

Susana Gonzalez Edmond, President
Heather Morrison, Vice President



Phyllis O. Arias, Commissioner
Brandon Dowling, Commissioner
Joel Garnica, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND DRAFT MINUTES

CIVIL SERVICE COMMISSION MEETINGS ARE HELD VIA
TELECONFERENCE PURSUANT TO EXECUTIVE ORDER N-29-20
ISSUED BY GOVERNOR GAVIN NEWSOM.

THE CIVIC CHAMBERS WILL BE CLOSED TO THE PUBLIC.

FLAG SALUTE

President Gonzalez Edmond asked Commissioner Dowling to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Phyllis O. Arias, Brandon Dowling, Joel Garnica, Heather
Present: Morrison and Susana Gonzalez Edmond

1. **COMMENTS FROM THE PUBLIC – PUBLIC WILL HAVE THE OPTION TO USE eCOMMENT TO ADDRESS THE COMMISSION. WRITTEN COMMENTS MAY ALSO BE SUBMITTED VIA EMAIL TO CIVILSERVICE@LONGBEACH.GOV.**

There were no comments from the public.

2. [20-109CS](#) **Recommendation to approve minutes:**
Special Meeting of April 22, 2020

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

CONSENT CALENDAR (3 – 8):

Commissioner Garnica requested to pull Agenda Item Nos. 4 and 8 for discussion. In addition, Ms. Pizarro Winting requested to pull Agenda Item No. 7 for discussion.

Passed the Consent Calendar

A motion was made by Commissioner Dowling, seconded by Vice President Morrison, to approve Consent Calendar Items (3, 5 and 6), except for Items 4, 7 and 8. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

3. [20-110CS](#)

Recommendation to approve examination results:

Maintenance Assistant Test #02 (Established 04/29/20)
Police Officer - Lateral Test #12 (Established 04/30/20)
Public Health Nurse Test #01 (Established 04/30/20)
Special Services Officer Test #42 (Established 04/30/20)
Structural Engineer Test #03 (Established 04/30/20)
Water Utility Mechanic Test #01 (Established 04/28/20)

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

4. [20-111CS](#)

Recommendation to receive and file retirement(s):

Katherine Bussj, Administrative Aide II, Human Resources (26 yrs., 6 mos.)
John Fagan, Police Corporal, Police Department (26 yrs., 6 mos.)
Michael Lord, Police Officer, Police Department (18 yrs., 5 mos.)

*Chantara Nop, Neighborhood Services Specialist III,
Development Services (17 yrs., 10 mos.)
Michael Soldin, Police Officer, Police Department (30 yrs., 3
days)
Fred Weatherspoon, Customer Service Representative III,
Development Services (14 yrs., 6 mos.)*

Commissioner Garnica stated that prior to meeting via teleconference, retirees were invited to the Commission meetings to highlight their service to the city and wanted to know if retirees are still being invited. Ms. Pizarro Winting stated that because the meetings are not open to the public, we did not invite them to this meeting. She stated that in the future, staff will reach out to retirees and asked if they would like to be recognized via teleconference.

Commissioner Arias commented that she believes it is a good idea to invite retirees to be recognized via teleconference as well.

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

5. [20-112CS](#)

Recommendation to receive and file resignation(s):

*Tara Gilbert, General Librarian, Library Services (15 yrs., 7
days)
Hector Gutierrez-Rodriguez, Refuse Operator I, Public Works
(8 days)
Michael Hill, Special Services Officer III, Police Department (5
yrs., 6 mos.)
Jaimee Tapia, Clerk Typist III, Harbor Department (4 yrs., 3 mos.)*

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

6. [20-113CS](#)

Recommendation to approve transfer(s):

*Benjamin Paramo - Administrative Analyst III / Disaster
Preparedness and Emergency Communications to Administrative*

Analyst III / Harbor Department

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

7. [20-114CS](#)

Recommendation to Transfer from Unclassified to Classified Service - Jorge Godinez, Administrative Analyst III

Communication from Russ Ficker, Personnel Officer, Public Works Department

Staff report prepared by Christina Pizarro Winting, Executive Director

Ms. Pizarro Winting wanted to make a clarification regarding Mr. Godinez's return to classified service. She stated that he will be returned effective April 25, 2020. She stated that the staff report details when the acting position role ended but wanted to make the clarification for the record.

Commissioner Arias wanted to know if the request required a requisition. Ms. Pizarro Winting stated that it does and confirmed that the requisition is in route from the Public Works Department.

A motion was made by Vice President Morrison, seconded by Commissioner Dowling, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

8. [20-115CS](#)

Recommendation to Approve Extension of Expiring Eligible Lists (6 months)

Staff report prepared by Christina Pizarro Winting, Executive Director

Accounting Clerk (C02AN-19) (5/30/2019)

Capital Projects Coordinator (EC6AN-19B) Test #01 (5/9/2019)

Civil Engineer (K11NN-19) Test #01 (11/8/2018)

Civil Engineer (K11NN-19) Test #02 (11/30/2018)

Civil Engineer (K11NN-19) Test #06 (5/9/2019)

Civil Engineering Assistant (K12NN-19) (11/6/2018)

Civil Engineering Associate (K13NN-20) Test #08 (11/19/2019)

Communication Specialist (H68AN-19) Test #04 (5/2/2019) - 4 Months

Communication Specialist (H68AN-19) Test #05 (5/28/2019) - 4 Months

Customer Services Supervisor (D76AN-18) (11/21/2017)

Electrical and Instrumentation Supervisor (MG4NN-20) Test #02 (11/22/2019)

Electrician (I15NN-19) Test #01 (5/16/2019)

Equipment Mechanic (I06AN-18) (5/3/2018)

Fingerprint Classifier (F07NN-19) (11/28/2018)

Garage Service Attendant (J23AN-19) Test #02 (5/20/2019)

Gas Field Technician (EG2AN-19) Test #01 (5/10/2019)

Harbor Maintenance Mechanic (N32AN-19) (5/24/2019)

License Inspector (C22AN-20) Test #01 (11/14/2019)

Marina Agent (H59AN-19) (11/27/2018)

Mechanical Engineering Associate (K33NN-19) (11/14/2018)

Office Services Assistant (I70AN-18) (5/17/2018)

Office Systems Analyst - SD (ND4AN-19) Test #01 (5/10/2019)

Plan Checker - Fire Prevention (KA4NN-19) Test #06 (5/8/2019) - 4 Months

Plan Checker - Fire Prevention (KA4NN-20) Test #07 (10/11/2019) - 4 Months

Plan Checker - Plumbing (K41AN-19) Test #04 (5/8/2019)

Police Officer - Lateral (F23NN-19B) Test #02 (5/6/2019)

Police Officer - Lateral (F23NN-19B) Test #03 (5/16/2019)

Police Officer - Lateral (F23NN-19B) Test #09 (11/14/2019)

Police Recruit (F63NN-19) Test #03 (11/29/2018)

Public Safety Dispatcher - Lateral (J45AN-19C) Test #03 (11/14/2018)

Public Safety Dispatcher - NTN Exam (J45AN-18A) Test #02 (6/1/2018)

Public Safety Dispatcher - NTN Exam (J45AN-19A) Test #05 (11/20/2018)

Public Safety Dispatcher - NTN Exam (J45AN-19A) Test #07 (5/6/2019)

Public Safety Dispatcher - NTN Exam (J45AN-20A) Test #09 (11/15/2019)

Public Safety Dispatcher - Post Waiver (J45AN-18B) Test #02 (6/1/2018)

Public Safety Dispatcher - Post Waiver (J45AN-19B) Test #04 (11/14/2018)

Public Safety Dispatcher - Post Waiver (J45AN-19B) Test #06 (5/6/2019)

Public Safety Dispatcher - Post Waiver (J45AN-20B) Test #09 (11/15/2019)

Recycling Specialist (EC5AN-19) Test #01 (5/20/2019)

Refuse Operator (JA2AN-20) Test #22 (11/15/2019)

Registered Nurse (G11AN-19) Test #09 (5/24/2019)

Safety Specialist (D69AN-19) (11/16/2018)

School Guard (F31N1-19) Test #08 (5/24/2019)

Senior Civil Engineer (K52NN-20) Test #05 (11/8/2019)

Senior Structural Engineer (K65NN-19) Test #04 (5/8/2019)

Senior Traffic Engineer (K68NN-20) Test #05 (11/22/2019)

Special Services Officer (F33AN-18) Test #27 (5/15/2018)

Special Services Officer (F33AN-19) Test #33 (11/8/2018)

Special Services Officer (F33AN-19) Test #37 (5/6/2019)

Special Services Officer (F33AN-20) Test #40 (11/15/2019)

Water Treatment Operator (MA1AN-20) Test #03 (11/6/2019)

Commissioner Garnica wanted to know why there were so many extensions of expiring eligible lists on the agenda. She does not believe she has seen this many before. Ms. Pizarro Winting stated that as part of the Civil Service process, staff has been working with departments to close continuous examinations that have been open for many months. When the examinations are kept open, applicants are continuously applying even if a position has been filled.

Ms. McDonald stated that most of the eligible lists on the agenda have vacancies. To determine whether an eligible list should be extended or expired, Civil Service staff will look at how many departments use the classification as well as the number of vacancies for a classification that are waiting to be filled. If a vacancy was filled and the list was overused, then it will be expired.

President Gonzalez Edmond wanted to clarify that the Commission will be voting on extending the expiring eligible lists. Ms. Pizarro Winting confirmed that the Commission is voting on extensions.

Commissioner Garnica wanted to clarify that this is more of a housekeeping mechanism to clean things up. Ms. Pizarro Winting confirmed that

Commissioner Garnica was correct.

A motion was made by Commissioner Garnica, seconded by Vice President Morrison, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

REGULAR AGENDA

9. [20-116CS](#) **COVID-19 RELATED: RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD** - Vu Le, Special Services Officer III-Armed
Communication from Stacey V. Lewis, Director of Human Resources, Harbor Department
Staff Report prepared by Sheree Valdoria, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Valdoria who briefed the Commission regarding this item.

David Espinoza and Betsy Grazier were available to answer questions from the Commission.

Commissioner Dowling thanked Ms. Valdoria for her report. He stated that in the past, the Commission has been approving COVID-19 related extensions for periods other than 90 days. He wanted to know if Civil Service was working with departments to standardize the length of extensions or is this something that is left at the discretion of the departments, and should Civil Service consider trying to have some uniformity with the extensions. Ms. Pizarro Winting stated that it should be 90 days, which Civil Service is working towards standardizing.

Commissioner Arias stated that the rule for extension of probationary periods states that the Commission can grant two 90-day extensions. She stated that the departments can always ask for less but based on the rule, the Commission can offer two 90-day extensions. Anything after that would be an exception to the rule, which the Commission has granted in the case of the Special Services Officers due to their training schedule. Ms. Pizarro Winting commented that there might be

instances where the exception rule will be used if Civil Service continues to receive extensions due to COVID-19.

Commissioner Arias wanted to know if there was an update on second extensions that were granted for a couple of Special Services Officers prior to COVID-19. Ms. Pizarro Winting stated that she has not heard back from anyone at the Harbor Department, but said we are looking to keep track of them. Mr. David Espinoza from the Harbor Department's Security Division was on the call and informed the Commission that he can provide the requested information as they have been keeping track. He also stated that the Harbor Department is looking into the opportunity for the Special Services Officers to train with another agency. Commissioner Arias commented that she is concerned that if we are not properly tracking the extension, some would have expired. Mr. Espinoza stated that they are tracking the employees and will share it with the Commission. Ms. Pizarro Winting is working on a spreadsheet for Financial Management. She stated that Civil Service can review all COVID-19 related extensions over the last couple of months and put them on one spreadsheet.

Commissioner Arias is specifically concerned about the extensions related to the Special Services Officers. President Gonzalez Edmond would like the spreadsheet to include Special Services Officers.

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

10. [20-117CS](#)

RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE

- Jennifer De La Torre, Public Safety Dispatcher II

*Communication from Reginald Harrison, Director, Department of Disaster Preparedness and Emergency Communications
Staff Report prepared by Shellie Goings, Personnel Analyst*

Ms. Pizarro Winting introduced Shellie Goings who briefed the Commission regarding this item.

A representative from the Department was available to answer questions from the Commission.

The Commission did not have any questions regarding this item.

A motion was made by Vice President Morrison, seconded by Commissioner Dowling, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

11. REPORTS FROM MANAGERS

A. Recruitment Division - Crystal Slaten

Ms. Pizarro Winting informed the Commission that Ms. Slaten has been working hard. She was part of the City Council presentation and is currently working to fill the contact tracing positions.

Ms. Pizarro Winting informed the Commission that Ms. Macias is working at El Dorado Park to assist with background checks for volunteers. Ms. Cano continues to train with the Employment Services Division on examination preparation and is also assisting with recruitment sourcing.

B. Employment Services Division - Caprice McDonald

Ms. McDonald reported that she and Ms. Pizarro Winting are continuing their meetings with departments to discuss their priorities. She stated that the meeting with the Fire Department went well. She thanked Ms. Camerino for coordinating the meetings as they assist Civil Service in prioritizing examinations.

C. Administration Support Services - Maria Alamo

Ms. Alamo informed the Commission that she attended a Financial Services Officers meeting where they advised staff that they are still working on guidelines and timeframes for the FY21 kickoff, which is anticipated to be released soon. No information regarding savings targets for FY20 and FY21 has been given.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting stated that this past week has been all things budget. She stated that City Council received an update regarding the impact of the City's current budget due to COVID-19. The management team is looking at ways to support the short fall in

FY20.

Ms. Pizarro Winting stated that a priority for us is assisting Human Resources with identifying individuals to work in the contact tracing positions. These positions are important as they assist the Health Department in isolating the continued spread of COVID-19.

Ms. Pizarro Winting presented Ms. Camerino with her 15-year anniversary pin and highlighted her career. The Commission congratulated Ms. Camerino on her anniversary.

12. UNFINISHED BUSINESS

Ad Hoc Subcommittees:

A. Subcommittee to Develop Civil Service Commission Policy regarding requests to Utilize Classified Positions in the Unclassified Service

Ms. Pizarro Winting stated that she does not have an update. We are trying to schedule a meeting.

B. Subcommittee to Study City Employee Credit System

President Gonzalez Edmond informed the Commission that the Subcommittee will be meeting this afternoon and will hopefully have an update at the next meeting.

13. NEW BUSINESS

President Gonzalez Edmond wanted to know if a workshop or meeting will be scheduled for the Commission to review the budget so that they are informed of the process as a department as well as with the City. Ms. Pizarro Winting stated that she is awaiting direction. As soon as Civil Service has some direction, she will bring it to the Commission.

Commissioner Arias stated that when the standing committees are established, it would be a good idea for the Executive Committee to take a first look at the budget prior to it coming to the Commission. President Gonzalez Edmond stated that she spoke with Ms. Pizarro Winting about this extensively. She stated that we will be bringing back the Standing Committees agenda item so that there is a formalized way to bring back recommendations to Commission.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 9:21 a.m.

NO HEARING

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.

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