

**CITY OF LONG BEACH
CIVIL SERVICE COMMISSION
MINUTES**

**WEDNESDAY, NOVEMBER 4, 2015
1800 EAST WARDLOW ROAD
LONG BEACH CA 90807, 9:00 AM**

Robin Perry, President
Rick McGilton-McGlamery, Vice President



Phyllis Arias, Commissioner
Charles Hicks Jr., Commissioner
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & DRAFT MINUTES

ROLL CALL

Commissioners Charles Hicks, Carolyn M. Smith Watts, Rick
Present: McGilton-McGlamery, Robin Perry and Phyllis Arias

Kandice Taylor-Sherwood, Executive Director & Secretary
Crystal Slaten, Recruitment & Selection Officer
Robert Pfingsthorn, Administrative Officer
Caprice McDonald, Special Projects Officer
Marilyn Hall, Executive Assistant
Gary Anderson, Principal Deputy City Attorney
Lourdes Ferrer, Administrative Analyst
Debbie McCluster, Personnel Analyst
Donna de Araujo, Personnel Analyst
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
Dana Anderson, Personnel Analyst, Human Resources
Ken Bott, Administrative Officer, Water

FLAG SALUTE

1. 15-200CS

Recommendation to approve minutes:

Regular Minutes of October 21, 2015

Dismissal Hearing 37-D-1213 Minutes of October 7 & 14, 2015

A motion was made by Hicks, seconded by Vice President McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

A motion was made by Vice President McGilton-McGlamery, seconded by Hicks, to approve recommendation for Dismissal Appeal 37-D-1213 minutes of October 7 & 14, 2015. Commissioner Smith-Watts abstained from voting as she was not present for the hearing. The motion carried by the following vote:

Yes: 4 - Charles Hicks, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

Abstain: 1 - Carolyn M. Smith Watts

CONSENT CALENDAR 2-4:

Passed the Consent Calendar

A motion was made by Vice President McGilton-McGlamery, seconded by Smith Watts, to approve Consent Calendar Items. The motion carried by the following vote:

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

2. 15-201CS

Recommendation to approve examination results:

Animal Services Operations Supervisor (Established 10/26/15)

37 Applied, 2 Qualified

Customer Services Supervisor (Established 10/23/15)

177 Applied, 13 Qualified

Permit Technician (Established 10/16/15) - 174 Applied, 8 Qualified

Senior Scheduler (Established 10/26/15) - 4 Applied, 4 Qualified

A motion was made to approve recommendation on the Consent Calendar.

3. 15-202CS

Recommendation to receive and file bulletins:

Airport Operations Specialist

Community Information Specialist

Criminalist

Library Clerk

A motion was made to approve recommendation on the Consent Calendar.

4. 15-203CS

Recommendation to receive and file resignations:

Larashanda Wheeler/Public Safety Dispatcher I/Police

(4 mos., 13 days)

Istvan Szabo/Maintenance Assistant II/Parks, Recreation and

Marine (6 mos., 27 days)

Dewahn J. Brooks/Refuse Supervisor/Public Works

(18 yrs., 2 mos.)

Jose A. Rangel/Refuse Operator/Public Works (3 weeks)

A motion was made to approve recommendation on the Consent Calendar.

REGULAR AGENDA

5. 15-204CS **RECOMMENDATION FOR SELECTIVE CERTIFICATION -**
Customer Service Representative
*Communication from Sandra Aguilar, Personnel Officer, Long
Beach Gas & Oil Department*

The Secretary briefed the Commission regarding this request.

**A motion was made by Commissioner Arias, seconded by Smith
Watts, to approve recommendation. The motion carried by the
following vote:**

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick
McGilton-McGlamery, Robin Perry and Phyllis Arias

6. 15-205CS **RECOMMENDATION FOR SELECTIVE CERTIFICATION - Clerk**
Typist
*Communication from Christopher J. Garner, General Manager,
Long Beach Water Department*

The Secretary briefed the Commission regarding this request.

**A motion was made by Vice President McGilton-McGlamery,
seconded by Commissioner Arias, to approve recommendation.
The motion carried by the following vote:**

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick
McGilton-McGlamery, Robin Perry and Phyllis Arias

7. 15-206CS **RECOMMENDATION TO APPROVE REVISED CLASSIFICATION
SPECIFICATION - Criminalist**
a. Communication from Alex Basquez, Director of Human
Resources
b. Staff report prepared by Shellie Goings, Personnel Analyst

The Secretary briefed the Commission regarding this request.

**A motion was made by Hicks, seconded by Commissioner Arias,
to approve recommendation. The motion carried by the following
vote:**

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick
McGilton-McGlamery, Robin Perry and Phyllis Arias

8. 15-207CS **RECOMMENDATION FOR TEMPORARY REASSIGNMENT FOR REHABILITATION - Efrén Virgen, Refuse Operator to Customer Service Representative**
a. Communication from Russ Ficker, Administrative Officer, Public Works
b. Staff report prepared by Donna de Araujo, Personnel Analyst

The Secretary briefed the Commission regarding this request.

A motion was made by Commissioner Arias, seconded by Hicks, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

9. 15-208CS **RECOMMENDATION TO APPROVE PROTEST OF EXAMINATION ITEM(S) - Fire Captain**
Staff Report prepared by Lourdes Ferrer, Administrative Analyst

Ms. Ferrer briefed the Commission regarding this item.

A motion was made by Hicks, seconded by Vice President McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

**10. 15-209CS RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING
ELIGIBLE LISTS (6 months)**

*Staff report prepared by Kandice Taylor-Sherwood, Executive
Director*

Accounting Clerk
Accounting Technician
Civil Engineer
Construction Inspector (1 month)
Department Librarian
Fire Recruit (3 months)
Geographic Information Systems Technician
Microbiologist
Personnel Analyst
Public Safety Dispatcher
Recycling Specialist
Senior Mechanical Inspector
Traffic Engineering Associate

The Secretary briefed the Commission regarding this request.

**A motion was made by Smith Watts, seconded by Vice President
McGilton-McGlamery, to approve recommendation. The motion
carried by the following vote:**

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick
McGilton-McGlamery, Robin Perry and Phyllis Arias

**11. 15-210CS RECOMMENDATION TO APPROVE BULLETIN - Refuse
Operator**

*Staff report prepared by Kandice Taylor-Sherwood, Executive
Director*

The Secretary briefed the Commission regarding this request.

**A motion was made by Commissioner Arias, seconded by Smith
Watts, to approve recommendation. The motion carried by the
following vote:**

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick
McGilton-McGlamery, Robin Perry and Phyllis Arias

NEW BUSINESS

Commissioner Perry questioned Civil Service staff as to why candidates are dropping out of the recruitment process and not showing up to their interviews.

Commissioner Hicks suggested that staff should administer in-depth exit interviews, which could possibly limit resignations from public safety positions within the City.

The Secretary informed the Commission that she and Ms. Slaten met with Public Safety representatives regarding pending retirements and filling those vacancies right away. She also stated that she met with Alex Basquez, Director of Human Resources, and Cynthia Stafford, Deputy Director of Human Resources, regarding exit interviews and being proactive in conducting interviews to gather retention data.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten informed the Commission that Deborah McCluster, Personnel Analyst and Rathsara Gunasekara, Administrative Analyst will be attending a Career Day at California State University, Long Beach today. Shellie Goings, Personnel Analyst, and Sheree Valdoria, Personnel Analyst will be attending the Vets Fest at Houghton Park in Long Beach on Saturday. Ms. Slaten also informed the Commission that she and Kandice have met with public safety representatives regarding the 'Day in the Life of a Police Officer' video.

Commissioner Hicks suggested that staff do a video on A Day in the Life of a Civil Service, Water, and/or Harbor Commissioner.

Ms. McDonald informed the Commission that she is working on a job page, which would allow Human Resources to upload Unclassified positions on the page so that the public will have access to all positions within the City.

Mr. Pfingsthorn informed the Commission that Barbara Curtis has been managing our social media, which has increased in Twitter, LinkedIn, Facebook, and Instagram followers.

The Secretary informed the Commission that a Civil Service newsletter is forecoming, stating that it will be a casual letter of Civil Service annual reports, highlighting the results of three surveys (agencies who provided raters for interviews, candidates, and Subject Matter Experts/Administrative Officers) to provide feedback on our processes. The newsletter will also highlight things we are doing as a department (metrics, goals for next year). She acknowledged and thanked Lydia Trujillo, Clerk Typist, for her assistance with the initial design of the newsletter.

COMMENTS FROM PUBLIC – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

ADJOURNMENT

NOTE:

If written language translation of the Commission agenda and minutes for non-English speaking persons is desired, please make your request by phone to the City Clerk Department at (562) 570-6101, 72 hours prior to the Commission meeting.

Kung ang nakasulat na pagsasalin-wika ng adyenda at mga katitikan ng Komisyon ay hinahangad para sa mga taong hindi nagsasalita ng Ingles mangyaring gawin ang iyong kahilingan sa pamamagitan ng telepono sa Kagawaran ng Klerk ng Lunsod sa (562) 570-6101, 72 pitong oras bago ang pulong ng Komisyon.

Si desea obtener la traducción lingüística escrita de la agenda y las actas de la Comisión para las personas que no hablan inglés, realice su pedido por teléfono al Departamento de la Secretaría Municipal al (562) 570-6101, 72 horas antes de la reunión de la Comisión.

បើលោកអ្នកមិនចេះនិយាយភាសាអង់គ្លេស ហើយត្រូវការរបៀបវារៈនៃកិច្ចប្រជុំគណៈកម្មាធិការ និងរបាយការណ៍នៃកិច្ចប្រជុំគណៈកម្មាធិការ ជាសំណៅប្រែសម្រួលលាយលក្ខណ៍អក្សរទៅជា ភាសាបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានសៀវភៅសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 អោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវប្រារព្ធឡើង។