

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

**WEDNESDAY, JANUARY 6, 2021
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.**
- 2. [21-001CS](#)**

Recommendation to approve minutes:
Regular Meeting of December 2, 2020
Regular Meeting of December 16, 2020

Suggested Action: Approve recommendation.

Attachments: [CSC Mtg Minutes for 12-02-20 draft.pdf](#)
[CSC Mtg Minutes for 12-16-20 draft.pdf](#)

CONSENT CALENDAR (3 – 12):

3. [21-002CS](#)

Recommendation to approve examination results:

Business Systems Specialist Test #23 (Established 12/28/20)

Geographic Information Systems Technician (Established 12/28/20)

Police Officer - Lateral Test #17 (Established 12/18/20)

Public Safety Dispatcher - NTN EXAM Test #18 (Established 12/29/20)

Public Safety Dispatcher - POST WAIVER Test #19 (Established 12/29/20)

Suggested Action: Approve recommendation.

Attachments: [Exam Results for 01-06-21.pdf](#)

4. [21-003CS](#)

Recommendation to approve bulletin(s):

General Librarian

Suggested Action: Approve recommendation.

Attachments: [Bulletins - 01-06-21 L.pdf](#)

5. [21-004CS](#)

Recommendation to receive and file retirement(s):

Timothy Hallinan, Communication Specialist V, Department of Technology and Innovation (38 yrs., 1 mo.)

Randall Jagger, Airport Operations Assistant II, Airport (33 yrs., 5 mos.)

William Swaim, Police Officer, Police Department (27 yrs., 2 mos.)

Robert Uribe, Communication Specialist V, Department of Technology and Innovation (18 yrs., 8 mos.)

Versie Whitmore, Police Services Specialist II, Police Department (34 yrs., 1 mo.)

Suggested Action: Approve recommendation.

6. [21-005CS](#)

Recommendation to receive and file resignation(s):

Jessika Aguilo, Clerk Typist III, Police Department (6 yrs., 2 mos.)

Tung Dang, Accountant III, Harbor Department (2 yrs., 1 mo.)

Cesar Garcia, Public Safety Dispatcher I, Disaster Preparedness and Emergency Communications Department (7 mos., 23 days)

Charles Hundley, Police Officer, Police Department (1 yr., 2 mo.)

Diana Lopez, Special Services Officer III, Police Department (3 yrs., 3 mos.)

James Stark, Fire Recruit, Fire Department (1 mo. 25 days)

Suggested Action: Approve recommendation.

7. [21-006CS](#)

COVID-19 RELATED: Recommendation for Provisional Appointment - Gladys Burnley, Housing Aide II

Communication from Jodie Griner, Administrative Officer, Department of Health and Human Services

Staff report prepared by Elsa Ramos, Personnel Analyst

Suggested Action: Approve recommendation.

Attachments: [ProvAppt-HAII-GBurnley-HE-01-06-21_L.pdf](#)

8. [21-007CS](#)

COVID-19 RELATED: Recommendation for Provisional Appointment - Devin Buttelwerth, Housing Aide II

Communication from Jodie Griner, Administrative Officer, Department of Health and Human Services

Staff report prepared by Elsa Ramos, Personnel Analyst

Suggested Action: Approve recommendation.

Attachments: [ProvAppt-HAII-DButtelwerth-HE-01-06-21.pdf](#)

9. [21-008CS](#)

COVID-19 RELATED: Recommendation for Provisional Appointment - Liliana Perdomo, Housing Specialist I
Communication from Jodie Griner, Administrative Officer, Department of Health and Human Services
Staff report prepared by Elsa Ramos, Personnel Analyst

Suggested Action: Approve recommendation.

Attachments: [ProvAppt-HS-LPerdomo-HE-01-06-21_L.pdf](#)

10. [21-009CS](#)

Recommendation for Provisional Appointment - Raul Gonzalez, Mechanical Equipment Stock Clerk
Communication from Sandra Kennedy, Administrative Officer, Department of Financial Management
Staff report prepared by Desiree Davalos, Personnel Analyst

Suggested Action: Approve recommendation.

Attachments: [ProvAppt-MESC-FM-01-06-21_L.pdf](#)

11. [21-010CS](#)

Recommendation for Temporary Reassignment and Transfer for Rehabilitation and/or Training - Eric St. Martin, Commercial Diver II
Communication from Russ Ficker, Personnel Officer, Department of Public Works
Staff report prepared by Shellie Goings, Personnel Analyst

Suggested Action: Approve recommendation.

Attachments: [TempReassignRehabTrng-EStMartin-PWHD-0](#)

12. [21-011CS](#)

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

*Staff report prepared by Christina Pizarro Winting, Executive
Director*

Aquatics Supervisor (H31AN-19) Test #01 (7/16/2019)
Assistant Administrative Analyst (E03AN-19) Test #01 (1/24/2019)
Assistant Administrative Analyst (E03AN-19) Test #02 (2/28/2019)
Assistant Administrative Analyst (E03AN-19) Test #03 (7/16/2019)
Business Systems Specialist (H67AN-19) Test #10 (1/9/2019)
Business Systems Specialist (H67AN-19) Test #14 (8/1/2019)
Business Systems Specialist (H67AN-20) Test #17 (1/16/2020)
Business Systems Specialist (H67AN-20) Test #20 (7/28/2020)
Capital Projects Coordinator (EC6AN-19) Test #01 (1/10/2019)
Capital Projects Coordinator (EC6AN-19B) Test #01 (5/9/2019)
Civil Engineer (K11NN-20) Test #10 (1/17/2020)
Civil Engineer (K11NN-20) Test #16 (7/7/2020)
*Civil Engineering Associate (K13NN-19) Test #04 (2/13/2019) - 2
Months**
Civil Engineering Associate (K13NN-20) Test #09 (1/29/2020)
Clerk Typist (D04AN-19) (1/4/2019)
Construction Inspector (K14AN-19) (6/11/2019)
*Electrician (I15NN-20) Test #04 (1/27/2020) - 2 Months**
Electrician (I15NN-20) Test #07 (7/9/2020)
*Emergency Medical Education Coordinator (G45NN-20) Test #01
(1/30/2020)*
Environmental Health Specialist (G43AN-20) Test #01 (7/24/2020)
Environmental Specialist Associate (N26NN-20) Test #01 (1/17/2020)
Garage Service Attendant (J23AN-20) Test #03 (1/6/2020)
Gas Pipeline Welder/Layout Fitter (I61NN-19) Test #01 (7/19/2019)
Gas Pipeline Welder/Layout Fitter (I61NN-19) Test #02 (8/1/2019)
Laboratory Analyst (M13AN-20) Test #01 (1/22/2020)
Office Systems Analyst (IMDCE) (ND4AN-20A) Test #05 (1/7/2020)
Office Systems Analyst (IMDCE) (ND4AN-20A) Test #06 (1/21/2020)
Office Systems Analyst (IMDCE) (ND4AN-20A) Test #07 (1/27/2020)
Office Systems Analyst (IMDCE) (ND4AN-20A) Test #08 (2/18/2020)
Office Systems Analyst (IMDCE) (ND4AN-20A) Test #11 (7/15/2020)
Office Systems Analyst - IMDCA (ND4AN-19B) Test #01 (7/9/2019)
Office Systems Analyst - IMDCA (ND4AN-20B) Test #06 (1/8/2020)

Office Systems Analyst - IMDCA (ND4AN-20B) Test #07 (1/21/2020)
Office Systems Analyst - IMDCA (ND4AN-20B) Test #10 (7/14/2020)
Office Systems Analyst - SD (ND4AN-19) Test #02 (7/3/2019)
Office Systems Analyst- IMDNOC (ND4AN-19C) Test #01 (7/3/2019)
Office Systems Analyst- IMDNOC (ND4AN-19C) Test #02 (7/24/2019)
Office Systems Analyst- IMDNOC (ND4AN-19C) Test #03 (8/14/2019)
Plan Checker - Fire Prevention (KA4NN-20) Test #08 (1/14/2020) - **2 Months***
Plan Checker - Plumbing (K41AN-20) Test #06 (1/14/2020) - **4 Months***
Plumber (I38NN-20) Test #01 (7/24/2020)
Police Officer - Lateral (F23NN-19B) Test #06 (7/24/2019)
Police Officer - Lateral (F23NN-20) Test #10 (1/27/2020)
Police Officer - Lateral (F23NN-20) Test #14 (7/30/2020)
Police Property & Supply Clerk (D51AN-19) (1/10/2019)
Police Recruit (F63NN-19) Test #05 (1/10/2019)
Police Recruit (F63NN-19) Test #06 (1/23/2019)
Police Recruit (F63NN-19) Test #07 (2/28/2019)
Police Recruit (F63NN-19) Test #08 (4/18/2019)
Police Recruit (F63NN-19) Test #10 (7/9/2019)
Police Recruit (F63NN-19) Test #11 (7/25/2019)
Police Recruit (F63NN-20) Test #14 (1/17/2020)
Police Recruit (F63NN-20) Test #15 (1/23/2020)
Port Financial Analyst (ND1AN-19) Test #01 (7/3/2019)
Port Financial Analyst (ND1AN-19) Test #02 (7/17/2019)
Public Health Nurse (G19AN-20) Test #05 (7/21/2020)
Public Health Nutritionist (G21AN-19) Test #01 (7/22/2019)
Public Health Nutritionist (G21AN-20) Test #04 (1/6/2020)
Public Safety Dispatcher - Lateral (J45AN-20C) Test #05 (7/22/2020)
Public Safety Dispatcher - NTN Exam (J45AN-20A) Test #12 (7/2/2020)
Public Safety Dispatcher - NTN Exam (J45AN-20A) Test #13 (7/24/2020)
Public Safety Dispatcher - Post Waiver (J45AN-20B) Test #13 (7/2/2020)
Real Estate Project Coordinator (ED5AN-19) (1/22/2019)
Refuse Operator (JA2AN-20) Test #26 (7/15/2020)
Senior Structural Engineer (K65NN-19) Test #05 (7/22/2019) - **3 Months***
Senior Traffic Engineer (K68NN-20) Test #08 (7/7/2020)
Special Services Officer (F33AN-18) Test #25 (3/28/2018) - **2 Months***

Special Services Officer (F33AN-18) Test #29 (7/12/2018)
Special Services Officer (F33AN-19) Test #35 (1/16/2019)
Special Services Officer (F33AN-20) Test #45 (7/30/2020)
Supervisor-Stores & Property (C35NN-19) Test #01 (7/17/2019)
Systems Technician (H70AN-19) Test #04 (7/31/2019)
Transportation Planner (NC6AN-20) Test #01 (1/16/2020)
Water Treatment Operator (MA1AN-19B) Test #01 (7/31/2019)
Water Treatment Operator (MA1AN-19B) Test #02 (8/26/2019)

Suggested Action: Approve recommendation.

Attachments: [Extension of Expiring Eligible Lists - 01-2021.p](#)

REGULAR AGENDA

13. [21-012CS](#) **RECOMMENDATION FOR PROVISIONAL APPOINTMENT** - Stock
& Receiving Clerk
*Communication from Bob Dowell, Director, Department of Energy
Resources*
Staff report prepared by Elsa Ramos, Personnel Analyst

Suggested Action: Approve recommendation.

Attachments: [ProvAppoint-StockReceiveClerk-ER-01-06-21-](#)

14. [21-013CS](#) **RECOMMENDATION TO APPROVE REVISED CLASSIFICATION
SPECIFICATION** - Housing Assistance Coordinator
*Communication from Fred Verdugo, Acting Director, Department
of Human Resources*
Staff report prepared by Desiree Davalos, Personnel Analyst

Suggested Action: Approve recommendation.

Attachments: [RevClassSpec-Housing Assistance Coordinato](#)

15. [21-014CS](#)

RECOMMENDATION TO APPROVE BULLETIN(S):

Housing Assistance Coordinator

Suggested Action: Approve recommendation.

Attachments: [Bulletins-01-06-21_RegAgenda_L.pdf](#)

16. [21-015CS](#)

RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION - Safety Specialist I-III

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

Staff report prepared by Sheree Valdoria, Personnel Analyst

Suggested Action: Approve recommendation.

Attachments: [RevClassSpec-SafetySpecialist-1-06-21_L.pdf](#)

17. [21-017CS](#)

RECOMMENDATION TO APPROVE NEW CIVIL SERVICE LOGO

Communication from Christina Pizarro Winting

Suggested Action: Approve recommendation.

Attachments: [CSC010620Approval of logo.pdf](#)

18. [21-018CS](#)

REVIEW OF CIVIL SERVICE COMMISSION MEETING SCHEDULE

Communication from Christina Pizarro Winting

Suggested Action: Approve recommendation.

Attachments: [CSCstaffreport010621cscmeetingschedule.pdf](#)

19. STANDING COMMITTEES

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

20. 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

21. UNFINISHED BUSINESS

Ad Hoc Subcommittees:

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

22. NEW BUSINESS

ADJOURNMENT

NO HEARING

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)។