

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

**WEDNESDAY, MARCH 6, 2019
333 W. OCEAN BLVD, 7TH FLOOR CIVIL
SERVICE BOARDROOM, 8:00 AM**

Phyllis O. Arias, President
Carolyn M. Smith Watts, Vice President



Joen Garnica, Commissioner
Susana Gonzalez Edmond, Commissioner
Heather Morrison, Commissioner

David P. Honey, Interim Executive Director

FINISHED AGENDA & MINUTES

President Arias called the meeting to order at 8:07 a.m.

FLAG SALUTE

President Arias led the Pledge of Allegiance.

ROLL CALL

Commissioners Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and

Present: Phyllis O. Arias

Commissioners Carolyn M. Smith Watts

Absent:

Crystal Slaten, Deputy Director, and Recruitment and Selection Officer
Caprice McDonald, Special Projects Officer
Maria Alamo, Special Projects Officer
Marla Camerino, Executive Assistant
Carolyn Pen, Administrative Analyst
Kris Ramos, Assistant Administrative Analyst
Stanley Wang, Personnel Analyst
Sharon Hamilton, Administrative Aide
Keion Bryant, Sr., Administrative Analyst-NC
Eugene Kim, Administrative Analyst-NC
Tan Zeng, Administrative Analyst
Gary Anderson, Principal Deputy City Attorney

Stacey Lewis, Director of Human Resource, Harbor Department
Paula Gallegos, Personnel Administrator, Police Department
Karen Owens, Administrator, Police Department
Peter Forsythe, Deputy Chief Harbor Engineer II, Harbor Department
Victoria Love, Business Representative, International Association of Machinists and
Aerospace Workers (IAM)

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

1. [19-035CS](#) **Recommendation to Approve Minutes:**
Regular Meeting of February 20, 2019

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

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

CONSENT CALENDAR (2 – 7):

Ms. Slaten announced the Park Maintenance Supervisor and the Capital Projects Coordinator were removed from Agenda Item #3.

President Arias inquired about the Police Officer – Lateral Test #26 and Police Recruit Test #07 in Agenda Item #2.

A brief discussion ensued between Ms. Slaten, President Arias, Commissioner Gonzalez Edmond, and Commissioner Morrison. Ms. Slaten informed the Commission that she will provide more detailed information at the next meeting.

Passed the Consent Calendar

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Morrison, to approve Consent Calendar Items 2 - 7, as amended. The motion carried by the following vote:

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

2. [19-036CS](#)

Recommendation to approve examination results:

Accountant Test #01 (Established 02/26/19)

Assistant Administrative Analyst Test #01 (Established 01/24/19)

AMENDED

Assistant Administrative Analyst Test #02 (Established 02/28/19)

Business Systems Specialist Test #11 (Established 02/21/19)

Communication Specialist Test #02 (Established 02/28/19)

Park Naturalist Test #01 (Established 02/15/19)

Police Officer - Lateral Test #26 (Established 02/25/19)

Police Recruit Test #07 (Established 02/28/19)

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

3. [19-037CS](#)

Recommendation to receive and file bulletin(s):

*Capital Projects Coordinator - **REMOVED***

*Park Maintenance Supervisor - **REMOVED***

Senior Program Manager - Water

Senior Traffic Engineer

Systems Technician

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

4. [19-038CS](#)

Recommendation to receive and file retirement(s):

Anneke Van Gelder/Civil Engineer/Public Works (16 yrs., 6 mos.)

Glenn Wentz/Gas Distribution Supervisor/Energy Resources (32 yrs., 3 mos.)

Peter Engler/Combination Building Inspector/Development Services

(21 yrs., 4mos.)

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

5. [19-039CS](#)

Recommendation to receive and file resignation(s):

Abigail Hizon/Port Financial Analyst III/Harbor Department (8 yrs. 10 mos.)

Alfred Sanchez/Equipment Mechanic I/Public Works (9 yrs. 9 mos.)

Cindy Felix/School Guard/Police Department (1 yr., 24 days)

Duo Xu/Police Officer/Police Department (11 mos., 15 days)

Jeffrey Cady/Public Safety Dispatcher/Disaster Preparedness and Emergency Communications (5 yrs., 6 mos.)

Michael Becerra/Police Officer/Police Department (11 mos., 7 days)

Nikolas Hipp/Water Utility Mechanic II/Water Department (4 yrs., 6 mos.)

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

6. [19-040CS](#)

Recommendation to approve reschedule for hearing(s):

Dismissal Appeal 17-D-1516, Suggested Dates: March 13 & 20, 2019

Dismissal Appeal 01-D-1718 Suggested Dates: March 27 & April 3, 2019

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

7. [19-041CS](#)

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

Staff report prepared by David P. Honey, Interim Executive Director

Business Systems Specialist (H67AN-18) Test #07 (9/21/2018)

Engineering Technician (K95AN-18) (3/8/2018)

Housing Aide (HS1AN-18) Test #01 (9/14/2018)

Maintenance Assistant (JA3AN-17) Test #01 (3/28/2017)

Payroll/Personnel Assistant (D65AN-18) (3/14/2018)

Petroleum Operations Coordinator (K45AN-18) Test #01 (9/24/2018)

Public Safety Dispatcher - Lateral (J45AN-18C) Test #02 (9/5/2018)
Public Safety Dispatcher - NTN Exam (J45AN-18A) Test #04
(8/31/2018)
School Guard (F31N1-18) Test #06 (9/12/2018)
Senior Accountant (C32NN-18) (3/15/2018)
Senior Electrical Engineer (NG0NN-18) Test #01 (9/6/2018)
Senior Equipment Operator - Backhoe (J75NN-18) (3/9/2018)
Special Services Officer (F33AN-18) Test #25 (3/28/2018)
Special Services Officer (F33AN-18) Test #31 (9/24/2018)
Surveyor (K73NN-18) (3/6/2018)
Systems Support Specialist (H69AN-18) Test #08 (9/13/2018)

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

REGULAR AGENDA

8. [19-042CS](#) **RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE** - Annie Fang, Clerk Typist III
Communication from Stacey V. Lewis, Director, Human Resources, Harbor Department
Staff Report prepared by Stanley Wang, Personnel Analyst

Ms. Slaten briefed the Commission regarding this request.

Stacey V. Lewis, Director of Human Resources, Harbor Department, was present to answer questions from the Commission.

A discussion took place between President Arias, Commissioner Gonzalez Edmond, Ms. Slaten, and Ms. McDonald regarding the process of reappointing former employees, with the Commission approving the request.

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

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

9. [19-043CS](#) **RECOMMENDATION TO REAPPOINT RETIRED EMPLOYEE** - Gamal Elgaali, Senior Civil Engineer
Communication from Stacey V. Lewis, Director, Human Resources, Harbor Department
Staff Report prepared by Shellie Goings, Personnel Analyst

Ms. Slaten briefed the Commission regarding this request.

Stacey V. Lewis, Director of Human Resources, Harbor Department, was present to answer questions from the Commission.

President Arias asked if Mr. Egaali was currently working. Ms. Lewis responded that he will not be able to begin work until the entire hiring process is complete.

A brief discussion ensued with President Arias, Commissioner Gonzalez Edmond, Commissioner Morrison, Commissioner Garnica, Mr. Anderson, Ms. Slaten, Ms. Lewis, Ms. McDonald, and Ms. Alamo regarding the process of hiring a retired employee, with the Commission approving the request.

A motion was made by Commissioner Morrison, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

10. [19-044CS](#) **RECOMMENDATION FOR CONSIDERATION OF HEARING OFFICER'S REPORT** - Suspension Appeal 03-S-1718 (Emailed to CSC on 2/27/19)
Report prepared by David L. Casterline, Attorney at Law

A motion was made by Commissioner Morrison, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

MANAGERS REPORT

Recruitment & Selection

Ms. Slaten distributed Police Recruit Information Workshop postcards and asked if Commissioners could distribute them.

Ms. Slaten mentioned that staff plans to attend the Camp Pendleton's Career Exploration & Hiring Event that is scheduled to take place at the end of March.

Ms. Slaten informed the Commission that Fire Captain exams are currently taking place. Wednesday, March 6, 2019, was the written exam, with the performance exam taking place the last week of March.

Special Projects

Ms. McDonald distributed a screenshot of the Civil Service Commission's webpage that shows an updated menu which now includes Classifications (Job Description/Interest Card) so that potential applicants can easily locate it online.

Ms. McDonald informed the Commission that Ms. Hamilton and Mr. Bryant were able to complete the creation of a task in NeoGov that will streamline communication.

President Arias asked Ms. McDonald to provide a picture of the task at the next meeting.

Administration Support Services

Ms. Alamo informed the Commission that she is currently working with Human Resources on the evaluation portion in Munis. They are in the process of establishing evaluation type codes that will be transferred into Munis. Once this process is complete, Ms. Alamo will be able to create a template that will eliminate all paper. This process will allow staff to track evaluations that are received, as well as evaluations that are due.

A brief discussion ensued between President Arias and Ms. Alamo regarding notifications to supervisors when evaluations are due. It was discussed that supervisors will receive a notification when evaluations are due for their staff.

Executive Director

Mr. Honey was not present to report.

UNFINISHED BUSINESS

President Arias informed the Commission that the Subcommittee to develop Civil Service Commission policy regarding requests to utilize classified positions in the unclassified service met. They intend to bring a recommendation to the full Commission once input has been received from Human Resources. The policy will then go through the Meet and Confer process, with it ultimately coming back to the Commission for final approval.

President Arias mentioned that Commissioners will be meeting in closed session with the recruiting firm to discuss the timeline of the Executive Director position. She stated that they hope to distribute a job announcement within the next month. The Commission's goal is to finalize the process by June.

NEW BUSINESS

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

CLOSED SESSION – DISCUSSION OF EXECUTIVE DIRECTOR RECRUITMENT PROCESS

ADJOURNMENT

President Arias adjourned the meeting at 9:40 a.m.

HEARING 04-D-1718

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 pagsasalin 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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