

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
MARCH 3, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, March 3, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Ahmed Saafir, Carolyn Smith Watts

MEMBERS EXCUSED: Jeanne Karatsu, Douglas Haubert

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, 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 F. Phil Infelise presided.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the minutes of the regular meeting of February 24, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST FOR TEMPORARY
REASSIGNMENT FOR
REHABILITATION AND TRANSFER:**

**ADAM MEIROVITZ/SPECIAL SERVICES OFFICER/PUBLIC
WORKS TO CLERK TYPIST/POLICE**

The Secretary presented a communication from Debbie Mills, Acting Director of Human Resources, requesting Commission authorization to temporarily reassign Adam Meirovitz, Special Services Officer, Public Works, for rehabilitation, and transfer to the Police Department, to the classification of Clerk Typist. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the request for rehabilitation for training and transfer be approved, pursuant to Sections 63(5) and (64) of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote

**REQUEST TO RETURN TO
FORMER CLASSIFICATION:**

**DANIELLE VIGIL/CUSTOMER SERVICES SUPERVISOR
TO CUSTOMER SERVICE REPRESENTATIVE**

The Secretary presented communications from Lori Ann Farrell, Director of Financial Management, and Danielle Vigil, Customer Services Supervisor, Financial Management, requesting Commission authorization to return Danielle Vigil to her former classification of Customer Service Representative. In addition, the Secretary presented a staff report prepared by Donna deAraujo, Assistant Administrative Analyst. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Saafir and carried that the request to return Danielle Vigil to her former classification pursuant to Section 67(1) of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

It was moved by Commissioner Smith Watts, seconded by Commissioner Saafir and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Business Systems Specialist – 63 Applied, 35 Qualified
Department Librarian – 6 Applied, 3 Qualified
General Librarian – 22 Applied, 16 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Carpenter
Engineering Aide

RETIREMENT:

**JUDITH HESS/PUBLIC HEALTH NURSE
SUPERVISOR/HEALTH**

It was moved by Commissioner Smith Watts, seconded by Commissioner Saafir and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

RESIGNATIONS:

It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Victor Martinez/Animal Control Officer I/Health
Gwendolyne Castro/Assistant Administrative Analyst/Harbor
Jamie Hendricks/Public Safety Dispatcher I/Fire
Nicole Avalos/Clerk Typist III/Police
Moniek Pointer/Public Health Professional II/Health
John Hill/Park Ranger I/Parks

TRANSFERS:

The Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer, regarding the following transfers between departments. After discussion, it was moved by Commissioner Saafir seconded by Commissioner Smith Watts and carried that the following transfers between departments be approved. The motion carried by a unanimous roll call vote.

Sandra Aguilar/Assistant Administrative Analyst I/Harbor to
Assistant Administrative Analyst II/Public Works
Crystal Slaten/Administrative Analyst III/Community
Development to Administrative Analyst III/Police

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, informed the Commission that she would be conducting a Rules and Regulations training for the Leadership Academy on Thursday at the Miller Center.

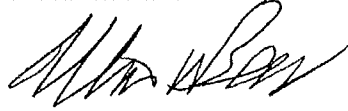
Melinda George, Deputy Director, informed the Commission that the examination process for Police Sergeant and Fire Captain is going well. She commended staff for the excellent job they are doing. She also stated that the written exercise for the Police Sergeant examination would be conducted next week.

**UPDATE ON PUBLIC SAFETY
STAFFING REQUEST FOR
BUDGET ADJUSTMENT:**

The Secretary provided the Commission with an update on the request for addition funding to conduct the Fire Recruit and Battalion Chief examinations. He stated that he attended the City Council meeting on Tuesday, at which time the Council discussed the Firefighter Lateral Academy and Fire Recruit Academy, but no consideration could be given to the Fire Recruit examination because it was not on the City Council agenda. He did state that City Council would discuss the funding for Fire Recruit and Police Officer Lateral at their March 23, 2010 meeting.

ADJOURNMENT:

There being no further business before the Commission,
President Infelise 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

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
MARCH 10, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, March 10, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Jeanne Karatsu, Carolyn Smith Watts

MEMBERS EXCUSED: Ahmed Saafir, Douglas Haubert

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Lourdes Ferrer, Personnel Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President F. Phil Infelise presided.

MINUTES: The minutes of the regular meeting of March 3, 2010, were held for one week, due to lack of Commissioners present at the March 3, 2010, meeting present to vote.

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that Suspension Appeal 17-S-89 Minutes of February 17 & 24, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

REQUEST TO RESCIND LETTER OF RESIGNATION: The Secretary presented a Communication from Geraldine Flores, Customer Service Representative, requesting the Commission rescind her resignation from her position of Customer Service Representative. In addition, the Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst. The Secretary briefed the Commission regarding this request, stating that the Commission does not have jurisdiction to rescind a resignation, and recommended the Commission deny Ms. Flores request. Ms Flores was not in attendance. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried to deny Ms. Flores' request to rescind her resignation. The motion carried by a unanimous roll call vote.

**REQUEST TO AMEND FISCAL
YEAR 2010 BUDGET
ADJUSTMENT:**

The Secretary presented a staff report, prepared by him, requesting Commission approval to amend its original request for funds to include the Firefighter Lateral and Police Officer Lateral examinations at a cost of \$10,000 for each examination. The Secretary briefed the Commission regarding the request and Tuesday's City Council meeting. The Secretary informed the Commission that City Council approved a request to go forward with a Fire Recruit Academy and Firefighter Lateral with no additional staff and cost. The Council directed the City Manager to find a way to get the job done without additional staff and cost. The Secretary suggested meeting with the City Manager to discuss a way to get the examination completed. President Infelise recommended staff provide the City Manager with an outline of the cost to complete these examinations. Melinda George, Deputy Director, briefed the Commission regarding the previous process for Fire Recruit and how the process has changed and is more cost effective. She stated that the process has gone from taking five or more weeks to complete to one and one-half day of testing. Diane Dzodin, Administrative Officer, briefed the Commission on the staff reduction and budget cuts Civil Service Department has had to endure over the past three years. Ken Walker, Manager, Personnel Operations, Human Resources, addressed the Commission, regarding determining what tasks will not be completed in order to accommodate conducting the Fire Recruit and Firefighter Lateral examinations. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried to direct staff to meet with the City Manager to discuss ways to cover the cost to conduct these examinations. The motion carried by a unanimous roll call vote. It was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried to adopt the request to amend adjustment to fiscal year 2010 budget and move forward with the Budget Oversight Committee. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Control Center Operator – 230 Applied, 52 Qualified
Fleet Services Supervisor – 7 Applied, 5 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Civil Engineer (3/25/09)
Library Clerk
Microbiologist
Parking Control Checker

RESIGNATIONS:

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Rodney Donahue/Police Officer/Police
Geraldine Flores/Customer Service Representative
III/Financial Management

MANAGERS' REPORT:

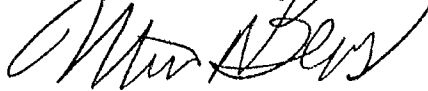
Diane Dzodin, Administrative Officer, introduced Tahirah Ross, to the Commission. She stated that Ms. Ross is from a Pacific Gateway Workforce program, and will be with the department through September 2010. The Commission welcomed Ms. Ross to the Department.

NEW BUSINESS:

Commissioner Smith Watts thanked the Commission and staff for the warm welcome shown to her and for the reception on her behalf. She stated that she is looking forward to working with the Commission and staff.

ADJOURNMENT:

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



MARIO R. BEAS
Secretary

MRB:meh