



**CIVIL SERVICE COMMISSION
MEETING AGENDA**

TUESDAY, JUNE 25, 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 Human Resources 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.montebellocity.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) 887-1108, 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.

REGULAR BUSINESS

1. **JOB SPECIFICATION AMENDMENT RECOMMENDATION - POLICE COMMUNITY SERVICE OFFICER**

RECOMMENDATION: It is the recommendation of the Police Department to amend the Police Community Service Officer job specification to accurately reflect the needs of the Department, and that the Civil Service Commission make a recommendation to the City Council to adopt a resolution to amend this job specification.

2. **JOB SPECIFICATION RECOMMENDATION - LEAD FINANCE TECHNICIAN**

RECOMMENDATION: It is the recommendation of the Finance Department to add the position of Lead Finance Technician to the City of Montebello Classification Plan, and that the Civil Service Commission make a recommendation to the City Council to approve a resolution to adopt this job specification.

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 Tuesday, July 23, 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, June 20, 2024, at 5:30 p.m.



Nicole Mooshagian, Senior Human Resources Analyst

CITY OF MONTEBELLO
CIVIL SERVICE COMMISSION STAFF REPORT

To: HONORABLE CHAIRPERSON & CIVIL SERVICE COMMISSION
From: Paul Espinoza, Police Chief
Subject: Amendments to Job Specification: Police Community Service Officer
Date: June 25, 2024

RECCOMENDATION

It is recommended that the Civil Service Commission:

1. Make a recommendation to the Montebello City Council to adopt a resolution amending the City of Montebello Classification Plan to include the revised job specification for Police Community Services Officer.

BACKGROUND

The Montebello Police Department has observed increased concerning activities in and around City parks and throughout the City. To address concerns related to homelessness without immediate threats and quality of life concerns, the Montebello Police Department plans to deploy Police Community Service Officers ("CSO") who will provide additional resources in parks and throughout the City. The recent approval by the City Council of two (2) CSO positions in the FY 2024-25 City Budget will significantly enhance public safety efforts. The proposed revised job specification will help ensure prospective incumbents possess the requisite qualifications to perform the scope of duties of the classification that meet the needs of the community.

FACTS

1. The classification of CSO was adopted in August 1992 and amended in July 1996.
2. Police Administration is requesting to add the following amendments to the Examples of Duties in the job specification:
 - a. Patrols the parks throughout the City;
 - b. Assists with traffic control during a scene of traffic accidents;
 - c. Respond to report calls, minor disturbances, homeless where there is no immediate threat;
 - d. Assists in community events;
 - e. Administers citations related to Montebello Municipal Code and/or Penal Code violations.

These amendments would clarify the scope of work that may be assigned to CSOs. These additional examples of duties have been identified by Police Administration, the public, and the City Council.

3. Police Administration is requesting the following amendments to the Special Requirements:
 - a. Adding "safe driving record"
 - b. Successful completion of a POST certified Penal Code (PC) 832 Course prior to completion of probation.

- c. Successful completion of Baton and Pepper Spray training prior to completion of probation.

These amendments are to ensure the proper training of the incumbent for the safety of both the employee and the community. The POST certified PC 832 Course covers forty (40) hours of classroom instruction, covering topics such as professionalism and ethics, criminal justice system, search and seizure, report writing, use of force, and laws of arrest. This course is required to administer citations.

- 4. The amended job specification is being brought to the Civil Service Commission for review and recommendation to City Council for adoption.

SUMMARY

Staff respectfully requests the Civil Service Commission's approval to recommend to the City Council to adopt the amended job specification for the position of Police Community Service Officer.

POLICE COMMUNITY SERVICE OFFICER

DEFINITION

Under supervision to assist in the provision of a variety of police services including report writing, public counter requests, community programs, workshops, and lectures in such crime prevention areas as burglary prevention, neighborhood watch, home security, rape prevention, and shoplifting; to perform a variety of office support and related duties; to assist in the preparation and distribution of crime prevention materials; and to perform related work as required.

EXAMPLES OF DUTIES

Assists in the provision of crime prevention services to the community; assists in setting up meetings and arranging for lectures and work shops; makes arrangements for use of facilities for public distribution of newsletters, crime warnings, pamphlets, manuals, audio-visual productions, and press releases; takes fingerprints; gathers and assembles crime pattern data for distribution and further analysis by law enforcement staff; operates audio-visual and other equipment during presentations; assist in the preparation and delivery of a variety of lectures and workshops; arranges for and conducts home inspections and commercial surveys; monitors citizen compliance with alarm ordinances and rules; gathers and assists in preparation of a variety of statistical reports and summaries; prepares non-emergency reports; both in the field and at office locations, assists the public regarding inquiries for service at the public counter; operates police radio and telephones to communicate with citizens and other emergency services personnel; performs a variety of office support duties such as document preparation, word-processing, data entry, copying, filing, and telephone answering; makes deliveries and pickup of materials, supplies and equipment; assists in the scheduling and delivery of emergency vehicles for repairs and maintenance; patrols the parks throughout the City; assists with traffic control during a scene of traffic accidents; respond to report calls, minor disturbances, homeless where there is no immediate threat; assists in community events; administers citations related to Montebello Municipal Code violations and/or Penal Code violations; and, performs other related duties as assigned.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license and safe driving record.

POLICE COMMUNITY SERVICE OFFICER cont.

EMPLOYMENT STANDARDS Successful completion of a POST certified **PC** 832 **PC** Course prior to completion of probation.

Successful completion of Baton and Pepper Spray training prior to completion of probation.

~~POLICE COMMUNITY SERVICE OFFICER~~

~~EMPLOYMENT STANDARDS~~

EMPLOYMENT STANDARDS

Knowledge of:

- Basic office operations and practices.
- Community organizations and resources.
- Principles of an effective public relations program.
- Computer terminals and PC operation.

and

Ability to:

- Meet the public and communicate basic information about crime prevention and other police programs.
- Operate, maintain, and service a variety of audio-visual aids and equipment,
- Understand and carry out oral and written direction.
- Prepare a variety of reports and presentations.
- Effectively represent the community services functions with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

Education: Graduation from high school or G.E.D. is desirable.

Work Background: Previous work experience involving public contact and performance of basic office support duties is desirable.

August 1992

July 1996 (Res. 96-89)

CITY OF MONTEBELLO
CIVIL SERVICE COMMISSION STAFF REPORT

To: HONORABLE CHAIRPERSON & CIVIL SERVICE COMMISSION
From: Michael Solorza, Director of Finance
Subject: New Job Specification: Lead Finance Technician
Date: June 25, 2024

RECCOMENDATION

It is recommended that the Civil Service Commission:

1. Make a recommendation to the Montebello City Council to adopt a resolution amending the City of Montebello Classification Plan to include the job specification for the new Classified classification of Lead Finance Technician.

BACKGROUND

The City of Montebello ("City") Finance Department identified a need to add to the job family that pertains to the administrative accounting functions in the City. Public Service Personnel Consultants (PSPC), the consultants who conducted the Citywide comprehensive classification and compensation study in 2021, concluded in the Study that the administrative finance classification series had the need for a Lead classification in the series.

The Lead Finance Technician will perform a variety of difficult technical accounting work, including audits, financial reports, and compliance with State and Federal regulations. The classification will add a higher level of expertise and responsibility to this classification series and round out the job family career ladder.

The 2024-25 City Budget was approved by the City Council on June 12, 2024. The Budget included the creation of the Lead Finance Technician classification. The Finance Department has one (1) full-time position in the Budget. The proposed job specification is being brought to the Civil Service Commission for review and recommendation to the City Council for adoption.

SUMMARY

Staff respectfully requests the Civil Service Commission's approval to recommend to the City Council to adopt the job specification for the new Classified position of Lead Finance Technician.

Lead Finance Technician

DEFINITION

Under general supervision, oversee daily general accounting and booking operations in the Finance department. In a lead role, perform a variety of difficult technical accounting work and statistical recordkeeping assignments related to the preparation, processing, and maintenance of City financial data, reports and funds; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class may be assigned to Payroll, Purchasing, Accounts Payable, Accounts Receivable or other general accounting duties in the Finance Department, as determined by the needs of the Department.

EXAMPLES OF DUTIES

Perform routine accounting work; verifies, categorizes, posts and reconciles revenue and expenditures to proper accounts.

Compiles, analyzes and prepares financial reports, schedules and summaries for various City funds.

Performs preliminary review and approves weekly warrant package; Reviews for correct account numbers, proper documentation, valid payment authorization, correct vendor name and addresses, completeness, and compliance with City policies.

Oversees printing of Warrant Register; Prepares resolutions and staff report for City Council.

May provide general assistance in budget development and administration; audits contracts, purchase orders, vouchers and CalPers compensation reporting, maintains accounting and budget documents for capital improvements projects.

Maintains computerized spreadsheets; keeps records of City-owned or leased equipment; Participates in year-end fixed asset capitalization process; assists with annual closing of ledgers and reconciliations.

Performs assigned accounting activities with requisite data processing system and reporting; Coordinates accounting and financial analysis with City Departments; Prepares memos and letters for both internal and external correspondence;

Processes and maintains payroll records; Inputs and reviews the accuracy of time cards; Prepares and calculates taxes, payroll deductions, retroactive pay, taxable fringe benefits; Coordinates and transmits direct deposits and deferred compensation deductions and deposits; Prints and distributes AP checks and payroll checks; Coordinates wage reporting or levies and garnishments with other governmental agencies including the Internal Revenue Service (IRS), the Employment Development Department (EDD), the Franchise Tax Board

Lead Finance Technician

EXAMPLES OF DUTIES - (cont.)

(FTB), the Public Employees Retirement System (CalPERS) and any other associated retirement benefit providers; Assists in the administration of the City's 401(a)h and 457 plans; Processes year end W-2s; 1095 and 1099 reporting; Completes payroll, accounting and any other adjustments as necessary.

Provides operational supervision to lower level accounting staff in assigned areas; Provides technical guidance and training. Coordinates workload and distribution of assignments and projects; Assists in preparing performance evaluations of lower level staff in assigned areas.

Monitors operations and identifies potential improvements in service delivery methods; Oversees the City's encumbrance system; Researches and reconciles purchase orders in the encumbrance system, making adjustments and closing purchase orders as needed; Assists departments with questions regarding assigned areas.

Reviews accounts payable invoices for processing at year-end; Assign to appropriate fiscal year; Maintains documentation for audit; Prepares year-end warrant schedule; Maintains master signature authority listing; Monitors weekly accounts payable postings to the General Ledger; Processes void warrants, and monitors pay requests; Coordinates the Purchasing Card program; Transmits weekly Positive Pay and Direct Deposit files to City's bank.

Provides assistance and training to other city personnel regarding assigned account/bookkeeping tasks and Finance policies; Provides assistance to the public as needed; Provides support for independent audits.

Compiles data and prepares various reports and schedules; Utilizes a variety of computer databases. Utilizes computerized spreadsheet applications; Prepares and provides financial charts, graphs, information, statistical reports and statements as requested.

Maintains knowledge of City policies and procedures; basic governmental accounting principles; and City's automated information systems.

Coordinates with other City departments on finance-rated issue and performs other related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of record-keeping, payroll processing, Accounts Payable or routine accounting procedures and internal controls.
- Policies and procedures of an assigned specialized area of the City's financial and account record-keeping systems.
- Laws and regulations affecting the area of assignment.
- Financial analysis and research techniques.
- Preparation of financial statements and financial reports and schedules
- Solid understanding and knowledge of the use of financial and data processing systems

Lead Finance Technician

EMPLOYMENT STANDARDS - (cont.)

- Modern office methods, practices, and procedures

And

Ability to

- Understand, interpret and apply City's policies and procedures.
- Perform a wide variety of specialized financial and statistical record-keeping assignments.
- Lead, motivate and train lower level staff.
- Prepare and maintain complex records, information, and reports.
- Use data processing terminals, software and equipment for imputing financial data and generating reports.
- Make arithmetical calculations quickly and accurately.
- Use standard office equipment such as computers, calculators, scanners and copiers.
- Interpret the City Memoranda of Understanding (MOU) related to payroll.
- Interpret and apply the terms of vendor contracts.
- Provide information to others concerning payroll or financial records.
- Effectively represent the functions of the Department with concerned individuals and other governmental agencies.
- Communicate effectively orally and in writing.

And

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from high school or G.E.D., supplemented by courses in general and governmental accounting, bookkeeping, finance, taxes and related areas is desirable.

Work Background:

Five years of progressively responsible work experience in the area of finance, banking, accounting and administration.

June 2024