

**LONG BEACH CIVIL SERVICE COMMISSION
AHMED SAAFIR, PRESIDENT
January 30, 2008
(A M E N D E D)**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, January 30, 2008, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Herb Levi, Ahmed Saafir, Jeanne Karatsu

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Herman M. Long, Deputy Director
Melinda George, Employment Services Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Chris Daclan, Personnel Analyst
Leah Salgado, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Russell Ficker, Personnel Analyst
Beverly Nieves, Personnel Analyst

President Ahmed Saafir presided.

PRESIDENT'S OPENING STATEMENT:

Imagine a city that allows you to see more clearly in the dark. What if the intranet headlines reads "The Civil Service Department clears the way for more decision making education." Let's ask, "How do responsible personnel prepare themselves to jump in and make decisions, not jump in and learn to make decisions?" If we look at a Hubbard's so called decision brief, which offers less information about a situation than the case study, in which it doesn't present the solution until students have grappled with the issues on their own. We want our personnel to be used to dealing with incomplete data; they should be able to make decisions out of uncertainty. The idea is to try to stimulate what it will be like in a real workplace.

MINUTES:

It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of January 23, 2008, be approved as prepared. The motion carried unanimously.

**REQUEST TO REVERT TO
FORMER CLASSIFICATION:**

**SOMCHITH E. SING/POLICE RECRUIT TO POLICE
SERVICES ASSISTANT**

The Secretary presented communications from Somchith E. Sing, Police Recruit, requesting Commission approval to return to his former classification of Police Services Assistant. In addition, the Commission presented a staff report prepared by Lourdes Ferrer, Assistant Administrative Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the request to revert to former classification be approved, pursuant to Section 67(1) of the Civil Service Rules and Regulations.

BULLETINS:

It was moved by Commissioner Levi, seconded by Commissioner Islas and carried that the following Job Opportunity Bulletins be approved. The motion carried unanimously.

Gas Pipeline Welder/Layout Fitter
Recycling Specialist

EXAMINATION RESULTS:

ENVIRONMENTAL SPECIALIST – 18 Applied, 7 Qualified

It was moved by Commissioner Karatsu, seconded by Commissioner Islas and carried that the subject examination results be approved. The motion carried unanimously.

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Levi, seconded by Commissioner Karatsu and carried that the following eligible lists be extended for an additional six months. The motion carried unanimously.

Nurse Practitioner (8/22/07)
Welder

RETIREMENT:

VAIMAU WIREBAUGH/SCHOOL GUARD/POLICE

It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the subject retirement be received and filed. The motion carried unanimously.

TRANSFERS:

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the following transfers between departments be approved. The motion carried unanimously.

Christine Best/Assistant Administrative Analyst I/Public Works to Assistant Administrative Analyst II/Financial Management

Jill Casey/Administrative Analyst III/Public Works to Administrative Analyst III/Financial Management

Teresa Corrigan/Clerk Typist II/Fire to Clerk Typist II/Parks

REQUEST TO FILE LATE APPEAL:

The Secretary presented a communication from James E. Trott, Attorney at Law, requesting to file a late appeal for Victor Vidriales. Christina Checél, Deputy City Attorney, was present and addressed the Commission, requesting that they deny Mr. Trott's request. After discussion, it was moved by Commissioner Levi, seconded by Commissioner Islas and carried to deny Mr. Trott's request to file a late appeal on behalf of Victor Vidriales. The motion carried unanimously.

MANAGERS' REPORT:

Melinda George, Employment Services Officer, informed the Commission that she and some of her staff attended the WRIPAC meeting in Irvine on Thursday and Friday last week. She also presented Beverly Nieves, Personnel Analyst with her 20-year service pin, and congratulated her for 20 years of service to the City.

The Secretary informed the Commission that he attended the IPMA-HR Major City/County Meeting in Marina Del Rey on Thursday and Friday last week.

COMMENTS FROM PUBLIC:

Dennis Head, President of the Machinist Union, introduced himself to the Commission and addressed concerns about the possibility of a merger of Human Resources and Civil Service Departments. The Commission asked Mr. Head to provide something in writing regarding these concerns.

ADJOURNMENT:

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



MARIO R. BEAS
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION
AHMED SAAFIR, PRESIDENT
FEBRUARY 6, 2008**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, February 6, 2008, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Herb Levi, Ahmed Saafir, Jeanne Karatsu

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Herman M. Long, Deputy Director
Melinda George, Employment Services Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Chris Daclan, Personnel Analyst
Debbie McCluster, Personnel Analyst
Leah Salgado, Personnel Analyst
Caprice McDonald, Personnel Analyst
Paola Maldonado, Personnel Analyst
Russell Ficker, Personnel Analyst
Beverly Nieves, Personnel Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Ahmed Saafir presided.

PRESIDENT'S OPENING STATEMENT:

The demands that an organization is expected to meet in today's marketplace are increasingly more interrelated and as a result, more complex. Government entities cannot afford to operate in independent silos. Departments today must share more internal resources as well as information in an effort to identify better opportunities and maximize potential outcomes. A cohesive organization, one that operates as a team, is essential to encourage successful mutual exchanges between functions and departments.

Differences of opinion drive creative energies in an organization. Creativity only happens when there are different points of view and where there is some challenge to the status quo. That can only be achieved in an environment where all views, opinions and ideas are respected. Having a collaborative climate is critically important to creativity and innovation. Teamwork fosters the creative process.

When you're able to take in ideas and consider alternative views, it fosters and stimulates your own creative process and/or your own strategic thinking process.

MINUTES:

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of January 30, 2008, be amended. The Secretary stated that the last sentence be changed to "The Commission asked Mr. Head to provide something in writing regarding these concerns. It was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the amendment be approved. The motion carried unanimously.

PROTEST OF WRITTEN EXAMINATION ITEMS:

PLUMBER

The Secretary presented a staff report prepared by Leah Salgado, Personnel Analyst, regarding protested questions from the Plumber examination, administered on January 28, 2008. Christopher Daclan, Personnel Analyst, briefed the Commission regarding the protested questions. After discussion, it was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that item number 13 of the protests be allowed and item number 16 be denied. The motion carried unanimously.

REQUEST TO FILE LATE APPLICATION:

CARPENTER

The Secretary presented a communication from Everado Sanchez, Maintenance Assistant, requesting the Commission allow him to file a late application for the Carpenter examination. In addition, the Secretary presented a staff report prepared by Caprice McDonald. Ms. McDonald addressed the Commission regarding Mr. Sanchez's request. Mr. Sanchez also addressed the Commission, indicating that he was not aware of the job opportunity because he was out on a workers' compensation disability. After discussion, it was moved by Commissioner Levi, seconded by Commissioner Infelise to deny Mr. Sanchez's request to file a late application for Carpenter. The motion failed by the following roll call vote:

AYE: Herbert A. Levi
F. Phil Infelise

NO: Jeanne Karatsu
Mary Islas
Ahmed Saafir

It was moved by Commissioner Karatsu, seconded by Commissioner Islas and carried to allow Mr. Sanchez to file a late application for Carpenter. The motion carried by the following roll call vote:

AYE: Jeanne Karatsu
Mary Islas
Ahmed Saafir

NO: Herbert A. Levi
F. Phil Infelise

BULLETINS:

It was moved by Commissioner Infelise, seconded by Commissioner Levi and carried that the following Job Opportunity Bulletins be approved. The motion carried unanimously.

Office Systems Analyst
Senior Civil Engineer (Revised)

EXAMINATION RESULTS:

It was moved by Commissioner Levi, seconded by Commissioner Karatsu and carried that the following examination results be approved. The motion carried unanimously.

Building Services Supervisor – 29 Applied, 9 Qualified
Civil Engineer – 4 Applied, 3 Qualified
Department Librarian – 1 Applied, 1 Qualified
Deputy Chief Harbor Engineer – 5 Applied, 5 Qualified
Equipment Mechanic (Revised) – 60 Applied, 21 Qualified
Microbiologist – 1 Applied, 1 Qualified
~~Plumber~~
Public Health Professional – 2 Applied, 2 Qualified
Registered Nurse – 2 Applied, 2 Qualified
Senior Civil Engineer – 6 Applied, 6 Qualified
Senior Traffic Engineer – 1 Applied, 1 Qualified
Traffic Engineer – 8 Applied, 1 Qualified

The subject matter experts for Building Services Supervisor were Rachel Lyon, Administrative Officer, Library Services and Roberto Uranga, Personnel Services Officer, Health and Human Services; and Public Health

Professional, Corinne Schneider, Manager – Public Health and Michael Johnson, Manager – Administration, Health and Human Services.

EXTENSION OF EXPIRING ELIGIBLE LISTS:

It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the following eligible lists be extended for an additional six months. The motion carried unanimously.

Civil Engineer
Civil Engineering Assistant (08/08/07 & 08/22/07)
Nurse (08/09/06 & 08/23/06)
Park Naturalist
Public Health Nutritionist
Public Health Professional

REQUEST TO WITHDRAW APPEAL DISMISSAL HEARING 27-D-67

The Secretary presented a request to withdraw appeal for the subject appeal, scheduled for May 21 & 28, 2008. After discussion, it was moved by Commissioner Islas, seconded by Commissioner Karatsu and carried to approve the request to withdraw appeal. The motion carried unanimously.

MANAGERS' REPORT:

Melinda George, Employment Services Officer, informed the Commission that she and Russ Ficker, Personnel Analyst, had a productive meeting with four user department representatives to discuss the Maintenance Assistant examination. She also stated that she sent out a flyer for the Civil Service 101 Training Class and received a great response and will be conducting one for the Harbor Department.


Herman Long, Deputy Director, welcomed Paola Maldonado, Personnel Analyst, back from maternity leave, and thanked Debbie McCluster and Sharon Hamilton for the excellent job they do in the Recruitment Department. He also informed the Commission that staff met briefly with several departments regarding engineering vacancies and recruitment efforts. It has been requested that departments utilizing these classifications, be represented at job fairs attended by recruitment staff.

The Secretary acknowledged the volunteer Firefighters from the Firefogjters Museum and President Saafir presented them with a donation and Certificate of

Appreciation and for volunteering to drive the Commission in the Martin Luther King Day Parade. President Saafir thanked them for their service.

ADJOURNMENT:

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

A handwritten signature in black ink, appearing to read "Mario R. Beas", written in a cursive style.

MARIO R. BEAS
Secretary

MRB:meh