

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

**WEDNESDAY, NOVEMBER 15, 2017
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Phyllis Arias, President
Carolyn M. Smith Watts, Vice President



Charles Hicks Jr., Commissioner
Rick McGilton-McGlamery, Commissioner
Robin Perry, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & DRAFT MINUTES

FLAG SALUTE

ROLL CALL

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

Crystal Slaten, Deputy Director and Recruitment & Selection Officer
Caprice McDonald, Special Projects Officer
Maria Alamo, Acting Special Projects Officer
Rose Katsuki, Executive Assistant
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
An Lan Pham, Assistant Administrative Analyst
Kris Ramos, Assistant Administrative Analyst
Maria Macias, Personnel Assistant
Gary Anderson, Principal Deputy City Attorney
Meg Rau, Human Resources Officer, Personnel Operations Bureau, Human Resources
Sandra Kennedy, Administrative Officer, Financial Management
Ron Marquez, Manager of Security Operations, Harbor
Drew Schneider, Assistant Director of Security, Harbor
Sheryl Bender, Senior Human Resources Representative, Harbor
Gonzalo Medina, Marine Safety Chief, Fire
Russ Ficker, Personnel Officer, Public Works
Leslie Untener, Administration Officer, Disaster Preparedness and Emergency Communications
Mike Goldschmidt, Administrative Officer, Development Services
James E. Trott, Attorney at Law

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

1. 17-217CS **Recommendation to approve minutes:**
Regular Meeting minutes of November 1, 2017

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

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

CONSENT CALENDAR (2-6)

Passed the Consent Calendar

A motion was made by Commissioner Hicks, seconded by Commissioner Perry, to approve Consent Calendar Items, except for items. The motion carried by the following vote:

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

2. 17-218CS

Recommendation to approve examination results:

Accounting Technician Test #01 (Established 11/9/17)
Administrative Analyst Test #01 (Established 11/9/17)
Gas Maintenance Supervisor (Established 11/3/17)
Nurse Practitioner Test #03 (Established 11/8/17)
Public Health Nurse Test #02 (Established 11/10/17)
Public Health Nutritionist Test #02 (Established 11/10/17)
School Guard Test #01 (Established 10/31/17)

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

3. 17-219CS

Recommendation to receive and file bulletin(s):

Animal Health Technician
General Librarian
License Inspector
Marine Safety Captain
Office Automation Analyst
Senior Librarian
Supervisor-Facilities Maintenance
Survey Technician

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

4. 17-220CS **Recommendation to receive and file retirement(s):**
Michael Daoust/Firefighter/Fire (17 yrs., 1 mo.)
Nerlita Bachman/Engineering Aide III/Public Works (15 yrs., 10 mos.)
Tracey Hauck/Park Maintenance Supervisor/Parks, Recreation & Marine (22 yrs., 7 mos.)

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

5. 17-221CS **Recommendation to receive and file resignation(s):**
Kevin Mackelburg/Water Treatment Operator II/Water (3 yrs., 10 mos.)
Diana Becerra-Salazar/Police Recruit/Police (5 mos., 2 days)
Ian Kim/Police Recruit/Police (5 mos., 1 day)
Levi Silva/Police Recruit/Police (5 mos., 1 day)
Jeffrey Rodriguez/ Police Recruit/Police (5 mos., 3 days)
Margaret Lira/Microbiologist II/Health (11 yrs., 1 mo.)
Addiel Julian/Police Officer/Police (13 yrs., 5 mos.)
Brodie Watts/Ambulance Operator/Fire (3 yrs., 3 mos)
Dalton Witt/Business Systems Specialist III/Technology Services (9 yrs., 6 mos.)

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

6. 17-222CS **Recommendation to approve transfer(s):**
Lee Tsoumpelis/Construction Inspector II/Public Works to Construction Inspector II/Harbor

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

REGULAR AGENDA

7. 17-223CS **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD**
- Christopher Gonzalez-Fontenot, Special Services Officer III-Armed
Communication from Stacey Lewis, Director of Human Resources,
Harbor

This CS-Agenda Item was withdrawn.

8. 17-224CS **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD**
- Robert Brothers, Special Services Officer III-Armed
Communication from Stacey Lewis, Director of Human Resources,
Harbor

Ms. Slaten briefed the Commission on this request.

President Arias requested clarification on the training timeline for SSO Brothers. Mr. Drew Schneider, Assistant Director of Security for the Port of Long Beach explained the timeline for mandatory training of Special Services Officers who are assigned to the Harbor Department, and that components of Harbor Department-specific training can't begin until after Special Services Officers complete the initial Academy training.

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

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

9. 17-225CS **RECOMMENDATION FOR REASSIGNMENT FOR REHABILITATION -**
Duncan George, Refuse Operator I, to Parking Control Checker I
Communication from Russ Ficker, Personnel Officer, Public Works

Ms. Slaten briefed the Commission on this request

Mr. Ficker, Personnel Officer for the Department of Public Works was present to explain the details of the request; specifically that Mr. George would be in the reassignment for rehabilitation program for a period of six months. If Mr. George is successful in his training, the Department of Public Works will request approval from the Department of Human Resources and the Civil Service Commission to permanently place Mr. George in the Parking Control Checker position.

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

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

10. 17-226CS **RECOMMENDATION TO APPROVE PROTEST OF EXAMINATION**
ITEM(S) - Fire Engineer Performance Exam
Staff Report prepared by Shellie Goings, Personnel Analyst

This CS-Agenda Item was withdrawn.

11. 17-227CS **REQUEST TO FILE LATE APPEAL**

Communication from Kit Gonzalez, Public Safety Dispatcher, DPEC

Ms. Slaten briefed the Commission on this request.

Ms. Leslie Untener, Administration Manager, spoke on behalf of Disaster Preparedness and Emergency Communications (DPEC), and explained the Department's position on this matter.

Mr. James E. Trott, Attorney at Law, spoke on behalf of Ms. Gonzalez, advising that she relied upon her Union Representative to file her appeal on her behalf. The Union Rep did not file the appeal within the required 10-day period, however Mr. Trott explained that it was not Ms. Gonzalez's fault that her appeal was not filed in a timely manner.

Vice-President Smith-Watts inquired if there was a Union Representative present to speak on this matter. There was no response from any meeting attendees.

The Commissioners, Mr. Trott and Principal Deputy City Attorney Gary Anderson participated in discussion on this matter. A motion was then made to allow Ms. Gonzalez to submit a late appeal, as the Union did not file her appeal in a timely manner, and pursuant to Rule 115 of the Civil Service Rules and Regulations.

Mr. Trott confirmed with the Commission that Ms. Gonzalez's appeal paperwork will be accepted; she will not be required to refile her appeal.

Ms. McDonald advised that this Agenda Item provided an excellent example as to why the Civil Service Department is revisiting its Rules and Regulations. Ms. McDonald stated that the rules were created when Civil Service processes were different and the Commission has also changed. To clarify current procedures, Ms. McDonald will be bringing this issue to the Rules Committee.

Commissioner Perry hoped to see more detailed documentation from whomever is responsible for filing an appeal, whether it be the employee or someone working on their behalf, should a situation of this nature come before the Commission again. Commissioner Hicks clarified that his vote was based on his determination that the Commission should not hold prejudice against the employee because the Union did not file her appeal in

a timely manner.

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

Yes: 4 - Charles Hicks, Robin Perry, Carolyn M. Smith Watts and Phyllis Arias

No: 1 - Rick McGilton-McGlamery

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Recruitment & Selection

Ms. Slaten advised that Executive Director Ms. Taylor-Sherwood is speaking at California State University Long Beach this morning.

Ms. Slaten and Ms. Taylor-Sherwood attended the Tuesday, November 14, 2017, City Council meeting, during which the Human Resources Department presented the EEO plan and Workforce Demographics report. Ms. Slaten will be sending a summary of the report and an electronic version of the full workforce demographics document to the Commissioners.

Ms. Slaten advised that several Councilmembers have been very supportive of the Civil Service Department's recruitment efforts and want to ensure we are building the resources needed to continue advancing recruitment efforts and diversity outreach.

Ms. Slaten advised that on Monday, November 13, 2017, Civil Service staff partnered with the Disaster Preparedness and Emergency Communications Department (DPEC) to conduct Managing Spontaneous Volunteers training. This training is a continuation of the FEMA training that Ms. Taylor-Sherwood and Ms. Slaten attended in Maryland. Civil Service staff simulated a response to an emergency situation in a mock-up volunteer reception center. Civil Service staff will conduct additional training in 7 to 8 months to reinforce skills and response in the event of a real emergency.

Members of the Recruitment Team attended the Veterans Day parade in North Long Beach on Saturday, November 11, 2017. Personnel Assistant Maria Macias and Assistant Administrative Analyst Kris Ramos recruited for the Long Beach Police Department, Long Beach Fire Department and other city departments with current vacancies. Ms. Macias and Mr. Ramos made excellent contacts with middle-school aged children, encouraging them to make wise decisions which will help them build a solid foundation for a variety of job opportunities when they reach employment age.

Ms. Slaten and Ms. Taylor-Sherwood will be attending the Women in Trade luncheon, hosted by the Harbor Department, on Thursday, November 16, 2017, which will be another excellent opportunity to conduct recruitment and outreach.

Ms. Slaten acknowledged Ms. McDonald, who, along with Ms. Glendy Martinez, Human

Resources Personnel Analyst, received an award for completing the on-line requisition system. The award was presented during the Civic Innovation Summit, which was held at the Molina Healthcare Center on Tuesday, November 14, 2017. Other Civil Service staff in attendance were Ms. Taylor-Sherwood, Ms. Sharon Hamilton and Mr. Keion Bryant. The Commission congratulated Ms. McDonald and Ms. Martinez on their achievement.

Ms. Slaten also advised that the Recruitment Team has received several Certificates of Appreciation from several organizations, acknowledging the Team's participation in diversity and recruiting events.

Special Projects

Ms. McDonald advised that the Long Beach Civic Innovation Summit was an excellent event, well organized and well attended by members of the private sector, non-profit organizations and government agencies. Ms. McDonald added that the keynote speaker's address was inspiring, explaining that innovation is a hallmark of today's leaders. The speaker challenged attendees to consider what effect innovation will have on the legacy they leave behind.

Ms. McDonald added that there were scientific-based activities for Innovation Summit participants to complete. Ms. McDonald also shared announcements made during the Summit; of particular interest is the Space X missile program housed at the former Boeing property located on Conant Avenue. Ms. McDonald also thanked Ms. Sharon Hamilton and Mr. Keion Bryant for their assistant and support with the on-line requisition system.

Administration Support Services

Ms. Alamo thanked Ms. McDonald for completing the on-line requisition system, emphasizing that it has been a huge benefit to the Administrative Support Division. Prior to the on-line system, staff were required to process requisitions by hand. Ms. Alamo advised that the on-line system has significantly streamlined work processes.

Executive Director's Report

The Executive Director's Report was included in the Managers' Report by Ms. Slaten.

UNFINISHED BUSINESS

President Arias advised that the Special Services Officer report will be brought back to the Commission during the next meeting on December 6, 2017.

President Arias announced that the first reading of the Executive Director's recommendations for changes and processes will also be heard during the next meeting.

NEW BUSINESS

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

Vice-President Smith-Watts acknowledged Ms. Slaten for assisting Ms. Taylor-Sherwood in leading the Civil Service Department's efforts to prepare for emergencies.

As a member of the American Red Cross and Community Emergency Response Team (CERT) volunteer through the Long Beach Fire Department, Vice-President Smith-Watts experienced first-hand the challenges in managing volunteers during emergency situations, as was experienced during the Southern California Edison power outage in central Long Beach two years ago.

Vice-President Smith-Watts acknowledged Disaster Preparedness and Emergency Communications Director Reginald Harrison, Ms. Taylor-Sherwood, and the Long Beach Fire Department for leading spontaneous volunteer efforts and commended their commitment in preparing city employees and citizens for emergency situations.

Vice-President Smith-Watts encouraged everyone to be prepared in the event of an emergency or disaster.

Ms. McDonald reminded all city employees in attendance that their employee ID card identifies them as registered disaster service workers.

ADJOURNMENT

HEARING - 21-D-1617

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 pagpulong 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.

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