

**PERSONNEL BOARD OF MONTEREY PARK
AGENDA**

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

**Wednesday
April 13, 2022
7:00 PM**

MISSION STATEMENT

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

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

PUBLIC COMMENTS ON AGENDA ITEMS

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

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

CALL TO ORDER **Christine Tomikawa**

FLAG SALUTE

ROLL CALL **Liane Kwan, Gustavo Reynoso, Grace Yeh**

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Commission's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATIONS – None.

[2.] CONSENT CALENDAR

2-A. Approval of Minutes

It is recommended that the Personnel Board:

- (1) Approve minutes from the October 13, 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. 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-B. 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: April 13, 2022

AGENDA ITEM NO: 2-A

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

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the minutes from the regular meeting of October 13, 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. October 13, 2021 Regular Meeting Minutes

ATTACHMENT 1
October 13, 2021 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
October 13, 2021**

The Personnel Board of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Wednesday, October 13, 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 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 Greg Verbeck called the meeting to order at 7:02 p.m.

FLAG SALUTE:

Board member Grace Yeh led the flag salute.

ROLL CALL:

Human Resources Assistant Lisa Ung called the roll:

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

Board Members Absent: Gustavo Reynoso

ALSO PRESENT: Director of Human Resources & Risk Management Christine Tomikawa

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

Motion: Board Member Grace Yeh moved to approve the July 14, 2021 minutes as submitted and Board Member Liane Kwan seconded, motion carried by the following vote:

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

3. PUBLIC HEARING

None.

4. OLD BUSINESS

4A. RECEIVE AND FILE THE NEW ASSISTANT DIRECTOR OF PUBLIC WORKS/ASSISTANT CITY ENGINEER CLASS SPECIFICATION & INFORMATION TECHNOLOGY SERVICES MANAGER CLASS SPECIFICATION

Staff has discussed the comments and concerns made by the Personnel Board at the last meeting on July 14, 2021 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.

Action Taken: The Personnel Board approved to receive and file the recommended changes to the Information Technology Services Manager class specification.

Motion: Board Member Liane Kwan moved to receive and file the Information Technology Services Manager class specifications and Board Member Grace Yeh seconded, motion carried by the following vote:

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

5. NEW BUSINESS

5A. RECEIVE AND FILE THE NEW HUMAN RESOURCES/RISK MANAGER CLASS SPECIFICATION & RECREATION SUPERVISOR CLASS SPECIFICATION

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.

Action Taken: The Personnel Board approved to receive and file the recommended changes to the Human Resources/Risk Manager class specification with the noted changes to remove repetitive language and the recommended changes to the Recreation Supervisor class specification.

Motion: Board Member Liane Kwan moved to receive and file the Human Resources/Risk Manager class specification with the noted recommendations along with the revisions of the Recreation Supervisor class specification and Board Member Grace Yeh seconded, motion carried by the following vote:

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

Chairperson Greg Verbeck announced their resignation from the Personnel Board effective at the conclusion of the meeting on October 13, 2021.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:38 p.m.

Christine Tomikawa
Director of Human Resources & Risk Management

Recruitment and Vacancy Report - April 2022

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 Aide	FT	Rec & Comm Svcs	1		Robert Aguirre, Dir of Rec & Comm Svcs	11/16/2021					Pending class spec review
2	Administrative Intern	PT	Public Works - Engineering	1	21-06ADMINTPT	Xochitl Tipan, Principal Mgmt Analyst						Finalize job bulletin 3/15/22, on hold
3	Animal Services Officer	FT	Police	1							Pending	Pending requisition 03/03/22
4	Assistant Director of Public Works/Assistant City Engineer	FT	Public Works	1	21-52ADPWACE	Inez Alvarez, City Manager	10/28/2021	3/7/2022	4/4/2022		Screening	Screening applications
5	Assistant Planner	FT	Community Development - Planning	1		Jessica Serrano, Planning Manager	2/25/2022				Pending	Pending class spec review
6	Assistant Pool Manager	PT	Rec & Comm Svcs - Aquatics	0.30 FTE	20-45ASSTPMPT	Scott Imaizumi, Program Coordinator	4/7/2021	5/21/2021	Continuous		Accepting Applications	Accepting applications
7	Budget Manager	FT	Management Services			Martha Garcia, Director of Management	3/21/2022					Pending class spec
8	Building Inspector	FT	Public Works - Building	1	21-25BLDINSP	Frank Lopez, PW Director	6/28/2021	8/25/2021	9/24/2021		Cert List	None selected, on hold as of 03/24/22
9	Clerk Typist	PT	City Clerk's	1	21-26	Cindy Trang, Deputy City Clerk		8/25/2021	9/7/2021	12/2/2021	Hired	DOH: 02/08/2022
10	Code Enforcement Officer	FT	Fire	2		Chris Gomez, Fire Marshal	7/8/2021	7/14/2021	7/23/2021	8/19/2021	Hired	DOH: 11/15/2021
11	Communications Supervisor	FT	Police	1		Paul Yniguez, Lieutenant	3/15/2022				Pending Recruitment	Pending opening date 04/11/2022
12	Community Service Officer	FT	Police - CEB	1		Paul Yniguez, Lieutenant					Pending	Pending requisition 03/03/22
13	Community Service Officer	PT	Police - CEB	1	21-39CSOCEBPT	Paul Yniguez, Lieutenant/Danny Salazar, Sergeant	9/15/2021	11/3/2021	11/29/2021	1/31/2022	Backgrounds	Pending backgrounds
14	Community Service Officer	PT	Police - Traffic	1	21-38CSOPEPT	Paul Yniguez, Lieutenant/Danny Salazar, Sergeant	9/15/2021	11/3/2021	11/29/2021	4/6/2022	Cert List	Sent cert list to dept on 04/06/2022
15	Community Service Officer	FT	Police - Traffic	1	21-46CSPE	Paul Yniguez, Lieutenant/Danny Salazar, Sergeant	1/6/2022	1/18/2022	2/1/2022	3/17/2022	Hired	Promoted an employee on 03/19/2022
16	Crew Leader	FT	Public Works - Streets	2	21-23CREWLDR	Chris Reyes, PW Manager	7/8/2021	7/30/2021	8/20/2021	12/2/2021	Hired	Promoted an employee on 12/25/2021, New hire on 02/14/2022
17	Crime Analyst	PT	Police	1	21-35CAPT	Danny Salazar, Sergeant	9/7/2021	10/18/2021	1/11/2022		Pending Reopening	Pending class spec review
18	Cross Connection Control Inspector	FT	Public Works - Water	1	21-40CCCI	Richard Gonzales, Water Utility Manager/Frank	8/24/2021	11/3/2021	11/23/2021		On hold	On hold

Recruitment and Vacancy Report - April 2022

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
19	Equipment Services Specialist	PT	Public Works - Fleet	1	21-07EQSVCPT	Chris Reyes, PW Manager	Pending				On hold	On hold due to budget
20	Evidence Officer	FT	Police	1							Hired	Promoted am employee on 04/04/2022
21	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
22	Fire Safety Specialist	FT	Fire	1		Chris Gomez, Fire Marshal	10/14/2021				Pending	Pending class spec review
23	Firefighter	FT	Fire	1	21-47FF	Matt Hallock, Fire Chief		2/3/2022	2/16/2022		Written Exam	Schedule written exam and finalize FF written exam
24	Human Resources Analyst	FT	Human Resources & Risk Management	1		Christine Tomikawa, Director of HR & RM					Pending Recruitment	Pending recruitment
25	Human Resources & Risk Management Manager	FT	Human Resources & Risk Management	1	21-37HRRM-MGR	Christine Tomikawa, Director of HR & RM	10/14/2021	10/25/2021	11/17/2021		Backgrounds	Pending backgrounds as of 02/22/2022
26	Human Resources Technician	FT	Human Resources & Risk Management	1	21-51HRTECH	Christine Tomikawa, Director of HR & RM		2/7/2022	2/25/2022		Cert List	Pending second round of interviews
27	Information Technology Services Manager	FT	Management Services	1	21-34ITMGR	Martha Garcia, Director of Management	9/9/2021	9/27/2021	10/15/2021		Hired	DOH: 12/25/2021
28	IT Technician	FT	Management Services			Martha Garcia, Director of Management	3/21/2022					Pending class spec
29	Jail Supervisor	FT	Police	1		Paul Yniguez, Lieutenant	3/15/2022				Pending Recruitment	Pending opening date 04/11/2022
30	Library Assistant	FT	Library	1	21-45LIBASST	Kristin Olivarez, Senior Librarian		11/18/2021	Continuous	4/6/2022	Cert List	Sent cert list to dept on 04/06/2022
31	Library Assistant	PT	Library	5	21-31LIBASSTPT	Kristin Olivarez, Senior Librarian	8/12/2021	9/9/2021	9/24/2021		Hired	DOH: 01/12/22, 01/26/22, 02/08/22, 04/06/22
32	Library Page	PT	Library	1	21-30LIBPGPT	Kristin Olivarez, Senior Librarian	8/12/2021	9/9/2021	9/24/2021		Hired	DOH: 02/08/2022
33	Lifeguard	PT	Rec & Comm Svcs - Aquatics	0.18 FTE	21-55LGRDPT	Scott Imaizumi, Program Coordinator		6/1/2021	Continuous		Cert List	Pending cert list as of 04/04/22

Recruitment and Vacancy Report - April 2022

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
34	Maintenance Worker	PT	Public Works - Streets	6	20-32MWPT	Chris Reyes, PW Manager					Oral Board Interviews	Oral Board Interviews: 04/13/2022
35					20-32MWPT	Chris Reyes, PW Manager		4/16/2021	5/1/2021	5/24/2021	Hired	DOH: 10/18/21, 11/22/21,
36	Maintenance Worker	FT	Public Works - Streets	1	21-41MW	Chris Reyes, PW Manager	10/14/2021	11/3/2021	11/19/2021		Written Exam	Pending results
37	Management Analyst	FT	Public Works - Parks	1		Chris Reyes, PW Manager	9/15/2021					Pending new recruitment, none selected from the previous eligibility list
38	Permit Technician I	FT	Fire	1		Chris Gomez, Fire Marshal					On hold	On hold
39				Pending		Chris Gomez, Fire Marshal					Hired	DOH: 12/13/2021
40	Planning Manager	FT	Public Works - Planning	1		Frank Lopez, Director of Public Works				11/19/2020	Hired	DOH: 11/08/2021
41	Police Cadet	PT	Police	3	21-21POLCADPT	Danny Salazar, Sergeant	7/14/2021	7/30/2021	8/20/2021	9/24/2021	Hired	DOH: 01/11/2022
42	Police Clerk	FT	Police	2	21-10POLCLK	Gus Jimenez, Police Lieutenant	6/9/2021	6/22/2021	7/6/2021	8/30/2021	Hired	DOH: 11/01/2021
43	Police Clerk	PT	Police	1	21-22POLCLKPT	Danny Salazar, Sergeant	7/14/2021	7/30/2021	8/20/2021	12/21/2021	Backgrounds	Pending backgrounds as of 02/28/22
44	Police Corporal	FT	Police	1	21-27POLCORP	Danny Salazar, Sergeant	9/9/2021	8/30/2021	9/17/2021	10/13/2021	Hired	Promoted two employees: 11/13/21, 12/11/21
45	Police Officer Recruit	FT	Police	5	21-48POREC	Danny Salazar, Sergeant	2/1/2022	2/2/2022	Continuous		Accepting Applications	Continuous recruitment. Accepting applications.
46					21-32POREC	Danny Salazar, Sergeant	Continuous	9/16/2021	2/2/2022	4/5/2022	Cert List	Sent cert list to dept on 04/06/2022
47					21-49POPRES	Danny Salazar, Sergeant	2/1/2022	2/2/2022	Continuous		Accepting Applications	Continuous recruitment. Accepting applications.
48					21-33POPRES	Danny Salazar, Sergeant	Continuous	9/8/2021	2/2/2022	4/5/2022	Cert List	Sent cert list to dept on 04/06/2022
49					21-50POLAT	Danny Salazar, Sergeant	2/1/2022	2/2/2022	Continuous		Accepting Applications	Continuous recruitment. Accepting applications.
50	Police Records Supervisor	FT	Police	1		Paul Yniguez, Lieutenant	3/15/2022					Pending opening date 04/11/2022

Recruitment and Vacancy Report - April 2022

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
51	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
52	Principal Management Analyst	FT	Public Works	1	20-39PMA	Frank Lopez	4/27/2021	4/29/2021	5/7/2021	6/7/2021	Hired	DOH: 11/29/2021
53	Recreation Leader	PT	Rec & Comm Svcs	2.51 FTE					Continuous	12/2/2021	Backgrounds	DOH: 07/26/2021
54					21-12RECLDRPT	Memo Chavez, Program Coordinator	3/16/2021	7/2/2021	Continuous	8/30/2021	Hired	DOH: 03/22/22, 04/06/22
55	Recreation Supervisor	FT	Rec & Comm Svcs	1	21-43RECSPVR	Robert Aguirre, Dir of Rec & Comm Svcs		11/9/2021	11/19/2021	2/16/2022	Hired	Promoted an employee on 03/05/22
56	School Crossing Guard	PT	Police	3	21-44SCHXGRDPT	Peter Yung, Police Sergeant	Continuous	9/9/2021	Continuous	12/1/2021	Backgrounds	Pending backgrounds as of 02/28/22
57	Senior Clerk Typist	FT	City Manager's Office	1	21-42SRCLKT	Joe Torres, Economic Development Project	10/6/2021	11/3/2021	12/3/2021		Written Exam	Pending written exam date
58	Senior Librarian	FT	Library	1		Diana Garcia, City Librarian						Pending opening date 04/11/2022
59	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.
60	Senior Maintenance Worker	FT	Public Works - Streets	1	21-09SMW	Chris Reyes, PW Manager	4/1/2021	6/16/2021	7/6/2021	11/19/2021	Hired	DOH: 03/21/22, 04/04/22
61	Senior Planner	FT	Community Development - Planning	1	21-58SRPLNR	Jessica Serrano, Planning Manager	2/25/2022	4/8/2021	Continuous		Accepting Applications	Accepting applications
62	Senior Water Production System Operator	FT	Public Works - Water	1	21-57SRWPSO	Richard Gonzales, Water Utility Manager/Frank	7/14/2021	3/29/2022	4/18/2022		Accepting Applications	Accepting applications
63	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	Hired	DOH: 11/15/2021
64	Water Production Supervisor	FT	Public Works - Water	1	21-56WPS	Richard Gonzales, Water Utility Manager/Frank	7/14/2021	3/29/2022	4/18/2022		Accepting Applications	Accepting applications
65	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	Hired	DOH: 11/15/2021
66	Water Utility Maintenance Worker	FT	Public Works - Water	1	21-53WUMW	George Noriega, Water Operations Supervisor		3/7/2022	Continuous		Accepting Applications	Accepting applications
67					20-47WUMW	George Noriega, Water Operations Supervisor	4/20/2020	5/21/2021	5/30/2021	10/29/2021	Cert List	None selected
68	Water Utility Maintenance Worker	PT	Public Works - Water	1	21-54WUMWPT	George Noriega, Water Operations Supervisor		3/7/2022	Continuous		Accepting Applications	Accepting applications

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

		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	P	NM	NM
Reynoso	Gustavo	NM	NM	NM	P	P	NM	P	NM	NM	A	NM	NM
Verbeck	Greg	NM	NM	NM	P	P	NM	P	NM	NM	P	--	--
Yeh	Grace	NM	NM	NM	P	P	NM	P	NM	NM	P	NM	NM

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy