

CITY OF ARCADIA

Human Resources Commission Regular Meeting Agenda



Thursday, January 14, 2021, 5:30 p.m.

Location: Teleconference

COVID-19

As part of the City of Arcadia's COVID-19 transmission mitigation efforts, this meeting of the Arcadia Human Resources Commission will be conducted and is closed to the public. Per the Brown Act, the public will still be provided the ability to make public comments. For members of the public who would like to participate virtually, the meeting will be held via teleconference.

A conference line has been established to enable the public to observe the meeting via teleconference. However, public comment will only be accepted via email.

Conference Line: (669) 900-6833
Meeting ID: 986 7747 4185
Password: 455884

How to Submit Public Comment:

Please submit your comments via email to HR@arcadiaca.gov. Comments must be received at least 30 minutes prior to the posted meeting time. Your email must be 300 words or less. Please contact the Human Resources division at 626-574-5405 for more information.

新型冠状病毒 (COVID-19)

作为阿卡迪亚市减轻新型冠状病毒传播工作的一项内容，将召开本次阿卡迪亚市人力资源委员会会议，会议不对公众开放。根据《布朗法案》，仍将向公众提供发表评论意见的机会。对于希望以虚拟形式参加会议的公众，会议将通过电话会议形式召开。

设立了一条会议专线，允许公众通过电话会议的方式旁听会议。但仅限通过电子邮件接受公众评论意见。

会议专线: (669) 900-6833
会议代码: 986 7747 4185
密码: 455884

如何提交公众评论意见:

请将您的评论意见通过电子邮件发送至: HR@arcadiaca.gov。必须在公布的会议时间前至少提前 30 分钟提交评论意见。您的电子邮件不得超过 300 个英文单词。详情请电洽人力资源部，电话号码 626-574-5405。

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the Administrative Services Department at (626) 574-5405. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

根据《美国残障人法案》的规定，需要提供残障相关调整或便利设施才能参加会议的残障人士（包括辅助器材或服务），可向行政管理服务部请求获得此类调整或便利设施，电话号码 (626) 574-5405 请在会前 48 小时通知行政管理服务部，以便作出合理安排，确保顺利参加会议。

Pursuant to the City of Arcadia's Language Access Services Policy, limited-English proficient speakers who require translation services in order to participate in a meeting may request the use of a volunteer or professional translator by contacting the City Clerk's Office at (626) 574-5455 at least 72 hours prior to the meeting.

根据阿凯迪亚市的语言便利服务政策，英语能力有限并需要翻译服务才能参加会议的人可与市书记官办公室联系（电话：626-574-5455），请求提供志愿或专业翻译服务，请至少在会前 72 小时提出请求。

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL:

Ching Chia (Thomas) Tseng, Chairperson/Commission Member
Kaitlyn Jeong, Chairperson Pro Tem/Commission Member
Lula Eskander, Commission Member
John McMahon, Commission Member
Michael Rock, Commission Member

SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS

PUBLIC COMMENTS (300 word limit per person)

Any individual wishing to speak before the Human Resources Commission is limited to five (5) minutes per person, unless waived by the Human Resources Commission. Under the Brown Act, the Human Resources Commission is prohibited from discussing or taking action on any item not listed on the posted agenda. The matter may automatically be referred to staff for appropriate response or action or may be placed on the agenda of a future meeting.

REPORTS FROM HUMAN RESOURCES COMMISSION MEMBERS

REPORTS FROM CITY COUNCIL LIAISON

1. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the Commission, staff, or the public request that a specific item be removed from the Consent Calendar for separate discussion and action.

- a. Approve the Special Meeting Minutes from October 22, 2020.
Recommended Action: Approve

2. REGULAR ITEMS

- a. Recommendation to Approve the revised Classification Specification for the position of Public Works Services Office Coordinator.
Recommended Action: Approve

ADJOURNMENT

The Human Resources Commission will adjourn this meeting to February 11, 2021, 5:30 p.m. via Teleconference.

**HUMAN RESOURCES COMMISSION
SPECIAL MEETING MINUTES
THURSDAY, OCTOBER 22, 2020**

CALL TO ORDER – Chairperson Tseng called the Regular Meeting to order at 5:30 p.m. via Zoom teleconference.

PLEDGE OF ALLEGIANCE – Chairperson Tseng

ROLL CALL OF HUMAN RESOURCES COMMISSION MEMBERS

PRESENT: Commissioners Eskander (joined at 5:34 p.m.), McMahon, Rock, and Tseng
ABSENT: Commission Member Jeong

SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS – None

PUBLIC COMMENTS – None

REPORTS FROM HUMAN RESOURCES COMMISSION MEMBERS – None

REPORTS FROM CITY COUNCIL LIAISON – Mayor Pro Tem Sho Tay announced the retirement of Police Chief Guthrie and wished him the best. Mayor Pro Tem Sho Tay welcomed and congratulated incoming Police Chief Roy Nakamura.

1. REGULAR ITEMS

- a. Recommendation to Approve changes to the Classification Specification for Police Chief.
Recommended Action: Approve
- b. Recommendation to Approve changes to the Classification Specification for Public Works Service Director.
Recommended Action: Approve
- c. Recommendation to Approve changes to the Classification Specification for Police Captain.
Recommended Action: Approve

Dominic Lazzaretto, City Manager requested to present all three items together and Chairperson Thomas Tseng allowed it. Mr. Lazzaretto discussed that the new wording for the three class specifications will allow greater flexibility for hiring managers. It was noted that the wording doesn't particularly change any requirements but instead allows for Managers to take into account the totality of candidates experience instead of being rigid and gives the organization more flexibility all around that can be utilized for succession planning. The storm water responsibility was specifically called out in the class specification for the Public Works Services Director position because that has become a bigger responsibility in the last few years.

It was moved by Chairperson Tseng, seconded by McMahon and carried on roll call to approve the class specification changes for the positions of Police Chief, Public Works Services Director and Police Captain.

Roll Call: AYES: Commissioners Eskander, McMahon, Rock, and Tseng
NOES: None
ABSENT: Commission Member Jeong

2. CONSENT CALENDAR

- a. Approve the regular Meeting Minutes of July 9, 2020.
Recommended Action: Approve

AYES: Commissioners Eskander, McMahon, Rock, and Tseng
NOES: None
ABSENT: Commission Member Jeong

ADJOURNMENT

Chairperson Tseng adjourned the meeting at 5:43 p.m. to Thursday, November 12, 2020, at 5:30 p.m. via virtual teleconference.

Thomas Tseng
Chairperson

By: _____
Shama Curian
Human Resources Administrator



STAFF REPORT

Administrative Services Department

DATE: January 14, 2021

TO: Members of the Human Resources Commission

FROM: Hue Quach, Administrative Services Director
By: Shama P. Curian, Human Resources Administrator

SUBJECT: RECOMMENDATION TO APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR THE POSITION OF PUBLIC WORKS OFFICE COORDINATOR
Recommendation: Approve

SUMMARY

Following a comprehensive review of the support service functions within the positions of Office Assistant, Administrative Assistant, and Senior Administrative Assistant, it has been determined that an additional journey level position, similar to that of the Public Works Office Coordinator position, is needed to bridge the gap between clerical and professional functions throughout many departments within the City.

It is recommended that the Human Resources Commission approve the revisions to the Public Works Office Coordinator class specification, including its retitle to Office Coordinator so that all departments are able to utilize this position for a skillset of complex, confidential and diverse support services and office management oversight over lower level clerical and administrative staff. It is further recommended to flexibly staff this position as it affords departments the ability to provide professional growth and advancement opportunities, retain valued staff, and aid in succession planning.

DISCUSSION

A recent retirement of a key Senior Administrative Assistant position within the Development Services Department provided an opportunity to reevaluate the scope of work for this clerical position to determine if there is additional capacity to perform more complex and expanded work functions as an efficient means for service delivery. With emerging technology, greater demand for transparency, and need for constant review of critical contract and permit regulatory requirements, many professional positions within the Development Services Department have undertaken these responsibilities into their already full workloads in order to meet service delivery standards. The Director of Development Services, Jason Kruckeberg, approached Human Resources with a request to review the current clerical classifications to determine if these and other complex functions can be more accurately distributed or if an additional journey level

RECOMMENDATION TO APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR THE POSITION OF PUBLIC WORKS OFFICE COORDINATOR

January 14, 2021

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position is needed to assist in handling increasing, and increasingly complex, workloads.

A comprehensive review of the clerical classifications of Office Assistant/Administrative Assistant/Senior Administrative Assistant determined that an additional journey level position is needed within this class series to provide paraprofessional and specialized assistance as well as manage the workflow of lower level administrative functions within a department. In reviewing the City's current Classification Plan, a similar position already exists within the Public Works Services Department. The Public Works Office Coordinator position is a critical member of the Public Works Services Department, working across all divisions within the department to assist with specialized and complex projects in support of the Public Works Services Director. This position already maintains the responsibility of supervisory oversight and engages in a broader and more complex role of monitoring and reviewing service delivery methods for internal and external customers.

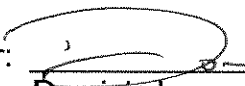
The current class specifications for the Public Works Office Coordinator required minimal revisions to eliminate duties specific to the Public Works Services department, modernize functions and processes, and create distinguishing characteristics to provide for a final lead level within the administrative support series. Eliminating "Public Works" from the title allows for all departments to benefit from this classification and flexibly staffing this position affords departments the ability to provide professional growth and advancement opportunities, retain valued staff, and aid in succession planning.

The recommended changes were discussed with the Arcadia City Employees Association and they have agreed to the proposed changes.

RECOMMENDATION

It is recommended that the Human Resources Commission approve the revisions to the class specification of Public Works Office Coordinator, including the retitle to Office Coordinator and flexibly staff this position within the administrative support series.

Concur:



Dominic Lazzaretto, City Manager

Attachments: Class Specification

CITY OF ARCADIA

~~PUBLIC WORKS~~ OFFICE COORDINATOR

DEFINITION

Under direction, to perform a variety of highly responsible ~~and~~, complex, and specialized administrative, technical, and secretarial functions ~~for the Public Works Services~~ in support of a Department Director and management staff; to provide administrative assistance in assembling, compiling, and summarizing information for departmental reports and projects; ~~to issue permits~~; and to process professional services agreements, ~~maintenance~~ contracts and capital improvement projects for ~~the a~~ department.

DISTINGUISHING CHARACTERISTICS

An Office Coordinator is the final, lead class in the administrative support series. Positions at this level are distinguished from the Senior Administrative Assistant in that incumbents are considered paraprofessionals who perform more technical and specialized duties as assigned, using independent judgment and personal initiative, and manage the workflow of the administrative functions within the department. While positions in the administrative class series are flexibly staffed, the ability to flex staff to the Office Coordinator position is limited to only one position filled within a department at any time. Positions at the Office Coordinator level may be filled by advancement from the Senior Administrative Assistant level with five years of responsible administrative, clerical, office management, or related experience, and meet the flexible staffing procedures ~~esals~~ in the Personnel Rules & Regulations. When filled from the outside, the incumbent is required to have prior related experience, which allows the employee to meet the qualification standards at this level.

SUPERVISION EXERCISED

May exercise technical and functional supervision over clerical support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Respond to inquiries and complaints from the general public; interpret regulations, policies, and procedures; process applications.

Supervise, organize, and manage all office activities; provide recommendations for changes in programs, policy or procedures and to improve efficiency and cost effectiveness of operations.

Act as liaison between ~~D~~department ~~Director~~ ~~H~~head, administrative staff, city officials, department and city administrative personnel, visitors, and the public.

City of Arcadia
Office Coordinator

Oversee department payroll, outgoing correspondence, bid documents, may be involved in the process for issuance of excavation and fire hydrantspecialized permits and ~~water meter clearance~~ applications.

~~Coordinate standpipe inspections for contractors.~~

Act as liaison between contractors, insurance companies and the City for the execution of contracts and agreements for the department.

Prepare, coordinate, and process agenda reports, ordinances, resolutions, and professional services agreement contracts.

Prepare and coordinate requests for proposals, requests for qualifications, ~~maintenance~~ contracts, and capital improvement project contracts for the department.

City of Arcadia
Office Coordinator

City of Arcadia
Public Works Office Coordinator (Continued)
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~~Transcribe dictation from notes or machine recordings; May attend department assigned Commission meetings; prepare minutes, notes, and other official and/or department documents. administer access for the department phone system.~~

Supervise, train, and evaluate clerical staff; evaluate practices and processes to make recommendations to improve efficiencies of customer interface; facilitate the resolution of problems encountered by residents, customers, and business owners;

Relieve ~~D~~epartment ~~D~~irector ~~H~~ead of a variety of administrative details; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies; prepare employee injury reports and personnel action forms.

Research, compile and analyze data for assigned special projects and reports.

Recommend organizational or procedural changes, improvements in workflow, and use of equipment and forms.

Assist in the preparation and monitoring of assigned budgets including compiling annual budget requests, recommending expenditure requests for designated accounts, and monitoring approved budget accounts; review the financial condition of assigned programs and recommend and initiate corrective action to ensure financial integrity.

Serve as a primary resource and information source regarding department and program policies, procedures, objectives, and operational functions; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge, and interpretation skills are utilized, especially in the proper handling of confidential information or files; resolve complaints; refer inquiry calls to appropriate source as necessary.

Collect, compile, and analyze information from various sources on a variety of specialized topics related to programs in assigned area; write reports which present and interpret data, identify alternatives and make and justify recommendations.

Serve as the primary contact point for Public Records Requests by coordinating, collecting and compiling required documents to be submitted to City Attorney and/or City Clerk's Office; ~~o~~rganize the flow of communication through the assigned office with City staff, news media, the general public, businesses, and other agencies.

Assist and coordinate a variety of department and program operations; maintain control files on matters in progress and expedite their completion; serve on committees as assigned.

Initiate and maintain a variety of files and records for information related to the department and programs including financial, budget, personnel, operational and administrative records; maintain and update resource materials.

Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications.

Order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders; contact vendors and suppliers as needed; maintain related records.

Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Office management principles.

Principles and practices of accounting, bookkeeping, budget development and administration.

Principles and practices of fiscal, statistical, and administrative data collection and report preparation.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of business letter writing.

Principles and procedures of ~~Public Works~~ record keeping methods.

Principles and techniques used in dealing with the public.

Word processing methods, techniques, and programs including spreadsheet and data base applications.

Practices used in minute taking and preparation.

Mathematical principles.

Personnel rules and regulations.

Municipal purchasing regulations, professional services retention guidelines, and standard specifications for ~~Public Works~~ construction contracts.

Principles of supervision, training, and performance evaluations.

Principles and practices of modern administrative support.

Operations and functions of municipal government.

Skill to:

Operate modern office equipment including computer equipment.

~~Type at a speed of 60 words per minute and enter data at a speed necessary for successful job performance.~~

Operate a motor vehicle safely.

Transcribe recorded minutes.

Ability to:

Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.

Compile, tabulate, and analyze data and information and prepare summaries and reports; make sound recommendations.

Independently interpret a variety of complex policies and procedures.

Develop operating procedures to implement programs and policies.

Read, understand, apply, and explain technical policies and procedural requirements.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Work under limited supervision within a broad framework of standard policies and procedures.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Respond to questions from the public and City personnel regarding policies and procedures for the assigned area.

Work cooperatively with other departments, divisions, City officials, contractors, outside agencies, and the public.

Analyze situations carefully and adopt effective courses of action.

Maintain confidential data and information.

Independently prepare correspondence, memoranda, and minutes of meetings.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Prepare and maintain accurate ~~Public Works~~ records.

Read, interpret, and apply a wide variety of technical information from manuals, specifications, activity logs, guidelines, and municipal and state codes.

Minimum Qualifications:

Experience:

~~Four~~ 5 years of ~~public works~~ increasingly responsible related office experience. Some supervisory experience is desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in accounting, management, business administration, public administration, office practices, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: ~~November 2007~~

Revised: January 2021