

**LONG BEACH CIVIL SERVICE COMMISSION
CHARLES HICKS JR., PRESIDENT
SEPTEMBER 4, 2013**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, September 4, 2013, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Carolyn Smith Watts, Charles Hicks Jr., Jeanne Karatsu, Jonathan Gotz, Larry Keller

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Christina Checел, Senior Deputy City Attorney
Caprice McDonald, Personnel Analyst
Donna de Araujo, Personnel Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Hicks presided.

MINUTES: It was moved by Commissioner Keller, seconded by Commissioner Smith Watts and carried that the minutes of the regular meeting of August 21, 2013, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioners Jeanne Karatsu and Jonathan Gotz abstained from voting, as they were not present.

CONSENT CALENDAR (2-6): It was moved by Commissioner Gotz, seconded by Commissioner Smith Watts and carried that the Consent Calendar items be approved, with the exception of the examination results for Sr. Equipment Operator – Crane, which was pulled from the agenda. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS: Request to approve examination results.

Housing Aide – 227 Applied, 20 Qualified
Motor Sweeper Operator (8/23/13) – 193 Applied,
14 Qualified

The motion was made to approve request on Consent Calendar.

RETIREMENTS:

Request to receive and file retirements.

Donald Johnson/Marine Safety Sergeant-BT-OP/Fire
Frank Hayes/Battalion Chief/Fire
Jaime Guzman/General Maintenance Assistant/Parks

The motion was made to receive and file on Consent Calendar.

RESIGNATION:

Request to receive and file resignation.

Ashley Atkinson/Administrative Analyst III/Development Services

The motion was made to receive and file on Consent Calendar.

TRANSFER:

Request to approve transfer.

Craig Sink/Construction Inspector I/Public Works to
Construction Inspector I/Harbor

The motion was made to approve on Consent Calendar.

WITHDRAWAL OF APPEAL:

Request to receive and file withdrawal of appeal:

Suspension Appeal 09-S-1213

The motion was made to approve on Consent Calendar.

PROVISIONAL APPOINTMENT:

The Secretary presented a communication from Christopher J. Garner, Director, Long Beach Gas and Oil, requesting Commission authorization to appoint Vanessa Rodriguez, to the classification of Customer Service Representative on a provisional basis. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Karatsu and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND:
PROVISIONAL APPOINTMENTS:**

**JOSE G. MARTINEZ AND DANIEL DEPEW/PORT
SECURITY SYSTEMS OPERATORS**

The Secretary presented a staff report prepared by him, requesting Commission authorization to extend the

provisional appointments of Jose G. Martinez and Daniel DePew for 150 days, to allow staff sufficient time to conduct the examination for Port Security Systems Operator. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Gotz and carried that the request be granted in accordance with Section 49 of the Civil Service Rules and Regulations. 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 Chief Building Inspector and Community Development Analyst classifications. In addition, the Secretary presented a staff report prepared by him. It was moved by Commissioner Gotz, seconded by Commissioner Smith Watts and carried to approve for discussion. Michael Duree, Chief Building Inspector, Development Services, addressed the Commission stating his concerns regarding the City's decision to eliminate his position of Chief Building Inspector based upon a study conducted by Business Partners. Ken Walker, Manager, Personnel Operations, Human Resources, stated that this position was eliminated from the Fiscal Year 2014 budget as a result of a reorganization of Development Services. He stated that he could not provide the details as to the rational and justification, but that it was approved by the Appointing Authority, Patrick West, City Manager. President Hicks requested that the Commission approve the Order of Layoff for the Community Development Analyst position, but that the Chief Building Inspector position be held over for one week to allow a representative to provide the rational for this request. It was moved by Commissioner Gotz, seconded by Commissioner Smith Watts and carried to withdraw the motion to approve for discussion. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Gotz and carried to approve the Order of Layoff for Community Development Analyst as prepared and to forward it to the City Manager, and to hold the Order of Layoff for Chief Building Inspector for one week at a Special Meeting. The motion carried by a unanimous roll call vote.

EXTENSION OF EXPIRING ELIGIBLE LISTS:

The Secretary presented a staff report, prepared by him, requesting Commission approval of the following eligible lists for six months, with the exception of Administrative Analyst (three months) and Clerk Typist (one month). After discussion, it was moved by Commissioner Karatsu,

seconded by Commissioner Smith Watts and carried that the following eligible lists be extended as indicated. The motion carried by a unanimous roll call vote.

Administrative Analyst (3 months)
Building Maintenance Engineer (3/6/13, 3/20/13)
Clerk Typist (1 month)
Emergency Medical Educator
Environmental Specialist
Environmental Specialist Associate

BULLETINS:

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

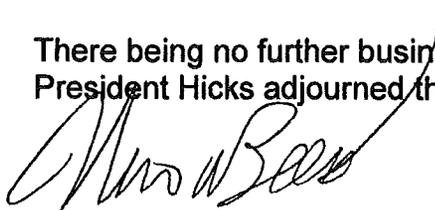
Civil Engineering Assistant
Criminalist
Environmental Health Specialist
Fleet Services Supervisor
Water Utility Supervisor

MANAGERS' REPORT:

The Secretary informed the Commission that City Council passed the Civil Service Department's budget for Fiscal Year 2014.

ADJOURNMENT:

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



MARIO R. BEAS
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION
SPECIAL MEETING
CHARLES HICKS JR., PRESIDENT
SEPTEMBER 11, 2013**

The special meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, September 11, 2013, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Carolyn Smith Watts, Charles Hicks Jr., Jeanne Karatsu
Larry Keller

MEMBER EXCUSED: Jonathan Gotz,

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Christina Checél, Senior Deputy City Attorney
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Personnel Analyst
Tara McLean, Human Resources Officer, Human
Resources

President Hicks presided.

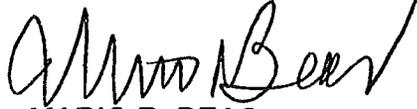
MINUTES: It was moved by Commissioner Keller, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of September 4, 2013, be approved as prepared. The motion carried by a unanimous roll call vote.

REQUEST FOR ORDER OF LAYOFF (Held over from 9/4/13: The Secretary presented an Order of Layoff to the Commission for the Chief Building Inspector classification, and a communication from Patrick H. West, City Manager. In addition, the Secretary presented a staff report prepared by him. Christina Checél, Senior Deputy City Attorney and Commission Advisor, informed the Commission that it does not have jurisdiction over Appointing Authorities budget decision in requesting a reduction in staff due to a lack of funds or lack of work. She informed the Commission that it had approved the Order of Layoff at its regular meeting of August 21, 2013, and directed its staff to prepare the Order of Layoff. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Karatsu and carried to approve the Order of Layoff for Chief Building Inspector as

prepared and to forward it to the City Manager. The motion carried by a unanimous roll call vote.

ADJOURNMENT:

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

A handwritten signature in black ink, appearing to read "Mario Beas". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

MARIO R. BEAS
Secretary

MRB:meh