

**LONG BEACH CIVIL SERVICE COMMISSION
CAROLYN SMITH WATTS, PRESIDENT
OCTOBER 3, 2012**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, October 3, 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
Marilyn Hall, Executive Assistant
Christina Checél, Senior Deputy City Attorney
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, 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 Keller, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of September 19, 2012, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Gotz abstained from voting as he was not present.

It was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the minutes of the special meeting of September 26, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

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

RETIREMENTS:

Request to receive and file retirements.

Kathleen Wade/Senior Records Clerk/Police
Cynthia Smith/Housing Specialist II/Health

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

DISABILITY RETIREMENT:

Request to receive and file disability retirement.

Charlotte Alu/Police Sergeant/Police

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

RESIGNATIONS:

Request to receive and file resignations.

Adam Meirovitz/Clerk Typist II/Civil Service
Joseph Toney/Assistant Administrative Analyst II/Financial Management

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

SCHEDULE FOR HEARING:

Request to approve hearing schedule.

Suspension Appeal 28-S-1112, February 6, 2013
Suspension Appeal 29-S-1112, February 13, 2013

The motion was made to approve on Consent Calendar.

REQUEST TO REINSTATE TO FORMER CLASSIFICATION:

ERIC CORNELL/SPECIAL SERVICES OFFICER/POLICE TO POLICE RECRUIT

The Secretary presented a communication from Eric Cornell, Special Services Officer, Police, requesting Commission authorization to be reinstated to his former classification of Police Recruit. In addition, the Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Karatsu and carried that the request be approved, pursuant to Sections 52 and 67(1) 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 classifications of Combination Building Inspector, Planner, Gas Distribution Supervisor, Gas Field Service Representative, Gas Instrument Technician, Senior Accountant, Sr. Engineering Technician, Engineering Aide, Clerk Typist, Community Worker, Laboratory Assistant, Public Health Nurse, General Librarian, Library Clerk, Police Services Specialist, Special Services Officer, Community Services Supervisor, Park Ranger, Recreation Leader Specialist, Equipment Operator, Maintenance Assistant, Refuse Supervisor, Street Landscape Supervisor, Tree Trimmer, Business Systems Specialist and Systems Technician. In addition, the Secretary presented a staff report prepared by him. The Secretary thanked the Parks and Recreation, Harbor and Human Resources Departments for the staff they provided to assist with the order of layoff. He briefed the Commission regarding the order of layoff, and stated that it was the complete list, which included the list provided to Human Resources on Friday. Commissioner Hicks thanked staff for their work in completing the order of layoff, acknowledging that it was a lot of work. He also thanked the departments that assisted staff. Ken Walker, Manager, Personnel Operations, Human Resources informed the Commission that Human Resources had taken some action from the order of layoff list they were given on Friday, which had 16 positions, some of which resulted in employees being transferred to new classifications in the Harbor, Water and other departments due to current vacancies. He stated that of the 16 employees, seven are actually being laid off. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Karatsu and carried to approve the Order of Layoff as prepared and to forward it to the City Manager. 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 extension of eligible lists for six months, with the exception of Office Systems Analyst, to be extended for an additional five months. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Karatsu and carried that the following eligible lists be extended for six months, with the exception of Office Systems Analyst, to be extended for an additional five months. The motion carried by a unanimous roll call vote.

Airport Public Affairs Assistant
Hazardous Materials Specialist
Office Systems Analyst (5 months)
Plumber (4/6/11, 4/13/11)
Police Officer – Lateral
Public Health Professional (10/12/11, 4/18/12)
Senior Equipment Operator – Backhoe
Senior Equipment Operator – Motor Grader
Senior Program Manager – Harbor (4/6/11, 4/20/11 &
4/27/11)
Storekeeper

MANAGERS' REPORT:

Melinda George, Deputy Director provided an update on the Police Recruit examination.

The Secretary thanked all of the departments that provided staff support for the Police Recruit examination and assistance with the order of layoff.

The President thanked staff for getting the order of layoff completed because of the impact it has on employees. She stated that she was pleased that Human Resources was able to move some of the employees on the order of layoff given to them on Friday to other positions.

COMMENTS FROM PUBLIC:

Debbie Mills, Director of Human Resources, thanked Paul Heuchert, Personnel Analyst, for his assistance with the order of layoff.

ADJOURNMENT:

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



MARIO R. BEAS
Secretary

MRB:meh