

Subj: **The Mayor's fight to reform Civil Service and other departments for the Well Bei**
Date: 3/17/2008 1:53:26 P.M. Pacific Standard Time
From: Wendan
To: mayor@longbeach.gov, district1@longbeach.gov, District3@LongBeach.gov,
district4@longbeach.gov, district5@longbeach.gov, district6@longbeach.gov,
district7@longbeach.gov, district8@longbeach.gov, district9@longbeach.gov,
cityattorney@longbeach.gov, webmaster@longbeach.gov
CC: cityclerk@longbeach.gov

March 17, 2008

Home Phone: 562-434-2717
Cellar Phone: 562-719-6944

Danny Wilson
26 Loma Ave. Unit 2
Long Beach, CA 90803

To: Mayor Bob Foster
333 West Ocean Boulevard
Long Beach, California 90802

Subject: The Mayor's fight to reform Civil Service and other departments for the Well Being and Economic state of the City of Long Beach, California.

Greetings to you honorable Mayor Bob Foster, City Council, and City Manager Patrick West

I thank you for the opportunity to address you as a concerned citizen, an African American professional man with a Masters degree in Public Administration, and an individual recommended for two areas of city commissioner, and one seeking employment with you.

I recently came across an article titled Civil Service fights claims of redundancy, job duplication in the Press- Telegram (Paul Eakins, 2008, p. A1). Because I have also noticed certain unusual occurrences in certain departments including the civil service department and think that Mayor Bob Foster is on the ball with checking the main areas of importance such as where all jobs start, and all job hired people start, and all those people chosen to control every thing that happens in his city hall, even what the Mayor is to do for the day and what is to be his importance issue. This is the power that originates from this departmental entity, and its control even over what is issued as the to do list and focus of its leaders for each day through chosen staffing. This is the gate keeper department that even controls what messages can get to you or not, hard mail or electronic mail even, even phone calls.

Also, because I wanted to demonstrate how I could be of assistance to you as a professional in the capacity of an intern, consultant, part-time assistant or full time analyst for the City of Long Beach, I felt this was a great opportunity to display my skills, skills I have found would be very valuable to you, since they encompass a Masters of Public Administration, experience working for the city, state and federal entities – Long Beach City College, the MTA Los Angeles and the Department of Veterans Affairs. These have given me experience and general knowledge of the public budget needs and general knowledge of policy and how departments should be run from a business like efficiency level of operation. This comes from working for Westin and Sheraton Hotels and serving of decision councils of improvement as well. Oh and let me say these stats on my skills I am sure certain parties

Monday, March 17, 2008 AOL: Wendan

would not like to have me there because I would be holding only to you. If allowed to emphasize them you will have someone sit with you as your assistant, which can go to any department and any subject and give you questions, solutions and councils that will bring about change for a better outlook for the City of Long Beach.

Considering the areas the Mayor can focus on to gain results and weed out the waste and excess that may even be hiding, clocked in extra payments and other related hidden activities, cost, and even possible hidden pay offs, the Mayor, the City Manager and the Council may not be aware of, and want to focus on question. The following areas one may find loss and neglect that should be diminished and stopped, to start saving the city money, man, power, duplication and insure the right methods, opposite them and loss are in place.

These areas to check and question for improvement are as follows in my professional opinion:

- Are there excessive or non - consistent computer expenses adhering to the well being economy of the cities state of being? (This must be monitored and may be a way of paying a certain favored vendor with a mechanical faulty expense drain that could even be set up to appear faulty at certain times on a regular basis – check the files of when these repairs/expenses occur, to see a pattern; if its accidental, random and unplanned it should not be happening to the same people, around the same time – cross check to see if the people having trouble are the ones benefiting the most from such extra payment in reward, such as over time and bonuses. If no one is comfortable and not keeping record, of this and any expense repair or cost that occurs regularly they should start). This could save thousand on an operating system that should be monitored on a departmental and unit level every month through reporting.
- Constant hiring of part-time people, companies that consistently occur on a regular basis for extra cost, and with no long term real lasting results. (Ask if straight Black men have ever been hired for these positions as a descriptive category given a fair chance; if not maybe one should be appointed to certain positions of need as well.)
- Consistent absorbent telephone call cost for the department, monthly, other than regular operation use, what are the specialty cost, extra pagers, extra phones issued, where are they in a list and who has them are has had them; issue of phone machinery and items, extra calls, after hour cost, off property business related cost, long distance cost – these should always be an item, in what context where special calls made, how many emergencies in a time period, repairs made, and getting monthly and quarterly reports. Also what companies, contractors and facilitation is being used, and which one is being contracted most, as well as is it the most cost efficient bided one. These regular entities that can drain an organization, if viewed nonchalantly and without real attention because they will always be used, always used items deserve monitoring and attention. They can save you all combined millions over time each year. Mr. West who I would love the opportunity to work with can tell you about this.
- In the category of ensuring efficiency of staffing, job information should be uniformed, with all using the same basic information contact information as a start; with key areas of information to the prospective employment seeker always noted on all of the job advertisement/flyers. And the job flyer should be check frequently without notification afterward, and not just approved the first time and trusted to not have mistake (there's nothing wrong with checking for mistakes so that citizens are ensure quality information, to see if all are uniformly addressed for fairness in the same manner.
- All job advertisement should include the following on all of the production information:
 - - the name of the department or unit advertising for an employee

- - the address, even if its included at the top of the page or else where; this should be framed together for clarity to the citizen
- - the name of the person to contact and their job title and department, incase a person from another department is assisting with the chore, all framed together;
- -a telephone number for the not-disabled/not-physically challenged
- -a telephone number for the disabled/physically challenged, (on several occasions as a mistake or slight of hand there is only a number for the disabled listed usually on the bottom; and this one has gotten by many for quiet some time.) I may include a copy of an example I came across, in this writing. The bad advertisement is written in such a way that it would make it hard for the not disabled to contact any one by phone, unless one had a friend in civil service or secretly knew who to call. I believe this behavior may have been occurring regularly, with the soul use of numbers as a communication method. I have even heard of even using parts of or all of such figures as social security numbers to communicate, not that the civil service would use such a method to do something underhanded, but it is something to look out for. (With such method out there or in place a system can be slowed down or even signaled to stop literally without a word said or written, thus delaying and confusing the process of staffing, based on vague reference methods.
- A healthy person like me that can run the beach stair case 16 times none stop and also runs the sand in the same work out, would have no way to call if there was no phone number for those not disabled and ready to work too.
- There could or should be a weekly report written, and then monthly submitted, of all parties that were not hired, by their name with an explanation of why, and a weekly report explanation, and monthly submitted list of all parties hired and why they where. If they happen to be mostly women or mostly gay or lesbian or mostly Black men, considering gender, sexual orientation and race categories, one may want to know why. Is it not attractive to work for the city to a certain category, is it being perceived as the place to work on level they find they can get a job equally; or some other reason may be found. All deciding and enquiring parties should notice this for staying informed of the present state of staffing awareness, and citizenry satisfaction and happiness.
- Also in my opinion the Mayor and managers should be able to get this type of report information with ease. This is for considering fairness and opportunity made evident for all job seekers, and should be available to the mayor and deciding enquiring parties as if they were addressing the citizen in plan terms. This is because all items of importance should be given both a technical attention in term of report submission, and plan and simple methods of submission as well for the citizen. To the end of all information the Mayor and Council represent the public constituency, so that a the Mayor or an enquiring manager or entity dose not have to go back to the department or individual for an understanding version. In other words a subordinate or reporting manager should never have to say, to avoid giving an answer to the words for excuse, "I can not give you that information, because it is too complicated and can not be explained to you – the boss."
- All petty cash should be accounted for on a monthly if not weekly basis. From the Department head to the Mayor or enquiring party as well as the Accounting person, so that accounting does not filter it and then give a version according to their reforming calculation that is often not raw data. This can account for letting management know about the purchase of items being purchased unknowingly in two different department or units, creating in some cases surplus on a regular basis – I repeat unknowingly or filtered and skewed if not reported in a direct brief version, thus weekly, monthly, duplicate services and items, being purchased duplicate over and over again. This can create either by mistake or on purpose an Accounting entity undermining the operating methods or conflicting with managements methods of

operation, because of management never getting raw data accounts simultaneously, as well as the accounting or financial entity version filtered. This could go on for years, without the viewing of simple raw spending data that should be available on a regular basis and submitted when ever, weekly, monthly or quarterly. Even if it is not totaled, side by side one can see the cost difference in the raw itemized comparably. Ones accountant should be able or willing to indorse this in terms of creating a clear understanding to general managers.

- For example:

	Parks		Public Works
Brooms	\$80.00 - out no more	Brooms	\$200.00 – out no more
Shovels	\$500.00	Boots	\$500.00

- Clearly from the example the departments could learn that Public Works may be able to share brooms, if the Parks, Public Works, the City Manager or Mayor and the Accounting are regularly made aware of the raw data, in hard copy or a subject labeled e-mail with quick explanation, especially in a situation of special need to know until the budget starts to fair out. Even by me writing this I can see a change happening, if it is utilized. Also this keeps all related expense not just in the power of accounting when it comes to raw awareness of cost, on a first hand simple to see basis. I was taught methods of noticing such waste, and even what may be kin to formulas for finding efficiency not just through accounting, but who accounting should report to management, and I would love the opportunity to show others this and use it. No offense to accounting but accounting should be submitting, both raw data and there calculated works to management enquiring on a regular, basis with accounting never having automatic ability to directly approve any thing, only with another managing party's approval or the emergency substitute, such as the City Manager; this gives clear direction and cuts out on confusion and subsequently waste.
- Were there more contracted service and items bought? Is this a regular occurrence? Is the party being used a friend of a friend or a relative that benefits and works for Civil Service? (This should be occasionally checked for all departments to notice patterns, especially areas of repair, apparatus and services such as public works, parks and marine).
- Is overtime costly in this department? Is it occurring at a certain time regularly every month, every year? Are certain individual and those who appreciate the individual, and work for them the only ones through analysis benefiting from overtime? Is there some contract entity getting more over time more often than a comparable or decided bidder that could deliver the same service or item for less? (Here this would pertain to a list of the city's bidding record accordingly or list of available parties in line to do the job; if this list is small or there is no list at all, there could and mostly likely is the presence of a monopoly that has been comfortably in place and should be possibly challenged. For example, a company that process parking tickets efficiently, accurately and fast.)
- Is this department the one that has the most supplied and cycled through workers, on a part time basis, contracted, on sick leave and service related cost intention? If so the department head should be seeking the best method of choosing and making raw cost data transparent on monthly or quarterly bases. This would include all possible parties to be hired along with a brief explanation, other wise this is just accounting without words of explanation. This makes it management. There should be the state of the departments moral and other factors that will give notice to the pursuit of better retention methods, that transient into fiscal soundness and the well being of city economic stability. Thus, this is the way management and accounting should always flow and work together, with managing always the approving entity.

Reference:

Paul Eakins (2008, March 11) Civil Service fights claims of redundancy, job duplication. Press-Telegram, p. A1)

Danny Wilson
Masters of Management Public Administration

CC:

Bonnie Lowenthal, Vice Mayor – 1st District

Suja Lowenthal, 2nd District

Gary DeLong, 3rd District

Patrick O' Donnel 4th District

Gerrie Schipske, 5th District

Dee Andrews, 6th District

Tonia Reyes Uranga, 7th District

Rae Gabelich, 8th District

Val Lerch, 9th District

Robert Shannon, City Attorney

Patrick H. West, City Manager

Larry G. Herrera, City Clerk

It's Tax Time! Get tips, forms and advice on AOL Money & Finance.



Long Beach Water Department
The Standard in Water Conservation &
Environmental Stewardship

**THE LONG BEACH WATER DEPARTMENT HAS AN IMMEDIATE OPENING FOR
ADMINISTRATIVE OFFICER**

The Position

The Administrative Officer, under the direction of the Deputy General Manager-Business, will oversee and coordinate the human resource and administrative functions of the Long Beach Water Department.

Example of Duties:

- Oversees the personnel and payroll functions for the Department;
- Oversees recruitment, selection, and orientation;
- Oversees the disciplinary process, advises and instructs staff on disciplinary issues;
- Oversees the reporting and monitoring of Workers' Compensation cases;
- Oversees the employee performance appraisal process;
- Conducts personnel related investigations and prepares reports;
- Ensures compliance with federal and state human resource laws and regulations, City and Department personnel policies and procedures;
- Oversees the Department's safety program;
- Coordinates development and revision of Department Policies and Procedures, Rules and Regulations;
- Coordinates classification and salary surveys, and the creation and/or revision of classifications;
- Works closely with Department of Human Resources, Civil Service Commission, Workers' Compensation Division, Occupational Health, and the City Attorney's office;
- Represents the Department in Civil Service Commission matters;
- Acts as Department's Equal Employment Opportunity Counselor, and handles ADA related matters;
- Coordinates Department's supervisor training program;
- Selects, trains, supervises, and evaluates subordinate staff;
- Prepares and monitors division budget;
- Addresses and resolves difficult customer issues related to rates, billing, and service;
- Oversees Department's real property holdings, and land leases;
- Performs other related duties as required.

Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, or closely related field; minimum of five years of progressively responsible related administrative and human resource experience; excellent oral and written communication skills; strong interpersonal skills. A working knowledge of personnel policies, EEO, ADA, Workers' Compensation law, and employee training and development is required. A Master's Degree in Public Administration or a related field is highly desirable. Relevant professional experience may be substituted for education on a year-for-year basis.

The Organization

The Water Department is a Commission governed Department consisting of over 200 employees and operates with an annual budget of approximately \$89 million. The Department serves the water and sewer needs of a population of approximately 461,500 residents.

Salary

The starting salary for the position is from the mid \$70,000's to upper mid \$90,000's, depending upon qualifications. Increases are based on a merit pay plan. The City provides a comprehensive benefit package and PERS retirement package.

Selection Procedure

Interested candidates are requested to submit a letter of interest and resume to:

Dynna Long — *NO Job title*
Long Beach Water Department
1800 East Wardlow Road
Long Beach, CA 90807

Resumes with letters of interest will be accepted until 4:30 p.m., Friday, December 7, 2007. The most qualified candidates will be invited to participate in further selection procedures, and finalists will be required to submit a list of references. If you require an accommodation because of a physical or mental disability in order to participate in any phase of the application process, please advise when submitting your application. This information is available in an alternative format by request to (562) 570-2309.

NO phone number for those not disabled
Equal Opportunity Employer



KEVIN WATTIER, General Manager

**TRANSFER/PROMOTIONAL OPPORTUNITY
ADMINISTRATIVE ANALYST II/III
(Salary: \$4,321 to \$6,343 per month)**

The Long Beach Water Department has an immediate opening for an Administrative Analyst. The position will report to the Administrative Officer and will assist in the management of the Department's human resources, payroll, and administrative functions. Appointment will be made at the Grade II or III level, depending on qualifications.

Examples of Duties

- Coordinates recruitment, training, selection, and orientation;
- Assists in the disciplinary process, advises and instructs staff on disciplinary issues;
- Coordinates the employee performance appraisal process;
- Conducts personnel related investigations and prepares reports;
- Counsels staff on compliance with federal and state human resource laws and regulations, City and Department personnel policies and procedures;
- Develops and revises Department Policies and Procedures, and Rules and Regulations;
- Conducts salary surveys and studies regarding the creation and/or revision of classifications;
- Assists in the preparation and implementation of the Administration Division budget;
- Assists in resolving difficult customer issues related to rates, billing, and service;
- Assists in managing Departments' real property and land lease;
- May select, train, supervise, and evaluate staff;
- Performs other related duties as required.

Qualifications

This position is open to current Administrative Analysts with the City of Long Beach or those reachable on the current Civil Service eligible list. Experience in the administration of human resources is desirable.

Selection Procedures

Interested candidates may submit a letter of interest and resume no later than **March 7, 2008** to:

Ken Bott, Administrative Officer
Long Beach Water Department
1800 East Wardlow Road
Long Beach, CA 90807

Resumes will be reviewed and the most qualified candidates will be invited to participate in further selection procedures. Interviews will be scheduled shortly after the close of the filing period.

Equal Opportunity Employer

The Long Beach Water Department intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If you require an accommodation because of a physical or mental disability in order to participate in the application process, please advise when submitting your resume packet. This information is available in an alternate format by request to (562) 570-2364.