

CITY OF ARCADIA

Human Resources Commission Special Meeting Agenda



Thursday, November 4, 2021, 5:30 p.m.

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

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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。

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

2. REGULAR ITEMS

- a. Recommendation to Approve the Revised Classification Specification for the Position of Senior Code Services Officer.
Recommended Action: Approve

ADJOURNMENT

The Human Resources Commission will adjourn this meeting to December 9, 2021, 5:30 p.m. in the City Council Chamber located at 240 W. Huntington Drive, Arcadia.

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

CALL TO ORDER – Chairperson Jeong called the Regular Meeting to order at 5:35 p.m. in the Council Chambers Conference Room.

PLEDGE OF ALLEGIANCE – Chairperson Kaitlyn Jeong

ROLL CALL OF HUMAN RESOURCES COMMISSION MEMBERS

PRESENT: Commissioners Jeong, Rodriguez, and Tseng

ABSENT: Commissioners Eskander and Rock

SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS – None

PUBLIC COMMENTS – None

REPORTS FROM HUMAN RESOURCES COMMISSION MEMBERS – None

REPORTS FROM CITY COUNCIL LIAISON – Council Member Sho Tay stated that every 10 years a census is conducted and have to adjust the boundaries of each district. Arcadia 5 District. There will be a community workshop 6:00 p.m. on November 10, 2021 in the City Council Chambers. There will be several such community events in the next couple of months.

1. CONSENT CALENDAR

- a. Approve the Special Meeting Minutes from July 21, 2021.

Recommended Action: Approve

AYES: Commissioners Jeong, Rodriguez, and Tseng

NOES: None

ABSENT: Commissioners Eskander and Rock

2. REGULAR ITEMS

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

Recommended Action: Approve

Director of Library & Museum Services Darlene Bradley is asking to abolish the Technician I eligibility list that was used in July 2021. Two fulltime positions were filled from that recruitment, but there are still two part-time positions. There were seven people on the list and they are either not interested in part-time work or they have obtained other jobs. Since the bottom of the list has been reached, the Department is asking to abolish the list in order to do another recruitment.

Commission Member Tina Lee Rodriguez asked why the list would need to be abolished, and whether another list can be established on top of the current list for the same position.

Director of Library & Museum Services Darlene Bradley replied that the Department is asking for it to be abolished because of Rule IV-B of the Personnel Rules and Regulations that states the Department has to ask the Human Resources Commission to abolish the list before doing another recruitment. Since no one on list is interested in the positions, the list is technically held for one year, but that holds us back in being able to recruit.

Chairperson Kaitlyn Jeong said it was previously difficult to find candidates in part-time work. Chairperson Kaitlyn Jeong asked if this position is also part-time.

Director of Library & Museum Services Darlene Bradley said yes. One thing the Department has in its favor is that these are paraprofessional part-time positions with benefits, which is more than most cities. The positions work under the Librarian in two areas: Children's Services and Account Services. The Department is hoping to find someone who is people friendly and can work in a busy desk. The hope is that the benefits will attract a few more people. The Department also has some internal candidates and are have been encouraged to apply.

Chairperson Kaitlyn Jeong asked if those internal candidates apply, then their roles would also be vacant which would require a recruitment?

Director of Library & Museum Services Darlene Bradley said, yes, those are Library Aide positions. The Department wants to do this recruitment first, then the Library Aide position.

Commission Member Tina Lee Rodriguez said the rules say the Human Resources Commission can abolish the list if there are less than three candidates remaining. However, Commission Member Tina Lee Rodriguez is asking if the life of the list is 12 months, why can't the Department do two recruitments one right after another?

Senior Human Resources Analyst Cecilia Todd said that because this is a part-time benefitted position, the same rules as fulltime are typically followed. This means a list has to be abolished to start a new one.

Commission Member Tina Lee Rodriguez said this is a past practice because it is not written in the rules this way.

Senior Human Resources Analyst Cecilia Todd mentioned the rules do state a list has to be abolished through the Human Resources Commission in order to create a new list, but she will check and get back to the Commission Member.

Chairperson Kaitlyn Jeong asked if this something we can we get an answer to or would it be helpful to table this for now?

Commission Member Tina Lee Rodriguez is not against abolishing the list, and it is fine if it is a past practice.

Commission Member Thomas Tseng asked about the plan for recruiting in the next round? Is the Department using third party vendors?

Director of Library & Museum Services Darlene Bradley said the Department will promote at Library schools for people working on their degree who want to get their foot in the door.

The Department wants to get people who are interested in the Library profession ideally to keep employees longer. Those employees may then have an opportunity to move up at some point. The Department promotes at San Jose (online school) and UCLA, as well as through the regular NeoGov website and sending a list serve for directors in Los Angeles County area. Often with this position individuals have two jobs. The County is the Department's biggest competitor because they pay more, but if someone is working down the street on Live Oak, maybe they will work for the City as well.

It was moved by Commissioner Tseng, seconded by Rodriguez and carried on roll call to approve the abolishment of the eligibility list exam 21-06 for the position of Library Technician I.

Roll Call:

AYES: Commissioners Jeong, Rodriguez, and Tseng

NOES: None

ABSENT: Commissioners Eskander and Rock

ADJOURNMENT

Chairperson Jeong adjourned the meeting at 5:50 p.m. to Thursday, November 11, 2021, at 5:30 p.m. in the City Council Chambers located at 240 W. Huntington Drive, Arcadia.

Kaitlyn Jeong
Chairperson

By: _____
Shama Curian
Human Resources Administrator



STAFF REPORT

Development Services Department

DATE: November 4, 2021

TO: Human Resources Commission

FROM: Jason Kruckeberg, Assistant City Manager/Development Services Director
By: Phil Wray, Deputy Director of Development Services/City Engineer
Kenneth Fields, Building Official

SUBJECT: RECOMMENDATION TO APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR THE POSITION OF SENIOR CODE SERVICES OFFICER

Recommendation: Approve

SUMMARY

Based on a thorough review of the Senior Code Services Officer classification specification, it is recommended that the Human Resources Commission approve the modifications to allow for greater flexibility when considering the most qualified candidates for the position.

DISCUSSION

A recent departure of the Senior Code Services Officer prompted a review of the classification specification. As a result, two key changes are proposed to allow for greater flexibility when considering potential candidates for the position.

Under the current requirements, a bachelor's degree and five years of experience is required to be considered for the position. This static qualification eliminates those who do not meet the exact requirements, and as such, provides difficulty when recruiting or promoting qualified candidates. This revision would update the education and experience language to "Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties is qualifying." The education for the position will still maintain the equivalent of a bachelor's degree from an accredited college as well as five years of municipal code enforcement experience. The current degree and experience requirements will be used as an example to consider the requisite abilities of the candidates.

The second change proposed would allow for one year to obtain the required Code Enforcement Officer certification. This one-year grace period is consistent with the lower level Code Services Officer, which allows for one year to obtain Intermediate level Code Enforcement Officer certification. It is also in line with other classifications in the

RECOMMENDATION TO APPROVE THE REVISED CLASSIFICATION
SPECIFICATION FOR THE POSITION OF SENIOR CODE SERVICES OFFICER

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department that require such certificates, including Building Inspector, Plans Examiner, and Building Official.

FISCAL IMPACT

The proposed changes to the existing class specification have no fiscal impact.

RECOMMENDATION

It is recommended that the Human Resource Commission approve the revised classification specification for Senior Code Services Officer.

Approved:



Dominic Lazzaretto
City Manager

Attachments: Revised classification specification for Senior Code Services Officer

CITY OF ARCADIA

SENIOR CODE SERVICES OFFICER

DEFINITION

Under general supervision, to coordinate complex code services issues, to enforce municipal codes and State and Federal laws and regulations related to municipal land use, zoning, nuisances, public safety, property maintenance, sanitation and health, building, and abatement; and to provide assistance to homeowners, tenants, and the business community.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff and volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Receive, record, and investigate complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations; document violations by securing photographs and other pertinent data; research ownership records, prior complaints, municipal codes and ordinances, and State regulations to establish whether a violation has occurred.

Initiate contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, zoning and land use ordinances, and community standards.

Prepare notices of violation or noncompliance and citations according to applicable codes and regulations; issue letters to property owners notifying them of violation.

Coordinate and conduct follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conduct follow-up investigations to ensure compliance with applicable codes and ordinances; prepare non-compliance cases for legal action and administrative hearings; present testimony at hearings in court.

Meet with planning, building, engineering, fire, police, and legal counsel staff and regulatory agencies regarding complaints; coordinate activities with other staff and enforcement personnel.

Provide information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances; respond to questions, complaints, and inquiries.

Maintain files and records related to citations and violations; prepare a variety of written reports, memoranda, and correspondence.

Administer graffiti removal program and monitor contracts.

Enforce a variety of occupancy, public nuisance, zoning, and land use regulations.

Respond to complaints of alleged violations; review criminal complaints and arrest warrants and records.

Investigate suspected violations of health, safety, zoning, public nuisance, or other code violations and take follow-up actions as necessary to ensure compliance.

Make presentations to citizen groups addressing commercial and association compliance issues.

Participate in the preparation and administration of assigned budgets.

Conduct surveys and perform research and statistical analyses on various code enforcement matters; draft code amendments as needed.

Serve as a liaison to the City Attorney; assist the City Attorney with trial preparation and courtroom testimony for code services related cases.

Coordinate the code services volunteer program; prepare schedules and provide volunteer training.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office practices, methods, computer equipment.

Occupational hazards and standard safety practices necessary in the area of code enforcement.

Principles and practices used in dealing with the public.

Principles of record keeping, case management, and reporting.

Basic mathematical principles.

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

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Apply principles, practices, methods, and techniques of code violation investigation and enforcement.

Apply methods and procedures used in code enforcement including citation issuance procedures, criminal, civil, and administrative remedies, methods used to obtain various types of inspection warrants, nuisance abatement procedures, and principles used to prepare legal documents.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Read and interpret maps, plans, and legal descriptions.

Maintain and update records, logs, and reports.

Respond to inquiries, complaints, and requests for service in a fair, tactful and timely manner.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

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.

Minimum Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Experience:

Five years of municipal code enforcement experience with increasing responsibilities in investigation, enforcement, or public contact.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, zoning, inspection, law enforcement, public administration, or related field.

License or Certificate:

Possession of an appropriate, valid driver's license.

Valid Penal Code 832 Powers of Arrest certificate through the Peace Officers Standard Training (POST) issued by the State of California.

Full Possession of, or obtain within one year of date of hire, designation as a Certified Code Enforcement Officer (CCEO) Certification from the California Association of Code Enforcement Officers (CACEO).

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, stoop, squat, and lift 25 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: December, 2004

Revised: ~~September, 2014~~ **November 2021**

DEVELOPMENT SERVICES DEPARTMENT

