

Human Resources Update Process Overview

City Council Meeting
November 1, 2022

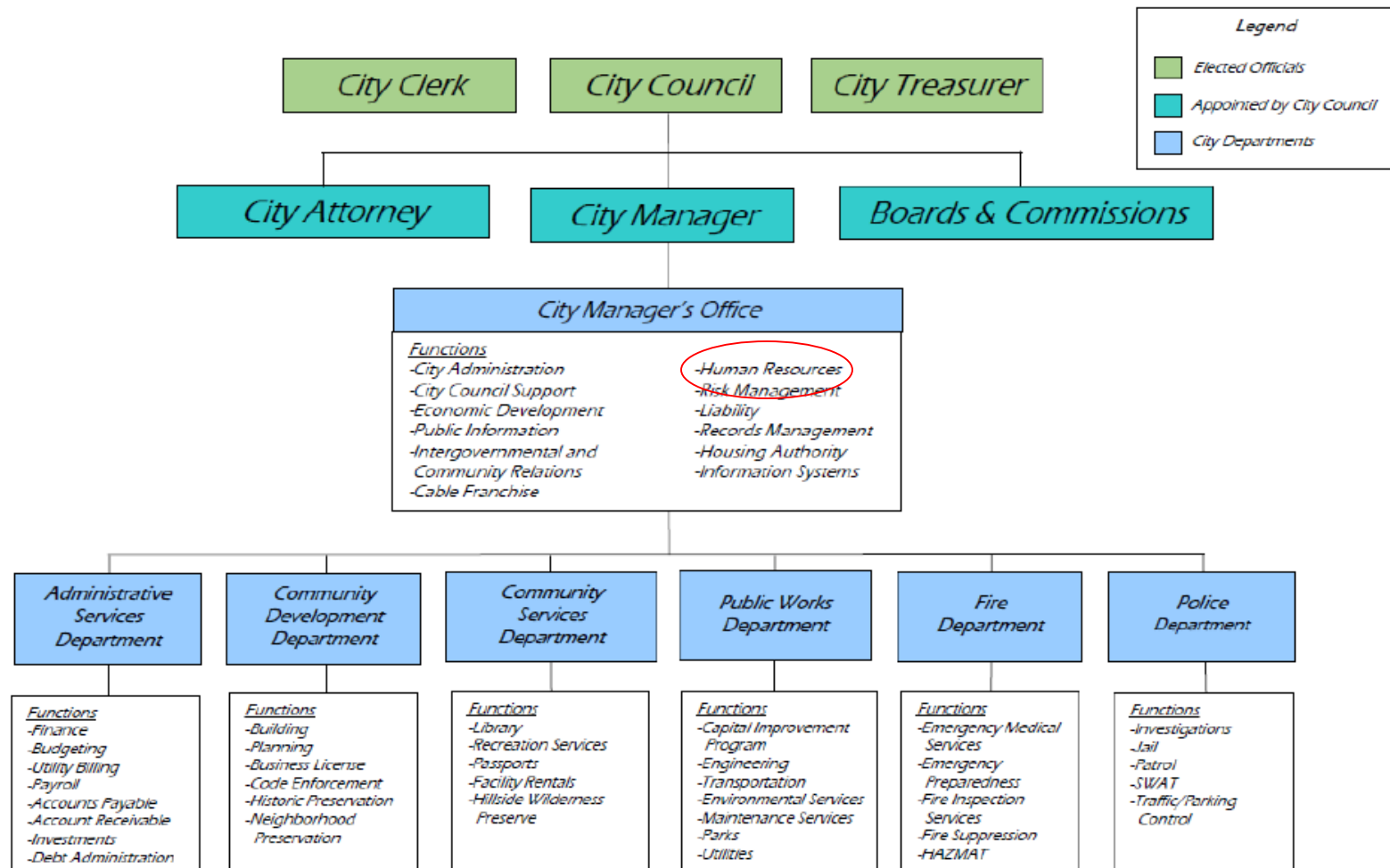


Human Resources Division

The City's Human Resources Division exists to serve as an advocate for our staff, and strives to be a strategic partner for our operating departments through the provision of the following key services:

- Organizational design, labor relations, recruitment, benefits administration, training, and staff development.
- Coordination of classification, compensation and benefit related matters for staff.
- Manage risk management functions.

Organizational Chart



City Personnel Regulations

Title 2 of the Monrovia Municipal Code outlines additional personnel regulations that govern City hiring practices. Among the items covered in Title 2 include the following:

- The City Manager serves as the City's Personnel Officer
- The City is required to adopt Personnel Rules & Regulations
- The City is prohibited from engaging in any unlawful employment practices

Federal and State Equal Employment Opportunity Laws

Federal and State regulations prohibit any discriminatory practices (including hiring) based on the following protected classes:

- Race or color
- Ancestry or national origin (including language use restrictions)
- Religion or creed
- Age (over 40)
- Mental or physical disabilities
- Sex or gender (including pregnancy, childbirth, breastfeeding or related medical conditions)
- Sexual orientation
- Gender identity or gender expression
- Medical condition
- Genetic information
- Marital status
- Military and veteran status

Americans with Disabilities Act

The Americans with Disabilities Act (ADA), along with the State's Fair Employment and Housing Act, prohibit discriminatory practices based on a disability.

- Medical examinations of applicants are allowed only after an employer makes a conditional job offer.
- Post-offer medical examinations are permissible only if all entering employees in similar positions are required to submit to such exams and the results are treated as confidential medical records and maintained on separate forms.
- In addition, pursuant to California's Government Code §12940, no post-offer, pre-employment inquiry is permitted unless it is directly related to and pertinent to the position being applied for or directly related to whether an individual would endanger himself or herself or others.

Proposition 209

California Proposition 209 (the Affirmative Action Initiative) was approved as a State Constitutional Amendment on November 5, 1996.

- Proposition 209 added Section 31 to the California Constitution's Declaration of Rights, which said that the state cannot discriminate against or grant preferential treatment on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, and public contracting.
- Therefore, Proposition 209 banned the use of affirmative action involving race-based or sex-based preferences in California.

Personnel Rules & Regulations

Approved October 2016

- The City adopted new Personnel Rules & Regulations in October 2016, replacing the prior document that was more than 30 years old
- The personnel rules codify regulations regarding:
 - Classification Plans
 - Compensation & Benefits
 - Staff Selection Process
 - Appointments
 - General Employment Matters
 - Training
 - Part-time Employees



CITY OF MONROVIA
Personnel Rules and Regulations Manual

FINAL DRAFT

City Council Approval Date: October 18, 2016
Implementation Date: October 19, 2016

Memorandum of Understanding

- MOUs are negotiated pursuant to the Meyers-Milias-Brown Act (MMBA), which requires public agencies to meet and confer with bargaining units regarding wages, hours, and terms and conditions of employment
- The City has 5 bargaining units:
 1. Management
 2. Mid-Management
 3. General Employees (MMEA)
 4. Police (MPOA)
 5. Fire (MFA)

Authorized Position Listing

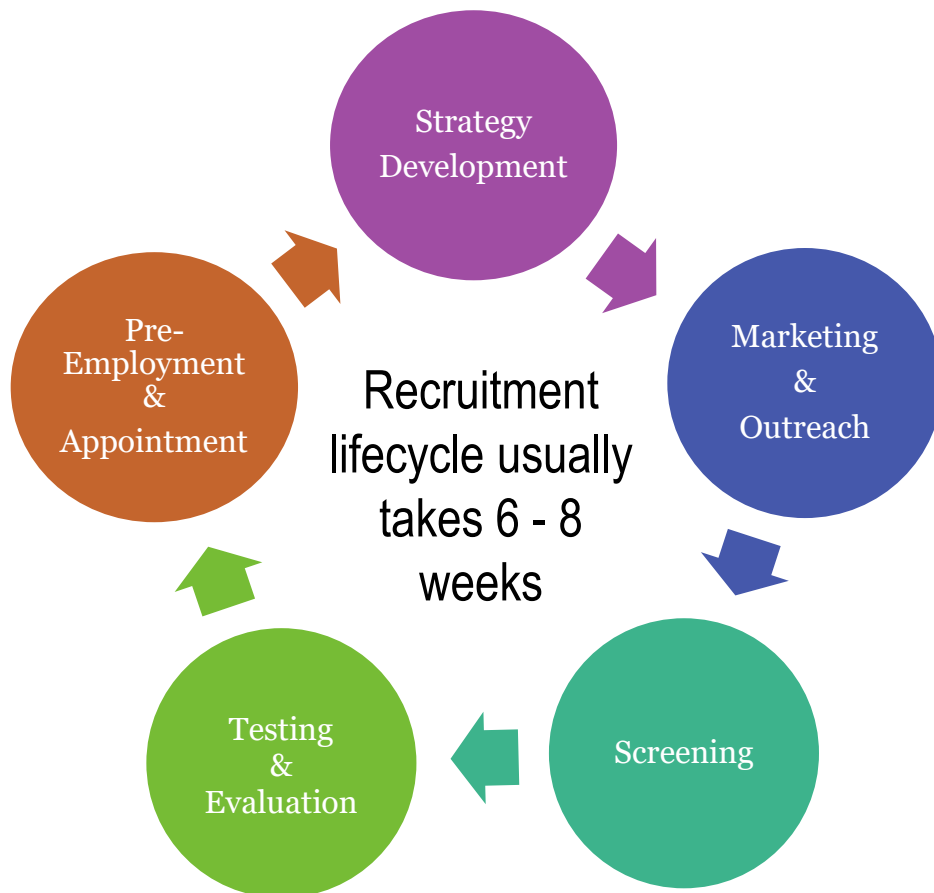
• Elected Officials	7.00
• Administrative Services	15.00
• City Manager's Office	14.75
• Police	79.00
• Fire	47.00
• Community Development	23.00
• Community Services	22.00
• Public Works	36.00
Total	243.75*

CITY OF MONROVIA FISCAL YEAR 2022/23 AUTHORIZED POSITION LISTING	
Department	Proposed Positions FY 2022/23 (Approved 6/21/22)
<u>ELECTED OFFICIALS</u>	
<i>Administration</i>	
Mayor	1.00
City Council Member	4.00
City Treasurer	1.00
City Clerk	1.00
ELECTED OFFICIALS SUBTOTAL	7.00
<u>CITY MANAGER'S OFFICE</u>	
<i>Administration</i>	
City Manager	1.00
Assistant City Manager	1.00
Assistant to the City Manager	1.00
Communications Analyst	1.00
Management Assistant / Management Analyst / Senior Management Analyst	2.00

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*Does not include 100 part-time positions

Monrovia's Recruitment Process



• Recruitments

- 2018 / 2019 – 41 Recruitments
- 2019 / 2020 – 29 Recruitments
- 2020 / 2021 – 9 Recruitments
- 2021 / 2022 – 33 Recruitments
- 2022 / 2023 – 17 Recruitments (to date)

CURRENT RECRUITMENTS (VACANCIES)

#	Department	Position	Number of Vacancies	FT/PT	Status	Dylan Approved	Comments	
1	ASD/CCO	Office Aide	2	PT	3	Position is Live	9/12/2022	Closes: 10/02/22; 100 applicants QAI - TBD
2	CD	Development Services Technician	2	FT	11	Backgrounds	6/28/22	Closes: 08/21/22; 105 applicants Selected: Megan Hsu & Paulina Reyes (SD: 10/10/22)
3	CD/CCO	Administrative Assistant	2	FT	4	Written Examination	6/28/22	Closes: 09/18/22; 439 applications Written test: 10/06/22
4	CS	Librarian	2	FT	9	Offer Given Waiting for Start Date	5/19/22	Closes: 08/21/22; 90 applicants Amanda Carey - Provisional hire Selected: Amanda Carey & Jade Mushisky
5	CS	Park Naturalist	3	PT	9	Offer Given Waiting for Start Date	7/7/2022	Closes 07/31/22; 133 applicants Selected: Aaron Cobas & Manuela Edwards (SD: 09/27/22)
6	CS	Library Supervisor	1	FT	3	Position is Live	7/27/22	Closes: 09/25/22; 20 applications QAI - 10/12/22
7	CS	Library Associate	3	PT	3	Position is Live	5/19/22	Closes: 10/09/22; 50 applications QAI - TBD
8	FIRE	Fire Engineer	0	FT	8	Waiting for Department's Offer	1/14/22	No current vacancy; filling for acting capacity and future retirement plans. 5 applicants all on eligibility/acting list Acting Engineer selected: Kyle McKee
9	PD	Police Officer (Recruit/Entry-Level)	2	FT	6	Setting up Interview - 1st Stage	2/24/22	Closes: 08/28/22; 89 Applicants Testing center (PAT, Written, and Orals) - 09/17/22: 23 candidates tested

What is Driving Recruitment?

- Post-COVID Return to Normal
 - In Fiscal Year 2019-20, City froze 23 Positions
 - Health Orders now allow all City programs and events
 - Community Development activities are at historic high
- Retirements
 - Example: Fire Chief & 3 positions
- Promotional Opportunities Outside of Monrovia
 - Extremely High Demand for Public Sector Employees in Law Enforcement, Utilities and Finance
- Voluntary Departures
 - Relocation out-of-state, pursue a degree, return to previous employer

Recruitment Phases

- Phase 1 – Strategy Development
 - Review essential job functions, timeline, interview questions
- Phase 2 – Marketing & Outreach
 - Draft job flyers, community outreach
- Phase 3 – Screening
 - HR conducts application review for minimum qualifications
- Phase 4 – Testing & Evaluation
 - Perform exams, interviews (1 or 2), conditional job offer
- Phase 5 – Pre-Employment and Employment
 - Employment history, reference check, driving records, physicals and onboarding

Recruitment for Safety Personnel

APPLICATION

Potential applicants will submit an application online

TESTING

Police: POST Pellet B Exam
Fire: Human Relations, Mechanical Aptitude, Reading, and Math

PHYSICAL AGILITY TEST

Timed Run – 1 mile
Obstacle Course
Wall Climb – 6 feet
Body Drag – 165 lbs

EXTENSIVE BACKGROUND CHECK

Criminal History
Credit Check
Employment History
Polygraph
Psychological
Physical Medical Exam

POLICE / FIRE ACADEMY

Academic/Physical
Firearms
Defensive Tactics
First Aid
Driving

Recruitment processes for safety personnel usually takes 4 - 6 months, and for police officers, it can take 12 months before the individual is allowed to operate in the field without supervision.



Probationary Period

- Sworn (Police / Fire)
 - 18 Months
- General Employees –
 - 12 Months



Where do we go from here?

- FY23 Budget and Future Forecasts assume full funding for all positions
 - Includes 5-year MOUs and salary/benefit increases
- Future Needs
 - New positions, succession planning, work demands
 - Would require Council approval, including budget
- Balance
 - Job vacancies cannot be filled immediately
 - HR staff has been steadily busy for a long time
- Authorized Position Listing
 - Changes always brought to City Council

Questions?

