

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 and Phyllis Arias

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
Donna de Araujo, Personnel Analyst
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
Nani Blyleven, Personnel Analyst, Human Resources
Stacey Lewis, Assistant Director of Human Resources, Harbor

FLAG SALUTE

1. 15-222CS **Recommendation to approve minutes:**
Regular Minutes of November 18, 2015

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

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

Absent: 1 - Robin Perry

CONSENT CALENDAR 2-5:

Passed the Consent Calendar

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

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

Absent: 1 - Robin Perry

2. 15-223CS **Recommendation to approve examination results:**
*Aquatics Supervisor (Established 11/16/15) - 38 Applied,
4 Qualified*
*Plan Checker - Mechanical (Established 11/23/15) - 29 Applied,
4 Qualified*
Senior Scheduler (Established 11/23/15) - 20 Applied, 7 Qualified
*Special Services Officer (Established 11/19/15)m - 36 Applied,
36 Qualified*
*Street Maintenance Supervisor (Established 11/23/15) - 42 Applied,
10 Qualified*

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

3. 15-224CS **Recommendation to receive and file bulletins:**
Hazardous Materials Specialist
Senior Plumbing Inspector
Supervisor - Stores & Property

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

4. 15-225CS **Recommendation to receive and file resignations:**
*Cherry Villanueva/Environmental Health Specialist II/Health
(8 yrs., 11 mos.)*
*Roslind R. Boger/Community Services Supervisor/Parks,
Recreation & Marine (23 yrs., 4 mos.)*
Aileen Bohning/Public Safety Dispatcher II/Police (1 yr., 5 mos.)
Daniel Wollenberg/Police Officer/Police (6 mos., 15 days)

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

5. 15-226CS **Recommendation to receive and file withdraw appeal:**
Dismissal Appeal 14-D-1415

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

REGULAR AGENDA

6. 15-227CS **RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Staff report prepared by Kandice Taylor-Sherwood, Executive Director
Building Services Supervisor (1 month)
Business Systems Specialist
Carpenter (2 months)
Deputy Chief Harbor Engineer (2 months)
Engineering Technician
Environmental Specialist (6/11/15 & 6/24/15) (3 months)
General Maintenance Assistant (3 months)
Police Property & Supply Clerk
Police Recruit (NTN) (3 months)
Police Recruit (Post Waiver) (3 months)
Public Health Nutritionist
Public Safety Dispatcher (12/3/14, 6/4/14 & 12/17/14)
Public Safety Dispatcher - Lateral
Senior Equipment Operator - Backhoe
Senior Equipment Operator - Bulldozer
Senior Program Manager - Water
Senior Traffic Engineer

The Secretary briefed the Commission regarding this request. She informed the Commission that the Financial Management Department requested a one month extension to the Administrative Analyst eligible list, retroactive to December 1, 2015.

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 Phyllis Arias

Absent: 1 - Robin Perry

NEW BUSINESS

Commissioner Hicks requested an update on the status of the request for a description of the Special Services Officer position duties related to the Airport and Harbor Departments.

Ms. Slaten informed the Commission that staff is working on the request.

Gary Anderson, Principal Deputy City Attorney and Commission Advisor, informed the Commission that a Meet & Confer will be taking place with Human Resources, the Police Department, and Special Services Officers, to clarify the job duties for Special Services Officer. He stated that after the Meet & Confer, staff will be able to provide the information regarding the Special Services Officer job duties.

Commissioner Arias inquired about the status of the Welder job bulletin requirements to file. Ms. Slaten informed the Commission that the job bulletin was pulled, and staff will be discussing the necessary changes to the bulletin.

The Secretary informed the Commission that staff is also working on their request for a briefing regarding background investigations.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten informed the Commission that the Civil Service staff conducted the appraisal interview phase of the Fire Captain examination at the EEOC on Monday and Tuesday. She also informed the Commission that over 400 applications have been received for Parking Control Checker.

Ms. McDonald informed the Commission that she will be attending a training for Montage, which will allow departments to interview job applicants through video interviewing.

The Secretary informed the Commission that National Testing Network (NTN) will be partnering with the City of Long Beach in their testing development process for different levels in public safety. She stated that this is a great opportunity for the City of Long Beach to participate in the redevelopment of new and innovative ways of testing.

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

Stacey Lewis, Assistant Director of Human Resources, Harbor Department, thanked the Civil Service Department for the collaboration of timely recruitment, certification, and batching of applications. Ms. Lewis also thanked the Civil Service Department, on behalf of the Long Beach Unified School District Commission, for support of raters from the City of Long Beach to conduct examinations.

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 pagsasalín 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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