

CITY OF ARCADIA

Human Resources Commission Special Meeting Agenda



Thursday, April 15, 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: 926 2226 9124
Password: 173463

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: 926 2226 9124
密码: 173463

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 Regular Meeting Minutes from January 14, 2021.
Recommended Action: Approve

2. REGULAR ITEMS

- a. Recommendation to extend eligibility list No. 20-01 for the position of Fire Battalion Chief.

Recommended Action: Approve

ADJOURNMENT

The Human Resources Commission will adjourn this meeting to May 13, 2021, 5:30 p.m. via Teleconference.

**HUMAN RESOURCES COMMISSION
REGULAR MEETING MINUTES
THURSDAY, JANUARY 14, 2021**

CALL TO ORDER – Chairperson Tseng called the Regular Meeting to order at 5:31 p.m. via Zoom teleconference.

PLEDGE OF ALLEGIANCE – Chairperson Pro Tem Kaitlyn Jeong

ROLL CALL OF HUMAN RESOURCES COMMISSION MEMBERS

PRESENT: Commissioners Jeong, McMahon, Rock, and Tseng

ABSENT: Commission Member Eskander

SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS – None

PUBLIC COMMENTS – None

REPORTS FROM HUMAN RESOURCES COMMISSION MEMBERS – Chairperson Tseng recognized the City in this time. Many department stayed open and notices Public Works working. He's impressed with the City and how they've navigated through. He is appreciative.

REPORTS FROM CITY COUNCIL LIAISON – None

1. REGULAR ITEMS

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

Human Resources Administrator Shama Curian explained that due to the retirement of a long term employee, Development Services Director Jason Kruckberg approached Human Resources with a request to review the Senior Administrative specification with the intent for the position to take on more para-professional and project driven assignments. A comprehensive review of the Administrative series was completed and determined that a new position would need to be created to keep up with the needs of the department and the organization. In review of the organizational structure and classification plan, a current position in the Public Works Services Department was identified that with some revisions would allow for the position to be used Citywide and create a para-professional, technical position that is a go-between for the professional positions and administrative series. Jason added that this position is also a path to bridge to a management position for those looking to do so. It is also the hope that this position will help the City keep employees from going to other Cities for that next level.

Commissioner Tseng asked if there are any changes to the qualifications or compensation range for the Office Coordinator position. Shama indicated there would be changes to the qualifications and the compensation range was changed to remain competitive in the industry.

Commissioner Tseng asked if there would also be opportunity to bring in new talent or is it meant to be a progressive promotional position for internal employees. Jason responded that it could be for either.

Commissioner Tseng asked if this position was for Public Works initially, then later for other departments. Jason responded that this position would be for all departments immediately.

Commissioner Rock asked if there would be one recruitment, one list to use Citywide. He noted that that would be ideal so that career opportunity could be given to interested parties, we give these employees a path for career development and the end result is the City benefits. Shama responded that there are two options for departments to utilize for this position. They can “flex” an employee into the position, or they can open up a recruitment and yes, that would be a Citywide list.

Commissioner Tseng asked how many potential employees could be put into this position right now. Shama indicated that there were potentially 6 candidates however, there is only one position per department.

It was moved by Commissioner McMahon, seconded by Rock and carried on roll call to approve the revisions to the Public Works Services Office Coordinator class specification.

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

2. **CONSENT CALENDAR**

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

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

ADJOURNMENT

Chairperson Tseng adjourned the meeting at 5:49 p.m. to Thursday, February 11, 2021, at 5:30 p.m. via virtual teleconference.

Thomas Tseng
Chairperson

By: _____
Shama Curian
Human Resources Administrator



STAFF REPORT

Fire Department

DATE: April 15, 2021

TO: Members of the Human Resources Commission

FROM: Michael E. Lang, Fire Chief

SUBJECT: RECOMMENDATION TO EXTEND ELIGIBILITY LIST NO. 20-01 FOR THE POSITION OF FIRE BATTALION CHIEF
Recommendation: Approve

SUMMARY

It is recommended that the Human Resources Commission accept the proposal to extend the current eligibility list for the position of Fire Battalion Chief.

BACKGROUND

The eligibility list for the position Fire Battalion Chief was certified by the Human Resources Division on March 3, 2020.

DISCUSSION

The current eligibility list for the position of Fire Battalion Chief (No. 20-01) was certified by the Human Resources Administrator on March 3, 2020, with one of the two qualified candidates hired.

Taking into consideration the availability of qualified candidates on the current list, time it takes to conduct a recruitment, and the cost of administering new tests, the Department is requesting to extend the current eligibility list for six months. This would extend the eligibility list No. 20-01 to September 3, 2021, which would allow the Department to maintain access to qualified candidates should a vacancy occur within the next six months.

RECOMMENDATION

Staff recommends that the life of eligibility lists No. 20-01 for the position of Fire Battalion Chief be extended for an additional six months.

Concur: 

Dominic Lazzaretto, City Manager