



**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 yeases.

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 yeases.

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 yeases.

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 yeases. The meeting was adjourned at 6:38 p.m.