

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

**WEDNESDAY, JULY 15, 2015
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Robin Perry, President
Rick McGilton-McGlamery, Vice President



Lawrence Keller, Commissioner
Charles Hicks Jr., Commissioner
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & DRAFT

ROLL CALL

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

Commissioners Rick McGilton-McGlamery
Absent:

Kandice Taylor-Sherwood, Executive Director & Secretary
Crystal Slaten, Recruitment & Selection Officer
Caprice McDonald, Special Projects Officer
Marilyn Hall, Executive Assistant
Gary Anderson, Principal Deputy City Attorney
Lourdes Ferrer, Administrative Analyst
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Donna de Araujo, Personnel Analyst
Dana Kelley, Personnel Analyst, Human Resources
Stacey Lewis, Assistant Director of Human Resources, Harbor

FLAG SALUTE

1. 15-138CS **Recommendation to approve minutes:**
Regular Meeting of July 1, 2015

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

Yes: 4 - Charles Hicks, Lawrence Keller, Carolyn M. Smith Watts and Robin Perry

Absent: 1 - Rick McGilton-McGlamery

CONSENT CALENDAR (2-5):

Passed the Consent Calendar

A motion was made by Hicks, seconded by Smith Watts, to approve Consent Calendar Items. The motion carried by the following vote:

Yes: 4 - Charles Hicks, Lawrence Keller, Carolyn M. Smith Watts and Robin Perry

Absent: 1 - Rick McGilton-McGlamery

2. 15-139CS **Recommendation to approve examination results:**
Airport Operations Assistant (Established 7/9/15) - 101 Applied, 72 Qualified
Police Recruit (Established 6/30/15) - 257 Applied, 257 Qualified
Police Recruit (Established 7/9/15) - 206 Applied, 206 Qualified
Port Security System Operator (Established 7/6/15) - 326 Applied - 45 Qualified
Senior Program Manager - Water (Established 6/30/15) 12 Applied - 9 Qualified

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

3. 15-140CS **Recommendation to receive and file bulletin:**
Safety Specialist

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

4. 15-141CS **Recommendation to receive and file retirements:**
Salvacion Casaol/Clerk Typist III/Police (30 yrs.)
Pedro Jimenez/Refuse Operator II/Public Works (26 yrs., 11 mos.)
Joyce Barkley/Water Conservation Specialist/Water (6 yrs., 4 mos.)

On behalf of the Commission, the Secretary presented Pedro Jimenez, Refuse Operator, Public Works with a Certificate of Appreciation for over 25 years of service to the City. A representative from the Public Works Department was present to speak on his behalf.

Braden Phillips, Administration Bureau Chief, Police Department accepted a Certificate of Appreciation on behalf of Salvacion Casaol, Clerk Typist, for over 25 years of service to the City.

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

5. 15-142CS **Recommendation to receive and file resignations:**
Huei Tukes/Housing Specialist I/Health (25 days)
Sun Lee/Safety Specialist II-CONF/Human Resources
(4 yrs., 11 mos.)

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

REGULAR AGENDA

6. 15-143CS

**REQUEST FOR SPECIAL ADMINISTRATION FOR APPRAISAL
EXAMINATION - *Principal Construction Inspector***

- a. Communication from Jason Feagin
- b. Staff report prepared by Lourdes Ferrer, Administrative Analyst

Mr. Feagin was present and addressed the Commission regarding his request for special administration of the examination for Principal Construction Inspector.

The Secretary briefed the Commission regarding this request, stating that staff had security concerns of due to the highly competitive nature of the examination, and that Mr. Feagin would have had an additional three weeks to prepare for the appraisal interview.

A motion was made by Keller, seconded by Hicks, to deny. The motion carried by the following vote:

Yes: 3 - Charles Hicks, Lawrence Keller and Carolyn M. Smith Watts

No: 1 - Robin Perry

Absent: 1 - Rick McGilton-McGlamery

7. 15-144CS

**COMMUNICATION REGARDING LANGUAGE ACCESS POLICY
SURVEY - HARBOR DEPARTMENT**

Communication from Margaret Huebner, Director of Human Resources, Harbor

This CS-Agenda Item was received and filed.

NEW BUSINESS

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten informed the Commission that interviews for Personnel Analyst will be completed on Friday and selections will be made soon after. She also informed the Commission that next week, she and Lourdes Ferrer will be attending the International Personnel Assessment Council Conference in Atlanta, Georgia. She stated that some staff members will be attending Pitfalls of Setting Minimum Qualifications training at Rio Hondo College on July 28, 2015. Staff is currently working with the Police Department to closeout Police Recruit (NTN and Post Waiver).

Ms. McDonald informed the Commission that she is working with the summer interns on getting video footage of City employees in the process of doing their day-to-day job activities. The video will be linked to the job description so when potential applicants click on the job classification link, they will get a visual of the job and what it entails.

The Secretary thanked Deborah McCluster, Lourdes Ferrer and Crystal Slaten for the excellent work they are doing on the Police Recruit examination process, and Lourdes for the excellent work she does with the high level workload she has.

She acknowledge Diana Lam-Brandt, Administrative Analyst, Harbor for the excellent work she provided to the Civil Service Department as an analyst, and presented her with a Certificate of Appreciation.

The Secretary thanked staff for a great job in keeping things going while she was out of the office on vacation and serving on interview panels.

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

The Secretary announced that the Commission meeting of August 5, 2015, will be conducted at the Long Beach Fire Department.

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