

**LONG BEACH CIVIL SERVICE COMMISSION
CAROLYN SMITH WATTS, PRESIDENT
JULY 18, 2012**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, July 18, 2012, 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
Sharon Hamilton, Acting Executive Assistant
Christina Checel, Senior Deputy City Attorney
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Carolyn Smith Watts presided.

MINUTES: It was moved by Commissioner Hicks, seconded by Commissioner Gotz and carried that the minutes of the regular meeting of June 20, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Karatsu, seconded by Commissioner Keller and carried that the Suspension Appeal 05-S-1112, hearing minutes of June 20, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

CONSENT CALENDAR (2-5): It was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the Consent Calendar items be approved. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS: Request to approve examination results.

Business Systems Specialist – 40 Applied, 20 Qualified
Buyer – 37 Applied, 4 Qualified
Engineering Aide – 233 Applied, 103 Qualified

Personnel Assistant – 198 Applied, 11 Qualified
School Guard – 178 Applied, 162 Qualified
Senior Plumbing Inspector – 20 Applied, 10 Qualified
Special Services Officer – 297 Applied, 120 Qualified

The motion was made to approve request on Consent Calendar.

RETIREMENTS:

Request to receive and file retirements.

David Handy/General Maintenance Assistant/Harbor
Kenneth Labowe/Public Health Physician/Health and
Human Services
Joseph Ruff/Gardener II/Parks, Recreation and Marine
Deborah Ragland/Clerk Typist IV/Police Department
Gary Cooper/Water Utility Mechanic III/Water Department

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

RESIGNATIONS:

Request to receive and file resignations.

David Sterling/Park Ranger I/Parks, Recreation and Marine
Daniel Gallagher/Ambulance Operator/Fire Department
Aja Hollins Wallace/Housing Aide II/Health and Human
Services

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

TRANSFER:

Request to approve transfer.

Glenda Pakingan/Accountant I/Police Department to
Accountant II/Financial Management

The motion was made to approve on Consent Calendar.

**PROTEST OF WRITTEN
EXAMINATION ITEMS:**

FIRE BOAT OPERATOR

The Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst, regarding the protested questions from the Fire Boat Operator examination, which was administered on Tuesday, June 19, 2012. Mr. Ambriz briefed the Commission regarding the protests. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Karatsu and carried to approve the recommended disposition of the protested items. The

motion carried by a unanimous roll call vote.

**REQUEST TO REAPPOINT
RESIGNED EMPLOYEE:**

TRENT FORVILLE/ANIMAL CONTROL OFFICER

The Secretary presented communications from George Chapjian, Director of Parks, Recreation and Marine, and Trent Forville, requesting Commission authorization to reappoint Trent Forville to his former classification of Animal Control Officer. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Keller and carried that the request be approved, pursuant to Section 45 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

CHANGE IN EXAM PLAN:

BUYER

The Secretary presented a staff report prepared by Deborah McCluster, Personnel Analyst, requesting that the examination plan for Buyer be changed from a written examination weighted 50% and an appraisal interview weighted 50% to only a written examination weighted 100%. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Keller and carried that the change in examination plan be approved. The motion carried by a unanimous roll call vote.

**REQUEST FOR TEMPORARY
REASSIGNMENT FOR
TRAINING:**

**CESAR ARCINIEGA/CLERK TYPIST II/TO OFFICE
AUTOMATION ANALYST I**

The Secretary presented a communication from Margaret Huebner, Director of Human Resources, Harbor, requesting Commission authorization to temporarily reassign Cesar Arciniega, Clerk Typist II to the classification of Office Automation Analyst I, Harbor for training. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Gotz and carried that the request for reassignment for training be approved, pursuant to Section 63(3) of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

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

TAURUSON MCMILLIAN/REFUSE OPERATOR

The Secretary presented communications from, Cynthia Stafford, Personnel Services Officer, Public Works, and Tauruson McMillian, requesting Commission approval to return Tauruson McMillian to the Refuse Operator eligible list. In addition, the Secretary presented a staff report

prepared by Rob Pfingsthorn, Personnel Analyst. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Karatsu and carried that the request to return Tauruson McMillian to the Refuse Operator eligible list be approved, pursuant to Section 90 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND
PROBATION:**

**MARC PRIDEAUX/GARAGE SERVICE ATTENDANT
WATER**

The Secretary presented a communication from Kevin L. Wattier, General Manager, Water Department, requesting Commission approval to extend the probationary period of Marc Prideaux, Garage Service Attendant, for three months (522 hours). After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Karatsu and carried that the request to extend probation be approved in accordance with Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Commission Policies and Procedures. 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 list for six months. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the following eligible lists be extended for six months. The motion carried by a unanimous roll call vote.

Ambulance Operator
Animal Health Technician (07-20-11 & 07-27-11)
Capital Projects Coordinator
Deputy Chief Harbor Engineer
Deputy Fire Marshal
Electrical Engineer (07-06-11 & 07-20-11)
Firefighter-Lateral
General Maintenance Supervisor
Marine Safety Officer
Painter
Petroleum Engineering Associate
Plan Checker –Plumbing (01-11-12 & 01-12-12)
Police Officer –Lateral (07-14-10 & 07-21-10)
Program Scheduler
Senior Electrical Inspector
Traffic Engineer
Transportation Planner

BULLETIN:

GEOGRAPHIC INFORMATION SYSTEMS ANALYST

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

**REQUEST TO SCHEDULE
BUSINESS MEETING FOR
JULY 25, 2012:**

It was moved by Commissioner Karatsu, seconded by Commissioner Gotz and carried that the request to schedule a Business Meeting for July 25, 2012, be approved. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Melinda George, Deputy Director, informed the Commission that Civil Service Staff will be conducting Neogov Training for user departments as well as new users. Staff is currently scheduling Neogov Training once a month. Ms. George also stated that she has a college intern, Carly Renkow, that will be volunteering a couple days a week for several months.

Deborah McCluster, Personnel Analyst, introduced Lamar Howard, and Lianne Gabriel, summer workers from the Summer Internship Program, sponsored by the Harbor Department.

Stacey Lewis, Assistant Director of Human Resources, Harbor, acknowledged staff for their working with the summer workers.

Mr. Beas thanked the Harbor Department for the support provided and for allowing the Civil Service Department to benefit from the Summer Internship Program.

ADJOURNMENT:

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



MARIO R. BEAS
Secretary

MRB:seh