

# CITY OF ARCADIA

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## Human Resources Commission Regular Meeting Agenda



**Thursday, October 14, 2021, 5:30 p.m.**

**Location: Arcadia City Council Chambers  
240 West Huntington Drive, Arcadia CA 91066**

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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。

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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。

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### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL:**

Kaitlyn Jeong, Chairperson/Commission Member  
Tina Lee Rodriguez, Chairperson Pro Tem/Commission Member  
Lula Eskander, Commission Member  
Michael Rock, Commission Member  
Ching Chia (Thomas) Tseng, Commission Member

### **SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS**

### **PUBLIC COMMENTS (5 minute time 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.

*Any writings or documents provided to a majority of the Human Resources Commission regarding any item on this agenda will be made available for public inspection at the Administrative Services office located at 240 W. Huntington Drive, Arcadia, California, during normal business hours.*

## **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 July 21, 2021.  
Recommended Action: Approve

#### **2. REGULAR ITEMS**

- a. Recommendation to Abolish Eligibility List Exam 21-06 for the Position of Library Technician I.  
Recommended Action: Approve

### **ADJOURNMENT**

The Human Resources Commission will adjourn this meeting to November 11, 2021, 5:30 p.m. in the City Council Chamber located at 240 W. Huntington Drive, Arcadia.

**HUMAN RESOURCES COMMISSION  
SPECIAL MEETING MINUTES  
WEDNESDAY, JULY 21, 2021**

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**CALL TO ORDER** – Chairperson Tseng called the Special Meeting to order at 5:30 p.m. in the Council Chambers.

**PLEDGE OF ALLEGIANCE** – Chairperson Thomas Tseng

**ROLL CALL OF HUMAN RESOURCES COMMISSION MEMBERS**

PRESENT: Commissioners Jeong, Rodriguez, 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 asked for a status check on how many meetings Commission Member Lula Eskander has missed.

**REPORTS FROM CITY COUNCIL LIAISON** – Mayor Pro Tem Sho Tay absent.

**1. CONSENT CALENDAR**

- a. Approve the Regular Meeting Minutes of May 13, 2021.  
Recommended Action: Approve

AYES: Commissioners Jeong, Rock, Rodriguez, and Tseng

NOES: None

ABSENT: Commissioner Eskander

**2. REGULAR ITEMS**

- a. Selection of Chairperson and Chairperson Pro Tem for Fiscal Year 2021-22.  
Recommended Action: Approve

Commission Member Michael Rock nominated Chairperson Pro Tem Kaitlyn Jeong for Chairperson. Chairperson Thomas Tseng nominated Tina Lee Rodriguez for Chairperson Pro Tem acknowledging that she is new and noting that Commission Member Eskander has a history of missing meetings.

It was moved by Commission Member Rock, seconded by Chairperson Tseng and carried on roll call to select Chairperson Pro Tem Kaitlyn Jeong for Chairperson and Commission Member Tina Lee Rodriguez for Chairperson Pro Tem.

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

- b. Recommendation to accept an employee Grievance Appeal via written brief in lieu of a live hearing.

Recommended Action: Approve

Human Resources Administrator Shama Curian explained that the City recently received a formal grievance. Both the grievant and Department have agreed to submit the grievance by brief. The Attorney for the Human Resources Commission advised that Human Resources bring the item to the Human Resources Commission for approval in an open session.

Commission Member Rock expressed that he is very comfortable with that. It makes sense if both sides agree.

Roll Call: AYES: Chairperson Jeong, Rock, Rodriguez, and Tseng  
NOES: None  
ABSENT: Commissioner Eskander

- c. Recommendation to Approve new Classification Specification for Plans Examiner and revise the existing Classification Specifications for Combination Inspector and Senior Combination Inspector.

Recommended Action: Approve

Building Official Ken Fields explained that due to a vacancy, the Department had the opportunity to assess various options and consider bringing a function that is currently contracted out, partially in-house. Based on needs of the building plan review function, the division determined to create the Plans Examiner position to provide quicker turn around for the most common and frequent construction projects. This position also creates an additional career path for interested staff. There are minor changes to the Senior Combination Inspector and Combination Inspector class specifications relating to certifications as a result of the new Plans Examiner position.

Commissioners Rock, Rodriguez, and Tseng asked questions about cost savings, if only one position is needed based on workload, who the position reports to and if the position is entry level. Ken answered there is cost savings, but the contract with the outside consulting firm would be maintained, only one position is needed based on workload, the position reports to the Building Official and is a journey level position performing a higher level of plan check and customer service over the counter.

It was moved by Commissioner Rock, seconded by Tseng and carried on roll call to approve the new Plans Examiner classification and revise the existing Senior Combination Inspector and Combination Inspector class specifications.

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

**ADJOURNMENT**

Chairperson Jeong adjourned the meeting at 5:47 p.m. to Thursday, August 12, 2021, at 5:30 p.m. in the City Council Chambers located at 240 W. Huntington Drive, Arcadia.

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Kaitlyn Jeong  
Chairperson

By: \_\_\_\_\_  
Shama Curian  
Human Resources Administrator



# STAFF REPORT

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Library and Museum Services Department

**DATE:** October 14, 2021

**TO:** Members of the Human Resources Commission

**FROM:** Darlene Bradley, Director Library & Museum Services

**SUBJECT:** RECOMMENDATION TO ABOLISH ELIGIBILITY LIST EXAM 21-06 FOR THE POSITION OF LIBRARY TECHNICIAN I  
**Recommendation: Approve**

## **SUMMARY**

It is recommended that the Human Resources Commission approve the recommendation to abolish the current eligibility list for the position of Technician I.

## **DISCUSSION**

The eligibility list for the position of the Technician I was certified by the Human Resources Division on March 24, 2021 with nine eligible candidates. The position was opened as a recruitment of Library Technician I for any vacant Technician I position within the Library.

Two appointments for Library Technician I have been made from the certified list to fill multiple vacancies of this position at the Library. There are seven remaining candidates on the current eligibility list of which all have turned down the current part-time positions as they are seeking or have taken full time positions elsewhere. One candidate has not returned repeated phone calls.

With no remaining candidates interested in the current two Technician I part-time positions, staff would like to move forward and reopen a new recruitment for this position.

According to Rule IV, Section B, of the Personnel Rules and Regulations, the Human Resources Commission may abolish an eligible list when there are less than three available names remaining. Because there are no available names remaining, it is in the best interest of the Department of Library and Museum Services to abolish this current list and invite new applications to fill these remaining vacant positions.

ABOLISH ELIGIBILITY LIST EXAM 21-06 FOR THE POSITION OF LIBRARY  
TECHNICIAN I  
OCTOBER 14, 2021

**RECOMMENDATION**

Staff recommends that the life of eligibility list Exam 21-06 for the position of Library Technician I be abolished.

Approved:

  
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Dominic Lazzaretto  
City Manager