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**CIVIL SERVICE COMMISSION  
MEETING AGENDA**

**TUESDAY, JANUARY 27, 2026 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  
Grant Leggette, II, Assistant 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 OCTOBER 28, 2025**

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

## REGULAR BUSINESS

### 2. **JOB SPECIFICATION RECOMMENDATION — GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN SERIES (I/II/III)**

**RECOMMENDATION:** It is the recommendation of the Fire Department to add a graduated series, Geographical Information Systems (GIS) Technician 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 classification series.

### 3. **JOB SPECIFICATION RECOMMENDATION - CEMENT AND CONCRETE WORKER**

**RECOMMENDATION:** It is the recommendation of the Public Works Department to add the classification of Cement and Concrete Worker 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.

## STAFF COMMUNICATIONS

### 4. **COMMISSION REORGANIZATION**

### 5. **UPCOMING APPEALS**

### 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 February 24, 2026, 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, January 22, 2026, by 5:30 p.m.



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Nicole Mooshagian, Human Resources Manager



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

**MINUTES**

**TUESDAY, OCTOBER 28, 2025 AT 6:00 PM**

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

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**OPENING CEREMONIES**

**CALL TO ORDER**

Chairperson Fimbres called the meeting to order at 6:04 p.m.

**ROLL CALL**

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

**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.

None.

**MINUTES**

**1. MINUTES FOR THE CIVIL SERVICE COMMISSION MEETING OF SEPTEMBER 23, 2025**

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

Commissioner Briseno motioned to approve the minutes for the Civil Service Commission meeting of September 23, 2025. Commissioner Delgado seconded the motion. The motion passed with four yeases.

**REGULAR BUSINESS**

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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.

Director of Public Works, Cesar Roldan, presented the recommended amendments to the existing Assistant Engineer job description. Commissioner Delgado motioned to recommend to the Montebello City Council to adopt a resolution amending the City of Montebello Classification plan to include the amended job description. Commissioner Pacheco seconded the motion. The motion passed with four yeases through roll call.

**STAFF COMMUNICATIONS**

Assistant Director of Human Resources, Grant Leggette, II, was introduced to the Commission.

**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 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.



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Nicole Mooshagian, Human Resources Manager

Commissioner Pacheco made a motion to adjourn the meeting at 6:23 p.m.; Commissioner Briseno seconded the motion. The motion passed with four yeases.



**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:** Fernando Pelaez, Fire Chief

**SUBJECT: JOB SPECIFICATION RECOMMENDATION — GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN SERIES (I/II/III)**

**DATE:** January 27, 2026

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**RECOMMENDATION(S):**

It is the recommendation of the Fire Department to add a graduated series, Geographical Information Systems (GIS) Technician 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 classification series.

**FISCAL IMPACT:**

N/A

**BACKGROUND/DISCUSSION:**

As the City of Montebello continues to expand its use of data-driven decision-making, mapping, and technology-based service delivery, the need for dedicated Geographic Information Systems (GIS) support has increased across multiple departments. GIS tools are now essential for planning, engineering, public safety, asset management, and administrative operations.

Currently, the City does not have technical staff trained in GIS, and very little GIS-related information is available to the City of Montebello. This has created issues with consistency, data governance, and the City's ability to fully leverage spatial data for operational and strategic purposes.

To address this need, the City is proposing the establishment of a new classification

series titled Geographic Information Systems (GIS) Technician I/II/III. This series is designed to support the development, maintenance, and expansion of the City's GIS program while creating a structured career ladder for technical GIS professionals.

**ENVIRONMENTAL:**

N/A

**ANALYSIS:**

The proposed GIS Technician I/II/III classification series establishes three levels that reflect increasing levels of experience, technical knowledge, and independence of action:

- GIS Technician I (Entry-Level) – Designed for individuals beginning a career in GIS who perform data entry, basic mapping, and routine GIS tasks under close supervision.
- GIS Technician II (Journey-Level) – For fully qualified GIS professionals who perform a full range of GIS duties with minimal supervision, including data management, cartographic production, and spatial analysis.
- GIS Technician III (Advanced-Level) – For experienced GIS professionals who perform advanced technical work, lead complex GIS projects, coordinate citywide GIS efforts, and provide technical guidance and support to City staff.

Key responsibilities across the series include:

- Creating, maintaining, and analyzing GIS spatial data
- Producing maps, graphics, and analytical products
- Supporting planning, engineering, public safety, and asset management functions
- Providing technical assistance, training, and support to City departments
- Ensuring data accuracy, quality control, and compliance with GIS standards

Each position in the series requires a valid California Class C driver's license and involves significant computer-based work, with occasional field data collection. Desired qualifications include formal GIS education, technical certifications, and experience with industry-standard GIS platforms.

**SUMMARY:**

The proposed Geographic Information Systems (GIS) Technician I/II/III classification series will strengthen the City's capacity to manage and utilize spatial data in support of efficient operations, informed decision-making, and enhanced public service delivery.

Establishing this new classification series provides a structured framework for recruiting,

developing, and retaining GIS professionals while supporting the City's long-term technology and data initiatives.

Staff respectfully requests that the Civil Service Commission approve the proposed GIS Technician I/II/III job classification series and recommend its adoption by the Montebello City Council.

**ATTACHMENT(S)**

1. GIS Technician Series Job Description

**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 add the graduated series, Geographical Information Systems (GIS) Technician I/II/III.



City of Montebello  
**GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN I/II/III**

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## POSITION

The Geographic Information Systems (GIS) Technician series supports the City of Montebello's GIS program by collecting, maintaining, analyzing, and distributing geographic data to support decision-making and public service delivery across City departments.

Incumbents perform a range of GIS-related duties including data entry, spatial analysis, map production, and application support. Work involves the use of GIS software, databases, and cartographic techniques to create and maintain accurate and useful spatial data and maps for planning, engineering, public safety, and asset management.

Positions in this series are separated into three levels based on experience, technical knowledge, and independence of action.

## Definition

Under supervision (GIS Technician I), general supervision (GIS Technician II), or direction (GIS Technician III), performs technical and analytical work in maintaining and supporting the City's GIS database and mapping systems; creates and edits GIS data layers; produces maps and analytical products; performs data validation and conversion; and provides technical support and training to City staff.

Assignments may include spatial data creation and maintenance, map production, field data collection, geocoding, and support for City GIS projects and applications.

**Training and Experience: Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:**  
**GIS TECHNICIAN I (Entry-Level)**

## Definition:

The entry-level classification in the series. Incumbents receive training and close supervision while learning GIS concepts, data maintenance, and mapping standards. Assignments are focused on data entry, map production, and basic spatial analysis.

**Minimum Qualifications:**

**Education:**

- Associate's degree from an accredited college or university in Geographic Information Systems (GIS), Geography, Environmental Science, Computer Science, Urban Planning, or a related field requiring at least 18 semester units of GIS coursework.

**Experience:**

- Option I: One (1) year of experience in GIS, data entry, drafting, and/or mapping.
- Option II: Completion of a recognized GIS Certificate Program from an accredited institution requiring at least 18 semester units of coursework.

**License:**

- Possession of a valid California Class C driver's license.

**GIS TECHNICIAN II (Journey-Level)**

**Definition:**

The journey-level classification in the series. Incumbents perform a full range of GIS assignments with minimal supervision, demonstrating competency in data management, cartography, and geospatial analysis.

**Minimum Qualifications:**

**Education:**

- Option I: Associate's degree from an accredited college or university in GIS, Geography, or a related field with coursework in spatial data management, mapping, or geospatial analysis
- Option II: Completion of a recognized GIS Certificate Program from an accredited institution requiring at least 18 semester units of coursework.

**Experience:**

- Option I: Two (2) years of full-time GIS experience performing data creation, editing, or analysis using GIS software.
- Option II: Two (2) years at the level of Montebello GIS Technician I.

**License:**

- Possession of a valid California Class C driver's license.

**Desirable Certifications:**

- Esri Technical Certification, GIS Professional (GISP), or equivalent.

**GIS TECHNICIAN III (Advanced-Level)**

**Definition:**

The advanced-level classification in the series. Incumbents function with high technical proficiency and independence in the maintenance, analysis, and administration of the City's GIS data, applications, and systems. This level may lead technical projects, coordinate citywide GIS efforts, or provide advanced spatial analysis and mapping support.

**Minimum Qualifications:**

**Education:**

- Option I: Associate's degree in GIS, Geography, Computer Science, or a related field. A Bachelor's degree is desirable.
- Option II: Completion of a recognized GIS Certificate Program from an accredited institution requiring at least 18 semester units of coursework.

**Experience:**

- Option I: Four (4) years of progressively responsible experience in GIS data management, analysis, and cartography.
- Option II: Two (2) years at the level of Montebello GIS Technician II.

**License:**

- Possession of a valid California Class C driver's license.

**Desirable Certifications:**

- Esri Technical Certification, GIS Professional (GISP), or advanced GIS coursework.

**Example of Duties (All Levels May Include):**

- Create, edit, and update GIS spatial data layers including parcels, infrastructure, zoning, and service areas.
- Research and verify data accuracy using maps, engineering drawings, legal descriptions, permits, and other records.
- Prepare, design, and produce maps, graphics, and reports using cartographic principles.
- Maintain and update GIS databases, metadata, and documentation.
- Perform spatial analyses, geocoding, and basic modeling tasks.
- Convert and integrate data between GIS and other systems (e.g., CAD, spreadsheets, asset management systems).
- Operate GIS-specific equipment such as large-format plotters and scanners.
- Provide GIS technical assistance, training, and support to City staff.
- Conduct field data collection using GPS-enabled devices.
- Support the development and maintenance of web-based GIS applications and dashboards.
- Perform quality control checks and ensure data integrity and compliance with City and industry standards.

## EMPLOYMENT STANDARDS

### Knowledge of:

- Geographic Information Systems principles, methods, and tools.
- Cartographic design and spatial data management.
- Coordinate systems, projections, and data conversion methods.
- Spatial analysis techniques and data visualization tools.
- Database management concepts and relational data structures.
- Use of Esri ArcGIS Pro, ArcGIS Online, and related GIS platforms.
- Standard office software (Microsoft Office Suite, Adobe, etc.).

### Ability to:

- Collect, compile, and analyze geospatial data.
- Create, edit, and maintain GIS datasets and maps with accuracy.
- Interpret engineering drawings, maps, and technical documents.
- Prepare clear and visually accurate maps, graphics, and analytical reports.
- Perform data quality control and apply spatial analysis techniques.
- Communicate effectively with technical and non-technical users.
- Prioritize tasks and manage multiple projects simultaneously.
- Work independently and collaboratively with staff and the public.

## SPECIAL REQUIREMENTS

- Possession of a valid California Class C driver's license.
- Regular and reliable attendance is an essential function of this classification.
- May be required to work evenings or weekends to meet project deadlines.
- Requires ability to sit for extended periods and perform computer-based mapping.
- Occasional lifting up to 25 pounds and field verification work may be required.



**ITEM # 3**

**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 - CEMENT AND CONCRETE WORKER**

**DATE:** January 27, 2026

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**RECOMMENDATION(S):**

It is the recommendation of the Public Works Department to add the classification of Cement and Concrete Worker 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.

**FISCAL IMPACT:**

N/A

**BACKGROUND/DISCUSSION:**

The Public Works Department is proposing a Cement and Concrete Worker position to support the City's infrastructure projects, including sidewalks, curbs, gutters, slabs, and other concrete structures. This position will provide hands-on support to the Public Works Superintendent and Street Maintenance Supervisor in all phases of cement and concrete work.

The job includes preparing, pouring, finishing, and maintaining concrete surfaces, as well as safely operating tools and equipment. It's a critical role for keeping our streets and public spaces in good condition and making sure projects are completed on time.

The City has received several trip-and-fall claims due to uneven or damaged concrete. This position will help the department address these hazards, improve safety for the

public, and reduce potential liability.

Adding this position will strengthen the department, help manage projects more efficiently, and provide important support for our current staff.

**ENVIRONMENTAL:**

N/A

**ANALYSIS:**

Key Responsibilities

- Assist in laying out work and constructing forms for curbs, gutters, culverts, slabs, steps, foundations, walls, driveways, and wheelchair ramps.
- Mix, pour, screed, tamp, and finish concrete for construction and repair projects.
- Prepare excavation sites and soil for concrete work, including demolition and patching tasks.
- Operate pneumatic pavement breakers, hand tools, power tools, and other equipment as needed.
- Maintain materials, tools, and vehicles in good working condition.
- Drive vehicles to and from job sites; may operate vehicles over 26,001 pounds.
- Perform other related duties as assigned.

Minimum Requirements:

- Experience: At least two (2) years in cement and concrete work.
- License: Valid California Class C Driver License required; some assignments may require Class A or B licenses or special endorsements.
- Physical Requirements: Heavy labor in varying outdoor conditions, including lifting, bending, and standing for long periods (Physical Class 4 – Arduous).
- Other Requirements: Knowledge of safe work practices and procedures in cement and concrete work.

**SUMMARY:**

Creating the Cement and Concrete Worker position will help the Public Works Department complete projects safely, efficiently, and in line with City standards. It will provide much-needed support to our team, improve project management, and allow the department to better serve the community.

This position will also help address trip-and-fall hazards by keeping sidewalks and public spaces in good condition, reducing the risk of accidents and potential liability.

We respectfully request that the Civil Service Commission approve this new classification

and recommend it to the Montebello City Council for adoption.

**ATTACHMENT(S)**

1. Cement and Concrete Worker Job Description

**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 include the Cement and Concrete Worker classification.



City of Montebello  
**CEMENT AND CONCRETE WORKER**

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## **POSITION**

Semi-skilled and/or skilled worker who assists the Public Works Superintendent and Public Works Street Maintenance Supervisor in all phases of cement and concrete work, including preparation, pouring, finishing concrete surfaces, and maintenance tasks to support the city's infrastructure projects.

## **DEFINITION**

Positions in this class typically report to a higher-level supervisor. Employees are responsible for assisting in all phases of cement and concrete work, including laying out work, constructing forms for various structures, pouring and smoothing concrete to the desired grade and contour, mixing concrete, and performing some finishing work. Incumbents are expected to have knowledge of procedures, techniques, equipment, and safe work practices used in the trade. Duties include performing primarily rough and rotary finishing; works from simple plans, specifications, and grade sheets or oral instructions; and constructs uncomplicated forms, usually to existing grades. Employees of this class normally work independently on assignments.

## **Example of Duties:**

- Assists in laying out work and constructing forms for structures such as curbs, gutters, culverts, slabs, steps, foundations, walls, driveways, and wheelchair ramps.
- Proportions, mixes, pours and places, screeds, tamps, and finishes concrete in the construction, alteration, and repair of sidewalks, curbs, driveway aprons, small bases and foundations, and similar work, does excavation and demolition in preparation for concrete work, patches holes and makes other simple repairs on concrete structures; sets metal posts and standards in concrete; places expansion joint materials; uses bonding agents, concrete curing compounds and calcium chloride, mineral colors, and other admixtures as instructed; may drive a truck as an incidental duty.

- Pours and smooths concrete to the desired grade and contour; performs some finishing work.
- Participates in excavating to grade and preparing soil for concrete pouring.
- Operates pneumatic pavement breakers and other equipment as needed.
- Mixes concrete according to specifications.
- Maintains materials and equipment in serviceable condition.
- Drives automotive equipment to and from work sites.
- May operate vehicles or equipment with a gross vehicle weight rating of 26,001 pounds or more.
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Methods, tools, and equipment used in municipal public works maintenance, repair, and construction work.
- Characteristics, operation, and maintenance of motorized public works equipment and vehicles.
- Safe work practices.

### **Ability to:**

- Performs a wide variety of public works maintenance, repair, and construction assignments.
- Operate vehicles and motorized equipment.
- Use hand and power tools skillfully.
- Perform heavy physical labor requiring strength, dexterity, and agility.
- Understand and carry out oral and written directions.
- Work unusual shifts, weekends, evening, holidays, and on standby status when required.
- Read and write at the level required for successful job performance.
- Maintain good public relations with people contacted during work assignment.
- Establish and maintain cooperative working relationships.

## REQUIREMENTS

### Minimum Requirements:

### Training and Experience:

- Two (2) years of experience in cement and concrete work.

### License:

- A valid California Class C Driver License is required to perform job-related essential functions.
- Some positions may require a valid California Class A or Class B Driver License and/or special endorsements to operate assigned vehicles.

### Physical Class:

- 4 – Arduous: Requires the ability to perform heavy physical labor in varying outdoor conditions, including lifting, bending, and standing for extended periods.

### Other Requirements:

- Knowledge of safe work practices and procedures in cement and concrete work.
- Ability to operate hand and power tools safely and effectively.

### Specialty Requirements:

- None specified but may be required based on project assignment.