

PERSONNEL BOARD OF MONTEREY PARK AGENDA

REGULAR MEETING

Wednesday
August 12, 2020
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 989 2902 4900 then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter "*9" then staff will be notified and you will be in rotation to make a public comment.

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

CALL TO ORDER

Chairperson

FLAG SALUTE

ROLL CALL

**Harvey Chin, 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. Oath of Office conducted by City Clerk Vincent Chang for new board members: Grace Yeh. Distribution of Commission Handbook and MOU Binder.**

[2.] CONSENT CALENDAR

2-A. Approval of Minutes

It is recommended that the Personnel Board:

- (1) Approve minutes from the December 11, 2019 meeting; and
- (2) Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING – None.

[4.] OLD BUSINESS – None.

[5.] NEW BUSINESS

5-A. Update the Permit Technician I/II Class Specification

It is recommended that the Personnel Board:

- (1) Approve the recommended changes to the Permit Technician I/II class specification; and
- (2) Take such additional, related, action that may be desirable.

5-B. Request for Approval of a Water Operations Supervisor Class Specification

It is recommended that the Personnel Board:

- (1) Approve the recommended request for a Water Operations Supervisor class specification; and
- (2) Take such additional, related, action that may be desirable.

5-C. Vacancy and Recruitment Report

It is recommended that the Personnel Board:

- (1) Review the Vacancy and Recruitment Report; and
- (2) Take such additional, related, action that may be desirable.

5-D. 2020 and 2019 Personnel Board Attendance Record

It is recommended that the Personnel Board:

- (1) Review the 2020 and 2019 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: August 12, 2020

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 December 11, 2019; 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 written over a horizontal line.

Lisa Ung
Human Resources Assistant

ATTACHMENT

1. December 11, 2019 Regular Meeting Minutes

ATTACHMENT 1

December 11, 2019 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
DECEMBER 11, 2019**

The Personnel Board of the City of Monterey Park held a Regular Meeting of the Board in the Council Chambers located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, December 11, 2019 at 7:00 p.m.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:00 p.m.

FLAG SALUTE:

Board member Harvey Chin led the flag salute.

ROLL CALL:

Director of Human Resources & Risk Management Tom Cody called the roll:

Board Members Present: Harvey Chin, Liane Kwan, Gustavo Reynoso, Greg Verbeck

Board Members Absent: Grace Yeh

ALSO PRESENT: Director of Recreation and Community Services Inez Alvarez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

Change to agenda item IA. Item IA will be heard at the next Personnel Board Meeting.

ORAL AND WRITTEN COMMUNICATIONS

1. PRESENTATION

1A. Oath of Office conducted by City Clerk Vincent Chang for new board member, Grace Yeh. Ms. Yeh was provided the Commission Handbook and MOU Binder.

Action Taken: This item was tabled to the next regular Personnel Board meeting.

2. CONSENT CALENDAR

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the October 9, 2019 minutes. The minutes have been approved as presented.

Motion: Board Member Gustavo Reynoso moved to approve the October 9, 2019 minutes and Board Member Harvey Chin seconded, motion carried by the following vote:

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

3. **PUBLIC HEARING**

None.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

5A. UPDATE THE PROGRAM COORDINATOR CLASS SPECIFICATION

Discussion: The Program Coordinator classification in the Recreation and Community Services Department has not been updated since 2010. There have been a few changes to the representative duties and licenses and certifications since then. The Recreation and Community Services Department would like to propose the recommended changes to the Program Coordinator classification.

It is recommended that the Program Coordinator class specification in the Recreation and Community Services Department be updated.

Action Taken: The Personnel Board approved the recommended request to update the Program Coordinator class specification.

Motion: Board Member Liane Kwan moved to approve the updates to the Program Coordinator class specification with minor grammatical revisions and Board Member Gustavo Reynoso seconded, motion carried by the following vote:

Ayes:	Board Members:	Chin, Kwan, Reynoso, Verbeck
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. 2019 PERSONNEL BOARD ATTENDANCE RECORD

The Personnel Board reviewed the 2019 attendance record.

Action Taken: Received and file.

6. **PERSONNEL BOARD COMMUNICATIONS AND MATTERS**

Chairperson Greg Verbeck asked if there were any upcoming disciplinary hearings. Director of HR & Risk Management Tom Cody informed the Personnel Board that there was none at the moment.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:36 p.m.

Lisa Ung
Human Resources Assistant



Personnel Board Staff Report

DATE: August 12, 2020

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board
FROM: Mark A. McAvoy, Director of Public Works/City Engineer
SUBJECT: Update the Permit Technician I/II Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended changes to the Permit Technician I/II class specification; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Staff reviewed the existing class specification for the Permit Technician I/II position and is recommending that the proposed changes to Education and Experiences and updates to the class specification be approved.

BACKGROUND:

During the past several years, recruitments for the Permit Technician I were conducted with less than favorable outcomes. As the need for this classification has evolved since the last update, we recommend certain changes to the class specification in order to attract a more specific pool of candidates to better serve the position, department and City. The Permit Technician I/II Class Specification were last approved by the Personnel Board in June of 2006. There are four (4) changes recommended to update the class specification, as follows:

1. *Class Summary:* Update the division and department under the current organizational structure.
2. *Qualification:* To keep consistency within the industry, we recommend removing the example for education and qualification of "an associate degree" to a high school diploma or a GED and experience in "a clerical or construction related field" to "permit issuance for a public agency".
3. *Skill in:* Since this is an entry level position, we recommend removing the requirement for a typing certificate and add "type and enter data at a speed necessary for successful job performance".

4. *Licenses and Certifications*: The International Code Council is the authority that establishes and issues certification nationwide for all disciplines in the construction industry. To minimize confusion to applicants, we recommend the removal of “or equivalent” and “or a recognized agency”.

FISCAL IMPACT:

There is no fiscal impact as this position has been appropriated funds in the 2020 – 2021 fiscal year budget approved by the City Council.

Respectfully submitted by:



Mark A. McAvoy
Director of Public Works/City Engineer

ATTACHMENT:

1. City of Monterey Park – Permit Technician I/II Class Specification
2. Permit Technician I/II Survey

ATTACHMENT 1
City of Monterey Park
Permit Technician I/II Class Specification

PERMIT TECHNICIAN I/II

CLASS SUMMARY:

Under general supervision from the Building Official, performs general and specialized tasks of above average difficulty relating to permits and plan check processing and other processes at the public counter of the Building Division in the Development Services Public Works Department.

Distinguishing Characteristics: Level I is the entry-level classification for this position. Those in Level II classifications perform tasks more independently, and serve in a lead capacity for those in lower classifications.

REPRESENTATIVE DUTIES:

Duties include, but are not limited to the following:

Provides procedural information concerning code requirements and permit application to the public; receives permit applications, and reviews the completeness of application submittals, such as plans, calculations, reports and other information for plan check and permit clearances; routes plan check submittals to applicable departments and agencies for review; serves as the central answering point for general inquiries and status regarding inspections, permit applications and plan checks; coordinates work activities regarding permit application or permit sign-off with staff members in other divisions or agencies; issues construction permits; calculates and collects fees for plan reviews and permits; receives inspection requests and violation complaints, and maintains a log of inspection requests; compiles data and provides reports on permit and inspection activities; processes applications for certificates of occupancy or property reports; retains and manages permits and general office records; performs minor plan review at the counter and other duties as assigned; may be required to perform field inspections and may supervise assigned staff.

QUALIFICATIONS:

Level I:

Education and Experience - Any combination of education, training and experience which would provide the required knowledge, skills and abilities is qualifying. Example: an Associate degree or a high school diploma or GED in a related field and one (1) year of experience in a clerical or construction related field permit issuance for a public agency.

Knowledge, Skills and Abilities:

Knowledge of: office methods, practices and procedures, including business correspondence, filing and customer service dynamics; Knowledge of construction materials and building trades highly desirable.

Skill in: operating office equipment such as computers and application software including word processing, desktop publishing and spread sheets, type and enter data at a speed necessary for

~~successful job performanceing accurately at a net speed of 30 words per minute.~~ Skill in permit automation software is highly desirable.

Ability to: read building plans; make mathematical computations; prepare correspondence; compile data and generate periodical reports; produce informational pamphlets for public circulation; provide effective and courteous customer service; perform work involving independent judgment and requiring speed and accuracy; understand and follow oral and written instructions; communicate effectively orally and in writing; establish and maintain effective working relationships with others.

Level II:

Education, Knowledge, Skills and Abilities as listed above for Level I are required for appointment to Level II. In addition, the following are required:

~~Education and Experience: Three (3) years of experience in permit issuance for a public agency or an additional two years of related experience, (three years total),~~ one year of which is equivalent to experience as a Permit Technician I. License as an architect or engineer may be substituted for the required experience as a Permit Technician II.

Knowledge of construction materials and building trades is required. Skill in permit automation software is also required.

LICENSES & CERTIFICATES:

Possession of a valid California driver's license is required. Additionally, certification as a Permit Technician ~~or equivalent~~ by the International Code Council (ICC) ~~or a recognized agency~~ is required for ~~I~~Level II (Permit Technician II).

PHYSICAL EFFORT:

This position may be required to do lifting of up to 20 lbs, carrying, climbing, pushing, pulling, stooping and bending on an occasional basis.

~~PRESENTED FOR ANTICIPATED~~ APPROVAL BY THE PERSONNEL BOARD: ~~June 14,~~
2006 August 12, 2020

ATTACHMENT 2
Permit Technician I/II Survey

Permit Technician I Survey

City	Classification	Education	Experiences	Certification	Physical Effort	Typing Cert.
Arcadia	Building Technician	High school graduation	3 years of clerical experience	Possession of, or ability to obtain, ICC certifications as a Permit Specialist within one year	-	No
Azusa	Development Services Assistant	High school graduation	2 years of permit issuance for public agency	-	-	No
Covina	Permit Technician	High school graduation	1 year of permit issuance in a public agency or 5 years of increasing clerical experience	Must be able to obtain a Code Enforcement Basic Certification and an ICC Certification within a year	25 lbs	No
Monrovia	Building Counter Technician	High school graduation	1 year office experience	-	15 lbs	Yes
San Gabriel	Counter Specialist	High school diploma or GED	2 years of clerical, technical, or administrative experience in arch/bldg/eng services and issuing permits	-	15 lbs	No
San Marino	Permit Technician	High school graduation	2 years of clerical duties	Permit Technician desirable	20 lbs	No
West Covina	Building/Engineering Permit Technician	High school graduation	2 years of permit issuance experience or 4 years of clerical experience	-	-	No
Monterey Park	Permit Technician I	Associates Degree	1 year of clerical or construction related field	-	20lbs	Yes
**Monterey Park	Permit Technician I	High school diploma or GED	1 year of experience in permit issuance for a public agency	-	20lbs	No

**Suggested

Permit Technician II Survey

City	Classification	Education	Experiences	Certification	Physical Effort	Typing Cert.
Arcadia	Building Technician II	High School	3 year experience as Building Tech I	Possession of an ICC certification	-	No
Commerce	Senior Permit Technician	Associates in planning, engineering, construction trade or related field	4 years Community Development Department Experience	ICC or ICBO as a Permit Technician is preferred	-	No
Pasadena	Permit Technician II	High school graduation	4 years of increasing clerical experience in support building/construction with 2 in permit processing or equivalent training and exp	ICC certification desired		No
San Gabriel	Permit Center Coordinator	High school graduation	Five years of administrative/clerical experience, with at least two years of experience in building or architectural/engineering services that includes processing permits.	ICC certification desired	25	Yes
Monterey Park	Permit Technician II	High school diploma or GED	2 years of related field experience, 1 year of experience as a Permit Technician (3 total)	ICC – Permit Technician certification is required	20lbs	Yes
**Monterey Park	Permit Technician II	High school diploma or GED	3 years of experience in permit issuance for a public agency	ICC – Permit Technician certification is required	20lbs	No

**Suggested



Personnel Board Staff Report

DATE: August 12, 2020

AGENDA ITEM NO: 5-B

TO: Members of the Personnel Board
FROM: Mark A. McAvoy, Director of Public Works/City Engineer
SUBJECT: Request for Approval of a Water Operations Supervisor Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended request for a Water Operations Supervisor class specification; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Water Division of the Public Works Department is reorganizing its staffing structure to improve efficiency. Staff is proposing to eliminate both the Consumer Services Supervisor and the Water Distribution Supervisor positions and create a new position – Water Operations Supervisor. It is recommended that the new Water Operations Supervisor class specification be approved.

BACKGROUND:

The Water Division of the Public Works Department experienced several management staffing changes in the past three years. The Water Utility Manager resigned in September 2017, and the Water Distribution Supervisor retired in December 2017. The Water Distribution Supervisor position was not filled and the Water Utility Manager position was filled by a temporary employee in October 2017.

The Consumer Services Supervisor stepped in to take over some of the responsibilities of the Water Distribution Supervisor and the remaining duties were distributed among other staff. When the Water Utility Manager was permanently filled in April 2018, the Water Division was re-assessed over the subsequent year. It was determined that the staffing structure could operate more efficiently with one supervisor. Changes in staffing were proposed in the FY 2019-20 budget and adopted by the City Council, to eliminate the Consumer Services Supervisor and the Water Distribution Supervisor and create a new position of Water Operations Supervisor.

The Consumer Services Supervisor position is responsible for the Cross Connection Control Program; meter reading, installation and maintenance; water conservation program, and customer services. The Water Distribution Supervisor position is

essentially responsible for the water mainline installation and repairs and other related work such as record collection and administrative reporting.

The new Water Operations Supervisor will be responsible for some of the duties of each position, while remaining responsibilities will be assumed by the Water Utility Manager, Cross Connection Control Inspector(s), Engineering Division staff, and others. The Water Operations Supervisor will assume the Consumer Services Supervisor responsibilities of meter reading and maintenance and customer service inquiries. The Cross Connection Control Inspector(s) will report directly to the Water Utility Manager. In addition, the Water Utility Manager will be responsible for the Cross Connection Control Program and oversee the Water Conservation Program. The Water Utility Manager will be responsible for the water mainline installation and repairs and other related work such as record collection and administrative reporting.

The Water Operations Supervisor will assume the Water Distribution Supervisor responsibilities of assigning and directing staff in the Water Distribution Section. More technical duties such as specifications for new fire hydrants and fire services will be the responsibility of the Water Utility Manager and Engineering staff.

FISCAL IMPACT:

The salary range for the new Water Operations Supervisor will be the same as the Consumer Services Supervisor and the Water Distribution Supervisor, which are the same. While the reduction of one supervisor resulted in cost savings, proposed changes to other staffing in the Water Division offset any reductions in cost and are reflected in the current fiscal year budget.

Respectfully submitted by:


Mark A. McAvoy
Director of Public Works/City
Engineer

ATTACHMENT:

1. City of Monterey Park – Water Operations Supervisor Class Specification

ATTACHMENT 1
City of Monterey Park -
Water Operations Supervisor
Class Specification

WATER OPERATIONS SUPERVISOR

DEFINITION

Under the direction of the Water Utility Manager, the Water Operations Supervisor provides direct oversight of the Customer Services and Water Distribution ~~Sections-subdivisions~~ of the Water Division within the Public Works Department; and performs other related duties as required.

REPRESENTATIVE DUTIES

General

Supervises staff in Customer Services and Water Distribution ~~subdivisions~~ ~~Sections~~. Develops and maintains effective working relationships with ~~the Water Production Section,~~ the other Public Works ~~Department~~ ~~divisions~~, the other City departments, and the general public. Assists in the preparation of the annual operating budget for the Customer Services and Water Distribution ~~subdivisions~~ ~~Sections~~. Coordinates division work with personnel, other City departments and contractors and vendors. Maintains, tracks and evaluates plans, records and information, and performs other administrative duties.

Work Supervision

Reviews projects to determine the necessary personnel, equipment and material. Requisitions parts and materials. Plans and sSupervises the operation, construction, relocation, repair and maintenance of the City's water distribution system.

Prepares field and administrative reports, equipment specifications, and operations and maintenance procedural documentation. Coordinates projects with the Water Production ~~Section~~ subdivision, -and emergency repair efforts as needed.

Responds to customer inquiries regarding water service, quality and billing. Implements the Water Conservation Program. Prepares the annual Water Quality Report.

Employee Supervision

Supervises, evaluates, trains and assigns work to staff from the Customer Service and Water Distribution ~~Sections~~ ~~subdivisions~~. Develops and maintains a working environment that encourages and motivates high-quality performance from subordinate employees. Prepares performance evaluations and directs appropriate training and safety activities. Recommends personnel actions.

QUALIFICATIONS GUIDELINES

Knowledge of:

Methods, materials, practices and equipment generally used in the construction, maintenance, and operation of water distribution systems; interpretation of construction plans and specifications; procedures and techniques of cost estimating; meter reading programs; meter sizing and type selection criteria; water meter testing and repair methods; water conservation and water education topics that are appropriate for school and community group presentations; occupational hazards, accepted safety standards and precautions necessary in the workplace ~~E~~establishing and ~~m~~maintaining effective working relations.

Skills/Abilities:

Public speaking; principles and practices of supervision; ~~C~~communicate clearly both verbally and in writing; use of personal computers ~~and relevant computer programs~~; basic mathematics, report writing and record keeping ~~methods and principles~~; collecting and analyzing data;

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge, ~~skills~~ and abilities is qualifying. An example would be a high school diploma (or equivalent), supplemented by specialized training in supervision practices in construction and maintenance, plus four years of increasingly responsible experience in water distribution systems ~~including construction and maintenance of the water distribution systems, and water quality monitoring~~.

Licenses and Certificates:

Possession of a valid Class "C" California Driver's License is required ~~at time of appointment and as a condition of continuing employment~~.

~~Certificates from State Water Resources Control Board:~~

~~Possession of a~~ Water Treatment Operator T2 or higher ~~is required and a~~ Water Distribution Operator D3 or higher ~~is required at time of appointment.;~~ ~~A~~ D4 shall be obtained within 24 months of appointment ~~as a condition of continuing employment.;~~ ~~Any~~ ~~Certifications as required by the State of California and/or the State Water Resources Control Board; must be maintained and valid as a condition of continuing employment.~~

Physical Requirements:

Physical effort requirements include bending, stooping, and climbing and lifting items weighing 20 to 100 lbs. Must be able to perform tasks in inclement weather.

FLSA: Non-~~E~~exempt

Union Affiliation: Mid-Management Association

ANTICIPATED APPROVAL BY THE PERSONNEL BOARD ON AUGUST 12, 2020

Recruitment and Vacancy Report - August 2020

City Wide Recruitment Update

	Position	Status	Department/Division	# of Positions Vacant	Recruitment #	Recruitment Dept Staff	Date Requisition Received	Recruitment Opening Date	Recruitment Closing Date	Eligibility List Created	Phase	Candidate(s)	Remarks
1	Clerk Typist	PT	City Clerk's	1									On hold
2	Assistant City Manager	FT	City Manager's Office	1	19-51ACM	Ron Bow, City Manager		2/14/2020	3/16/2020				Ralph Andersen & Associates is handling this recruitment
3	Economic Development Project Manager	FT	City Manager's Office	1	19-52EDPRJMGR	Ron Bow, City Manager	2/1/2020	2/14/2020	Continuous	1/5/1900	Hired	Joseph Torres	DOH: 07/06/2020
4	Fire Captain	FT	Fire	1	19-70FIRECAP	Ryan Weddle, Fire Division Chief	05/2020	5/8/2020	5/15/2020	6/17/2020	Hired	Brandon Reyes	Promotion: 07/11/2020
5	Fire Division Chief	FT	Fire	1	19-63FDC	Matt Hallock, Fire Chief	3/5/2020	3/9/2020	3/20/2020	4/28/2020	Hired	Ryan Weddle	Promotion: 05/02/2020
6	Fire Engineer	FT	Fire	1	18-69FIREENG	Robert Blake, Fire Captain	N/A	N/A	N/A	7/29/2019	Hired	Benjamin Gomory	Promotion: 07/11/2020
7	Library Clerk	PT	Library	0.32 FTE	19-57LIBRCLKPT	Julie Villanueva, Library Circulation Supervisor	2/12/2020	2/27/2020	3/5/2020		Oral Board Interviews		On hold, per City Librarian, as of 04/22/2020
8	Administrative Intern	PT	Management Services	1		Martha Garcia, Director of Management Services					Post Job Bulletin		Post job bulletin on 08/10/2020.
9	Payroll Technician	FT	Management Services	1	19-71PAYRLTECH	Martha Garcia, Director of Management	5/8/2020	5/8/2020	5/22/2020	7/7/2020	Hired	Beverly Garcia	Promotion: 07/11/2020
10	Senior Accountant	FT	Management Services	1	20-06SRACCTNT	Martha Garcia, Director of Management	5/8/2020	6/22/2020	7/6/2020		Oral Board Interviews		Invited 14 applicants to the oral board interviews on 08/11/2020.
11	Permit Technician I	FT	Public Works - Building	1	19-39PRTECH	Tim Tran, Building Official		12/12/2019	1/2/2020	3/16/2020	Eligibility List	None selected	Looking to revise class specification before reopening position
12	Engineering Aide	PT	Public Works - Engineering	2	N/A	Frank Lopez, Assistant City Engineer	5/28/2020	N/A	N/A	6/12/2019	Hired	Carolina Corona & David Corona	DOH: 07/21/2020
13	Facilities Maintenance Supervisor	FT	Public Works - Facility Maint	1	20-05FMS	Chris Reyes, PW Manager	5/6/2020	6/9/2020	6/30/2020		Screening applications		Screening applications
14	Management Analyst	FT	Public Works - Parks	1		Chris Reyes, PW Manager					Post Job Bulletin		Post job bulletin on 08/10/2020.
15	Park Maintenance Worker	FT	Public Works - Parks	1	19-50PMW	Chris Reyes, PW Manager	12/2/2019	1/31/2020	2/21/2020		Screening applications		On Hold.
16	Park Maintenance Worker	PT	Public Works - Parks	1	N/A	Chris Reyes, PW Manager	7/7/2020	N/A	N/A	11/18/2019	Pending Requisition		Awaiting requisition approval.
17	Planning Intern	PT	Public Works - Planning	1	20-08PLANINTRN	Mark McAvoy, Director of PW	7/15/2020	8/4/2020	8/28/2020		Screening applications		Screening applications
18	Maintenance Worker	PT	Public Works - Streets	1	20-07MWPT	Chris Reyes, PW Manager	6/16/2020	8/4/2020	8/21/2020		Accepting applications		Open on 08/04/2020. Close on 08/21/2020 at 4:30 PM or upon receipt of the first 25 qualified.
19	Maintenance Worker	FT	Public Works - Streets	4	19-17MW	Freddy Banuelos, PW Maintenance Supervisor	08/2019	9/10/2019	9/30/2019	2/20/2020	Hired	Hector Ascencio & Marcus Ramirez & Samuel Rodriguez & Elder Solano	Promoted Marcus Ramirez & Samuel Rodriguez on 03/07/2020; Hector Ascencio & Elder Solano DOH:05/04/2020
20	Public Works Maintenance Supervisor	FT	Public Works - Streets	1	20-04PWMS	Chris Reyes, PW Manager	5/6/2020	6/9/2020	6/30/2020		Screening applications		Screening applications
21	Senior Maintenance Worker	FT	Public Works - Streets	1	19-62SMW	Chris Reyes, PW Manager	2/11/2020	3/9/2020	3/27/2020	6/11/2020	Hired	Jose Mendivil	Promotion: 07/11/2020

Recruitment and Vacancy Report - August 2020

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
22	Water Distribution Lead Worker	FT	Public Works - Water	1	19-48WDLW	Richard Gonzales, Water Utility Manager	1/23/2020	1/27/2020	2/10/2020	4/6/2020	Hired	Jorge Carmona	Promotion: 05/04/2020
23	Water Production System Operator	FT	Public Works - Water	1	19-49WPSO	Richard Gonzales, Water Utility Manager	1/23/2020	1/27/2020	2/10/2020	4/6/2020	Hired	Darren Giles	DOH: 06/15/2020
24	Water Utility Maintenance Worker	FT	Public Works - Water	1	19-68WUMW	George Noriega, Consumer Services Supervisor	4/20/2020	4/24/2020	5/15/2020	7/22/2020	Cert List		Sent cert list to Richard Gonzales on 07/22/2020
25	Water Utility Maintenance Worker	PT	Public Works - Water	2	19-40WUMWPT	George Noriega, Consumer Services Supervisor	12/16/2019	12/16/2019	1/6/2020	2/11/2020	Hired	Elijah Soriano & Ivan Ulloa Soto	DOH: 05/04/2020
26	Assistant Pool Manager	PT	Rec & Comm Svcs - Aquatics	0.30 FTE	19-60ASSTPMPT	Scott Imaizumi, Program Coordinator	1/21/2020	2/29/2020	4/6/2020		Oral Board Interviews		On hold, per Director of Rec & Comm Svcs Inez Alvarez, as of 04/09/2020
27	Lifeguard	PT	Rec & Comm Svcs - Aquatics	0.18 FTE	19-58LGRDPT	Scott Imaizumi, Program Coordinator	1/21/2020	2/29/2020	4/6/2020		Oral Board Interviews		On hold, per Director of Rec & Comm Svcs Inez Alvarez, as of 04/09/2020
28	Pool Manager	PT	Rec & Comm Svcs - Aquatics	1.00 FTE	19-61POOLMGRPT	Scott Imaizumi, Program Coordinator	1/21/2020	2/29/2020	4/6/2020		Oral Board Interviews		On hold, per Director of Rec & Comm Svcs Inez Alvarez, as of 04/09/2020
29	Recreation Leader	PT	Rec & Comm Svcs - Aquatics	0.64 FTE	19-47RECLDRPT	Memo Chavez, Program Coordinator	1/21/2020	1/27/2020	2/14/2020	3/16/2020	Hired/On Hold		Joshua Hernandez - On Hold; Rodrigo Lara - On Hold; Gavin lo - On Hold; Ricardo Melgar - On Hold; Blanca Ramos - On Hold; Jeanine Rangel - On Hold; Moises
30	Senior Lifeguard	PT	Rec & Comm Svcs - Aquatics	0.20 FTE	19-59SRLGRDPT	Scott Imaizumi, Program Coordinator	1/21/2020	2/29/2020	4/6/2020		Oral Board Interviews		On hold, per Director of Rec & Comm Svcs Inez Alvarez, as of 04/09/2020
31	Dial-A-Ride Driver	PT	Rec & Comm Svcs - Langley	1	18-66DARDPT	Ben Herrera, Recreation Supervisor		5/16/2019	Continuous - 04/22/20		Oral Board Interviews		On hold, per Recreation Manager Robert Aguirre, as of 04/21/2020

Police Recruitment Update

Position	Status	# of Positions	Recruitment #	Recruitment Staff	Date Requisition Received	Recruitment Opening Date	Recruitment Closing Date	Eligibility List Created	# of Eligible Candidates	Phase	Candidate(s)	Remarks
Animal Services Officer	PT	1	19-09ASOPT	Steve Coday, Captain	7/3/2019	8/16/2019	9/30/2019	11/5/2019	4	New Cert List		Exhausted the cert list. On hold - new cert/reopen position due to only one name on the list as of 05/05/2020
Community Service Officer	PT	2	19-35CSOCRBPT	Paul Yniguez, Sergeant		11/26/2019	12/13/2019			Oral Board Interviews		The part-time recruitment has been placed on hold per Sergeant Yniguez, as of 04/27/2020
Evidence Officer	PT	1		Paul Yniguez, Sergeant						Open recruitment		On hold-post position, per Sergeant Yniguez, as of 04/27/2020
Police Cadet	PT	3	19-45POLCADPT	Paul Yniguez, Sergeant	1/2/2020	1/3/2020	1/24/2020	4/6/2020	7	Dept Head Interviews		Sent cert list to Bea Velazquez on 04/06/2020; On hold- Dept Head Interviews, per Yniguez as of 04/27/2020
Police Clerk	FT	Police	1	19-26POLCLK	Gus Jimenez, Lieutenant	9/23/2019	9/27/2019	10/15/2019	2/28/2020	Hired	Yuliana Pantaleon	DOH: 06/01/2020
Police Corporal	FT	1	19-69POLCORP	Scott Wiese, Police Captain	4/20/2020	5/5/2020	5/26/2020	6/22/2020	8	Hired	Vanessa Delgado & William Leon	Promotion: 07/11/2020
Police Officer Recruit	FT		20-01POREC	Paul Yniguez, Sergeant	Continuous	5/22/2020	Continuous			Closed/On Hold		Closed recruitment and placed it on hold, per Sergeant Yniguez. Currently have applications on hold as of 07/07/2020
			19-64POREC	Paul Yniguez, Sergeant	Continuous	4/10/2020	5/22/2020	7/7/2020	8	Backgrounds		Pending backgrounds, per Yniguez as of 07/07/2020
			19-53POREC	Paul Yniguez, Sergeant	Continuous	2/15/2020	4/10/2020	5/11/2020	10	Hired	Sandra Castillo Del Muro	DOH: 09/08/2020
			19-41POREC	Paul Yniguez, Sergeant	Continuous	1/3/2020	2/15/2020	4/6/2020	9	Hired	Bryan Gonzalez & Jeremiah Nava	DOH: 05/11/2020
Police Officer Recruit (Pre-Service)		8	20-02POPPE	Paul Yniguez, Sergeant	Continuous	5/22/2020	Continuous			Closed/On Hold		Closed recruitment and placed it on hold, per Sergeant Yniguez. Currently have applications on hold as of 07/07/2020
			19-65POPPE	Paul Yniguez, Sergeant	Continuous	4/10/2020	5/22/2020	7/7/2020	0	Eligibility List	N/A	Applicants did not pass the written exam to move forward in the process, no applicants were invited to the oral board interviews for this cycle
			19-54POPPE	Paul Yniguez, Sergeant	Continuous	2/15/2020	4/10/2020	5/11/2020	3	Dept Head Interviews	None selected	None of the candidates were selected to move forward in the process as of 05/12/2020
			19-42POPPE	Paul Yniguez, Sergeant	Continuous	1/3/2020	2/15/2020	N/A	0	Eligibility List	-----	No eligibility list
Police Officer (Lateral)	FT		20-03POLAT	Paul Yniguez, Sergeant	Continuous	5/22/2020	Continuous			Oral Board Interviews		Invited 2 applicants to the oral board interviews on 08/10/2020
			19-66POLAT	Paul Yniguez, Sergeant	Continuous	4/10/2020	5/22/2020	6/17/2020	2	Backgrounds		Pending backgrounds, per Yniguez as of 07/07/2020
			19-55POLAT	Paul Yniguez, Sergeant	Continuous	2/15/2020	4/9/2020	4/27/2020	4	Hired	Carlos Munguia & Michael Ortega	Carlos Munguia DOH: 07/27/2020; Michael Ortega DOH: 07/06/2020
			19-43POLAT	Paul Yniguez, Sergeant	Continuous	1/3/2020	2/15/2020	4/6/2020	1	Hired	Dillan Ortiz	DOH: 05/04/2020
Police Lieutenant	FT	1	19-28POLLT	Kelly Gordon, Police Chief	10/16/2019	10/16/2019	11/15/2019	1/9/2020	5	Hired	Paul Yniguez	Promotion: 07/11/2020
Police Sergeant	FT	1	19-30SRGT	Kelly Gordon, Police Chief	10/16/2019	10/23/2019	11/22/2019	1/27/2020	7	Hired	Armando 'Randy' Esparza	Promotion: 07/11/2020
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

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
School Crossing Guard	PT	1	19-34SCHCGRDPT	Gabe Escarsega, Sergeant	Continuous	11/19/2019	Continuous			Screening		On hold-interviews, per Gabe Escarsega as of 04/27/2020

2020 PERSONNEL BOARD ATTENDANCE

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

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy

2019 PERSONNEL BOARD ATTENDANCE

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

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy