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**CIVIL SERVICE COMMISSION  
MEETING AGENDA**

**TUESDAY, JUNE 24, 2025 AT 6:00 PM**

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

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**COMMITTEE MEMBERS**

Delia Delgado  
Henry Fimbres  
Richard Jimenez  
George Pacheco  
Alexandra Briseno

**CITY STAFF**

Ramon Figueroa, Director of Human Resources  
Nicole Mooshagian, Human Resources Manager

**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, commission liaison, 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 SPECIAL MEETING OF DECEMBER 17, 2024**

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

REGULAR BUSINESS

2. **JOB SPECIFICATION RECOMMENDATION - FIREFIGHTER-PARAMEDIC**

**RECOMMENDATION:** It is the recommendation of the Fire Department to add the position of Firefighter-Paramedic 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.

3. **JOB SPECIFICATION AMENDMENT RECOMMENDATION - COMMUNITY RISK REDUCTION COORDINATOR**

**RECOMMENDATION:** It is the recommendation of the Fire Department to amend the Community Risk Reduction Coordinator 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.

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 July 22, 2025, 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, June 18, 2025, 5:30 p.m.



Nicole Mooshagian, Human Resources Manager





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

**MINUTES**

**TUESDAY, DECEMBER 17, 2024 AT 6:00 PM**

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

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**CALL TO ORDER**

HR Staff member, Nicole Mooshagian, called the meeting to order at 6:02 p.m.

**ROLL CALL**

Members present were Commissioner Briseno, Commissioner Delgado, Commissioner Fimbres, and Commissioner Mooradian.

**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.

**MINUTES**

**1. MINUTES FOR THE CIVIL SERVICE COMMISSION MEETING OF OCTOBER 22, 2024**

**RECOMMENDATION:** THE CIVIL SERVICE COMMISSION WILL REVIEW THE MINUTES FOR APPROVAL. *Commissioner Delgado motioned to approve the minutes for the October 22, 2024, Civil Service Commission meeting. Commissioner Briseno seconded the motion. The motion was passed with 4 yeases.*

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**PUBLIC HEARING**

None

**REGULAR BUSINESS**

**2. APPEAL HEARING PURSUANT TO CHAPTER 2.60 OF THE MONTEBELLO MUNICIPAL CODE AND SECTION 261 OF THE MONTEBELLO CIVIL SERVICE RULES AND REGULATIONS**

**RECOMMENDATION:** 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

*The appeal hearing continued in closed session. Commissioner Fimbres recused himself from the proceedings at this time. The Commission adjourned to deliberate in closed session at 6:06 p.m.*

*At 10:04 p.m., the Commission returned to open session.*

*Attorney to the Civil Service Commission, Marina Ramirez, reported out that a final decision was made and a written notice will be sent to all parties on or before December 31, 2024.*

**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 December 24, 2024, at 6:00 p.m. at City Hall Council Chambers located at 1600 W. Beverly Boulevard, Montebello, CA 90640.

I, Nicole Mooshagian, Acting Human Resources Manager for the City of Montebello hereby certify that a copy of this agenda has been posted on or before Thursday, December 12, 2024, 5:30 p.m.



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Nicole Mooshagian, Acting Human Resources Manager

*The meeting was adjourned at 10:05 p.m. to the next scheduled meeting.*

**CITY OF MONTEBELLO  
CIVIL SERVICE COMMISSION STAFF REPORT**

**To:** Honorable Chairperson & Civil Service Commission

**From:** Chief Fernando Pelaez, Fire Chief

**Subject:** Establishment of a New Job Classification: Firefighter/Paramedic

**Date:** June 24, 2025

**RECOMMENDATION**

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 a new job classification titled Firefighter/Paramedic.

**BACKGROUND**

The Montebello Fire Department utilizes a dual-role emergency response model that depends on both EMT-certified Firefighters and licensed Paramedics. While the City's current classification structure includes a generic Firefighter position, it does not distinguish between EMT-only and Paramedic-level certification. As the need for Paramedic-certified responders continues to grow, especially with the Department's new service model, the Department is seeking to formally establish the Firefighter/Paramedic classification.

This dedicated classification will support our operational model, enhance recruitment efforts for providing advanced life support (ALS), and provide flexibility during staffing shortages by allowing the Department to target specific qualifications based on current service demands.

**FACTS**

1. The City currently maintains only one Firefighter classification, which does not adequately distinguish between EMT-level and Paramedic-level qualifications.
2. The Firefighter/Paramedic classification will:

- a) Define the expected duties and qualifications of paramedic-certified Firefighters;
  - b) Help Montebello remain competitive in attracting qualified Paramedics;
  - c) Provide operational clarity and flexibility in Fire Department staffing decisions.
3. The proposed Firefighter/Paramedic position includes duties beyond those in the standard Firefighter classification, such as:
- a) Providing Advanced Life Support (ALS) prehospital emergency care;
  - b) Operating and maintaining lifesaving equipment and medications;
  - c) Serving as preceptors for EMS trainees;
  - d) Communicating with base hospital medical staff and compiling patient care reports.
4. The proposed minimum qualifications include:
- a) Possession of a valid California Paramedic license (EMT-P) in good standing;
  - b) Graduation from a State-certified Fire Academy;
  - c) Possession of a CPAT certificate at the time of appointment;
  - d) California Driver's License with Firefighter endorsement (within 6 months).
5. The classification also includes special assignments such as training support, rescue operations, fire prevention, and public education.

## **SUMMARY**

To better align with industry standards and enhance emergency response effectiveness, the Montebello Fire Department is requesting the establishment of a new classification for Firefighter/Paramedic. This classification reflects the dual-role nature of modern fire service personnel and will enable the Department to strategically recruit and deploy ALS responders.

Staff respectfully requests that the Civil Service Commission approve the proposed job specification and recommend its adoption by the Montebello City Council.



City of Montebello  
**FIREFIGHTER/PARAMEDIC**

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## **Position**

Under general supervision, to perform a wide variety of firefighting, emergency service and emergency medical duties; to perform fire inspections and prevention work; to perform special assignments as delegated; and to perform related work as required.

The is the second level for City firefighting and emergency medical service assignments. Incumbents are expected to be capable of and proficient at performing a wide range of normal firefighting, emergency service and emergency medical duties. Incumbents are also expected to perform patient care duties as a paramedic.

## **Example of Duties**

Responds to fire and emergency alarms; drives vehicles; lays and connects hoses; holds nozzles and directs water streams; raises and climbs ladders; uses chemical extinguishers, hooks, line and other equipment; ventilates burning buildings to deal with emergency situations; removes persons from danger; performs cleanup and salvage operations; administers first aid and/or advanced life support (ALS) emergency medical services to injured and sick persons. When assigned on the paramedic rescue squad and/or paramedic engine/truck, responds to a variety of calls requiring the performance special rescue and emergency medical assistance; maintains oxygen breathing equipment, resuscitation equipment and other lifesaving equipment and medications; participates in demonstrations of accident prevention, rescue and first aid; performs regular station and equipment maintenance; cleans living quarters, apparatus bays and fire and EMS apparatus; tests fire hydrants; reviews and receives training in Fire Department rules and regulations, fire hazards, firefighting techniques, emergency service procedures and emergency medical care; participates in training exercises and remains proficient in the standards of medical care required by established EMS protocols; performs fire inspection and prevention work; makes public presentations to enhance public relations; may assume the duties of Fire Engineer in their absence or in a training capacity. Operate radiotelephone equipment and communicate medical information to base hospital medical personnel and others. Serve as a preceptor for

paramedic and emergency medical technician trainees. Compile necessary reports and records. Drive an ambulance and/or paramedic squad vehicle. Other duties as assigned.

### **Organizational Responsibilities**

This class reports to a Fire Captain or a company commander. All Paramedic/Fire Fighters are subject to recall at any time and may be required to be on-duty for any reasonable combination of hours in emergencies and may be assigned any necessary work duty.

### **Minimum Qualifications**

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities to qualify for the position, including:

#### **Education:**

- Graduation from high school or a G.E.D.
- AA/AS Degree or higher in fire science or closely related field is highly desirable.
- Successful completion of State certified fire academy is required.
- Successful completion of State certified Paramedic program is required.

#### **Work Experience:**

Prior experience in fire and emergency service work is highly desirable.

#### **Special Requirements:**

- Possession of a California Class C driver's license at time of application, must obtain Firefighter endorsement within 6-months of employment; must maintain said license in good standing throughout employment in this position.
- Possession of a current California Paramedic license (or equivalent) and certification from a recognized training program, at time of application and maintenance of said license in good standing throughout employment in this position.
- Must possess a National Registry and/or California State Paramedic (EMT-P) License, at time of application and maintenance of said license in good standing throughout employment in this position.
- Possession of a California State Fire Marshal Haz-Mat First Responder Certificate.
- Possession of a Consolidated Physical Ability certificate (CPAT) at time of appointment

### **Supplemental Information**

#### **Knowledge of:**

- Methods and principles of fire suppression.
- Methods and principles of fire investigations.
- Methods and principles of fire prevention.

- Methods and principles of emergency medical response.
- Methods and principles of patient care.
- Methods and principles of hazardous material control.

**Ability to:**

- Respond quickly to emergency situations and work under pressure
- Assist with fire inspections and prevention activities.
- Interpret, explain and apply fire codes and regulations.
- Learn and perform special assignments as directed.
- Understand and carry out oral and written directives.
- Abide by City and Department Policies and Procedures.
- Meet and maintain established standards of physical endurance and agility.
- Effectively represent the fire service functions of the Department with the public.
- Establish and maintain effective cooperative working relationships.
- Work well with a diverse population.
- Communicate effectively orally and in writing.
- Agree not to use tobacco products of any kind.
- Work in hazardous environments.
- Respond to emergencies at any hour.
- Work in a team setting.

**CITY OF MONTEBELLO  
CIVIL SERVICE COMMISSION STAFF REPORT**

**To:** Honorable Chairperson & Civil Service Commission

**From:** Fernando Pelaez, Fire Chief

**Subject:** Amendments to Job Specification: Community Risk Reduction Coordinator

**Date:** June 24, 2025

**RECOMMENDATION**

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 Community Risk Reduction Coordinator.

**BACKGROUND**

The Community Risk Reduction Coordinator classification was originally created to support the Montebello Fire Department's efforts to enhance public safety education, emergency preparedness, and community outreach. The intent was to establish a non-sworn, civilian position focused on delivering critical programs such as Community Emergency Response Team (CERT) training, fire and injury prevention campaigns, and public education events.

However, when the classification was first developed, it mistakenly included job requirements such as possession of a paramedic license and graduation from a fire academy, qualifications typically associated with sworn firefighter-paramedic positions. These requirements were inconsistent with the original intent of the role and ultimately created a barrier to recruitment, as they narrowed the candidate pool and conflicted with the non-sworn nature of the position. As a result, the position has never been utilized since its creation.

**FACTS**

1. The Community Risk Reduction Coordinator position was created to serve as a non-sworn civilian role dedicated to community risk education and outreach.
2. The original job specification erroneously included sworn fire service requirements such as paramedic certification and fire academy training, which were never intended for this position.

3. These unintended requirements prevented the position from being filled, despite the operational need for a civilian staff member to manage and coordinate community risk reduction activities.
4. The Fire Department is proposing to remove the paramedic and fire academy requirements to realign the position with its intended purpose and open the role to a broader and more appropriate candidate pool.
5. The revised classification:
  - a) Emphasizes professional experience in emergency preparedness, community education, and risk reduction.
  - b) Includes updated duties that reflect the current operational needs, including public safety training (e.g., CERT, Stop the Bleed), public information support, and risk assessment.
  - c) Maintains high standards for knowledge, communication, and engagement with diverse community groups.
6. The proposed changes will improve recruitment flexibility, allow the Department to fill a long-vacant but essential position, and better support the City's broader community safety goals.

## **SUMMARY**

The Montebello Fire Department respectfully requests the Civil Service Commission's approval to recommend to the City Council the adoption of the amended job specification for Community Risk Reduction Coordinator. The updated description corrects the original classification's inconsistencies and reflects the intended non-sworn, public education and outreach-focused nature of the role. These changes will allow the department to proceed with recruitment and deliver meaningful safety programs to the Montebello community.



City of Montebello  
**COMMUNITY RISK REDUCTION COORDINATOR**

CLASS CODE	XXX	SALARY	Monthly
REVISION DATE	October 15, 2024		Annually

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**Class Concept**

Under general supervision, the Community Risk Reduction Coordinator performs a variety of professional duties including developing and providing community risk reduction education, awareness, and injury prevention programs for schools, businesses, children, adolescents, and adults. Work is performed with considerable independence. Completes Work in the areas of public speaking and instruction to promote safety in the community, such as the community risk reduction education program (e.g., fire safety, injury prevention wildland fire protection and emergency preparedness); will perform, use strategic planning to define the mission and goals for a local Community Emergency Response Team (CERT) program functions and responsibilities, and to perform related work as required.

**Distinguishing Characteristics**

This is a professional, non-sworn classification in the Fire Department. The incumbent reports to the Assistant Fire Chief, Assistant Director and/or designee supervisor. The Community Risk Reduction Coordinator performs duties to support the Fire Department. The Community Risk Reduction Coordinator is subject to recall at any time and may be required to be on duty for any reasonable combination of hours in emergencies and may be assigned any necessary work duty.

**Example of Duties**

This position will serve as a liaison with public safety agencies, city divisions and private entities to ensure community preparedness through facilitation and instruction of various programs. The following duties represent the principal job duties: conduct community education and risk reduction programs and training classes for County representatives, first responders, city/town staff, and community members including diverse audiences

of all ages, abilities, cultures and backgrounds. Schedule community risk reduction education programs and events for cities/towns, schools, businesses, places of worship, neighborhood groups and other community organizations. Assist with planning, organizing and coordinating community education and risk reduction programs, events and services. Train and lead members of the community in responding to an emergency or disaster situation. An emergency response team can prepare the community for potential crises by training volunteers, developing an emergency response plan, and reviewing the equipment necessary to respond to a crisis. Assist with revising and updating elements of community education and risk reduction programs and services, including PowerPoint presentations, resource materials, pamphlets, course outlines and handouts. Respond to requests from schools, businesses, organizations and the public for fire safety, injury prevention and community preparedness information, literature and materials; attend meetings, trainings and conferences to promote the Department's community safety, injury prevention, wellness, wildfire protection and preparedness programs. Monitor inventory of props, materials and equipment and prepare and organize required supplies for scheduled events, trainings, programs and meetings.

#### Community Outreach Programs:

- Community Emergency Response Training (CERT)
- Stop the Bleed (Active shooter incidents)
- Sidewalk CPR o Ready! Set! GO!
- Cannabis Educational Prevention Program
- Life safety, terrorism-related and all hazard training curriculum development.
- Public Education and Public Service Announcements (PSA)
- Assist with Community Risk Assessments to identify gaps in service requiring development and implementation of new and/or additional risk reduction campaigns.
- Assistance with Fire Community Risk Reduction Programs.
- Public Information Officer (PIO) assignments, as needed

#### Minimum Qualifications

**Training and Experience:** Any combination of training and experience which would provide the required knowledge and abilities to qualify for the position. A typical way to obtain the knowledge and abilities would be:

#### Education:

AA/AS Degree or higher in Emergency Management, Public Safety, Public Health, Public Administration, Business Administration, or closely related field is highly desirable.

**Experience:** A minimum of two years of experience in a municipal fire department is highly desirable. Prior experience in fire and emergency service work is highly desirable.

**Licenses and Certification:**

Possession of a California State driver's license Class C

American Red Cross First Aid, American Red Cross or American Heart Association Cardiopulmonary Resuscitation (CPR) certificate.

Community Emergency Response Team (CERT) Program Manager Certificate, highly desirable

**Supplemental Information****Knowledge of:**

- Basic techniques of researching, collecting and compiling information and data. Local, State, and Federal laws, regulations and standards related to community risk reduction education programs and services.
- Government agencies and community organizations programs, services and resources, particularly those that serve high-risk, vulnerable and underserved populations.
- Knowledge of crisis management principles.
- Knowledge of critical incident stress management principles.
- Knowledge of all the basic tenets of emergency management, including mitigation, preparedness, response and recovery.
- Knowledge of interagency and community-wide participation in planning, coordination and management functions designed to improve emergency management capabilities.

**And**

**Ability to:**

- Effectively accomplish the goals and objectives of any emergency management program
- Use various media, technology, communication and dissemination techniques and methods to communicate.
- Speak effectively before diverse audiences for the purpose of providing information, education and training.
- Communicate professionally and maintain harmonious working relationships with both individuals and groups contacted in the course of work.
- Adapt to situations, evaluate problems, explore alternatives and make sound decisions.
- Demonstrate professional discretion in political environments and maintain a calm and professional demeanor in difficult situations.
- This position requires evenings and weekends work schedule
- Learn and perform special assignments as directed
- Abide by City and Department Policies and Procedures
- Effectively represent the fire service functions of the Department with the public

- Establish and maintain effective cooperative working relationships
- Ability to work well with a diverse population
- Other duties as assigned.