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**PERSONNEL ADVISORY COMMISSION**  
**MEETING AGENDA**

**TUESDAY, JULY 27, 2021 AT 6:00 P.M.**

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

**AND VIA LIVESTREAM**

**[www.cityofmontebello.com](http://www.cityofmontebello.com)**

**(Click on Live Stream)**

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**COMMISSION MEMBERS**

**RICHARD CARLIN, COMMISSIONER  
ABRAHAM LIM, COMMISSIONER  
DAVID MATANGA, COMMISSIONER  
ALICIA MOLINA, COMMISSIONER  
NELLY NIEBLAS, COMMISSIONER**

**CITY STAFF**

**NICHOLAS RAZO, DIRECTOR OF HUMAN RESOURCES AND IT  
NICOLE MOOSHAGIAN, SENIOR HUMAN RESOURCES ANALYST  
ELIZABETH ORTEGA, SENIOR HUMAN RESOURCES ANALYST**

## NOTICES

**COVID-19 NOTICE:** Pursuant to the Executive Order N-29-20 and No. N-35-20 from the Executive Department of the State of California and the County of Los Angeles Department of Public Health Safer at Home Order, Commissioner/Committee members may attend Commission/Committee meetings via teleconferencing and make public meetings accessible telephonically or electronically to all members of the public seeking to observe and address the Commission/Committee. To ensure the health and safety of the public during the local, state, and federally declared COVID-19 Emergency, City Hall Council Chambers will not be open for this meeting, and all public participation must occur telephonically. Consistent with the Executive Order, the Commission/Committee meeting will be livestreamed and can be watched on the City's website at: [www.cityofmontebello.com](http://www.cityofmontebello.com) (Click on Live Stream).

**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) 558-1627 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 24 hours before this meeting.

**STATEMENT OF PUBLIC COMMENTS AND PARTICIPATION:** Members of the public may address the Commission/Committee on any items listed on the Agenda. Anyone wishing to address the Commission/Committee on an item not listed on the Agenda (Non-Agenda Items) that is within subject matter jurisdiction may do so during the "Public Comments" period. State Law prohibits the Commission/Committee from taking action or entertaining extended discussion on a topic not listed on the agenda. In order to conduct a timely meeting, the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per person. "Public Comments" may be limited to 30-minutes. Please show courtesy to others and direct all of your comments to the Commission/Committee.

For those interested in making public comments, you may call the day of the meeting, **Tuesday, July 27, 2021 between 9:00 a.m. – 3:00 p.m. at (323) 558-1627**. Staff will complete the speaker cards and the public will be called during the Commission/Committee meeting. A summary of the comments will be read out loud and submitted for the record. As part of the City's security measures, those members of the public wishing to merely observe the meeting will not have an opportunity to speak unless they have contacted City staff, as indicated above, stating they wish to comment during the meeting.

**AGENDA MATERIALS:** The agenda and agenda packet related to items on this agenda are available for public inspection at City's website at: <https://www.cityofmontebello.com/government/commission.html>. The agenda cover sheets may also be emailed upon request.

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

PLEDGE OF ALLEGIANCE

INVOCATION

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 City Council 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 Commission/Committee.

STAFF COMMUNICATIONS

MINUTES

1. **APPROVAL OF MINUTES FOR JUNE 15, 2021**

**RECOMMENDATION:** Approve said minutes as written.

OLD BUSINESS

2. **JOB SPECIFICATION RECOMMENDATION – Public Works Inspector**

**RECOMMENDATION:** Recommendation from the Commission to the City Council to adopt the new classified position as presented.

REGULAR BUSINESS

COMMISSION ORALS

Commission/Committee member announcements; requests for future agenda items; conference/meetings reports.

**STAFF ORALS**

**ADJOURNMENT**

The City of Montebello Personnel Advisory Commission will adjourn to a Special Meeting on August 18, 2021 at 6:00 p.m. at City Hall Council Chambers located at 1600 W. Beverly Boulevard, Montebello.

I, Nicholas Razo, Director of Human Resources and IT for the City of Montebello hereby certify that a copy of this agenda has been posted on or before Thursday, July 22, 2021 5:30 p.m.



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Director of Human Resources and IT



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**PERSONNEL ADVISORY COMMISSION**  
**MEETING AGENDA**

**MINUTES**

**TUESDAY, JUNE 15, 2021 AT 6:00 P.M.**

**CITY HALL EAST CONFERENCE ROOM  
1600 WEST BEVERLY BOULEVARD  
MONTEBELLO, CALIFORNIA**

**PUBLIC VIA ZOOM**

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**OPENING CEREMONIES**

**CALL TO ORDER** – HR staff member, Nicole Mooshagian, called the meeting to order at 6:07 p.m.

**ROLL CALL** – Members present were Commissioner Carlin, Commissioner Lim, Commissioner Molina, and Commissioner Nieblas.

**STAFF PRESENT** – Senior Human Resources Analyst Elizabeth Ortega and Senior Human Resources Analyst Nicole Mooshagian

**PLEDGE OF ALLEGIANCE** – Commissioner Richard Carlin

**INVOCATION** – Commissioner Alicia Molina

**CORRECTIONS TO THE AGENDA** – None

**PRESENTATIONS** - None

**PUBLIC COMMENTS** - None

**STAFF COMMUNICATIONS**

Staff communicated that Director Razo sends his apologies for missing the meeting as he was in North Carolina for military leadership training.

**REGULAR BUSINESS**

**1. JOB SPECIFICATION RECOMMENDATION – RECORDS COORDINATOR**

Motion made to approve and recommended with the additional knowledge and abilities and to add B.A. to the education requirements. Motion made by Commissioner Nieblas, seconded by Commissioner Molina, approved unanimously.

**2. JOB SPECIFICATION RECOMMENDATION – ASSISTANT ENGINEER**

Motion made to approve and recommend with the addition of “Master’s Degree in lieu of experience may be considered”. Motion made by Commissioner Lim, seconded by Commissioner Nieblas, approved unanimously.

**3. JOB SPECIFICATION RECOMMENDATION – PUBLIC WORKS INSPECTOR**

Discussion was help regarding certifications required for this position. A motion was made to table this item and bring back further clarification. Motion made by Commissioner Molina, seconded by Commissioner Lim, approved unanimously.

**4. JOB SPECIFICATION RECOMMENDATION – SR. FIRE INSPECTOR**

Motion to approve was made by Commissioner Lim, seconded by Commissioner Nieblas, and approved unanimously.

**5. JOB SPECIFICATION RECOMMENDATION – COMMUNITY RISK REDUCTION COORDINATOR**

Motion was made to approve with the following recommendations, (1) add to knowledge “crisis management principles” and “critical incident stress management principles”; (2) change the wording “incumbent”; (3) change paramedic license to “highly desirable”; and (4) reword last sentence in the “duties” paragraph. Motion was made by Commissioner Lim, seconded by Commissioner Carlin, and approved unanimously.

**COMMISSION/COMMITTEE ORALS**

Commission/Committee member announcements; requests for future agenda items; conference/meetings reports.

**NONE**

**STAFF ORALS**

**NONE**

**ADJOURNMENT**

Meeting was adjourned at 07:26 p.m.

**THE MINUTES OF JUNE 15, 2021 ARE HEREBY APPROVED AND ADOPTED ON THIS 27<sup>TH</sup> DAY OF JULY 2021.**

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**CITY OF MONTEBELLO**

**HUMAN RESOURCES DEPARTMENT**

**TO:** Personnel Advisory Commissioners

**FROM:** Elizabeth Ortega, Senior Human Resources Analyst  
Nicole Mooshagian, Senior Human Resources Analyst

**SUBJECT:** Classification Recommendation – Public Works Inspector

**DATE:** July 27, 2021

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**OBJECTIVE**

To bring back the classification of Public Works Inspector back to the Commission for review and recommendation to the City Council.

**BACKGROUND & ANALYSIS**

At the June 15, 2021 Special Meeting of the Personnel Advisory Commission, the Commissioners had questions regarding the education and certifications needed for the new classification of Public Works Inspector. A motion was made to table the recommendation until more information was provided. The Director of Public Works, James Enriquez, reviewed the specification and has verified that the education is appropriate as it was presented.

**RECOMMENDATION**

Review the job specification for Public Works Inspector and recommend that the City Council amend the City's Classification Plan to include this newly proposed classification.

Attachments:

1. Public Works Inspector – Job Specification



## **CITY OF MONTEBELLO**

### **PUBLIC WORKS INSPECTOR**

#### **DEFINITION**

Under the supervision of the Assistant Director of Public Works performs field inspections of construction projects and work under permit on streets, subdivisions, and a variety of public works projects; to review construction plans for compliance with rules, regulations, and laws; and to perform related work as required.

#### **EXAMPLES OF DUTIES**

Inspects construction projects and work performed under permit; reviews and interprets general standards, plans and specifications for the construction of streets, concrete improvements, paving, street lighting, traffic signals, storm drains, sewers, water systems, pumping facilities for sewer and storm drainage systems, reservoirs, subdivisions, and a variety of public works and related projects of contractors, developers, and other public agencies; inspects traffic control; observes work in all stages of progress including excavation, pipe laying, service connecting, backfilling and compaction, to assure conformance with specifications and standards and for approval of authorized construction; consults with contractor's supervisory personnel as to methods of construction to determine their adequacy in relation to standards; authorizes minor changes or deviations when consistent with the general intent of the plans or specifications; inspects materials and verifies tests of soils; checks sequence of operations; checks line and grade; checks materials used in projects; checks labor and material costs to verify payment claims; reviews maps to identify parcels of land; enforces safety standards; observes progress in relation to established time limit; prepares and submits reports on progress; may perform a variety of sub professional engineering and drafting duties; and develops information on a variety of construction related matters for contractors, developers and other public agencies.

#### **SPECIAL REQUIREMENTS**

Possession of an appropriate California driver's license.

**PUBLIC WORKS INSPECTOR**

**EMPLOYMENT STANDARDS**

Knowledge of:

- Methods, materials, and standard engineering specifications used in public works and utility construction.
- Basic principles and techniques of construction inspection.
- Standards for safe traffic control.
- Applicable City, County, State, and Federal laws, rules, and regulations pertaining to construction work.
- Principles of algebra, geometry, and trigonometry and their application to the design and construction of public works facilities and structures.
  
- Designs, plans, and specifications used in construction work.
- Recordkeeping and report-writing practices.
- Safe work practices.

and

Ability to:

- Make difficult and thorough field engineering construction inspections.
- Read and interpret plans and specifications.
- Detect flaws in construction methods and materials.
- Make mathematical and engineering calculations.
- Perform a variety of general sub professional engineering duties.
- Prepare and maintain a variety of logs, records, reports, and charts.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent the public works inspection functions of the Department with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

## **PUBLIC WORKS INSPECTOR**

### **EMPLOYMENT STANDARDS - (cont.)**

**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:** College course work from an accredited college or university in algebra, geometry, trigonometry, public works inspection, and surveying or closely related field.

**Work Background:** Two years of journey level experience in engineering or public works construction or closely related work preferably including public agency experience.

June 2021