

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

**WEDNESDAY, OCTOBER 21, 2015
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Robin Perry, President
Rick McGilton-McGlamery, Vice President



Phyllis Arias, Commissioner
Charles Hicks Jr., Commissioner
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & DRAFT MINUTES

ROLL CALL

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

Kandice Taylor-Sherwood, Executive Director & Secretary
Crystal Slaten, Recruitment & Selection Officer
Robert Pfingsthorn, Administrative Officer
Caprice McDonald, Special Projects Officer
Marilyn Hall, Executive Assistant
Kendra Carney, Deputy City Attorney
Lourdes Ferrer, Administrative Analyst
Debbie McCluster, Personnel Analyst
Donna de Araujo, Personnel Analyst
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst

FLAG SALUTE

- 1. 15-194CS** **Recommendation to approve minutes:**
Regular Meeting of October 7, 2015
Dismissal 11-D-1415 Hearing Minutes of September 23 & 30, 2015

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

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

A motion was made by Smith Watts, seconded by Hicks, to approve recommendation for Dismissal Hearing 11-D-1415 Minutes of September 23 & 30, 2015. The motion carried by the following vote:

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Robin Perry

Abstain: 2 - Rick McGilton-McGlamery and Phyllis Arias

CONSENT CALENDAR (2-5):

Passed the Consent Calendar

A motion was made by Smith Watts, seconded by Vice President McGilton-McGlamery, to approve Consent Calendar Items. The motion carried by the following vote:

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

2. 15-195CS

Recommendation to approve examination results:

Microbiologist (Established 10/12/15) - 1 Applied, 1 Qualified

Office Systems Analyst (Established 10/5/15 - 58 Applied, 58 Qualified & 10/16/15 - 113 Applied, 61 Qualified)

Plan Checker - Mechanical (Established 10/8/15) - 7 Applied, 7 Qualified

Police Recruit (Established 10/6/15) - 1,859 Applied, 7 Qualified

Registered Nurse (Established 10/16/15) - 16 Applied, 16 Qualified

Senior Equipment Operator - Crane (Established 10/16/15) - 2 Applied, 2 Qualified

Special Services Officer (Established 10/13/15) - 30 Applied, 30 Qualified

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

3. 15-196CS **Recommendation to receive and file bulletin:**
Chief Construction Inspector
Street Maintenance Supervisor (Amended)

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

4. 15-197CS **Recommendation to receive and file retirements:**
Nicolasa O. Chavez/School Guard/Police (11 yrs., 2 mos.) ✓
Danilo R. Besabella/Principal Construction Inspector/Public Works
(31 yrs., 4 mos.) ✓

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

5. 15-198CS **Recommendation to receive and file resignations:**
Eric D. Treadway/License Inspector I/Financial Management
(2 yrs., 2 mos.)
Karen L. Gaspar/Police Recruit/Police (5 mos., 17 days)
Sandy M. Giraldo/Public Safety Dispatcher I/Police
(10 mos., 14 days)
Davon W. McCoy/Police Recruit/Police (5 mos., 17 days)
Kristina S. Padilla/Police Recruit/Police (5 mos., 17 days)
Sufalisue F. Vaafuti/School Guard/Police (4 yrs., 9 mos.)
Edgar Valdez/Police Recruit/Police (5 mos., 10 days)
Sakada Boatright/Business Systems Specialist V/Technology
& Innovation (7 yrs., 11 mos.)
Letitia N. Keller/Administrative Analyst III/Public Works
(14 yrs., 9 mos.)
Brian C. Bylsma/Welder/Water (5 yrs., 11 mos.)

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

REGULAR AGENDA

6. 15-199CS **REQUEST TO PARTICIPATE IN EXAMINATION - *Motor Sweeper Operator***
a. Communication from Anthony Calderon, Thomas Gutierrez and William Gwinn, Parking Control Checkers
b. Staff report prepared by Lourdes Ferrer, Administrative Analyst

Secretary briefed Commission regarding this request.

William Gwinn and Thomas Gutierrez, Parking Control Checkers, addressed the Commission regarding this request. Mr. Gwinn stated that Mr. Ficker had indicated that the Public Works Department would allow them to use a City vehicle for the driving portion of their test. However, Mr. Ficker later informed them that they would not be able to use a City vehicle because of liability to the City.

Mr. Ficker stated, Mr. Gwinn is correct; the City does not allow the use of a City vehicle unless an employee is working in a classification that requires an A or B license.

Commissioner Hicks suggested that user departments provide current employees, under-filling positions, advance notice of changes to the requirements to file on job bulletins.

Commissioner Arias suggested re-opening the job bulletin with additional requirements to file.

Ms. Ferrer stated that it would be the department's decision to re-open the job bulletin.

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

Yes: 4 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery and Robin Perry

No: 1 - Phyllis Arias

NEW BUSINESS

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten informed the Commission that selective staff would be attending the Disability Employment Awareness Fair at the Main Public Library on Thursday.

Ms. McDonald thanked the managers and staff for the excellent job they did, making sure her desk was covered during her absence. She also informed the Commission that this past week, she attended the NEOGOV Training Conference in Las Vegas, Nevada.

Mr. Pfingsthorn informed the Commission that the Administrative Support Services staff has completed Fiscal Year 2015 transactions.

The Secretary shared an email she received from former intern, Yvonne Lizarraga thanking staff for knowledge and resources that she gained, while working in the Civil Service Department. The Secretary shared things that she value with the Commission, stating that she will be taking one value a month, highlighting that value, emphasizing that particular value, and posting that value on social media as part of our branding. The value to be highlighted for this month is 'Being Results and Relationship Oriented.'

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

PRESENTATION – LAW ENFORCEMENT RECRUITMENT EFFORTS

Ms. Slaten gave a presentation on recruitment strategies for the City.

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 City Clerk Department at (562) 570-6101, 72 hours prior to the Commission meeting.

Kung ang nakasulat na pagsasalin-wika ng adyenda at mga katitikan ng Komisyon ay hinahangad para sa mga taong hindi nagsasalita ng Ingles mangyaring gawin ang iyong kahilingan sa pamamagitan ng telepono sa Kagawaran ng Klerk ng Lunsod sa (562) 570-6101, 72 pitong oras bago ang pulong ng Komisyon.

Si desea obtener la traducción lingüística escrita de la agenda y las actas de la Comisión para las personas que no hablan inglés, realice su pedido por teléfono al Departamento de la Secretaría Municipal al (562) 570-6101, 72 horas antes de la reunión de la Comisión.

បើលោកអ្នកមិនចេះនិយាយភាសាអង់គ្លេស ហើយត្រូវការរបៀបវារៈនៃកិច្ចប្រជុំគណៈកម្មាធិការ និងរបាយការណ៍នៃកិច្ចប្រជុំគណៈកម្មាធិការ ជាសំណៅប្រែសម្រួលលាយលក្ខណ៍អក្សរទៅជា ភាសាបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានសៀវភៅសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 អោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវប្រារព្ធធ្វើឡើង។