

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

**WEDNESDAY, JUNE 15, 2016
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Rick McGilton-McGlamery, President
Phyllis Arias, Vice President



Charles Hicks Jr., Commissioner
Robin Perry, Commissioner
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,
Executive Director

ROLL CALL

Commissioners Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Present:

Commissioners Robin Perry and 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
Debbie McCluster, Personnel Analyst
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst

FLAG SALUTE

1. 16-105CS **Recommendation to approve minutes:**
Regular Meeting of June 4, 2016

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Absent: 2 - Robin Perry and Rick McGilton-McGlamery

CONSENT CALENDAR (2-7):

Passed the Consent Calendar

The Secretary acknowledged Caprice McDonald, Special Projects Officer, for the excellent job she does and presented her with a 25-year service pin.

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Absent: 2 - Robin Perry and Rick McGilton-McGlamery

2. 16-106CS

Recommendation to approve examination results:

Administrative Analyst (Established 6/8/16) - 339 Applied, 64 Qualified

Assistant Administrative Analyst (Established 6/3/16) - 490 Applied, 99 Qualified

Battalion Chief (Established 6/15/16) - 7 Applied, 3 Qualified

Planner (Established 6/1/16) - 129 Applied, 103 Qualified

Public Health Nutritionist (Established 6/1/16) - 3 Applied, 3 Qualified

Public Safety Dispatcher - Lateral (Established 6/3/16) - 2 Applied, 2 Qualified

Registered Nurse (Established 6/9/16) - 5 Applied, 5 Qualified

Senior Civil Engineer (Established 6/10/16) - 4 Applied, 4 Qualified

Special Services Officer (Established 6/7/16) - 73 Applied, 73 Qualified

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

3. 16-107CS

Recommendation to receive and file bulletins:

Fleet Services Supervisor

Systems Support Specialist

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

4. 16-108CS

Recommendation to receive and file retirements:

Charlie Chi-tang Tsai/Senior Civil Engineer/Harbor (8 yrs., 5 mos.)

*Maria A. Lawrence/Clerk Typist I/Parks, Recreation & Marine
(19 yrs., 7 mos.)*

Jim D. Vigie/Equipment Operator II/Public Works (23 yrs., 8 mos.)

Glenn Wells/Water Utility Supervisor I/Water (33 yrs., 5 days)

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

5. 16-109CS

Recommendation to receive and file resignations:

Liezl J. Go/Airport Operations Assistant I/Airport (7 mos., 7 days)

*Sylina M. Clardy/Accounting Clerk III/Financial Management
(6 yrs., 10 mos.)*

Ruth A. Johnson/School Guard/Police (1 yr., 10 mos.)

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

6. 16-110CS

Recommendation to approve schedule for hearings:

*Dismissal Appeal 14-D-1516, Suggested Dates September 14 &
21, 2016*

*Suspension Appeal 13-S-1516, Suggested Dates November 2 &
9, 2016*

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

7. 16-111CS

Recommendation to approve reschedule for hearings:

*Suspension Appeal 07-S-1516, Suggested dates August 3 &
10, 2016*

*Suspension Appeal 11-S-1516, Suggested Dates August 31 &
September 7, 2016*

*Dismissal Appeal 08-D-1516, Suggested Dates September 28,
October 5 & 12, 2016*

*Suspension Appeal 10-S-1516, Suggested Dates October 19 &
26, 2016*

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

REGULAR AGENDA

8. 16-112CS **RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**
Mitchell Garrison, Marine Safety Sergeant
Communication from Mariel Sipman, Administrative Officer, Fire

The Secretary briefed the Commission regarding this request.

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Absent: 2 - Robin Perry and Rick McGilton-McGlamery

9. 16-113CS **RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**
Steven Steinhoff, Survey Technician
Communication from Margaret Huebner, Director of Human Resources, Harbor

The Secretary briefed the Commission regarding this request.

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Absent: 2 - Robin Perry and Rick McGilton-McGlamery

10. 16-114CS **RECOMMENDATION TO APPROVE PROTEST OF WRITTEN EXAMINATION ITEM(S) - Clerk Typist**
Staff report prepared by Caprice McDonald, Special Projects Officer

Tan Zeng, Test Construction Intern, briefed the Commission regarding this request.

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Absent: 2 - Robin Perry and Rick McGilton-McGlamery

NEW BUSINESS

Commissioner Smith Watts requested the Fire Department provide a summary of the Fire Recruit class as it relates to the beginning numbers, number that have dropped out of the process, and the reasons candidates are falling out of the process.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten provided the Commission with examination updates, and stated that Fire Recruit is scheduled to open again. She congratulated Sharon Hamilton, Administrative Aide on the great job she is doing conducting her first examination, Public Health Nutritionist.

Ms. McDonald acknowledged Tan Zeng and Carolyn Pen for the excellent job they did in the administration of the Clerk Typist examination.

The Secretary informed the Commission that Kelly Colopy, Director of Health & Human Services, invited her to be a part of a cross-departmental team participating in a yearlong training with GARE (Government Alliance on Race and Equity), whose focus is on studying past and current policies, practices and beliefs that have led to racial disparities in Long Beach, preventing Long Beach from reach its full potential.

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

Commission Smith Watts thanked the Secretary and Barbara Curtis, Clerk Typist for the excellent job they are doing keeping people informed through the social media networks.

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 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 pagpupulong 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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