

Susana Gonzalez Edmond, President
Heather Morrison, Vice President



Phyllis O. Arias, Commissioner
Brandon Dowling, Commissioner
Joel Garnica, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND MINUTES

**CIVIL SERVICE COMMISSION MEETINGS ARE HELD VIA
TELECONFERENCE PURSUANT TO EXECUTIVE ORDER N-29-20
ISSUED BY GOVERNOR GAVIN NEWSOM.**

THE CIVIC CHAMBERS WILL BE CLOSED TO THE PUBLIC.

FLAG SALUTE

President Gonzalez Edmond asked Commissioner Garnica to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Phyllis O. Arias, Brandon Dowling, Joel Garnica, Heather
Present: Morrison and Susana Gonzalez Edmond

- 1. COMMENTS FROM THE PUBLIC – PUBLIC WILL HAVE THE OPPORTUNITY TO ADDRESS THE COMMISSION BY SUBMITTING WRITTEN COMMENTS VIA EMAIL TO MARLA.CAMERINO@LONGBEACH.GOV.**

Ms. Pizarro Winting read a comment that was received from Erik Maitland, Christopher Stuart, Michael Hallinan and Robert Molinar regarding responsibility language in the City Charter related to the Civil Service Commission.

President Gonzalez Edmond asked Principal Deputy City Attorney, Gary Anderson, to work with Ms. Pizarro Winting in developing a response to the comment. She stated that after working with the department and Human Resources, she believes that it is time for a formal response to come from the Commission.

2. [20-302CS](#) **Recommendation to approve minutes:**
Regular Meeting of November 4, 2020

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

CONSENT CALENDAR (3 – 10):

Commissioner Garnica pulled Agenda Item 3 for a separate discussion.

Passed the Consent Calendar

A motion was made by Commissioner Arias, seconded by Vice President Morrison, to approve Consent Calendar Items (4 - 10), except for Item 3. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

3. [20-303CS](#) **Recommendation to approve examination results:**
*Police Recruit Test #19 (Established 07/01/20) **AMENDED***
Police Recruit Test #20 (Established 11/12/20)
Public Safety Dispatcher - Lateral Test #07 (Established 11/02/20)
Public Safety Dispatcher - NTN Test #16 (Established 10/29/20)

Commissioner Garnica wanted to know why the Number of Qualified and the Number Applied totals for Police Recruit Test #19 examination results were higher than what the Commission is used to seeing. Ms. Valdoria stated that the recruitment has been open since 2018 and the numbers they are seeing is a cumulative total between all tests. Commissioner Garnica wanted to know the difference between the exam results for Test #19 and Test #20. Ms.

Valdoria responded that the results in Test #19 includes totals from previous tests and that Test #20 results only includes a specific timeframe and not any previous tests.

Commissioner Arias suggested that when cumulative results are being reported, staff include an annotation next to the result that provides dates or an explanation so that the Commission is aware.

Ms. McDonald informed the Commission that examination results moving forward will look like Test #20. She stated that the process of holding on to applicants will be changed so that they are reported during the same time period. Ms. McDonald stated additional information will be provided in a report that Ms. Valdoria will present to the Commission at its meeting in December.

A brief discussion took place between President Gonzalez Edmond, Commissioner Arias and Ms. Pizarro Winting reconfirming the annotation for clarification.

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

4. [20-304CS](#)

Recommendation to approve bulletin(s):
Survey Technician

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

5. [20-305CS](#)

Recommendation to receive and file retirement(s):
Stanley Ingram, Senior Electrical Inspector, Development Services (15 yrs., 9 mos.)
Eric Ledesma, Police Lieutenant, Police Department (30 yrs., 7 mos.)
Sergio Quintero, Police Officer, Police Department (25 yrs., 3 mos.)

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

6. [20-306CS](#)

Recommendation to receive and file resignation(s):

Vicky Adeva, Public Health Nutritionist II, Health and Human Services (21 yrs., 11 mos.)

Andrew Ahrens, Police Recruit, Police Department (2 days)

Vereniz Cardenas, Police Recruit, Police Department (8 days)

Candace Cleverly, Police Officer, Police Department (4 yrs., 6 mos.)

Amanda Isidro, Public Safety Dispatcher II, Disaster Preparedness and Emergency Communications (1 yr., 3 mos.)

Roy Robledo, Refuse Operator I, Public Works (15 yrs., 7 mos.)

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

7. [20-307CS](#)

Recommendation to approve transfer(s):

Jericho Balderian - Administrative Aide II / Police Department to Administrative Aide II / Harbor Department

Fiahna Cabana - Administrative Analyst III / Development Services to Administrative Analyst III-CNF / Financial Management

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

8. [20-308CS](#)

Recommendation to Transfer from Unclassified to Classified Service - Lincoln Lo, Deputy Chief Harbor Engineer

Communication from Stacey V. Lewis, Human Resources Director, Harbor Department

Staff report prepared by Sheree Valdoria, Personnel Analyst

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

9. [20-309CS](#)

Recommendation for Temporary Reassignment for Rehabilitation and/or Training - Victor Garcia, General Maintenance Assistant

*Communication from Stacey V. Lewis, Human Resources
Director, Harbor Department
Staff report prepared by Sheree Valdoria, Personnel Analyst*

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

10. [20-310CS](#)

**Recommendation to Approve Extension of Expiring Eligible
Lists - November 15 - 30, 2020 (6 months)**

*Staff report prepared by Christina Pizarro Winting, Executive
Director*

*Accounting Clerk (C02AN-19) (5/30/2019)
Civil Engineer (K11NN-20) Test #14 (5/20/2020)
Civil Engineer (K11NN-20) Test #15 (5/29/2020)
Civil Engineering Associate (K13NN-20) Test #08 (11/19/2019) **5
Months***
Electrical and Instrumentation Supervisor (MG4NN-20) Test #02
(11/22/2019)
Electrician (I15NN-19) Test #01 (5/16/2019) **3 Months***
Electrician (I15NN-20) Test #06 (5/22/2020)
Environmental Specialist Associate (N26NN-20) Test #03 (5/27/2020)
Fingerprint Classifier (F07NN-19) (11/28/2018)
Garage Service Attendant (J23AN-19) Test #02 (5/20/2019)
Harbor Maintenance Mechanic (N32AN-19) (5/24/2019)
Marina Agent (H59AN-19) (11/27/2018)
Office Services Assistant (I70AN-18) (5/17/2018)
Police Officer - Lateral (F23NN-19B) Test #03 (5/16/2019)
Police Officer - Lateral (F23NN-20) Test #13 (5/28/2020)
Police Recruit (F63NN-19) Test #03 (11/29/2018)
Public Health Nurse (G19AN-20) Test #02 (5/21/2020)
Public Health Nurse Supervisor (G20NN-20) Test #02 (5/29/2020)
Public Safety Dispatcher - NTN Exam (J45AN-18A) Test #02
(6/1/2018)
Public Safety Dispatcher - NTN Exam (J45AN-19A) Test #05
(11/20/2018)
Public Safety Dispatcher - Post Waiver (J45AN-18B) Test #02
(6/1/2018)
Public Safety Dispatcher - Post Waiver (J45AN-20B) Test #12*

(5/22/2020)
Recycling Specialist (EC5AN-19) Test #01 (5/20/2019)
Registered Nurse (G11AN-19) Test #09 (5/24/2019)
School Guard (F31N1-19) Test #08 (5/24/2019) **3 Months***
Senior Traffic Engineer (K68NN-20) Test #05 (11/22/2019) **5 Months***
Special Services Officer (F33AN-20) Test #43 (5/28/2020)

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

REGULAR AGENDA

11. [20-311CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Planner I - IV

Communication from Fred Verdugo, Acting Director, Human Resources Department

Staff report prepared by Sylvana Tamura, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Tamura who briefed the Commission regarding this item.

Representatives from the Department of Development Services were on the call for questions.

President Gonzalez Edmond wanted clarification that Planner I - V is being approved because the item says I - IV. Ms. Pizarro Winting confirmed that it is I - V and stated that we will reflect the change in the minutes.

A motion was made by Commissioner Garnica, seconded by Vice President Morrison, to approve the revised Classification Specification for Planner I - V. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

12. [20-312CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Planning Aide

Communication from Fred Verdugo, Acting Director, Human Resources Department
Staff report prepared by Sylvana Tamura, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Tamura who briefed the Commission regarding this item.

Representatives from the Department of Development Services were on the call for questions.

Commissioner Arias expressed concern regarding the minimum qualifications for this position. She stated that the minimum qualifications changed from 18 units to an associate degree with a field of concentration and wanted to know what would happen if an applicant only possesses a bachelor's degree. Ms. Pizarro Winting responded that the applicant would exceed the minimum qualifications and be allowed into the process.

A brief discussion took place with President Gonzalez Edmond, Commissioner Arias, Ms. Pizarro Winting and Ms. McDonald regarding the educational portion of the minimum qualifications and formatting of the language. It was discussed that work experience could substitute for educational experience. Staff will reformat the language so that it is easily read.

A motion was made by Vice President Morrison, seconded by Commissioner Dowling, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

13. [20-313CS](#)

RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION - Ambulance Operator
Communication from Fred Verdugo, Acting Director, Human Resources Department
Staff report prepared by Shellie Goings, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Goings who briefed the Commission regarding this item.

A representative from the Fire Department was on the call to answer

questions.

Commissioner Dowling commented that seeing just bullets under the minimum qualification section makes it a little unclear as he is used to seeing the words “And” or “Or.” He is wondering what can be done to make it clear that all of the licenses and certifications listed are a requirement to meet the minimum qualifications of this classification. Ms. Goings and Ms. McDonald responded that language can be added so that it is clear that all of the licenses and certifications are required.

A motion was made by Commissioner Dowling, seconded by Vice President Morrison, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

14. [20-314CS](#)

RECOMMENDATION TO REQUEST PRIOR CLASSIFIED STATUS AND SENIORITY - REVISED

Communication from Christina Pizarro Winting, Executive Director

Ms. Pizarro Winting briefed the Commission regarding this item.

Commissioner Arias wanted to clarify that the Commission is not acting to revert or include them in an order of layoff, they are just acting to notify. Ms. Pizarro Winting responded that was correct.

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

15. [20-301CS](#)

RETREAT UPDATE

Commissioner Dowling and Ms. Pizarro Winting provided an overview of the draft designs for the new Civil Service logo. Ms. Pizarro Winting stated that these are not final and shared the different options. She stated that the design and colors follow what

is listed in the communication guidelines that was provided by the City.

Commissioner Arias stated that she prefers Option #3 in the vertical. She asked if there was a way to reduce the size of the logo.

Vice President Morrison likes Option #3 with the various colors.

A brief discussion took place with President Gonzalez Edmond and Commissioner Dowling regarding the color variations. It was clarified that the discussion for today was the design of the logo and that the color variations can be discussed after the design is selected.

Commissioner Garnica stated that she prefers something cleaner, which is Option #2. In discussing the symbolism of the other options, it is not immediately obvious when she looks at it which is why she prefers Option #2.

President Gonzalez Edmond stated that she likes Option #3. She stated that being the peoples Commission, she sees people. She stated that it shows supporting one another and collegiality.

Commissioner Dowling stated that his favorites were Options #2 and #3. He stated that he likes Option #2 for the same reason as Commissioner Garnica, it is simple and clean. He also likes Option #3 as it represents the people and a better use of white space. He stated that the elements line up better than Option #1.

Ms. Pizarro Winting stated that once the Commission decides which logo is preferred, the designer will make the refinements and focus only on that specific logo option.

A brief discussion took place with President Gonzalez Edmond, Commissioner Arias, Commissioner Dowling, Commissioner Garnica and Ms. Pizarro Winting regarding getting feedback from staff as to their thoughts about the logo designs. It was decided that Options #2 and #3 will be shared with staff. This item will be brought back to the Commission on December 2nd to give time for staff to provide their feedback. It was discussed that a final design will be brought back to the Commission at its December 16th meeting for approval.

President Gonzalez Edmond thanked Commissioner Dowling and Ms. Pizarro Winting for working on this. The Commission appreciates the time and work that was put in.

16. STANDING COMMITTEES

A. Executive Committee

A meeting with the Police Department will be scheduled soon.

B. Recruitment and Selection Committee

Ms. Pizarro Winting stated that staff was waiting for the Police Recruit results to be reported prior to scheduling a meeting with the Police Department.

C. Special Projects Committee

Commissioner Arias reported that the Committee is waiting for the Meet and Confer process to conclude and a mock hearing to be scheduled. Ms. Pizarro Winting stated that Meet and Confer notices went out to the unions and we are just waiting to hear back from them.

It was discussed that the mock hearing is being scheduled for December 16th. It was also discussed that bargaining groups are being invited to the mock hearing.

17. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten informed the Commission that as a result of the Reconciliation Initiative, she and Ms. Cano are a part of the Racial Equity Champions representing Civil Service. A kickoff meeting is scheduled to take place on Friday, November 20th. She stated that during this meeting, a review of the Reconciliation Initiative will take place as well as going over key deliverables.

Ms. Slaten informed the Commission that the Civil Service management team recently hosted students who are part of the Human Resources program at California State University, Long Beach. Students normally take part in a job shadowing event; however, this year it was conducted virtually. The management team provided an overview of the department's functions and roles.

Ms. Slaten stated that Ms. Cano has taken over the responsibilities of social media and provided information of what will be posted in the different social media platforms.

B. Employment Services Division - Caprice McDonald

Ms. McDonald reported that Ms. Goings is still facilitating the Battalion Chief examinations. She stated two orientations were hosted by Civil Service in collaboration with the Fire Department. The filing period closed recently with a total of ten candidates that will be participating. Ms. McDonald stated that the next phase will begin on November 30th. Ms. Goings is working with the Fire Department to ensure that certain safety measures are in place.

Ms. McDonald thanked Ms. Goings and Ms. Tamura for their classification specification revisions. She stated that the goal is to update classification specifications, so the Commission will be seeing more.

Ms. McDonald reported that Civil Service staff members were able to attend the recent NEOGOV Conference that was held virtually. Since the conference was held virtually, for the first time all staff were able to attend for a nominal fee.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo provided the Commission with an update on budget. Ms. Alamo stated that she and Ms. Pen-Chhuon will now begin their analysis of how fiscal year 2020 ended, the analysis of where we are in fiscal year 2021 and the building of fiscal year 2022.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting reported that as we see a rise in the COVID-19 positivity rate, it looks like the date that employees will be returning to the office will be extended. She stated that there are plans to ensure the safety of staff as we prepare to go back to the office and will keep the Commission posted with any updates.

Ms. Pizarro Winting congratulated Ms. Ramos, Ms. Kerr-Jenkins, Ms. Davalos, Ms. Tamura and Ms. Cano on passing probation.

18. UNFINISHED BUSINESS

Ad Hoc Subcommittees:

A. Subcommittee to Develop Civil Service Commission Policy regarding requests to Utilize Classified Positions in the Unclassified Service

Ms. Pizarro Winting reported that she had a very productive meeting with the union. She should be able to provide a full report at the next Commission meeting.

19. NEW BUSINESS

Commissioner Arias wanted to know if the Commission decided on the frequency of the meetings. Ms. Pizarro Winting reported that this topic will be placed on the agenda for discussion and approval at the first meeting in January.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 9:53 a.m.

NO HEARING

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 Office of the City Clerk at (562) 570-6101, 72 business hours prior to the Commission meeting.

Kung nais ang pagsasalin ng nakasulat na wika ng agenda ng Komisyon at ang minutes para sa mga taong hindi nagsasalita ng Ingles, mangyaring isagawa ang iyong hiling sa pamamagitan ng telepono sa Opisina ng Clerk ng Lungsod sa (562) 570-6101, 72 oras ng negosyo bago ang pagpupulong ng Commission.

Si desea obtener la traducción escrita en otro idioma de la agenda y actas de la comisión para personas que no hablan inglés, haga su solicitud por teléfono a la Oficina de la Secretaría Municipal al (562) 570-6101, 72 horas hábiles antes de la reunión de la comisión.

បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ និងកំណត់ហេតុឲ្យអ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណកម្មការធម្មនុញ្ញ)។