



**CIVIL SERVICE COMMISSION
MEETING AGENDA**

TUESDAY, AUGUST 27, 2024 AT 6:00 PM

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

COMMITTEE MEMBERS

Delia Delgado
Henry Fimbres
Ashod Mooradian
George Pacheco
Alexandra Briseno

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 APRIL 23, 2024**

RECOMMENDATION: The Civil Service Commission will review the minutes for approval.

2. **MINUTES FOR THE CIVIL SERVICE COMMISSION SPECIAL MEETING OF APRIL 25, 2024.**

RECOMMENDATION: The Civil Service Commission will review the minutes for approval.

3. **MINUTES FOR THE CIVIL SERVICE COMMISSION MEETING OF JUNE 25, 2024.**

RECOMMENDATION: The Civil Service Commission will review the minutes for approval.

4. **MINUTES FOR THE CIVIL SERVICE COMMISSION MEETING OF JULY 23, 2024**

RECOMMENDATION: The Civil Service Commission will review the minutes for approval.

5. **MINUTES FOR THE CIVIL SERVICE COMMISSION SPECIAL MEETING OF JULY 25, 2024**

RECOMMENDATION: The Civil Service Commission will review the minutes for approval.

REGULAR BUSINESS

6. **COMMISSION REORGANIZATION**

RECOMMENDATION: The Civil Service Commission will determine the Chairperson and Vice-Chairperson.

7. **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 an 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 September 24, 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, August 22, 2024 by 5:30 p.m.



Nicole Mooshagian, Senior Human Resources Analyst



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

MINUTES

TUESDAY, APRIL 23, 2024 AT 6:00 PM

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

OPENING CEREMONIES

CALL TO ORDER

Chairperson Delgado called the meeting to order at 6:03 p.m.

ROLL CALL

Commissioners Delgado, Fimbres, Briseno 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.

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.

Commissioner Pacheco made a motion to accept the Minutes for August 22, 2023 – Civil Service Commission Meeting, September 26, 2023 – Civil Service Commission Meeting, and November 14, 2023 – Special Civil Service Commission Meeting, as is. Commissioner Fimbres seconded the motion. Minutes were approved 4-0.

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.

The appeal began in open session at the determination of the appellant. Attorney for the Commission, Marina Ramirez, gave an overview of the proceedings.

The commission took a recess to handout hearing binders.

Upon returning from recess the Appellant requested a closed hearing.

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

Appeal to continue on April 25, 2024 at a special meeting of the Civil Service Commission.

STAFF COMMUNICATIONS

None

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 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

The meeting was adjourned at 9:56 p.m. to a Special Meeting of the Civil Service Commission which will be held on April 25, 2024, at 6:00 p.m.



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

THURSDAY, APRIL 25, 2024 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 6:00 p.m.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

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.

None

REGULAR BUSINESS

1. **CONTINUATION OF 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 continue to hear an appeal pertaining to an employee termination.

Continuation of the appeal hearing in closed session.

Court Reporter transcripts to be made available upon request and review.

Commissioners went into closed session for deliberation with City Attorney Marina Ramirez.

Open Session reconvened at 8:32 p.m., Ms. Ramirez reported out that the Commission had come to a decision and will be submitting their written decision to both parties within 20 days.

ADJOURNMENT

The City of Montebello Civil Service Commission will adjourn to the next Regular Meeting on Tuesday, 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 Wednesday, April 24, 2024, 5:30 p.m.



Nicole Mooshagian, Senior Human Resources Analyst

The meeting was adjourned at 8:32 p.m. to the next regularly scheduled meeting, which will be held on May 28, 2024.



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

MINUTES

TUESDAY, JUNE 25, 2024 AT 6:00 PM

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

OPENING CEREMONIES

CALL TO ORDER

Chairperson Delgado called the meeting to order at 6:05 p.m.

ROLL CALL

Commissioners Delgado, Fimbres, and Pacheco were present. Commissioner Briseno was not present.

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.

None.

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.

Police Lieutenant David Kim gave background for the need to amend the job description for the Police Community Services Officer position.

Chairperson Delgado inquired if there would be two candidates hired. Lt. Kim said that would be ideal. Chairperson Delgado inquired about the pay scale, Lt. Kim let the commission know that the pay is a discussion to be competitive with the surrounding communities. Discussion on the types of citations and independent responsibilities.

Commissioner Fimbres commended the Department for recognizing that the parks has needed this oversight. Question of whether the positions were fulltime or part-time. These are two additional positions. Commissioner Fimbres was happy to see that there are specific training identified in the job description.

Commissioner Pacheco asked if the CSO would act indecently, which was confirmed by Lt. Kim. Commissioner Pacheco inquired about the safety measures and uniforms.

Discussions on the types of vehicles that would be provided to the CSOs.

Chairperson Delgado would like to see the pay scale increased.

Chairperson Delgado motioned to make a recommendation to the City Council to adopt the amendments to the Police Community Services Officer job specification, the motion was seconded by Commissioner Fimbres. The motion passed 3-0.

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.

Finance Director Michael Solorza gave an overview of the position, Lead Finance Technician, which would complete the job-family. These positions are in accounts payable, reconciliation, and payroll. There is a need for a Lead that would oversee accounts payable and payroll, to give direction. A more senior person, with increased knowledge.

Commissioner Fimbres asked for confirmation that this was not a supervisory position, but rather an advisory person to junior technicians. Which Director Soloeza confirmed. Commissioner Fimbres' second question was if the position required any additional education, and Director Solorza replied that it did not require any additional formal education or training.

Chairperson Delgado inquired about the pay scale, and how it would differ from the current Finance Technicians. Director Solorza offered the pay range for all three Finance Tech positions and demonstrated the progression in pay. Chairperson Delgo inquired about the possibility of adding a Finance Analyst. Director Solorza informed that the Department currently has Management Analysts and Senior Management Analysts. Chairperson Delgado, inquired about the possibility of promotional opportunities. Director Solorza said yes the position would be opened to anyone outside as well as inside our organization that comes with the experience.

Commissioner Fimbres made a motion to recommend the job description to be approved by City Council, Commissioner Pacheco seconded the motion. The item was approved 3-0.

STAFF COMMUNICATIONS

None

COMMISSION/COMMITTEE ORALS

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

Chairperson Delgado asked for a report on how many employees were still on Administrative Leave, not due to illness. Just the number, no names.

Also, a request for a chart of leadership. To understand the function. Budget chart to be provided to Commissioners by staff.

Reorganization of Commission to be set for the August 2024 meeting.

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

The meeting was adjourned at 6:38 p.m. to the next regular scheduled meeting on July 23, 2024.



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

MINUTES

TUESDAY, JULY 23, 2024 AT 6:00 PM

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

OPENING CEREMONIES

CALL TO ORDER

Chairperson Delgado called the meeting to order at 6:06 p.m.

ROLL CALL

Commissioners Delgado, Pacheco, Briseno and Mooradian were present. Commissioner Fimbres was absent.

CORRECTIONS TO THE AGENDA

Correction to the Agenda for roll call - the addition of Mr. Ashod Mooradian, who was appointed to the Commission effective July 23, 2024.

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

OLD BUSINESS

REGULAR BUSINESS

1. **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 an appeal pertaining to an employee termination.

The appeal hearing began in closed session as requested by the appellant.

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

Commission took a break at 7:44 p.m., upon return at 7:54 p.m. City Attorney Marina Ramirez advised that Commissioner Pacheco would recuse himself for the remainder of the hearing. The hearing continued in closed session.

Appeal to continue on July 25, 2025, at 6:00 p.m. at a Special Meeting of the Civil Service Commission.

STAFF COMMUNICATIONS

None

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 August 27, 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, July 18, 2024, 5:30 p.m.



Nicole Mooshagian, Senior Human Resources Analyst

The meeting was adjourned at 9:50 p.m. to a Special Meeting of the Civil Service Commission which will be held on July 25, 2024, at 6:00 p.m.



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

THURSDAY, JULY 25, 2024 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 6:00 p.m.

ROLL CALL

Commissioners Delgado, Briseno, and Mooradian were present, Commissioner Pacheco is recused. Commissioner Fimbres is absent.

PLEDGE OF ALLEGIANCE

CORRECTIONS TO THE AGENDA

None

PUBLIC COMMENTS (30 MINUTES)

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None

STAFF COMMUNICATIONS

None

REGULAR BUSINESS

1. CONTINUATION OF 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 continue to hear an appeal pertaining to an employee termination.

Continuation of the appeal hearing in closed session.

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

Appeal to continue on Tuesday, October 22, 2024, at 6:00 p.m.

COMMISSION/COMMITTEE ORALS

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

None

CONSENT ITEM(S)

ADJOURNMENT

The City of Montebello Civil Service Commission will adjourn to the next Regular Meeting on August 27, 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 Wednesday, July 24, 2024, 5:00 p.m.



Nicole Mooshagian, Senior Human Resources Analyst

The meeting was adjourned at 6:59 p.m. to the next regularly scheduled meeting, which will be held on August 27, 2024.