



**CIVIL SERVICE COMMISSION
MEETING AGENDA**

TUESDAY, SEPTEMBER 23, 2025 AT 6:00 PM

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

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 the 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

CALL TO ORDER

OPENING CEREMONIES

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 JUNE 24, 2025

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

REGULAR BUSINESS

2. JOB SPECIFICATION RECOMMENDATION - PUBLIC SAFETY RADIO TECHNICIAN SERIES

RECOMMENDATION: It is the recommendation of the Fire Department to add a graduated series to the the existing classification of Public Safety Radio Technician to the City of Montebello's Classification Plan, and that the Civil Service Commission make a recommendation to the City Council to approve a resolution to adopt this job specification series.

3. JOB SPECIFICATION RECOMMENDATION - COMMUNITY CASE MANAGER SERIES

RECOMMENDATION: It is the recommendation of the Fire Department to add a graduated series classification of Community Case Manager I/II/III to the City of Montebello's Classification Plan, and that the Civil Service Commission make a recommendation to the City Council to approve a resolution to adopt this job specification series.

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 October 28, 2025 at 6:00 p.m.** at City Hall Council Chambers located at 1600 W. Beverly Boulevard, Montebello, CA 90640.

I, Nicole Mooshagian, Human Resources Manager, for the City of Montebello hereby certify that a copy of this agenda has been posted on or before Thursday, September 18, 2025 by 5:00 p.m.



Nicole Mooshagian, Human Resources Manager