

**LONG BEACH CIVIL SERVICE COMMISSION  
F. PHIL INFELISE, PRESIDENT  
APRIL 7, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, April 7, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu,  
Carolyn Smith Watts

**MEMBER EXCUSED:** Douglas Haubert

**OTHERS PRESENT:** Melinda George, Deputy Director, Acting Secretary  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Ken Walker, Personnel Operations Manager, Human  
Resources

**President F. Phil Infelise presided.**

President Infelise acknowledged that newly appointed Chief of Police James McDonnell was present, and welcomed him on behalf of the Civil Service Commission and staff.

Chief McDonnell thanked President Infelise for the invitation and stated that he looks forward to working with the Civil Service Commission and staff.

**MINUTES:** It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the minutes of the regular meeting of March 31, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST TO RETURN NAME  
TO ELIGIBLE LIST:**

**ASSISTANT ADMINISTRATIVE ANALYST**

The Secretary presented a communication from Dennis Thys, Director of Community Development, requesting Commission approval to return Debra Marshall to the Assistant Administrative Analyst eligible list. In addition, the Secretary presented a staff report prepared by Mario R. Beas, Executive Director. Melinda George, Deputy Director, Acting Secretary, briefed the Commission regarding

this request. Lou Palmer, Manager, Administrative & Financial Services Bureau, Community Development was present and answered Commission questions. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the request to return Debra Marshall to the Assistant Administrative Analyst eligible list be approved, pursuant to Section 90 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**PROTEST OF DISQUALIFICATION  
FROM EXAMINATION:**

**WATER UTILITY MECHANIC**

The Secretary presented a communication from Bill Baghdanov, requesting the Commission to reconsider his disqualification from the Water Utility Mechanic examination. In addition, the Secretary presented a staff report prepared by Donna deAraujo, Assistant Administrative Analyst. Ms. George briefed the Commission regarding this request. Bill Baghdanov, addressed the Commission, stating that he has completed nine units he needed to receive his Grade I Water Distribution Operator Certificate needed to qualify him to participate in the examination, however he has not received his Certificate of Completion. Ken Bott, Administrative Officer, Water Department was present and answered Commission questions. It was determined that Mr. Baghdanov did not complete the units necessary for his certificate until after the close of filing and submitting proofs of certificates or training. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried that the protest be denied. The motion carried by a unanimous roll call vote.

**REQUEST FOR ORDER OF LAYOFF:** The Secretary presented a communication from Patrick H. West, City Manager, requesting an Order of Layoff. Scott Schroyer, Gas Maintenance Supervisor, was present and addressed the Commission stating his concerns regarding the potential consequences from the order of layoff for Combination Building Inspectors. In addition, Mr. Schroyer submitted a communication addressing his concerns to the Commission. The Secretary informed the Commission that this is a request only for the order of layoff, and it will be up to the City Manager as to what action will be taken. The Commission thanked Mr. Schroyer for his comments and communication and informed him that when the item is on the agenda, he will be allowed to address his concerns.

The Secretary informed the Commission that at their direction staff would prepare the Order of Layoff. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to refer the Order of Layoff to staff to prepare the Order of Layoff. The motion carried by a unanimous roll call vote.

**BULLETINS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Plan Checker – Electrical  
Plan Checker – Mechanical

**EXTENSION OF EXPIRING ELIGIBLE LISTS:**

It was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Aquatics Supervisor  
Building Maintenance Engineer  
Geographic Information Systems Analyst

**RETIREMENTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Jon Kennedy/Senior Survey Technician/Harbor  
Michael Grippando/Plan Checker-Electrical II/Development Services

**TRANSFERS:**

The Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer regarding the following transfers. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the following transfers between departments be approved. The motion carried by a unanimous roll call vote.

Nani Blyleven/Administrative Analyst III/Health to  
Administrative Analyst III/Human Resources  
Diana Lam-Brandt/Administrative Analyst I/Long Beach  
Gas & Oil to Administrative Analyst II/Harbor


**MANAGERS' REPORT:**

Diane Dzodin, Administrative Officer, informed the Commission that Tuesday, April 6, 2010, she attended a Disaster Management Preparedness meeting, conducted by the Police and Fire Departments, at the Emergency Operation Center.

Melinda George, Deputy Director, Acting Secretary, informed the Commission that Civil Service Department Management staff completed its last of nine training classes for the City of Long Beach Supervisory Leadership Academy, and that four Civil Service Department staff analysts are enrolled in the academy. She also informed the Commission that Civil Service management staff had another meeting with Human Resources to discuss the funding to conduct a Police Officer Lateral, Firefighter Lateral and Fire Recruit examination.

**ADJOURNMENT:**

There being no further business before the Commission, President Infelise adjourned the meeting.

  
MELINDA GEORGE  
Acting Secretary

MG:meh

**LONG BEACH CIVIL SERVICE COMMISSION  
F. PHIL INFELISE, PRESIDENT  
APRIL 14, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, April 14, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Carolyn Smith Watts

**MEMBER EXCUSED:** Douglas Haubert

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President F. Phil Infelise presided.**

**MINUTES:** It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of April 7, 2010, be approved as amended. The motion carried by a unanimous roll call vote.

**REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED SERVICE:**

**BRYAN ASKA/AMBULANCE OPERATOR NON-CAREER TO AMBULANCE OPERATOR**

The Secretary presented communications from Alan M. Patalano, Acting Fire Chief and Bryan Aska, requesting Commission authorization to transfer Bryan Aska from a Non-Career Ambulance Operator to his former classified position of Ambulance Operator. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the request to transfer Bryan Aska to classified service be approved, pursuant to Section 69 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE LATE APPLICATION:**

**WATER UTILITY MECHANIC**

The Secretary presented a communication from Shawn D. Corey, requesting Commission approval to file a late application for the Water Utility Mechanic examination. In addition, the Secretary presented a staff report prepared by Donna deAraujo, Assistant Administrative Analyst. Ms. deAraujo briefed the Commission regarding this request. Mr. Corey was present and addressed the Commission. Ken Bott, Administrative Officer, Water Department was also present and answered Commission questions. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried to deny Mr. Corey's request to file a late application. The motion carried by a unanimous roll call vote.

**REQUEST FOR ORDER OF LAYOFF:**

The Secretary presented an Order of Layoff to the Commission for the classification of Combination Building Inspector. In addition, the Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer. Ms. Dzodin briefed the Commission regarding the layoff. Scott Schroyer, Gas Maintenance Supervisor, was present and addressed the Commission. Ken Walker, Manager, Personnel Operations – Human Resources, answered questions from the Commission regarding layoffs. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to approve the Order of Layoff as prepared and to forward it to the City Manager. The motion carried by a unanimous roll call vote.

**EXTENSION OF CIVIL SERVICE RULES AND REGULATIONS 115(3) EXCEPTION TO THE RULES**

The Secretary presented a staff report, prepared by him, requesting Commission approval to extend Civil Service Rules and Regulations, Article VIII, Section 115(3) - Exception to the Rules May Be Authorized, adopted by the City Council on April 21, 2009, with a sunset clause that requires the Commission approval to remain in effect. The Secretary briefed the Commission regarding this request, and stated that the appointing authorities were aware of this request and in agreement to this extension. Commissioner Smith Watts requested clarification on the request to extend Section 115(c). After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to approve the extension of Civil Service Rules and Regulations, Article VIII, Section 115(3) - Exception to the Rules May Be

Authorized, for six months. The motion carried by the following roll call vote:

AYE: Ahmed Saafir  
Jeanne Karatsu  
F. Phil Infelise

Commissioner Smith Watts abstained.

**NON-CAREER STATUS REPORT:**

The Secretary presented a staff report, prepared by him to the Commission, providing updated information on non-career service, as requested by the Commission. The Secretary briefed the Commission regarding the report. Commissioner Smith Watts had questions regarding hiring non-career employee from eligible lists who are not in Bands A & B. The Secretary explained that Civil Service operates on a merit-based system and eligible lists are certified accordingly. Commissioner Smith Watts also stated that she would like to see Civil Service Department staff working with operating departments regarding non-career employees. Commissioner Saafir questioned what is a temporary employee. The Secretary provided the Commission with a memorandum on the definitions of temporary employees with the City of Long Beach. Debbie Mills, Acting Director of Human Resources, Ken Walker, Manager, Personnel Operations – Human Resources and Chris Ward, IAM Representative addressed the Commission and answered Commission questions. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that staff continue to work with the three appointing authorities and extend the study further with other departments. The motion carried by a unanimous roll call vote.

**PROTEST OF EXAMINATION ITEMS:**

The Secretary requested that this item be withdrawn because there were no protests. It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to withdraw this item. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Department Librarian – 19 Applied, 8 Qualified  
General Librarian – 54 Applied, 31 Qualified  
Water Utility Mechanic – 145 Applied, 33 Qualified

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Animal Health Technician  
Office Automation Analyst  
Office Systems Analyst

**RETIREMENTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Sam-An Lor/School Guard/Police  
Louis Leyva/Garage Service Attendant I/Public Works  
Theresa Blake/Police Property & Supply Clerk I/Police

**MANAGERS' REPORT:**

Melinda George, Deputy Director, informed the Commission that staff had excused themselves from the Commission to attend a training conducted by the Personnel Testing Council. She also stated that other Employment Service Division staff was attending the Supervisory Leadership Academy.

The Secretary reminded the Commission of the SCPMA-HR Training Conference in Alhambra, on Thursday, April 22, 2010.

**MANAGERS' REPORT:**

The Secretary acknowledged the following employees for Perfect Quarterly Attendance:

Donna de Araujo	Caprice McDonald
Marilyn Hall	Sharon Hamilton
Suane Swan	Rob Pfingsthorn
Melinda George	Diane Dzodin
Judith Dias	Lourdes Ferrer
Mario R. Beas	

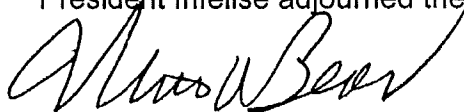


**NEW BUSINESS:**

Commissioner Smith Watts informed the Commission that she would be meeting with City departments.

**ADJOURNMENT:**

There being no further business before the Commission, President Infelise adjourned the meeting.



MARIO R. BEAS  
Secretary

MRB:meh