



**CIVIL SERVICE COMMISSION
MEETING AGENDA**

TUESDAY, OCTOBER 28, 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 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



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

MINUTES

TUESDAY, SEPTEMBER 23, 2025 AT 6:00 PM

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

CALL TO ORDER

Chairperson Fimbres called the meeting to order at 6:00 p.m.

OPENING CEREMONIES

ROLL CALL

Members present were Commissioner Briseno, Commissioner Delgado, Commissioner Fimbres, Commissioner Jimenez and Commissioner Pacheco.

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.

Commissioner Delgado motioned to approve the minutes for the Civil Service Commission meeting held on June 24, 2025,

as presented. Commissioner Briseno seconded the motion. The motion was passed with five yeses.

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.

Fire Battalion Chief Donald Cadena presented the recommended amendments to the existing Public Safety Radio Technician job description, and the need to adopt a series classification. Commissioner Delgado motioned to recommend to the Montebello City Council to adopt a resolution amending the City of Montebello Classification plan to include the job series of Public Safety Radio Technician I/ II/ III. Commissioner Pacheco seconded the motion. The motion passed with five yeses.

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.

Fire Battalion Chief Donald Cadena presented the recommended Community Case Manager I/ II/ III job description, and the need to adopt a series classification. Commissioner Briseno motioned to recommend to the Montebello City Council to adopt a resolution amending the City of Montebello Classification plan to include the job series of Community Case Manager I/ II/ III. Commissioner Delgado seconded the motion. The motion passed with five yeses.

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 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

Commissioner Pacheco made a motion to adjourn the meeting. Commissioner Jimenez seconded the motion. The motion passes with five yeses. The meeting was adjourned at 6:38 p.m.



ITEM # 2

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

TO: Honorable Civil Service Commission Members
FROM: Ramon Figueroa, Director of Human Resources
BY: Cesar Roldan, Director of Public Works
SUBJECT: JOB SPECIFICATION RECOMMENDATION - ASSISTANT ENGINEER
DATE: October 28, 2025

RECOMMENDATION(S):

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.

FISCAL IMPACT:

N/A

BACKGROUND/DISCUSSION:

The Assistant Engineer position is an important entry level position that supports the Director of Public Works. Many of the duties that were originally assigned are still being performed by this position. However, the level of complexity and the degree of involvement and independence of action have increased. The duties and responsibilities of the position have expanded to include civil engineering specific duties that are common in municipal governance of the engineering division. Knowledge of computer aided drafting (CAD) and geographical information systems (GIS) is key to the success of the department as well as the City.

This position supports other supervisory and professional staff members and exercises a significant degree of independence of action and decision-making; communicating with various outside contractors and consultants to produce documents, contract plans, and

specifications. Maintaining extensive contact within the department and outside the department to resolve problems, providing residents and other customer information on City services is of the utmost importance. Based on the logical and gradual assumption of higher-level duties and comparison to the previous class specifications, reclassification of the position is warranted at this time.

ENVIRONMENTAL:

N/A

ANALYSIS:

The Assistant Engineer position requires a strong candidate who is eager to oversee and manage construction projects from the capital program. It is important that the engineering assistant performs the following:

- a. Perform engineering work of average difficulty in the field and office, following established engineering methods and procedures.
- b. Applying engineering principles and practices to civil, environmental, or transportation engineering problems.
- c. Conducting field inspections of existing structures and construction projects to determine the necessity for future construction, repair, or maintenance.
- d. Preparing reports, contract specifications, lists of materials, cost estimates, schedules, and progress payments.
- e. Maintaining and preparing technical correspondence and engineering reports related to construction projects.

SUMMARY:

To improve operational effectiveness, professional development, and recruitment flexibility, the Public Works Department recommends amending the Assistant Engineer job description. The proposed Assistant Engineer job description will allow for more appropriate deployment of staff based on skill level and ensure long-term support of the City's goals and objectives.

Staff respectfully request that the Civil Service Commission approve the amended classification and recommend its adoption by the Montebello City Council.

ATTACHMENT(S)

1. Job Description Assistant Engineer

NEXT STEPS:

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 replace the existing Assistant Engineer job description with the amended version.

ASSISTANT ENGINEER

DEFINITION

Under general supervision to perform a variety of difficult professional engineering office, field surveying, inspection, materials analysis, and drafting work; to assist the engineering staff; and to perform related work as required.

EXAMPLES OF DUTIES

Performs a wide variety of difficult drafting and engineering drawing work from field survey notes, property description and construction notes; prepares detailed engineering drawings of structures and equipment from specifications and verbal descriptions; performs difficult engineering computations; tabulates data and prepares tables and graphs; investigates complaints involving traffic control engineering; conducts field traffic surveys and traffic counts; prepares summary reports and makes recommendations; performs professional engineering studies and design work for engineering projects that involve independent collection and analysis of data; answers inquiries by providing information shown on maps and in office files; assists in the securing of rights-of-way, easements, and leases; calculates and computes quantities and costs of material for a variety of construction projects; receives and assists the public at the counter and by telephone/email, providing information on a wide range of questions; constructs and maintains maps; drafts plans, plots cross sections and profiles, and updates maps; maintains records and compiles information for monthly reports; participates in site plan reviews; processes all types of public works and building permit applications and reviews applicable drawings and calculations; maintains a variety of files; performs surveying and staking of City projects; summarizes field survey notes; prepares and reviews plans and specifications; compiles, organizes, inputs, and interprets data for automated system activities; may perform field inspection of capital projects and components; performs professional engineering studies, field investigations, plan checks, reports, and studies; manages the engineering work of consultants; assists in preparing reports, exhibits and presentations for City Council and public meetings.

ASSISTANT ENGINEER (CONT.)

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Civil engineering theories, principles, and practices as applied to the design, construction and inspection of streets, storm drains, sewers, water lines, traffic signals, streetlights and related public works projects.
- Basic engineering, drafting, designing, and mathematics techniques. Basic traffic engineering design, procedures, and policies.
- Surveying principles and practices.
- **Versed in Caltrans Local Assistance Procedures Manual.**
- **Versed in Los Angeles County Metro funding sources.**
- **Versed in American Public Works Association's specifications and guidelines for public works projects.**
- Use of computer equipment and software used in engineering projects. General public works construction techniques, methods, materials, and equipment.
- **Geographic Information System (GIS).**
- Safe work practices.
- Research methods and procedures.

and

Ability to:

- ~~Assist in engineering design work on City improvement projects.~~
- Perform traffic engineering work, conduct field traffic surveys and traffic counts.
- Prepare, read, and interpret field notes, construction specifications, and legal property descriptions.
- ~~Perform precise office engineering work.~~
- Perform engineering drafting with skill and accuracy.
- Inspect public works and structural construction projects to determine compliance with approved plans, specifications, and City standards.
- Effectively utilize automated equipment and software.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to public works engineering functions.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.

ASSISTANT ENGINEER

EMPLOYMENT STANDARDS - (cont.)

- Effectively represent the public works engineering functions of the Department with concerned individuals, community organizations, and other governmental agencies.
- ~~Provide direction to engineering technicians, inspectors and interns.~~
- Assist in the review of plans for engineering structures prepared by other public agencies or private firms to determine if they conform to department standards and practices and sound engineering principles.
- Prepare plans, specifications, and cost estimates for various public infrastructure projects such as flood control, road maintenance, retaining walls, parking lots, drainage and wastewater systems, dams, mountain roads, highways, street lighting, and water distribution systems.
- Conduct field investigations and studies for various public infrastructure projects.
- Perform calculations requiring knowledge of algebra, trigonometry, calculus, elementary mechanics, strength of materials, statics, geodesy, and structural analysis.
- Conduct hydraulic and hydrologic studies to determine design criteria and operational requirements for flood control and water conservation structures.
- Compile data for and assist in making studies or tests relating to the location, size, and capacity of other engineering structures or facilities.
- Assist in the review of plans for engineering structures prepared by other public agencies or by private firms to determine if they conform to department standards and practices and sound engineering principles.
- Audit proof by ensuring contract documents and project e-files are in proper order.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree in civil engineering ~~or a related field~~ from an accredited college/university.

Work Background: A minimum of six (6) months of professional, sub professional/intern experience involving public works design and/or construction is preferred. A Master's Degree in **civil engineering** in lieu of work experience may be considered.