



**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)

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.

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.