

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

**WEDNESDAY, DECEMBER 14, 2022
PORT OF LONG BEACH - ADMINISTRATIVE
BUILDING
415 W OCEAN BLVD, LONG BEACH, CA
90802, 9:00 AM**

Joel Garnica, President
Erik Fallis, Vice President



Phyllis O. Arias, Commissioner
Susana Gonzalez Edmond, Commissioner

Christina Pizarro Winting, Executive Director

FINAL AGENDA AND DRAFT MINUTES

**Port of Long Beach - Administrative Building | 415 W Ocean Blvd, Long Beach, CA
90802**

1901e-MultiPurpose Conference Room

President Garnica called the meeting to order at 9:11 a.m.

FLAG SALUTE

Chief Xavier Espino, representing the Fire Department, led the flag salute.

ROLL CALL

Commissioners Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joel
Present: Garnica

- 1. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION’S JURISDICTION.**

No comments from the public.

CONSENT CALENDAR (2 - 7):

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Passed the Consent Calendar

Commissioner Arias pulled items 2 & 3 for discussion.

A motion was made by Vice President Fallis, seconded by Commissioner Gonzalez Edmond, to approve Consent Calendar Items 4, 5, 6, & 7 Except for items 2 & 3. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

2. [22-338CS](#)

Recommendation to approve examination results:

Building Maintenance Engineer Test #01

Capital Projects Coordinator I-IV Test #02

Community Information Specialist I-II

Development Project Manager I-III

Microbiologist I-III Test #05

Police Officer - Lateral Test #29

Police Recruit Test #18

Senior Librarian Test #01

Special Services Officer I-IV Test #68

Commissioner Arias asked about the work being done regarding recruitment for the Special Services Officer position. Ms. Cano mentioned that recruitment has been challenging for this role due to the background process and other factors.

A motion was made by Commissioner Arias, seconded by Vice President Fallis, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

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3. [22-339CS](#)

Recommendation to approve bulletin(s):

Police Property & Supply Clerk I-II

Garage Service Attendant I-III

Commissioner Arias asked about the removal of the polygraph and drug testing requirements for the Police Property & Supply Clerk. Ms. Cano explained that the polygraph and drug testing is no longer required for this role. Commissioner Arias expressed concern there is no longer a requirement for this role. Ms. Cano explained that the drug testing is now under the medical examination requirement.

Commissioner Arias asked about no longer requiring the California Tow Truck certification requirement prior to completion of the probationary period for this role and when a candidate is required to complete this requirement. Ms. McDonald explained that Garage Service Attendant is one classification, but there are positions that can either be for towing or for the general garage service. It depends on which roles. Commissioner Arias expressed concern on the wording for this section. Further discussion between the Commission and staff about the clarification on this requirement continued.

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

4. [22-341CS](#)

Recommendation to receive and file resignation(s):

Michael Torres, Communication Specialist V, Technology Services, (1 mo. 17 days)

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

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5. [22-342CS](#)

Recommendation to approve transfer(s):

*Daniel Casey - Administrative Analyst II, Financial
Management to Administrative Analyst II, Human and Health
Services*

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

6. [22-343CS](#)

Recommendation to approve downgrade (Voluntary):

*Scott Larson - Maintenance Assistant III to Maintenance
Assistant II, Parks, Recreation, and Marine*

**A motion was made to approve recommendation on the
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7. [22-344CS](#)

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

Staff report prepared by Christina Pizarro Winting, Executive Director

BUILDING SERVICES SUPERVISOR (J10NN-20) (7/31/2020)
BUSINESS SYSTEMS SPECIALIST I-VII (CLOUD ENGINEER) (H67AN-22) TEST #02 (1/19/2022)
CIVIL ENGINEER (K11NN-21) TEST #24 (7/21/2021)
CIVIL ENGINEER (K11NN-22) TEST #27 (1/5/2022)
CIVIL ENGINEERING ASSISTANT (K12NN-21B) (7/7/2021)
CRIMINALIST SUPERVISOR (F66NN-22) TEST #02 (7/6/2022)
DEPUTY FIRE MARSHAL (AT5NN-22) TEST #01 (7/6/2022)
DEPUTY FIRE MARSHAL (AT5NN-22) TEST #02 (7/20/2022)
*ENVIRONMENTAL SPECIALIST ASSOCIATE (N26NN-20) TEST #02 (4/3/2020) **Extend 3 months****
*GENERAL LIBRARIAN (E37NN-21) TEST #01 (2/26/2021) **Extend 2 months****
GEOGRAPHIC INFORMATION SYSTEMS SUPERVISOR (NL5NN-21) (7/7/2021)
*LIBRARY ASSISTANT (F87NN-20) (6/12/2020) **Extend 3 months****
LICENSED VOCATIONAL NURSE (G05NN-22) TEST #01 (7/6/2022)
MAINTENANCE ASSISTANT I-III (JA3AN-20B) TEST #02 (4/29/2020)
MICROBIOLOGIST I-III (G08AN-22) TEST #02 (7/20/2022)
OFFICE SYSTEMS ANALYST I-IV (CYBERSECURITY ENGINEER) (ND4AN-22A) TEST #02 (7/6/2022)
*PLANNER I-V(F53AN-21) (8/18/2021) **Extend 1 month* Retro***
PLUMBER (I38NN-20) TEST #01 (7/24/2020)
POLICE OFFICER - LATERAL (F23NN-20) TEST #14 (7/30/2020)
POLICE OFFICER - LATERAL (F23NN-21) TEST #18 (1/25/2021)
POLICE OFFICER - LATERAL (F23NN-22) TEST #25 (1/5/2022)

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POLICE RECRUIT (F63NN-22) TEST #01 (1/5/2022)
POLICE RECRUIT (F63NN-22) TEST #02 (1/19/2022)
POLICE RECRUIT (F63NN-22) TEST #09 (7/6/2022)
POLICE RECRUIT (F63NN-22) TEST #10 (7/20/2022)
PUBLIC HEALTH NURSE I-III (G19AN-22) TEST #01
(7/6/2022)
PUBLIC SAFETY DISPATCHER I - IV - LATERAL
(J45AN-20C) TEST #05 (7/22/2020)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-20A) TEST #12 (7/2/2020)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-20A) TEST #13 (7/24/2020)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-21A) TEST #19 (1/27/2021)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-22A) TEST #31 (7/20/2022)
PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
(J45AN-20B) TEST #13 (7/2/2020)
PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
(J45AN-21B) TEST #20 (1/27/2021)
REFUSE OPERATOR I-III (JA2AN-22) TEST #31 (1/5/2022)
REFUSE OPERATOR I-III (JA2AN-22) TEST #33 (7/20/2022)
REGISTERED NURSE I-II (G11AN-22) TEST #01 (7/6/2022)
REGISTERED NURSE I-II (G11AN-22) TEST #02 (7/20/2022)
SCHOOL GUARD (F31N1-21) TEST #05 (7/7/2021)
SCHOOL GUARD (F31N1-21) TEST #06 (7/21/2021)
SENIOR CIVIL ENGINEER (K52NN-22) TEST #02 (7/6/2022)
SENIOR PROGRAM MANAGER - HARBOR (NFONN-21)
TEST #01 (1/26/2021)
SPECIAL SERVICES OFFICER I-IV (F33AN-20) TEST #45
(7/30/2020) **Extend 2 months***
SPECIAL SERVICES OFFICER I-IV (F33AN-21) TEST #49
(1/14/2021) **Extend 2 months***
SPECIAL SERVICES OFFICER I-IV (F33AN-22) TEST #60
(1/5/2022)
SPECIAL SERVICES OFFICER I-IV (F33AN-22) TEST #63
(7/6/2022)

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STOCK AND RECEIVING CLERK (D37NN-21) (7/7/2021)
TERMINAL SERVICES REPRESENTATIVE I-II (N43AN-20)
TEST #01(4/20/2020) **Extend 3 months***
TRAFFIC ENGINEER (K76NN-20) TEST #01 (7/15/2020)
TREE TRIMMER I-II (J66AN-22) TEST #01 (1/5/2022)
X-RAY TECHNICIAN (G30NN-22) TEST #04 (1/19/2022)

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

REGULAR AGENDA

8. [22-345CS](#)

**RECOMMENDATION TO REQUEST PROVISIONAL
APPOINTMENT - Becca Gross, Marina Agent II**

*Communication from Sheryl Bender, Personnel and Training
Superintendent, Parks, Recreation and Marine Department
Staff report prepared by Stephanie Herrera, Personnel Analyst*

Ms. Pizarro Winting introduced Ms. Cano, who briefed the Commission on this item.

Commissioner Gonzalez Edmond asked about the timeline on the eligible list for this classification since it mentions that it would come in the spring, but spring is not defined. Ms. Pizarro Winting clarified that there is 150 days for this appointment and acknowledged that the staff will use months going forward.

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and
Joen Garnica

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9. [22-346CS](#)

**RECOMMENDATION TO REQUEST PROVISIONAL
APPOINTMENT** - Carson Mitchell, Marina Agent I

*Communication from Sheryl Bender, Personnel and Training
Superintendent, Parks, Recreation and Marine Department
Staff report prepared by Stephanie Herrera, Personnel Analyst*

Ms. Pizarro Winting introduced Ms. Cano, who briefed the Commission on this item.

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and
Joel Garnica

10. [22-347CS](#)

**RECOMMENDATION TO APPROVE EXTENSION OF
PROVISIONAL APPOINTMENT** - Paul Felder, Community
Services Supervisor

Staff report prepared by Stephanie Herrera, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Cano, who briefed the Commission on this item.

**A motion was made by Commissioner Arias, seconded by
Vice President Fallis, to approve recommendation. The
motion carried by the following vote:**

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and
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11. [22-348CS](#)

**RECOMMENDATION TO APPROVE EXTENSION OF
PROVISIONAL APPOINTMENT** - Veronica Ortega, Community

Services Supervisor

Staff report prepared by Stephanie Herrera, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Cano, who briefed the Commission on this item.

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

12. [22-349CS](#)

**RECOMMENDATION FOR EXTENSION OF PROBATIONARY
PERIOD** - Jonas Valdoria, Port Security System Operator II

Communication from Sandy Witz, Director of Human Resources, Harbor Department

Staff report prepared by Maria Cano, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Cano, who briefed the Commission on this item.

Commissioner Arias mentioned that Civil Services rules state that the extension of probation be submitted 30 days prior to the end of the probationary period to protect the employee, and this request is not within those guidelines. Ms. Cano acknowledged the error and will work with the department so that this does not happen in future extensions. Mr. Espinoza acknowledge the error as well. Further discussion on the importance of upholding this rule continued between the Commission and staff.

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

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13. [22-352CS](#) RECOGNITION OF FIRE CHIEF XAVIER ESPINO

President Garnica introduced Ms. Pizarro Winting, who presented Chief Espino with gifts from the Commission and thanked Chief Espino for all his work with the City of Long Beach and the Civil Service Commission. Each Commissioner proceeded to thank Chief Espino for all his work.

Chief Espino thanked the Commission for their kind words and went onto thank the staff for all their work and shared his plans for retirement.

The Commission also recognize David Honey for his retirement and his work with the Civil Service Department.

14. STANDING COMMITTEES

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

A. Executive Committee

President Garnica informed the Commission that there is a meeting scheduled for this coming Friday.

B. Recruitment and Selection Committee

Commissioner Gonzalez Edmond did not have anything to report but mentioned that another Commissioner is needed in the committee.

C. Special Projects Committee

Commissioner Arias informed the Commission that the committee is meeting on December 20.

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15. REPORTS FROM MANAGERS

A. Administration and Support Services Division – Maria Alamo

B. Executive Director – Christina Pizarro Winting

A. Administration and Support Services Division - Maria Alamo

Ms. Alamo informed the Commission on all items relating to the budget and will provide a presentation on January 4.

B. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting expressed gratitude for Ms. Alamo and her team and all the work that this team has done. Ms. Pizarro Winting updated the Commission on the latest department hires and the excitement to have these positions filled by the new year. Ms. Pizarro Winting thanked the Commission for all the work they have done year after year.

16. UNFINISHED BUSINESS

No unfinished business at this time.

17. NEW BUSINESS

Ms. Pizarro Winting asked the Commission to temporarily appoint an additional Commissioner to the Recruitment and Selection Committee to temporarily assist with the exam protests. Further discussion on who would be appointed continued.

A motion was made by Commissioner Gonzalez Edmond, seconded by President Garnica, to appoint Vice President Fallis for this specific purpose as needed on a temporary basis.

The Commission expressed their gratitude to the staff for all the work that is being done. Ms. McDonald also expressed her gratitude to the staff.

18. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION’S JURISDICTION.

No comments from the public.

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ADJOURNMENT

President Garnica adjourned the meeting at 10:14 a.m.

I, Julia Smay, Executive Assistant, certify that the agenda was posted not less than 24 hours prior to the meeting.

HEARING 10:00 A.M.

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NOTE:

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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.

**បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរា: នឹងកំណត់ហេតុឲ្យ
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