, and evaluation programs for City personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; executes disciplinary action and recommends termination procedures; assists and supports City staff with evaluation review and process.
- Initiates special studies for meet and confer purposes; coordinates cost analysis on negotiation proposals; provides technical support to the Chief Negotiator for the City in the negotiation of labor agreements with employee organizations; drafts contract language; administers labor agreements; represents the City in labor and management issues.
- Plans, organizes coordinates, and supervises the City's loss control and self-insurance programs; analyzes and develops proposals for programs and projects to reduce or eliminate risks; develops statistical information and reports and analyzes the city's loss prevention efforts; conducts surveys and makes recommendations to reduce losses.
- Initiates, conducts and/or oversees investigations relative to complaints of discrimination and/or harassment; provides assistance and guidance to departments in the use of and appropriate procedures to follow in taking disciplinary actions against employees.
- Researches, analyzes, recommends, and administers citywide employee benefit programs including, but not limited to medical, dental, life, disability, and unemployment insurances, multiple retirement and deferred compensation plans through contract administration and outside provider services
- Manages and coordinates the development of the Human Resource & Risk Management budget; monitors and approves expenditures; advises appropriate program personnel on budget matters; adjusts the budget as necessary.
- Provides assistance to the City Council and all City Staff; serves as a technical resource; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment; drafts proposed resolutions and ordinances; prepares correspondence, reports, and makes recommendations to the City Manager and Director of Human Resources & Risk Management.
- Makes recommendations for the purchase of insurance or retention of risk in all areas of municipal liability, workers' compensation, property, casualty, and employee health, pension, and benefit coverages; evaluates insurance needs and develops, coordinates, and manages the procurement of insurance coverage to meet the city's need for protection

- Reviews and coordinates the investigation of general liability and workers' compensation claims against the city; makes recommendations regarding claim settlement and the advisability of pursuing litigation on unsettled claims; negotiates and obtains settlement agreements as directed; coordinates work with the city's third party administrators for general liability and workers' compensation in the investigation, administration, handling, adjudication, litigation, and settlement of claims; pursues third party recovery on claims; develops and maintains files of pertinent information for claims adjusters;
- Develops and administers a modified work program consistent with the needs of the city and ADA requirements; collects and analyzes data for disability retirement applications and appeals; monitors and develops reports of work injuries as required by the State Department of Industrial Relations for workers' compensation and employee safety; ensures compliance with State industrial safety and occupational health laws;
- Manages and coordinates the city's safety program; acts as the coordinator of the city's safety committee; coordinates safety training; maintains safety training records
- Oversees the City's occupational health program; monitors services from medical providers and acts as liaison between them and our third-party administrator for workers' compensation and for Occu-Med as necessary;
- Coordinates the city's defense and represents the city at unemployment insurance appeals hearings and small claims court hearings;
- Attends and participates in professional and community meetings; stays current on issues relative to the fields of human resources, risk management, workers' compensation, and service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within the Department.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

- Supervises, trains, evaluates, and manages professional, technical and support staff in completion of assigned job duties and tasks; answers questions and provide direction; recommends personnel action of subordinates; acts in the absence of the Director of Human Resources & Risk Management.
- Represents and participates in City-wide committees, meetings, and conferences, as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities

Modern principles, practices and techniques of public human resources administration, organization and operation; principles and practices of risk management; Federal and State Equal Employment Opportunity laws and non-discrimination regulations; California labor laws and regulations; recruitment and selection techniques and procedures; principles and practices of public risk management, safety, loss control, self-insurance programs, Workers' Compensation, and property liability; benefit and retirement system administration; principles and practice of employer-employee relations; principles and practices of budget administration; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including labor laws; Cal OSHA, Workers' Compensation, and unemployment laws 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.

Ability to plan, direct, manage, assign, and coordinate the work of the Human Resources Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; negotiate labor agreements and write labor contract language within the authority granted by the City Council; analyze complex administrative, personnel, benefit, and risk management issues; 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. plan, organize, coordinate and administer the city's loss control and self-insurance functions; assist in formulating, recommending, implementing, and evaluating the loss prevention and insurance procurement policies and practices of the City; analyze and implement a comprehensive risk management, loss control, and insurance and benefits program; develop information and make recommendations concerning city compliance with occupational health and industrial safety laws and regulations; analyze insurance policies to determine extent of liability exposures; analyze, classify, and rate risks, exposures, and loss expectancies; develop and implement long range plans for reducing city losses and costs associated with general liability; workers' compensation, property, health, and casualty exposures; interpret, explain, apply, and enforce a variety of laws, rules and regulations; recommend and administer the division budget and fiscal controls; communicate effectively both orally and in writing; maintain accurate and complete records; maintain effective working relationships with employees, management, consultants, and representatives of all segments of the insurance industry; effectively handle confidential matters.

Education/Experience/Training

Bachelor's Degree from an accredited college or university in Human Resources, Risk Management, business administration, public administration, or closely related field is required. Five (5) years of increasingly responsible experience in Human Resources and Risk Management field. Two (2) years as a supervisor is highly desirable.

Licenses and Certifications

Possession of a valid Class "C" California Motor Vehicle Operator's License.

In accordance with California Government Code Section 3100, City of Monterey Park employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL EFFORT:

The physical and mental effort described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires finger dexterity, grasping, repetitive hand movement and fine coordination to operate computer hardware and standard office equipment and reach with hands and arms above and below shoulder level. The employee occasionally lifts, pulls, and carries records and documents typically weighing up to 25 pounds. Additionally, sensory demands include the ability to talk and hear. The position requires near and far vision and the ability to adjust focus in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. Ability to respond quickly to the scene of accidents and to investigate causes, and to identify safety hazards in the workplace.

Mental demands: While performing the duties of this class, the employee must be able to use written and oral communication skills; read, analyze, and interpret data, specifications, and documents; prepare and evaluate reports; use math and mathematical reasoning; learn and apply new information or new skills; and interact with applicants, City staff, management, and the public.

Work Environment: The employee works in an office environment with controlled temperature settings. The employee may need to travel to different worksites and be in outside elements for safety inspections, training, and other related job duties.

Date updated: September 2021
FLSA Status: Exempt
Bargaining Unit: Unrepresented
Civil Service Status: At-Will

ATTACHMENT 2
Recreation Supervisor Class Specification

RECREATION SUPERVISOR ~~SENIOR CENTER~~

GENERAL PURPOSE: DEFINITION

Under general direction ~~from the Director of Recreation and Community Services~~, this position plans, organizes, and coordinates a multitude of public recreation programs ~~at Langley Senior Citizens Center~~ for the City of Monterey Park and performs related duties as required.

ESSENTIAL FUNCTIONS: REPRESENTATIVE DUTIES

The ~~D~~duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class. ~~include, but are not limited to the following:~~

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Plans, develops, organizes and directs the coordination of recreational services ~~at Langley Senior Citizens Center~~ including cultural and recreation activities designed for participants ~~age 55 and older~~ of all ages. Examples are: ~~specialized trips and tours, specialized classes, health screenings, billiards, table tennis, In Home Care Management and special events.~~

~~Supervises the City's Dial A Ride program for the mobility of the City's senior citizens and disabled residents to accommodate their medical, shopping, social recreational and welfare needs.~~

Establishes, implements and manages a variety of ~~senior~~ programs to include social, recreational, educational, and fitness activities. Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends within department policy, appropriate service and staffing levels, recommends and administers policies and procedures.

Supervises the reservations and after hours usage of recreational facilities~~the Langley Senior Citizens Center~~ by community groups and private rentals.

Oversees the maintenance of ~~recreational facilities~~Langley Senior Citizens Center, assures proper inspection standards, reports deficiencies, reports needed repairs to facility and equipment, maintains inventory of supplies.

Works with ~~senior citizen~~ clubs and organizations to further cultural goodwill among the growing ~~ethnic~~ community.

~~Works with county, non-profit agencies and regional senior agencies to provide meals program, In Home Case Management and other services vital to senior citizens.~~

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement and reviews them with the Director; implements improvements.

Selects, trains, motivates and evaluates assigned personnel and volunteers; provides or coordinates staff training; works with employees and volunteers to correct deficiencies; administers and implements disciplinary actions. Effectively recruits and maintains a substantial volunteer

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workforce to assist with the current ~~senior~~-recreation programs ~~held at Langley Senior Citizens Center~~.

Plans, directs, coordinates and reviews work plans; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Manages and participates in the development and administration of ~~the two division's~~ annual ~~department~~ budgets; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary.

Prepares or directs the preparation of news releases and public brochures concerning recreation and cultural activities; maintains adequate inventories of program supplies and equipment;

Attends meetings and assists in providing staff support to ~~City~~ Commissions ~~on Aging~~, including the preparation and presentation of staff reports; meets with various professional and community groups to promote cultural and recreational activities;

MINIMUM QUALIFICATIONS: GUIDELINES

Education and Experience

~~Any combination of education and experience that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: a Bachelor's Degree in Recreation, Gerontology, Public Administration or related field and two (2) years increasingly responsible professional experience in administering recreational programs in a supervisory capacity. Years of experience in public sector Recreation programs can substitute for education on a year for year basis. in a senior citizen facility or program or an equivalent combination of training and experience.~~

Knowledge, Skills and Abilities

Considerable knowledge of: the theories, principles, practices and programs of public recreation planning and programming ~~for senior aged and disabled participants~~; community center operations and management; supervisory principles, practices and methods; basic administrative, budgetary and personnel management principles as practiced in public agencies; methods for identifying community recreation needs; and public relations techniques.

Ability to analyze situations and adopt an effective course of action; establish and maintain cooperative working relationships with community groups, organizations, school districts, boards and commissions and other employees; communicate effectively both orally and in writing; prepare

and present concise written and oral reports; plan, promote and implement recreation programs; analyze situations and effectively resolve them through the application of City and departmental policies; deal constructively with conflict and develop effective resolutions; supervise, motivate, train and develop assigned staff .

PHYSICAL EFFORT:

The physical and mental effort describe here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires finger dexterity, grasping, repetitive hand movement and fine coordination to operate computer hardware and standard office equipment and reach with hands and arms above and below shoulder level. The employee occasionally lifts, pulls, and carries records, objects, recreation equipment, and furniture weighing up to 50 pounds. Additionally, sensory demands include the ability to talk and hear. The position requires near and far vision and the ability to focus in reading reports and work related documents. Acute hearing is required when providing phone and personal service.

Mental demands: While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret program data, rules and requirements; analyze and solve problems; use math and mathematical reasoning; work with constant interruptions and meet deadlines; and interact with City officials, media, citizen groups, sports officials, school representatives, contractors, employees, management and other encountered in the course of work; occasionally subject to conflicts involving the use of community services.

Work environment: The employee works in both office and field settings, and occasional travel is required to different community centers, parks, events as well as user group and public meeting sites. In field settings, the employee is occasionally exposed to loud noise during sporting and recreational activities and special events and works under variable weather conditions at different sites and events.

Date Updated: September 2021
Prior Approvals: September 12, 2012
FLSA Status: Non-exempt
Bargaining Unit: Mid-Management Association
Civil Service Status: Classified

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Recruitment and Vacancy Report - October 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	Remarks
1	Administrative Intern	PT	Public Works - Engineering	1	21-06ADMINTPT	Bonnie Tam, Principal Mgmt Analyst		6/2/2021	6/15/2021		Screening	Screening applications
2	Animal Services Officer	PT	Police	2	21-01ASOPT	Danny Salazar, Sergeant	10/22/2020	6/2/2021	7/2/2021	8/12/2021	Medical	Pending medical as of 09/28/21
3	Assistant Director of Public Works/Assistant City Engineer	FT	Public Works	1	21-14ADPWACE	Frank Lopez, PW Director	5/7/2021	7/8/2021	8/3/2021		None Selected	Pending reopening of position
4	Assistant Pool Manager	PT	Rec & Comm Svcs - Aquatics	0.30 FTE	20-45ASSTPMPT	Scott Imaizumi, Program Coordinator		5/21/2021	Continuous		Hired	Promoted two employees on 09/04/2021
5	Building Inspector	FT	Public Works - Building	1	21-25BLDINSP	Frank Lopez, PW Director	6/28/2021	8/25/2021	9/24/2021		Screening	Screening applications
6	Clerk Typist	PT	City Clerk's	1	21-26	Cindy Trang, Deputy City Clerk		8/25/2021	9/7/2021		Oral Board Interviews	Pending oral board interview date, pending raters as of 10/05/21
7	Code Enforcement Officer	FT	Fire	2		Chris Gomez, Fire Marshal	7/8/2021	7/14/2021	7/23/2021		Medical	Pending medical as of 09/29/21
8	Community Service Officer	PT	Police - CEB	2		Danny Salazar, Sergeant	9/15/2021					Pending recruitment
9	Community Service Officer	PT	Police - Traffic	1		Danny Salazar, Sergeant	9/15/2021					Pending recruitment
10	Crew Leader	FT	Public Works - Streets	1		Chris Reyes, PW Manager	7/8/2021				Pending Recruitment	Pending opening July 2021
11	Crime Analyst	PT	Police	1	21-35CAPT	Danny Salazar, Sergeant	9/7/2021	10/6/2021	10/26/2021		Accepting Applications	Accepting applications
12	Engineering Aide	PT	Public Works - Engineering	1	20-28ENGIDPT	Frank Lopez, Interim PW Director	3/2/2021	3/11/2021	4/1/2021	6/7/2021	Hired	DOH: 09/13/2021
13	Equipment Services Specialist	PT	Public Works - Fleet	1	21-07EQSVCPT	Chris Reyes, PW Manager	Pending				Pending recruitment	On hold due to budget
14	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
15	Fire Inspector	FT	Fire	1								Pending recruitment
16	Human Resources Analyst	FT	Human Resources & Risk Management	1		Christine Tomikawa, Director of HR & RM					Pending Recruitment	Pending recruitment
17	Information Technology Services Manager	FT	Management Services	1	21-34ITMGR	Martha Garcia, Director of Management	9/9/2021	9/27/2021	10/15/2021		Accepting Applications	Accepting applications
18	Jailer	FT	Police	0	21-05JAILER	Gus Jimenez, Police Lieutenant	5/27/2021	6/2/2021	6/15/2021		None Selected	On hold per Lieutenant Yniguez as of 10/04/21
19	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

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20	Library Assistant	PT	Library	5	21-31LIBASSTPT	Kristin Olivarez, Senior Librarian	8/12/2021	9/9/2021	9/24/2021		Oral Board Interviews	Oral Board Interviews: 10/19/21 & 10/20/21. Inviting 30 applicants
21	Library Page	PT	Library	1	21-30LIBPGPT	Kristin Olivarez, Senior Librarian	8/12/2021	9/9/2021	9/24/2021		Written Exam	Written Exam: 10/14/21. Invited 50 applicants
22	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	Hired	DOH: 07/26/2021
23	Maintenance Worker	PT	Public Works - Streets	6	20-32MWPT	Chris Reyes, PW Manager		4/16/2021	5/1/2021	5/24/2021	Backgrounds/Hired	Hired one on 10/18/21 and another on 08/30/21; pending live scan for two more applicants
24	Maintenance Worker	FT	Public Works - Streets & Parks	1	20-23MW	Chris Reyes, PW Manager		1/22/2021	2/5/2021	4/7/2021	Hired	DOH: 08/09/21
25	Management Analyst	FT	Public Works - Parks	1		Chris Reyes, PW Manager	9/15/2021					Pending new recruitment, none selected from the previous eligibility list
26	Permit Technician I	FT	Fire	Pending		Chris Gomez, Fire Marshal					Backgrounds	Pending live scan as of 09/29/21
27	Planning Manager	FT	Public Works - Planning	1		Frank Lopez, Director of Public Works				11/19/2020	Medical	Pending medical as of 09/29/21
28	Police Cadet	PT	Police	3	21-21POLCADPT	Danny Salazar, Sergeant	7/14/2021	7/30/2021	8/20/2021		Backgrounds	Pending backgrounds as of 09/28/2021
29	Police Chief's Secretary	FT	Police	1	21-11PCS	Danny Salazar, Sergeant	6/9/2021	6/22/2021	6/28/2021	7/22/2021	Hired	Promoted an employee on 07/24/2021
30	Police Clerk	FT	Police	2	21-10POLCLK	Gus Jimenez, Police Lieutenant	6/9/2021	6/22/2021	7/6/2021	8/30/2021	Backgrounds	Pending backgrounds as of 08/31/21
31	Police Clerk	PT	Police	1	21-22POLCLKPT	Danny Salazar, Sergeant	7/14/2021	7/30/2021	8/20/2021		Oral Board Interviews	Pending oral board interview date as of 10/05/21
32	Police Corporal	FT	Police	1	21-27POLCORP	Danny Salazar, Sergeant	9/9/2021	8/30/2021	9/17/2021		Oral Board Interviews	Oral Board Interviews: 10/11/21. Invited 12 applicants.
33	Police Officer Recruit	FT	Police	4	21-32POREC	Danny Salazar, Sergeant	Continuous	9/16/2021	Continuous		Accepting Applications	Continuous recruitment. Accepting applications.
34					21-15POREC	Danny Salazar, Sergeant	Continuous	6/29/2021	9/16/2021		Recruitment Orientation	Orientation: 09/27/21; Written Exam: 10/08/21; Oral Board Interviews: 11/01/21
35					21-02POREC	Danny Salazar, Sergeant	Continuous	6/2/2021	6/29/2021		Backgrounds	Sent list to department on 08/10/21 & 08/17/21
36					21-33POPPE	Danny Salazar, Sergeant	Continuous	9/8/2021	Continuous		Accepting Applications	Continuous recruitment. Accepting applications.

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37	Police Officer Recruit (Pre-Service)				21-16POPPE	Danny Salazar, Sergeant	Continuous	6/29/2021	9/8/2021		Recruitment Orientation	Orientation: 09/27/21; Written Exam: 10/08/21; Oral Board Interviews: 11/01/21	
38					21-03POPPE	Danny Salazar, Sergeant	Continuous	6/2/2021	6/29/2021		None Selected	Candidate failed backgrounds	
39					Police Officer (Lateral)	21-17POLAT	Danny Salazar, Sergeant	Continuous	5/25/2021	Continuous		Accepting Applications	Continuous recruitment. Accepting applications.
40						20-30POLAT	Danny Salazar, Sergeant	Continuous	2/13/2021	Continuous		Hired	DOH: 08/09/2021
41	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	
42	Principal Management Analyst	FT	Public Works	1	20-39PMA	Frank Lopez	4/27/2021	4/29/2021	5/7/2021	6/7/2021	Medical	Pending medical as of 09/29/21	
43	Principal Management Analyst	FT	Fire	1	20-39PMA	Frank Lopez	4/27/2021	4/29/2021	5/7/2021	6/7/2021	Hired	DOH: 07/19/2021	
44	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	Hired	DOH: 07/26/2021	
45					20-42RECLDRPT	Memo Chavez, Program Coordinator	3/16/2021	5/1/2021	5/25/2021	6/17/2021	Hired	DOH: 09/08/21	
46					21-12RECLDRPT	Memo Chavez, Program Coordinator	3/16/2021	7/2/2021	Continuous	8/30/2021	Backgrounds	Pending backgrounds as of 10/01/21	
47	School Crossing Guard	PT	Police	5	21-34SCHXGRDPT	Peter Yung, Police Sergeant	Continuous	9/9/2021	Continuous		Accepting Applications	Continuous recruitment. Accepting applications.	
48					21-28SCHXGRDPT	Peter Yung, Police Sergeant	Continuous	8/13/2021	9/9/2021		Backgrounds	Pending backgrounds as of 09/15/2021	
49					21-18SCHXGRDPT	Peter Yung, Police Sergeant	4/26/2021	6/28/2021	8/13/2021		Hired	DOH: 09/28/2021	
50					21-04SCHXGRDPT	Gabe Escarsega, Police Sergeant	4/26/2021	6/2/2021	6/28/2021	7/13/2021	Hired	DOH: 08/26/21	
51	Senior Account Clerk	FT	Management Services	1	21-08SRACCTCLK	Martha Garcia, Director of Management	3/3/2021	6/16/2021	6/30/2021	8/20/2021	Hired	DOH: 10/12/2021	
52	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	7/13/2021	Backgrounds/Hired	One employee was promoted on 09/18/21; Another is pending backgrounds as of 09/15/21; must reopen for Econ	
53	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		Accepting Applications	Continuous recruitment. Accepting applications.	
54	Senior Maintenance Worker	FT	Public Works - Streets	1	21-09SMW	Chris Reyes, PW Manager	4/1/2021	6/16/2021	7/6/2021		Oral Board Interviews	Oral Board Interviews: 10/06/21. Invited 6 applicants	
55	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	8/11/2021	Medical	Pending medical as of 09/29/21	

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56	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	8/11/2021	Medical	Pending medical as of 09/29/21
57	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		Cert List	Pending cert list as of 10/06/21

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

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy