

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

**WEDNESDAY, SEPTEMBER 7, 2016  
333 WEST 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

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**FINISHED AGENDA & MINUTES**

**ROLL CALL**

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

**Commissioners** Robin Perry  
**Absent:**

Kandice Taylor-Sherwood, Executive Director & Secretary  
Crystal Slaten, Recruitment & Selection Officer  
Robert Pfingsthorn, Administrative 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  
David Espinoza, Assistant Administrative Analyst  
Cynthia Stafford, Deputy Director, Human Resources

**FLAG SALUTE**

1. 16-151CS      **Recommendation to approve minutes:**  
*Regular Meeting of August 17, 2016*

**President McGilton-McGlamery moved to approve recommendation as amended. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

**Absent:** 1 - Robin Perry

**CONSENT CALENDAR (2-7):**

Passed the Consent Calendar

**President McGilton-McGlamery motion to approved Consent Calendar Items.**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

**Absent:** 1 - Robin Perry

2. 16-152CS

**Recommendation to approve examination results:**

*Building Maintenance Engineer (Established 8/25/16) - 23 Applied,  
2 Qualified*  
*Business Systems Specialist (Established 8/17/16) - 41 Applied,  
41 Qualified*  
*Clerk Supervisor (Established 9/1/16) - 73 Applied, 23 Qualified*  
*Communication Specialist (Established 8/23/16) - 23 Applied,  
23 Qualified*  
*Police Officer - Lateral (Established 8/31/16) - 6 Applied, 6 Qualified*  
*Police Property & Supply Clerk (Established 8/17/16) - 345 Applied,  
118 Qualified*  
*Principal Building Inspector (Established 9/1/16) - 6 Applied,  
5 Qualified*  
*Project Scheduler (Established 8/26/16) - 17 Applied, 17 Qualified*  
*Senior Civil Engineer (Established 8/23/16) - 36 Applied,  
17 Qualified*  
*Special Services Officer (Established 8/19/16) - 36 Applied,  
36 Qualified*  
*Systems Support Specialist (Established 8/17/16) - 66 Applied,  
66 Qualified*

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

3. 16-153CS

**Recommendation to receive and file bulletins:**

*Civil Engineer*  
*Combination Building Inspector Aide*  
*Engineering Aide*  
*Petroleum Operations Coordinator*  
*Refuse Operator*  
*Tree Trimmer*

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

4. 16-154CS

**Recommendation to receive and file retirement:**

*Robin Hawkins/Police Officer/Police (31 yrs., 13 days)*  
*Michael Wooldridge/Police Officer/Police (24 yrs., 5 mos.)*

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

5. 16-155CS      **Recommendation to receive and file disability retirement  
(DELETED)**

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

6. 16-156CS      **Recommendation to receive and file resignations:**  
*Marvin Estrada/Parking Meter Technician I/Public Works  
(8 mos., 4 days)*  
*Tanya Mungia/Library Clerk I/Library (4 yrs., 10 mos.)*  
*Roxana Martinez/Customer Service Representative III/Long Beach  
Gas & Oil (5 yrs., 4 mos.)*  
*Steven-Ray Wing/Police Recruit/Police (4 mos., 15 days)*  
*Danielle Grajeda/Customer Service Representative III/Financial  
Management (15 yrs., 4 mos.)*  
*Christopher Visscher/Civil Engineer/Harbor (2 yrs., 2 mos.)*  
*Janae Rivera/Animal Control Officer I/Parks (3 yrs., 2 mos.)*  
*Bonnie Tam/Administrative Analyst III/Fire (9 yrs., 10 days)*  
*Ray Hammond/Administrative Analyst II/Financial Management  
(1 yr., 5 mos.)*

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

7. 16-157CS      **Recommendation to approve transfers:**  
*Betty Forgacs/Accounting Clerk III/Library to Accounting  
Clerk III/Fire*  
*Jaime Serrano/Senior Equipment Operator/Long Beach  
Gas & Oil to Senior Equipment Operator/Water*  
*Victor Serrano/Senior Equipment Operator/Long Beach  
Gas & Oil to Senior Equipment Operator/Water*  
*Carmelo Vaca/Combination Building Inspector Aide I/Development  
Services to Combination Building Inspector Aide II/Fire*

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

**REGULAR AGENDA**

8. 16-158CS

**RECOMMENDATION TO EXTEND NON-CAREER HOURS -**

Joshua Iverson, Water Utility Worker NC  
*Communication from Christopher J. Garner, General Manager,  
Water Department*

The Secretary briefed the Commission regarding this request.

Jessica Stoudenmier, Administrative Analyst, Water, was present to answer Commission questions.

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

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

**Absent:** 1 - Robin Perry

9. 16-159CS

**RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**

*Staff report prepared by Kandice Taylor-Sherwood, Executive Director*

*Housing Aide (9/25/15)*

*Public Health Nurse Test 1 (3/18/16)*

*Senior Equipment Operator - Crane Test 3 (9/3/15)*

*Senior Plumbing Inspector Test 2 & 3 (3/8/16 & 3/31/16)*

*Senior Program Manager - Harbor Test 5 (9/14/15)*

*Transportation Programs Planner Test 2 (3/4/16)*

The Secretary briefed the Commission regarding this request.

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

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

**Absent:** 1 - Robin Perry

10. 16-160CS

**RECOMMENDATION FOR ORDER-OF-LAYOFF**

*Communication for Patrick H. West, City Manager*

The Secretary briefed the Commission regarding this request.

Cynthia Stafford, Deputy Director, Human Resources, was present to answer Commission questions.

**A motion was made by Commissioner Smith Watts, seconded by Commissioner Hicks, to approve recommendation to prepare the Order-of-Layoff.. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

**Absent:** 1 - Robin Perry

**UNFINISHED BUSINESS**

The Secretary informed the Commissioner that she will be preparing a follow-up summary of Commissioner Smith Watts's meeting with the Human Resources Director and Fire Chief DuRee on Fire Recruit. She also stated that she provided follow-information received from the City Manager to Commissioner Hicks regarding Special Services Officer.

Ms. Slaten informed the Commission that Shellie Goings, Personnel Analyst, attempted to contact the individual Commissioner Perry stated that had concerns regarding his examination results for Fire Recruit, but the individual has not responded. She also stated that she has contacted Debbie Mills, Acting as the Personnel Administrator for the Police Department, regarding Civil Service staff participation in the Clerk Supervisor oral interviews, which they will be conducting.

## **MANAGERS' REPORT**

**Recruitment & Selection**

**Special Projects**

**Administration Support Services**

**Executive Director**

Ms. Slaten provided an update regarding the Police Recruit examination process.

Ms. McDonald provided the Commission with an update on the demonstration she conducted for City Department regarding the use of Montage for interviewing.

Mr. Pfungsthorn thanked Civil Service staff for working together during an unexpected absence, gathering data for the budget presentation to City Council.

The Secretary informed the Commission that she completed the budget presentation to City Council on Tuesday. She thanked Commissioner Perry for being present for support. The Secretary acknowledged staff for the work they contributed, gathering information for the budget presentation. She also acknowledged Ms. Slaten, Recruitment & Selection Officer, for the excellent management and leadership she displayed in assisting with the budget and being the go between for her, due to unforeseen absences of her and Mr. Pfungsthorn from the office last week.

The Secretary acknowledged the Analysts for the work they provided to the department.

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

## **NEW BUSINESS**

Commissioner Arias inquired about the status of the template for the job bulletins.

Ms. Slaten informed the Commission that staff is still working on the template for the job bulletin and will be encompassing it with the Personnel Analyst desk manual.

President McGilton-McGlamery apologized for the possible confusion at the last Commission meeting and stated that minor revisions have been made to the order of the meetings, to allow him to be more organized in conducting meetings.

President McGilton-McGlamery closed the meeting in memory of Stephen Matthews.

**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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