



**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**

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

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.



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.

THE MINUTES OF OCTOBER 28, 2025, ARE HEREBY APPROVED AND ADOPTED ON THIS 27TH DAY OF JANUARY.