

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

**WEDNESDAY, JULY 1, 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 MINUTES**

**ROLL CALL**

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

**Commissioners** Robin Perry  
**Absent:**

Caprice McDonald, Special Projects Officer, Acting Secretary  
Robert Pfingsthorn, Administrative Officer  
Marilyn Hall, Executive Assistant  
Gary Anderson, Principal Deputy City Attorney  
Salvador Ambriz, Personnel Analyst  
Debbie McCluster, Personnel Analyst  
Donna de Araujo, Personnel Analyst

**FLAG SALUTE**

1. 15-131CS      **Recommendation to approve minutes:**  
*Regular Meeting of June 17, 2015*

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

**Yes:** 4 - Charles Hicks, Lawrence Keller, Carolyn M. Smith Watts and Rick McGilton-McGlamery

**Absent:** 1 - Robin Perry

**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 Rick McGilton-McGlamery

**Absent:** 1 - Robin Perry

**2. 15-132CS**

**Recommendation to approve examination results:**

*Environmental Specialist (Established 6/24/15) - 1 Applied, 1 Qualified*

*Fire Engineer - 17 Applied, 6 Qualified*

*Payroll Specialist (Established 6/17/15) - 1 Applied, 1 Qualified*

*Police Recruit (Established 6/26/15) - 254 Applied, 254 Qualified*

*Port Financial Analyst (Established 6/24/15) - 87 Applied, 34 Qualified*

*Senior Traffic Engineer (Established 6/16/15) - 6 Applied, 6 Qualified*

*Water Conservation Specialist (Established 6/22/15) - 103 Applied, 33 Qualified*

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

3. 15-133CS      **Recommendation to receive and file bulletins:**

*Buyer*  
*Maintenance Planner*  
*Personnel Assistant*  
*Public Safety Dispatcher - Lateral*  
*Recreation Assistant*  
*Senior Animal Control Officer*  
*Senior Equipment Operator - Crane*  
*Senior Structural Engineer*  
*Special Services Officer*  
*Storekeeper*

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

4. 15-134CS      **Recommendation to receive and file retirement:**

*Phuc Nguyen/Housing Rehabilitation Counselor/Development Services (12 yrs., 4 mos.)*

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

5. 15-135CS      **Recommendation to receive and file resignations:**

*David Schachere/Ambulance Operator/Fire (11 mos., 19 days)*  
*Hans Mickelson/Gardener II/Harbor (2 mos., 7 days)*  
*Mayra Gonzalez/Police Recruit/Police (1 mo., 23 days)*  
*Lorenzo Uribe/Police Officer/Police (9 yrs., 11 mos.)*

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

**REGULAR AGENDA**

6. 15-136CS      **RECOMMENDATION TO REVERT TO FORMER CLASSIFICATION** - James Gunckel, Street Maintenance Supervisor to Senior Equipment Operator  
*Communication from Russ Ficker, Personnel Officer, Public Works*

The Secretary briefed the Commission regarding this request.

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

**Yes:** 4 - Charles Hicks, Lawrence Keller, Carolyn M. Smith Watts and Rick McGilton-McGlamery

**Absent:** 1 - Robin Perry

7. 15-137CS      **RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**

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

Assistant Administrative Analyst (**3 months**)

Business Systems Specialist (7/9/14 & 1/21/15)

Civil Engineer

License Inspector (**3 months**)

Plan Checker - Fire Prevention

Port Planner (**3 months**)

Public Safety Dispatcher (1/7/15, 1/21/15 & 1/29/15)

Public Safety Dispatcher - Lateral

The Secretary briefed the Commission regarding this request.

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

**Yes:** 4 - Charles Hicks, Lawrence Keller, Carolyn M. Smith Watts and Rick McGilton-McGlamery

**Absent:** 1 - Robin Perry

**NEW BUSINESS**

**MANAGERS' REPORT**

**Recruitment & Selection**

**Special Projects**

**Administration Support Services**

**Executive Director**

The Secretary, informed the Commission that staff participated in the following Job Fairs: Military Veteran Opportunity Expo in Los Angeles, Long Beach Career Expo with Pacific Gateway at the Long Beach Convention Center and the Law Enforcement Career Fair at the Police Training Academy. She also stated that Police Recruit candidates have been scheduled for Police Recruit Orientations beginning July 11, 2015. Crystal will be meeting with representatives from Long Beach Community College to discuss how Civil Service might utilize their testing facility when they are not using it. She also stated that Lori Szuh has been hired as a Non Career Clerk Typist at the Public Counter.

The Secretary also informed the Commission that Civil Service has received a communication from the Harbor Department in response to the Commission's request regarding the City's new Language Access Policy survey of positions that require public access. She also informed the Commission that the Executive Director will be participating on the selection panel for the Human Resources Director, has accepted a position as a board member for Leadership Long Beach and will be attending the SCPMA-HR Competencies Training. She also stated that Rathsara Gunasekara is officially on board as a Proctor, and introduced Charles Turner and Ryan Seng, the Port High School to College Interns, who will be working in the department this summer.

The Secretary introduced the new City Management Assistants to the Commission: Alison Spindler, Michael Johnston and Andrew Chang to the Commission.

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