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**CIVIL SERVICE COMMISSION  
MEETING AGENDA**

**TUESDAY, AUGUST 22, 2023 AT 6:00 PM**

**CITY HALL COUNCIL CHAMBERS  
1600 WEST BEVERLY BOULEVARD  
MONTEBELLO, CALIFORNIA**

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**COMMISSION MEMBERS**

Delia Delgado  
Henry Fimbres  
Abraham Lim  
Alexandra Brisenno

**CITY STAFF**

Nicholas Razo, Director of Human Resources  
Nicole Mooshagian, Senior Human Resources Analyst  
James Coiner, Assistant Director of Public Works

**NOTICES**

This Civil Service Commission Meeting will be held in person and will meet at **City Hall – City Council Chambers, 1600 West Beverly Boulevard, Montebello, California**. The meeting will be live streamed and can be watched on the City's website and YouTube Channel via the following link: <https://www.montebelloca.gov>, and may also be viewed on Spectrum Public Access Channel 3 for all Spectrum cable subscribers.

**AMERICANS WITH DISABILITIES ACT:** In compliance with the Americans with Disabilities Act (ADA) any person with a disability who requires special accommodations in order to participate in a meeting should contact Nicole Mooshagian, Senior Human Resources Analyst, at 323-558-1627, Monday-Thursday from 7:30 a.m.-5:30 p.m. Please call 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II 1203). If you require translation services, please contact us 24 hours before this meeting.

**PUBLIC COMMENTS:**

**In-Person:** For those interested in participating during the Public Comment period(s) of the Civil Service Commission meetings, you may address the Commission in person on the day of the meeting. Speakers will be required to complete a speaker card provided at the door and submit it to Nicole Mooshagian prior to each Public Comment announcement period. Staff will number and call each speaker card in the order received.

**RULES OF DECORUM:**

Pursuant to Section 54957.95 of the Government Code, the presiding member of the legislative body conducting a meeting, or their designee, is authorized to remove, or cause the removal of, an individual for disrupting the meeting. Any such removal will be preceded by a warning to the disruptive individual by the presiding member of the legislative body or their designee that the individual's behavior is disrupting the meeting and that the individual's failure to promptly cease their disruptive behavior may result in their removal.

**AGENDA MATERIALS:** The agenda and agenda packet related to items on this agenda are available for public inspection at City's website at: [Agendas, Minutes, and Videos](#).

IN CONSIDERATION OF OTHERS, PLEASE TURN OFF, OR MUTE, ALL CELL PHONES AND PAGERS  
THANK YOU FOR YOUR COOPERATION

**OPENING CEREMONIES**

**CALL TO ORDER**

**ROLL CALL**

**CORRECTIONS TO THE AGENDA**

**PUBLIC COMMENTS (30 MINUTES)**

At this time, the general public may address the Commission/Committee on any items listed on the Agenda, including items not listed on the Agenda (Non-Agenda Items) that are within subject matter jurisdiction. Please be aware that the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per person. State Law prohibits the Commission/ Committee from taking action or entertaining extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Chairperson.

**REGULAR BUSINESS**

1. COMMISSION REORGANIZATION
2. JOB SPECIFICATION RECOMMENDATION - ELECTRICIAN
3. JOB SPECIFICATION RECOMMENDATION - PLUMBER

**MINUTES**

4. MINUTES FOR THE PERSONNEL ADVISORY COMMISSION MEETING OF JULY 27, 2021

RECOMMENDATION: 1. Approve minutes as is.

**STAFF COMMUNICATIONS**

**COMMISSION/COMMITTEE ORALS**

Member announcements; requests for future agenda items; conference/meetings reports.

**ADJOURNMENT**

The City of Montebello Civil Service Commission will adjourn to the next **Regular Meeting on September 26, 2023 at 6:00 p.m.** at City Hall Council Chambers located at 1600 W. Beverly Boulevard, Montebello, CA 90640.

I, Nicole Mooshagian, Senior Human Resources Analyst, for the City of Montebello hereby certify that a copy of this agenda has been posted on or before Tuesday, August 15, 2023 at 5:30 p.m.



Nicole Mooshagian, Senior Human Resources Analyst



**CITY OF MONTEBELLO**

**COVER SHEET FOR JOB SPECIFICATION RECOMMENDATION - ELECTRICIAN**

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## **CITY OF MONTEBELLO**

### **ELECTRICIAN**

#### **DEFINITION**

Under general supervision, performs skilled journey-level electrical work in the installation, maintenance, alteration, and repair of a variety of electrical systems and equipment related to light, heat, communications, and power; and performs related work as required.

#### **CLASS CHARACTERISTICS**

This is a journey-level position that will work independently for most of the time. However, this position may supervise and oversee the work of staff within the City's Building Maintenance Division.

#### **EXAMPLES OF DUTIES**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Lays out, assembles, installs, tests, maintains, and repairs such electrical fixtures and apparatus such as conduits, meters, panels, control boards, lights, fans, heaters, fire alarms, bell and buzzer systems, field lighting systems, clock systems, telephone systems, switch gear, and wall, floor, and ceiling receptacles.
- Installs interior and exterior wiring for equipment and appliances; installs wires and cables in conduits; installs data cable and security systems; installs, performs electrical work such as rewiring or replacement of lamps on lighting poles at athletic fields, parking lots and other City facilities.
- Performs maintenance on high voltage systems; reviews plans, blueprints, and specifications for electrical projects to understand scope of project and attends to trouble calls for emergency repairs to electrical systems and equipment.
- Safely operates hand and power tools and equipment used in the electrical trade; maintains electrical hand and power tools and equipment to ensure their safe and efficient operation and maintains shop area and supplies in a safe, clean, and orderly condition.
- Assist in planning and developing modifications to existing electrical systems.
- Assist in the inspection of electrical work performed by outside contractors; inspect facilities for maintenance and safety problems related to electrical systems and equipment.
- Assist in developing specifications, diagrams, and blueprints related to electrical work; assist in estimating job costs, preparing material lists and job records, and maintaining an inventory of supplies and tools for assigned projects and provide work direction to assigned staff.
- Perform various related duties as required.

#### **QUALIFICATIONS**

##### **Education and Experience:**

High school diploma or G.E.D equivalent, and two years' experience performing general maintenance and/or electric work, or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

### **Licenses and Certifications:**

- A valid Class "C" California driver's license.
- Travel to locations throughout the city may be required.
- Prior to employment, all successful candidates will be required to pass an asbestos medical examination in compliance with the General Industry Safety Orders, Section 5208, Title 8 of the California Administrative Code.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Basic solid-state circuitry related to electrical fixtures and apparatus.
- The electrical operations of motor controls, machine shop equipment, traffic control equipment, and electric vehicles.
- Current practices, materials, hand and power tools, and equipment used in the electrical trade.
- Design, installation, and maintenance of electrical systems and equipment, including fire alarms.
- Troubleshooting techniques used in detecting malfunctions of electrical systems and equipment.
- Federal, state, and local electrical codes, regulations, administrative orders, and ordinances.
- Pertinent safety orders issued by the Division of Industrial Safety and safety practices pertaining to work on up to 600 volts electrical systems.
- Modern commercial and industrial building construction.
- Harmful effects of hazardous or toxic materials, and the protection and safeguards required when working with or controlling such materials.
- Basic recordkeeping procedures.
- Capabilities of computer applications, systems and hardware used in the electrical trade.

#### **Ability to:**

- Lay out, assemble, install, test, analyze malfunctions of, and repair electrical fixtures, apparatus, control equipment, wire communications, and light and power systems for buildings.
- Read, interpret, and work from wiring diagrams, schematic sketches, drawings, and blueprints.
- Safely operate tools and machines of the electrical trade.
- Safely lift heavy tools and materials.
- Safely work at heights on ladders, scaffolds, or field poles.
- Safely work under buildings or in restricted spaces.
- Keep accurate records.

- Work effectively and cooperatively with City staff and outside contractors.
- Follow oral and written instructions.
- Effectively utilize computer systems and software applicable to the electrical trade.
- Learn the characteristics of new systems and equipment of the electrical trade and update skills to adapt to changing technology.
- Learn general and specialized software applications.

### **PHYSICAL DEMANDS**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles, and the incumbents may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and often work with constant interruptions. The incumbent may be required to respond to afterhours emergency callouts and perform routine standby duties.

### **ENVIRONMENTAL ELEMENTS**

This indoor/outdoor position works in all weather conditions, including wet, hot, and cold. The employee may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles, and the employee may be exposed to mechanical and electrical hazards. The nature of the work also requires the employee to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and often work with constant interruptions. The employee may be required to respond to afterhours emergency callouts and perform routine standby duties.



**CITY OF MONTEBELLO**

**COVER SHEET FOR JOB SPECIFICATION RECOMMENDATION - PLUMBER**

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## **CITY OF MONTEBELLO**

### **PLUMBER**

#### **DEFINITION**

Under general supervision, perform a variety of skilled tasks in the maintenance, repair and/or cleaning of plumbing and irrigation systems.

#### **CLASS CHARACTERISTICS**

This is an entry/journey-level position that will work independently for most of the time. However, this position may supervise and oversee the work of staff within the City's Building Maintenance Division.

#### **EXAMPLES OF DUTIES**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Independently, or as a member of a crew, perform a variety of semi-skilled work in the installation, repair and maintenance of the City plumbing system.
- Performs plumbing duties in connection with a wide variety of building alterations, maintenance and repair projects.
- Installs, alters, replaces and repairs plumbing, such as water, sewage and drainage systems.
- Installs, alters and repairs valves, fittings and other plumbing parts and equipment, including items as sinks, sprinkler heads, hydrants and service pipes.
- Checks plumbing fixtures for leaks and other defects; opens and cleans clogged drains, pipes and traps.
- Operate heavy construction equipment in routine situations, including backhoes, loaders, dump trucks and trenchers.
- Use light equipment such as concrete saws, tappers, compactors and jackhammers, as well as a variety of tools.
- Maintain simple working records and reports.
- Respond to emergency calls.
- Perform various related duties as required.

#### **QUALIFICATIONS**

##### **Education and Experience:**

High school diploma or G.E.D equivalent, and two years' experience performing general maintenance and/or plumbing work, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

##### **Licenses and Certifications:**

- A valid Class "C" California driver's license.
- Travel to locations throughout the City may be required.
- Prior to employment, all successful candidates will be required to pass an asbestos medical examination in compliance with the General Industry Safety Orders, Section 5208, Title 8 of the California Administrative Code.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Utilization and care of general construction and maintenance tools and equipment as used in the assigned area of work.
- Methods, techniques and procedures related to parks, buildings or street maintenance or water system operations and maintenance.
- Hazards associated with work and proper safety precautions.
- Purposes, uses and care of a variety of vehicle, equipment, power tools and hand tools, including motorized and hydraulic equipment.
- Techniques and methods of irrigation system installation and maintenance and basic practices and procedures of plumbing work.

### **Ability to:**

- Read, interpret, and work from wiring diagrams, schematic sketches, drawings, and blueprints.
- Safely operate tools and machines of the plumbing trade.
- Safely lift heavy tools and materials.
- Safely work under buildings or in restricted spaces.
- Keep accurate records.
- Work effectively and cooperatively with City staff and outside contractors.
- Follow oral and written instructions.
- Effectively utilize computer systems and software applicable to the plumbing trade.
- Learn the characteristics of new systems and equipment of the plumbing trade and update skills to adapt to changing technology.
- Learn general and specialized software applications.

## **PHYSICAL DEMANDS**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles, and the incumbents may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and often work with constant interruptions. The incumbent may be required to respond to afterhours emergency call-outs and perform routine standby duties.

## **ENVIRONMENTAL ELEMENTS**

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**CITY OF MONTEBELLO**

**COVER SHEET FOR MINUTES OF PERSONNEL ADVISORY COMMISSION**

**MEETING OF JULY 27, 2021**

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**PERSONNEL ADVISORY COMMISSION**  
**MEETING AGENDA**

**MINUTES**

**TUESDAY, JULY 27, 2021 AT 6:00 P.M.**

**CITY HALL EAST CONFERENCE ROOM  
1600 WEST BEVERLY BOULEVARD  
MONTEBELLO, CALIFORNIA**

**PUBLIC VIA LIVESTREAM**

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**OPENING CEREMONIES**

**CALL TO ORDER** – HR staff member, Nicole Mooshagian, called the meeting to order at 6:00 p.m.

**ROLL CALL** – Members present were Commissioner Carlin, Commissioner Lim, Commissioner Molina, and Commissioner Matanga.

**STAFF PRESENT** – Director of Human Resources and IT Nicholas Razo, Director of Public Works James Enriquez, Senior Human Resources Analyst Elizabeth Ortega and Senior Human Resources Analyst Nicole Mooshagian

**PLEDGE OF ALLEGIANCE** – Director Razo

**INVOCATION** – Commissioner Carlin

**CORRECTIONS TO THE AGENDA** – None

**PRESENTATIONS** - None

**PUBLIC COMMENTS** - None

**STAFF COMMUNICATIONS** - None

**OLD BUSINESS**

**1. JOB SPECIFICATION RECOMMENDATION – PUBLIC WORKS INSPECTOR**

This item was tabled by the Commission at the June 15, 2021 meeting. The Commission wanted more information regarding education and certificates for the position.

Director Enriquez was present at the meeting to offer a greater understanding of the level of position. Clarification was given on the level of supervision, the requirement of 5 years of experience in order to obtain an American Public Works Association Program certification, and how the applicant pull will be coming from the trades.

Clarification was also provided regarding the Class of driver's license required for the position.

A motion was made to recommend to City Council to adopt by Commissioner Lim, seconded by Commissioner Carlin, and passed unanimously.

**COMMISSION/COMMITTEE ORALS**

Commission/Committee member announcements; requests for future agenda items; conference/meetings reports.

**NONE**

**STAFF ORALS**

**NONE**

**ADJOURNMENT**

Meeting was adjourned at 07:26 p.m.

**THE MINUTES OF JULY 27, 2021 ARE HEREBY APPROVED AND ADOPTED ON THIS 22<sup>ND</sup> DAY OF August 2023.**

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