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**CIVIL SERVICE COMMISSION  
MEETING AGENDA**

**TUESDAY, OCTOBER 28, 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 48 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 SEPTEMBER 23, 2025**

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

REGULAR BUSINESS

2. **JOB SPECIFICATION RECOMMENDATION - ASSISTANT ENGINEER**

**RECOMMENDATION:** It is the recommendation of the Public Works Department to amend the existing classification of Assistant Engineer, a position currently in the Montebello's Classification Plan.

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 November 25, 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 Wednesday, October 22, 2025.



Nicole Mooshagian, Human Resources Manager