

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

**WEDNESDAY, DECEMBER 16, 2020
TELECONFERENCE, 8:30 AM**

Susana Gonzalez Edmond, President
Heather Morrison, Vice President



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

Christina Pizarro Winting, Executive Director

**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

ROLL CALL

- 1. COMMENTS FROM THE PUBLIC – PUBLIC WILL HAVE THE OPPORTUNITY TO ADDRESS THE COMMISSION BY SUBMITTING WRITTEN COMMENTS VIA EMAIL TO MARLA.CAMERINO@LONGBEACH.GOV.**

CONSENT CALENDAR (2 – 8):

- 2. [20-329CS](#)**
Recommendation to approve examination results:
Public Health Nurse Test #10 (Established 12/01/20)
Public Safety Dispatcher - NTN EXAM Test #17 (Established 12/10/20)
Public Safety Dispatcher - POST WAIVER Test #18 (Established 12/07/20)
Special Services Officer Test #48 (Established 12/09/20)

Suggested Action: Approve recommendation.

Attachments: [Exam Results for 12-16-20.pdf](#)

- 3. [20-330CS](#)**
Recommendation to approve bulletin(s):
Housing Assistance Coordinator

Suggested Action: Approve recommendation.

Attachments: [Bulletins - 12-16-20 L.pdf](#)

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4. [20-331CS](#) **Recommendation to receive and file retirement(s):**
Bryant Ben, Neighborhood Services Specialist III, Department of Development Services (21 yrs., 7 mos.)
Peter Forsythe, Deputy Chief Harbor Engineer II, Harbor Department (17 yrs., 3 mos.)
Jill Hinton, Equipment Mechanic II, Harbor Department (22 yrs., 4 days)

Suggested Action: Approve recommendation.

5. [20-332CS](#) **Recommendation to receive and file resignation(s):**
Milton Catching, Refuse Operator I, Department of Public Works (14 days)

Suggested Action: Approve recommendation.

6. [20-333CS](#) **Recommendation to approve transfer(s):**
Rachel Barnes - Clerk Typist II, Technology and Innovation Department to Clerk Typist III, Harbor Department
Tony Esparza - Building Services Supervisor, Department of Parks, Recreation and Marine to Building Services Supervisor, Airport

Suggested Action: Approve recommendation.

7. [20-334CS](#) **COVID-19 RELATED: Recommendation to Extend Non-Career Hours - Samuel Carrillo, Library Aide**
Communication from Amber Ahlo, Administrative Officer, Department of Library Services
Staff report prepared by Jami Kerr-Jenkins, Personnel Analyst

Suggested Action: Approve recommendation.

Attachments: [ExtNCHours-SCarrillo-LA-LS-12-16-20.pdf](#)

8. [20-335CS](#)

Recommendation to Extend Non-Career Hours - Serjay

Karabanov, Accounting Clerk III

*Communication from Christopher J. Garner, General Manager,
Water Department*

Staff report prepared by Sylvana Tamura, Personnel Analyst

Suggested Action: Approve recommendation.

Attachments: [ExtNCHours-SKarabanov-ACIII-WD-12-16-20.J](#)

REGULAR AGENDA

9. [20-336CS](#)

RECOMMENDATION TO APPROVE REVISED CLASSIFICATION

SPECIFICATION - Airport Operations Assistant

*Communication from Fred Verdugo, Acting Director, Department
of Human Resources*

Staff report prepared by Jami Kerr-Jenkins, Personnel Analyst

Suggested Action: Approve recommendation.

Attachments: [RevClassSpec-AirportOpsAssistant-12-16-20 |](#)

10. [20-337CS](#)

RECOMMENDATION TO APPROVE REVISED CLASSIFICATION

SPECIFICATION - Airport Operations Specialist

*Communication from Fred Verdugo, Acting Director, Department
of Human Resources*

Staff report prepared by Jami Kerr-Jenkins, Personnel Analyst

Suggested Action: Approve recommendation.

Attachments: [RevClassSpec-AirportOpsSpecialist-12-16-20](#)

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11. [20-338CS](#) **RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION** - Chief Construction Inspector
Communication from Fred Verdugo, Acting Director, Department of Human Resources
Staff report prepared by Sylvana Tamura, Personnel Analyst
- Suggested Action:** Approve recommendation.
- Attachments:** [RevClassSpec-ChiefConstructionInspector-12-](#)
12. [20-339CS](#) **RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION** - Garage Supervisor
Communication from Fred Verdugo, Acting Director, Department of Human Resources
Staff report prepared by Sylvana Tamura, Personnel Analyst
- Suggested Action:** Approve recommendation.
- Attachments:** [RevClassSpec-GarageSupervisorI-II-12-16-20](#)
13. [20-340CS](#) **RECOMMENDATION TO APPROVE BULLETIN(S):**
Airport Operations Assistant
Airport Operations Specialist
Chief Construction Inspector
Garage Supervisor
- Suggested Action:** Approve recommendation.
- Attachments:** [Bulletins-12-16-20_RegAgenda_L.pdf](#)
14. [20-341CS](#) **RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION** - Senior Program Manager
Communication from Fred Verdugo, Acting Director, Department of Human Resources
Staff report prepared by Sheree Valdoria, Personnel Analyst
- Suggested Action:** Approve recommendation.
- Attachments:** [RevClassSpec-SeniorProgramMgr-12-16-20_L](#)
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15. [20-342CS](#) **RECOMMENDATION TO APPROVE REVISED CLASSIFICATION
SPECIFICATION** - Survey Technician

*Communication from Fred Verdugo, Acting Director, Department
of Human Resources*

Staff report prepared by Sheree Valdoria, Personnel Analyst

Suggested Action: Approve recommendation.

Attachments: [RevClassSpec-SurveyTechnician-12-16-20 L.](#)

16. [20-301CS](#) **RETREAT UPDATE**

17. STANDING COMMITTEES

- A. Executive Committee
- B. Recruitment and Selection Committee
- C. Special Projects Committee

18. REPORTS FROM MANAGERS

- A. Recruitment and Outreach Services Division – Crystal Slaten
- B. Employment Services Division – Caprice McDonald
- C. Administration and Support Services Division – Maria Alamo
- D. Executive Director – Christina Pizarro Winting

19. UNFINISHED BUSINESS

Ad Hoc Subcommittees:

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

20. NEW BUSINESS

ADJOURNMENT

MOCK HEARING – 11:00 A.M.

I, Marla Camerino, Executive Assistant, certify that the agenda was posted not less than 72 hours prior to the meeting.

NOTE:

If oral language interpretation for non-English speaking persons is desired or if a special accommodation is desired pursuant to the Americans with Disabilities Act, please make your request by phone to the Office of the City Clerk at (562) 570-6101, 24 business hours prior to the Charter Commission meeting.

Kung nais ang interpretasyon ng sinasalitang wika para sa mga taong hindi nagsasalita ng Ingles o kung nais ang isang natatanging tulong ayon sa Americans with Disabilities Act, mangyaring isagawa ang iyong hiling sa pamamagitan ng telepono sa Opisina ng Clerk ng Lungsod sa (562) 570-6101, 24 oras ng negosyo bago ang pagpupulong ng Charter Commission.

Si desea interpretación oral en otro idioma para personas que no hablan inglés o si desea una adaptación especial en conformidad con la Ley de Estadounidenses con Discapacidades, haga su solicitud por teléfono a la Oficina de la Secretaría Municipal al (562) 570-6101, 24 horas hábiles antes de la reunión de la comisión de estatutos.

បើមានការចង់បានឲ្យមានការបកប្រែភាសាផ្ទាល់មាត់ឲ្យអ្នកមិនចេះនិយាយអង់គ្លេស ឬបើមានការចង់បានឲ្យមានដំណោះស្រាយពិសេសដោយយោងតាមមាត្រាច្បាប់ស្តីពី ជនពិការអាមេរិកាំង សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅទៅការិយាល័យស្មៀន ក្រុងតាមរយៈលេខ (562) 570-6101 (24 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំ គណៈកម្មការធម្មនុញ្ញ)។

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.

បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាជ្យ និងកំណត់ហេតុឲ្យ អ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅ ការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹង ចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។