



**CIVIL SERVICE COMMISSION
MEETING AGENDA**

TUESDAY, APRIL 23, 2024 AT 6:00 PM

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

COMMITTEE MEMBERS

Delia Delgado
Henry Fimbres
Alexandra Briseno
George Pacheco

CITY STAFF

Ramon Figueroa, Director of Human Resources
Nicole Mooshagian, Senior Analyst

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 at (323) 887-1200*1108, 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 Commission/Committee meetings, you may address the Commission/Committee in person 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.

MINUTES

1. **MINUTES FOR THE CIVIL SERVICE COMMISSION MEETING OF AUGUST 22, 2023**

RECOMMENDATION: APPROVE MINUTES AS IS.

2. **MINUTES FOR THE CIVIL SERVICE COMMISSION MEETING OF SEPTEMBER 26, 2023**

RECOMMENDATION: APPROVE MINUTES AS IS.

3. **MINUTES FOR THE CIVIL SERVICE COMMISSION SPECIAL MEETING OF NOVEMBER 14, 2023**

RECOMMENDATION: APPROVE MINUTES AS IS.

REGULAR BUSINESS

4. **APPEAL HEARING PURSUANT TO CHAPTER 2.60 OF THE MONTEBELLO MUNICIPAL CODE AND SECTION 261 OF THE MONTEBELLO CIVIL SERVICE RULES AND REGULATIONS**

RECOMMENDATION: The Civil Service Commission will hear as appeal pertaining to an employee termination.

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 May 28, 2024 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 Thursday, April 18, 2024 by 5:30 p.m.



Nicole Mooshagian, Senior Human Resources Analyst



**CITY OF MONTEBELLO
CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA**

MINUTES

TUESDAY, AUGUST 22, 2023 AT 6:00 PM

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

OPENING CEREMONIES

CALL TO ORDER

Senior Human Resources Analyst, Nicole Mooshagian, called the meeting to order at 6:00 p.m.

ROLL CALL

Commissioners Delgado, Fimbres, Briseno, Lim, and Pacheco were present. There were no absences.

CORRECTIONS TO THE AGENDA

None

PUBLIC COMMENTS (30 MINUTES)

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REGULAR BUSINESS

1. COMMISSION REORGANIZATION

Sr. HR Analyst Mooshagian introduced this item. Commissioner Briseno advised that on the Planning Commission, the Chair and Vice Chair positions follow the Mayor and Mayor Pro-Tem appointments. The Commissioners were all in agreement to follow this practice. Commissioner Fimbres nominated Commissioner Delgado for Chairperson, seconded by Commissioner Briseno. The nomination was approved 5-0.

Commissioner Briseno nominated Commissioner Fimbres as Vice-Chairperson, Chairperson Delgado seconded the motion. The nomination was approved 5-0.

2. JOB SPECIFICATION RECOMMENDATION - ELECTRICIAN

Chairperson Delgado introduced the item, Sr. HR Analyst explained the process of recommendation of the Commission to the City Council to adopt and add to the Classification Plan. Assistant Director of Public Works, James Coiner, answered questions proposed by the Commissioners. Commissioners recommended that staff add requirements of two (2) years of journeyman completion or completion of a recognized apprentice program. Chairperson Delgado motioned to bring back the Electrician job specification to the Commission with added requirements, the data of requirements from survey cities, and the proposed annual salary. The motion was seconded by Vice-Chair Fimbres, and the item was approved 5-0.

3. JOB SPECIFICATION RECOMMENDATION - PLUMBER

Chairperson Delgado introduced the item. Assistant Director of Public Works, James Coiner, answered questions proposed by the Commissioners. Commissioners recommended that staff add requirements of two (2) years of journeyman completion or completion of a recognized apprentice program. Vice-Chairperson Fimbres motioned to bring back the Plumber job specification to the Commission with added requirements. The motion was seconded by Commissioner Pacheco, and the item was approved 5-0.

MINUTES

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

RECOMMENDATION: 1. Approve minutes as is.

Chairperson Delgado motioned to approve the minutes for the Personnel Advisory Commission Meeting of July 27, 2021, Commissioner Pecheco seconded. The item was approved 4-0-1 with Vice-Chair Fimbres abstaining.

STAFF COMMUNICATIONS

Director Razo welcomed the Commission and thanked them for their service.

COMMISSION/COMMITTEE ORALS

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

Commissioner Briseno requested a Mission Statement and the Rules. Chairperson Delgado expressed her interest in doing more for the employees.

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

The meeting was adjourned at 6:43 p.m. to the next regularly scheduled meeting, which will be held on September 26, 2023.



**CITY OF MONTEBELLO
CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA**

MINUTES

TUESDAY, SEPTEMBER 26, 2023 AT 6:00 PM

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

OPENING CEREMONIES

CALL TO ORDER

Vice-Chairperson Fimbres called the meeting to order at 6:04 p.m.

ROLL CALL

Present Vice-Chairperson Fimbres, Commissioner Briseno, Commissioner Lim, and Commissioner Pacheco present. Chairperson Delgado arrived late.

CORRECTIONS TO THE AGENDA

None.

PUBLIC COMMENTS (30 MINUTES)

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No speaker cards submitted.

OLD BUSINESS

1. JOB SPECIFICATION RECOMMENDATION - ELECTRICIAN

RECOMMENDATION: Recommendation to City Council to adopt the Electrician classification specification.

Director Razo introduced the item for consideration. The director discussed the difference in requirements and desirable qualifications. Commissioner Briseno expressed the importance of requiring strong trade experience. Assistant Director of Public Works, James Coiner, answered questions from the Commission. Commissioner Briseno made a motion to adopt the job specification with the following changes to the Education and Experience area:

"High school diploma or G.E.D equivalent, and two years' journey-level experience performing general maintenance and plumbing work, or any equivalent combination of training and experience, and trade related course work from an accredited institution which provides the required skills, knowledge, and abilities".

Commissioner Lim seconded the motion. The item passed 4-0.

2. **JOB SPECIFICATION RECOMMENDATION -PLUMBER**

RECOMMENDATION: Recommendation to City Council to adopt the Plumber classification specification.

Vice-Chairperson Fimbres introduced the item for consideration. Vice-Chairperson Fimbres made a motion to adopt the job specification with the following changes to the Education and Experience area:

"High school diploma or G.E.D equivalent, and two years' journey-level experience performing general maintenance and plumbing work, or any equivalent combination of training and experience, and trade related course work from an accredited institution which provides the required skills, knowledge, and abilities".

Commissioner Pacheco seconded the motion. The item passed 4-0.

REGULAR BUSINESS

3. **APPEAL HEARING PURSUANT TO CHAPTER 2.60 OF THE MONTEBELLO MUNICIPAL CODE AND SECTION 261 OF THE CITY OF MONTEBELLO CIVIL SERVICE RULES AND REGULATIONS.**

RECOMMENDATION: The Civil Service Commission will hear an appeal pertaining to an employee termination.

Appeal hearing pursuant to Chapter 2.60 of the Montebello Municipal Code and section 261 of the City of Montebello Civil Service Rules and Regulations.

Name of matter – Sanchez, Jr. v. City of Montebello

Appellant requested a closed hearing.

Court Reporter transcripts to be made available in the Human Resources Department upon request.

STAFF COMMUNICATIONS

4. **Civil Service Commission Mission Statement**

Staff updated the Commission on the status of request for a Mission Statement.

COMMISSION/COMMITTEE ORALS

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

Chairperson Delgado requested a chart of employees, Director Razo suggested sending the Commissioners the budget.

Vice-Chairperson Fimbres inquired why he did not receive the documents in advance of the hearing, City Attorney Ramirez advised that the Commission needs to hear presented evidence.

ADJOURNMENT

The City of Montebello Civil Service Commission will adjourn to the next **Regular Meeting on October 24, 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 Thursday, September 21, 2023 by 5:30 p.m.



Nicole Mooshagian, Senior Human Resources Analyst

Chairperson Delgado adjourned the meeting with a moment of silence in memory of Janice Torres at 11:37 p.m.



**CITY OF MONTEBELLO
CIVIL SERVICE COMMISSION
SPECIAL CIVIL SERVICE COMMISSION MEETING AGENDA
MINUTES**

TUESDAY, NOVEMBER 14, 2023 AT 6:00 PM

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

CALL TO ORDER

Chairperson Delgado called the meeting to order at 6:09 p.m.

ROLL CALL

Chairperson Delgado, Vice-Chair Fimbres, Commissioners Briseno, Lim and Pacheco were present.

PLEDGE OF ALLEGIANCE

CORRECTIONS TO THE AGENDA

None.

PUBLIC COMMENTS (30 MINUTES)

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No speaker cards were submitted.

STAFF COMMUNICATIONS

None.

OLD BUSINESS

1. **APPEAL HEARING PURSUANT TO CHAPTER 2.60 OF THE MONTEBELLO MUNICIPAL CODE AND SECTION 261 OF THE CITY OF MONTEBELLO CIVIL SERVICE RULES AND REGULATIONS**

RECOMMENDATION: The Civil Service Commission will continue the appeal hearing process pertaining to an employee termination.

REGULAR BUSINESS

CLOSED SESSION APPEAL HEARING PURSUANT TO CHAPTER 2.60 OF THE MONTEBELLO MUNICIPAL CODE AND SECTION 261 OF THE CITY OF MONTEBELLO CIVIL SERVICE RULES AND REGULATIONS

APPEAL HEARING PURSUANT TO CHAPTER 2.60 OF THE MONTEBELLO MUNICIPAL CODE AND SECTION 261 OF THE CITY OF MONTEBELLO CIVIL SERVICE RULES AND REGULATIONS.

Commissioners went into CLOSED SESSION for deliberation with City Attorney Marina Ramirez via Zoom Meetings.

Open session reconvened at 7:45 pm. The Commission will issue a written decision to both parties by November 22, 2023.

COMMISSION/COMMITTEE ORALS

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

None.

ADJOURNMENT

The City of Montebello Civil Service Commission will adjourn to the next Regular Meeting on November 28, 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 Thursday, November 09, 2023, 5:00 p.m.



Nicole Mooshagian, Senior Human Resources Analyst

The meeting was adjourned at 7:46 p.m. to the next regularly scheduled meeting, which will be held on November 28, 2023.



ITEM # 4

**CITY OF MONTEBELLO
CIVIL SERVICE COMMISSION AGENDA STAFF REPORT**

TO: Members of the Civil Service Advisory Commission

FROM:

BY:

**SUBJECT: APPEAL HEARING PURSUANT TO CHAPTER 2.60 OF THE
MONTEBELLO MUNICIPAL CODE AND SECTION 261 OF THE
MONTEBELLO CIVIL SERVICE RULES AND REGULATIONS**

DATE: April 23, 2024

RECOMMENDATION(S):

The Civil Service Commission will hear as appeal pertaining to an employee termination.

FISCAL IMPACT:

None.

BACKGROUND/DISCUSSION:

None.

ENVIRONMENTAL:

None

ANALYSIS:

None.

SUMMARY:

None

ATTACHMENT(S)

None

NEXT STEPS:

None.