

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

**WEDNESDAY, JULY 16, 2014
333 WEST OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Lawrence Keller, President
Carolyn M. Smith Watts, Commissioner
Charles Hicks Jr., Commissioner
Robin Perry, Commissioner
Rick McGilton-McGlamery, Commissioner



Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & MINUTES

ROLL CALL

Kandice Taylor-Sherwood, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Gary Anderson, Deputy City Attorney
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pflingsthor, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Personnel Analyst
Cynthia Stafford, Manager, Personnel Operations Manager, Human Resources

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

1. 14-142CS

Recommendation to approve minutes:

Regular Meeting of July 2, 2014

Dismissal Hearing 02-D-1314 Minutes of July 2, 2014

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

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

A motion was made by Commissioner Hicks, seconded by Commissioner McGilton-McGlamery, to approve recommendation for Dismissal Appeal 02-D-1314 Hearing Minutes of July 2, 2014. The motion carried by the following vote:

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

CONSENT CALENDAR (2-5):

Passed The Consent Calendar

A motion was made by Commissioner McGilton-McGlamery, seconded by Commissioner Perry, to approve Consent Calendar Items. The motion carried by the following vote:

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

2. 14-143CS

Recommendation to approve examination results:

Business Systems Specialist (Established 7/9/14) - 24 Applied, 20 Qualified
Plumber - 1 Applied, 1 Qualified

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

3. 14-144CS

Recommendation to receive and file retirements:

Mary Hawkins/Parking Control Checker I/Public Works (18 yrs., 5 mos.)
Davis Alcones/Maintenance Assistant II/Public Works (23 yrs., 8 mos.)
Lisa Harris/Recycling Specialist II/Public Works (14 yrs., 6 mos.)
Denise Smith/Customer Services Representative III/Long Beach Gas & Oil (24 yrs., 2 mos.)
Susan Taylor/Department Librarian II/Library (43 yrs., 4 mos.)
Paulette Klinkner/Assistant Administrative Analyst II/Human Resources (6 yrs., 2 mos.)

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

4. 14-145CS **Recommendation to receive and file resignations:**
*Ivan Ortega/Fleet Services Supervisor I/Public Works
(16 yrs., 6 mos.)
Daniel Arriola/Police Officer/Police (1 yr., 1 mo.)
Brian Eldridge/Airport Operations Assistant II/Airport (2 yrs., 8 mos.)
Douglas Baker/Police Recruit/Police (1 mo., 6 days)
Asya Anderson/Assistant Administrative Analyst I/Fire
(9 mos., 28 days)*

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

5. 14-146CS **Recommendation to reschedule hearings:**
*Suspension Appeal 42-S-1213, Suggested Date August 6, 2014
Dismissal Appeal 10-D-1314, Suggested Date August 13, 2014
Dismissal Appeal 05-D-1314, Suggested Dates August 27, &
September 3, 2014
Dismissal Appeal 04-D-1314, Suggested Dates
October 8 & 15, 2014*

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

REGULAR AGENDA

6. 14-147CS **RECOMMENDATION TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED SERVICE** - Katrina Reynolds, Legislative Assistant to Payroll/Personnel Assistant
Communication from Deborah Mills, Director of Human Resources

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

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

7. 14-148CS **RECOMMENDATION TO RETURN TO CLASSIFIED SERVICE -**
Roxana Valencia, Administrative Analyst
a. *Communication from Roxana Valencia*
b. *Staff report prepared by Kandice Taylor-Sherwood, Executive Director*
- The Secretary briefed the Commission regarding this request, stating that there is no open requisition for Clerk at this time, and that Ms. Valencia would be placed on a Clerk Priority list and certified to any Clerk vacancy. The Priority list would expire in three years.
- A motion was made by Commissioner Smith Watts, seconded by Commissioner Perry, to approve recommendation. The motion carried by the following vote:**
- Yes:** 5 - Carolyn M. Smith Watts, Robin Perry, Lawrence Keller, Charles Hicks and Rick McGilton-McGlamery
8. 14-149CS **RECOMMENDATION TO EXTEND PROVISIONAL APPOINTMENT -** Ruth Anne Salau, Neighborhood Services Specialist, Development Services
Staff report prepared by Rob Pfingsthorn
- The Secretary briefed the Commission regarding this request, stating that staff will conduct this examination within the next six months.
- A motion was made by Commissioner McGilton-McGlamery, seconded by Commissioner Hicks, to approve recommendation. The motion carried by the following vote:**
- Yes:** 5 - Carolyn M. Smith Watts, Robin Perry, Lawrence Keller, Charles Hicks and Rick McGilton-McGlamery
9. 14-150CS **RECOMMENDATION TO APPROVE JOB BULLETINS:**
Staff report prepared by Kandice Taylor-Sherwood
Airport Operations Specialist
Carpenter
- A motion was made by Commissioner Perry, seconded by Commissioner McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:**
- Yes:** 5 - Carolyn M. Smith Watts, Robin Perry, Lawrence Keller, Charles Hicks and Rick McGilton-McGlamery

MANAGERS' REPORT

Ms. George informed the Commission that staff conducted two Police Recruit examinations at the Convention Center on Monday and Tuesday. She stated that the show rate was considerably low, 50%. She congratulated Caprice McDonald on the excellent job as the lead analyst and staff for their support, making for a great team effort. She further stated that Lourdes Ferrer would be conducting the Fire Engineer Practical examination Monday - Tuesday of next week at the Fire Training Academy.

Commissioner Hicks addressed concerns regarding the low show rate and suggested Ms. George check with other agencies to see if they are experiencing the same.

The Secretary acknowledged Caprice McDonald, Personnel Analyst, for the outstanding job she did in being the lead over the Police Recruit examination process, and Civil Service and other departments' staff for the excellent teamwork and assistance provided to Ms. McDonald.

Ms. McDonald also thanked staff for their support with the Police Recruit examination.

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 ភាសារបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានសៀវភៅសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 អោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវប្រារព្ធធ្វើឡើង។