

**LONG BEACH CIVIL SERVICE COMMISSION
CAROLYN SMITH WATTS, PRESIDENT
MARCH 20, 2013**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, March 20, 2013, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Carolyn Smith Watts, Charles Hicks Jr., Jeanne Karatsu, Jonathan Gotz, Larry Keller

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Christina Checél, Senior Deputy City Attorney
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Carolyn Smith Watts presided.

MINUTES: It was moved by Commissioner Karatsu, seconded by Commissioner Gotz and carried that the minutes of the regular meeting of March 6, 2013, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Hicks abstained from voting as he was not present

It was moved by Commissioner Karatsu, seconded by Commissioner Keller and carried that Suspension Appeal 21-S-1112 hearing minutes of March 13, 2013, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Gotz abstained from voting as he was not present.

CONSENT CALENDAR (2-7): It was moved by Commissioner Hicks, seconded by Commissioner Gotz and carried that the Consent Calendar items be approved. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

Request to approve examination results.

Building Maintenance Engineer – 65 Applied, 3 Qualified
Environmental Specialist (3/13/13) – 74 Applied,
30 Qualified

Environmental Specialist Associate (3/12/13)– 100 Applied,
39 Qualified

Public Health Nutritionist (3/11/13) – 17 Applied,
12 Qualified

The motion was made to approve request on Consent Calendar.

RETIREMENTS:

Request to receive and file retirements.

William Dunbar/Refuse Operator III/Public Works
Philip Bernstein/Refuse Operator II/Public Works
Charles Querido/Environmental Health Specialist
III/Development Services

On behalf of the Commission, the Secretary presented a Certificate of Appreciation to Philip Bernstein, Public Works Department for 27 years of service to the City. A representative from Public Works was present and spoke on his behalf.

The motion was made to receive and file on Consent Calendar.

RESIGNATION:

Request to receive and file resignation.

Fonda Jones/Maintenance Assistant I/Parks

The motion was made to receive and file on Consent Calendar.

DOWNGRADE (Voluntary):

Request to approve downgrade (voluntary).

Debra Larson/Clerk Typist III/Police to Clerk Typist II/Police

The motion was made to approve on Consent Calendar.

SCHEDULE FOR HEARINGS:

Request to approve hearing schedule.

Dismissal Appeal (14-D-1213), June 19, 2013

Dismissal Appeal (16-D-1213), July 10, 2013

3/20/13

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Suspension/Dismissal Appeal (17-S/D-1213), July 24, 2013
Dismissal Appeal (18-D-1213), July 31, 2013
Dismissal Appeal (19-D-1213), August 7, 2013
Dismissal Appeal (20-D-1213, August 14, 21 & 28 and
September 4 & 11, 2013
Suspension Appeal (04-S-1213), September 18, 2013
Reduction Appeal (10-R-1213), September 25, 2013
Reduction Appeal (11-R-1213), October 2, 2013
Suspension Appeal (12-S-1213), October 9, 2013
Suspension Appeal (13-S-1213), October 16, 2013

The motion was made to approve on Consent Calendar.

RESCHEDULE FOR HEARING:

Request to approve reschedule for hearing.

Dismissal Appeal (01-D-1213), June 26, 2013
Suspension Appeal (23-S-1112), April 24, 2013

The motion was made to approve on Consent Calendar.

**REQUEST TO REAPPOINT
RESIGNED EMPLOYEE:**

SHAWN WILLIAMS/SPECIAL SERVICES OFFICER

The Secretary presented a communication from Margaret Huebner, Director of Human Resources, Harbor, requesting Commission authorization to reappoint Shawn Williams to his former classification of Special Services Officer. The Secretary informed the Commission that staff concurs with the request. Ms. Lewis was present to answer questions. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Gotz and carried that the request be approved, pursuant to Section 45 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO RESCIND
RESIGNATION:**

The Secretary presented a communication from Kimberly Cloughesy, Public Safety Dispatcher, requesting the Commission approve her request to rescind her resignation as a Public Safety Dispatcher trainee and allow her City service to continue. Ms. Cloughesy was present and addressed the Commission regarding her resignation. In addition Karen Owens, Administrator, Police Personnel and Braden Phillips, Manager, Administration Bureau, Police were present and answered Commission questions. Christina Checél, Senior Deputy City Attorney and Commission's Advisor, informed the Commission that since it was not the Appointing Authority in this matter, it did not

have the authority to rescind the resignation. Ms. Checel suggested that Ms. Cloughesy make her request to the City Manager's Office, as it has the jurisdiction over the matter. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Keller and carried to receive and file Ms. Cloughesy's communication. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE FOR
EXAMINATION BY DISMISSED
EMPLOYEE:**

The Secretary presented a communication from Yvonne Robinson, requesting Commission approval to file for the Personnel Analyst examination. The Commission requested this matter be considered in a Closed Session, pursuant to Government Code 54947. It was moved by Commissioner Hicks, seconded by Commissioner Gotz and carried to recess to a Closed Session to consider this matter. The motion carried by a unanimous roll call vote.

After consideration of this matter in a Closed Session, it was moved by Commissioner Hicks, seconded by Commissioner Keller and carried to deny the request to file for examination by dismissed employee. The motion carried by a unanimous roll call vote.

**PROTEST OF WRITTEN
EXAMINATION ITEMS:**

FIRE CAPTAIN

The Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst, regarding the protested questions from the Fire Captain examination, which was administered on March 13, 2013. Mr. Pfingsthorn briefed the Commission regarding the protests. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Hicks and carried to approve the recommended disposition of the protested items. The motion carried by a unanimous roll call vote.

BULLETIN:

WATER TREATMENT OPERATOR

It was moved by Commissioner Keller, seconded by Commissioner Karatsu and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

NEW BUSINESS:

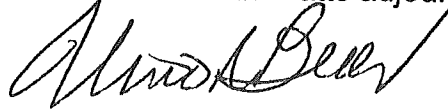
Commissioner Hicks requested the Executive Director to inform City Departments of requests received for Commission action when they are received in the Civil Service Department.

MANAGERS' REPORT:

The Secretary congratulated Melinda George, Deputy Director and committee member for the SCPMA-HR Conference on the excellent job in making the conference a success. He also thanked Sal Ambriz and Debbie McCluster, Personnel Analysts and Donna deAraujo, Assistant Administrative Analyst, for the examination results.

ADJOURNMENT:

There being no further business before the Commission, President Smith Watts adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario R. Beas", written in a cursive style.

MARIO R. BEAS
Secretary

MRB:meh