



**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.