



**CIVIL SERVICE COMMISSION
MEETING AGENDA**

TUESDAY, MAY 26, 2026 AT 6:00 PM

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

COMMITTEE MEMBERS

Alexandra Briseno
Delia Delgado
Henry Fimbres
Richard Jimenez
George Pacheco

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. **APPROVAL OF CIVIL SERVICE MINUTES – JANUARY 27, 2026**

RECOMMENDATION:

Approve said minutes as written.

REGULAR BUSINESS

2. **APPEAL HEARING PURSUANT TO CHAPTER 2.60 OF THE MONTEBELLO MUNICIPAL CODE AND SECTION 261 OF THE MONTEBELLO CIVIL SERVICE RULES AND REGULATIONS**

RECOMMENDATION:

The Civil Service Commission will hear an appeal pertaining to an employee termination.

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 June 23, 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, May 21, 2026.



Nicole Mooshagian, Human Resources Manager



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

MINUTES

TUESDAY, JANUARY 27, 2026 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 6:05 p.m.

ROLL CALL

Members present were Commissioner Delgado, Commissioner Pacheco, Commissioner Jimenez, and Commissioner Fimbres. Commissioner Briseno 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 OCTOBER 28, 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 of October 28, 2025. Commissioner Pacheco seconded the motion. The motion passed with four yeases.

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.

Senior Management Analyst, Andrew Kim, presented the recommended new classification in the Civil Service system of Geographic Information Systems (GIS) Technician series. Commissioner Pacheco motioned to recommend to the Montebello City Council to adopt a resolution amending the City of Montebello Classification Plan to include the classification series of Geographic Information Systems (GIS) Technician I/ II/ III series job description. Commissioner Delgado seconded the motion. The motion passed with four yeases.

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.

Director of Public Works, Cesar Roldan, presented the recommended new classification in the Civil Service system of Cement and Concrete Worker. Commissioner Delgado motioned to recommend to the Montebello City Council to adopt a resolution amending the City of Montebello Classification Plan to include the classification of Cement and Concrete Worker job description. Commissioner Fimbres seconded the motion. The motion passed with four yeases.

STAFF COMMUNICATIONS

4. COMMISSION REORGANIZATION

The Commission determined to follow the rotation of Mayor's Commissioner as Chairperson. The next rotation will take place at the Civil Service Commission that follows January 1, 2027. Commissioner Delgado motioned to nominate Commissioner Briseno as the next Chairperson. Commissioner Fimbres seconded the motion. The motion passed with four yeases.

5. UPCOMING APPEALS

Staff notified the Commission of an upcoming termination appeal scheduled for May 26, 2026, May 28, 2026, June 1, 2026 and June 3, 2026. Staff will email the Commission to poll for availability and to ensure a quorum.

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.



Nicole Mooshagian, Human Resources Manager

Commissioner Pacheco motioned to adjourn the meeting at 6:43 p.m., Commissioner Delgado seconded the motion. Motion passed with four yeases.