



**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)

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

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.