

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

**WEDNESDAY, APRIL 26, 2023
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM**

Joel Garnica, President
Erik Fallis, Vice President



Phyllis O. Arias, Commissioner
Susana Gonzalez Edmond, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND DRAFT MINUTES

REGULAR MEETING

President Garnica called the meeting to order at 9:05 a.m.

FLAG SALUTE

Cathy De Leon, representing Library Services, 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 REGARDING THE AGENDA.

There were no comments from the public.

**2. 23-121CS Recommendation to approve minutes:
Special Meeting of April 19, 2023**

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

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CONSENT CALENDAR (3 - 7):

Commissioner Gonzalez Edmond requested to pull item 5 for discussion.

Passed the Consent Calendar

A motion was made by Vice President Fallis, seconded by Commissioner Arias, to approve Consent Calendar Items 3, 4, 6, & 7, except for item 5. The motion carried by the following vote:

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

3. 23-122CS

Recommendation to approve examination results:

Business Systems Specialists I-VII (GIS Analyst) Test #04

Emergency Medical Educator Test #02

Gas Construction Worker I-III

Police Recruit Test #24

Senior Equipment Operator (Crane) Test #04

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

4. 23-123CS

Recommendation to receive and file retirement(s):

Lowell Hunley, Water Utility Supervisor II, Water Department, (33 yrs., 16 days)

Johnny Macias, Gas Field Technician I, Energy Resources, (30 yrs., 9 mos.)

Gary Stoppelmoor, Accountant III, Airport, (18 yrs., 3 mos.)

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

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5. 23-124CS

Recommendation to receive and file resignation(s):

Lisa Henry, Public Safety Dispatcher I, Disaster Preparedness and Emergency Communications, (4 mos., 14 days)

Regina Riojas, Public Safety Dispatcher I, Disaster Preparedness and Emergency Communications, (10 mos., 23 days)

Paul Yaletchko, Systems Technician II, Technology Services, (3 yrs., 6 mos.)

Eric Lopez, Gas Field Service Rep II, Energy Resources, (5 yrs., 3 mos.)

Ebony Nims, Refuse Operator I, Public Works, (1 mo., 8 days)

A discussion between the Commission and staff occurred regarding the Public Safety Dispatcher resignations and recruiting efforts for this classification, as well as Human Resources' exit survey data that will be provided to departments when resignations occur. Work is still being completed on the exit survey data and more information will come at a later date.

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

6. 23-125CS

Recommendation to approve transfer(s):

Paola Maldonado - Administrative Analyst III, Parks, Recreation, and Marine to Administrative Analyst III, Financial Management

Colleen Pickens - Administrative Analyst III, Airport to Administrative Analyst III, Technology Services

Vicente Lopez - Civil Engineer, Public Works to Civil Engineer, Harbor Department

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

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7. 23-126CS

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

Staff report prepared by Christina Pizarro Winting, Executive Director

ACCOUNTANT I-III (C01AN-21) TEST #01 (5/26/2021) **Extend 2 months***

AIRPORT OPERATIONS ASSISTANT I-II (EF2AN-21) (6/9/2021) **Extend 1 month***

AIRPORT OPERATIONS SPECIALIST I-II (G46AN-21) (3/2/2021) **Extend 1 month***

ANIMAL HEALTH TECHNICIAN (REGISTERED VETERINARY TECHNICIAN) (J79NN-23) TEST #02 (11/9/2022)

AQUATICS SUPERVISOR I-II (H31AN-22) TEST #01 (5/25/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (DIGITAL SERVICES SPECIALIST) (H67AN-22A) TEST #03 (5/11/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (DIGITAL SERVICES SPECIALIST) (H67AN-22A) TEST #04 (5/25/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (ERP FINANCIAL SYSTEMS SUPERVISOR) (H67AN-22B) TEST #02 (5/11/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (GIS ANALYST) (H67AN-22G) TEST #03 (5/11/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (PERMITTING SYSTEMS ADMINISTRATOR) (H67AN-22F) TEST #02 (5/25/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (SOFTWARE DEVELOPER) (H67AN-22D) TEST #04 (5/25/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (WEB SOLUTIONS ENGINEER) (H67AN-22C) TEST #04 (5/25/2022)

CAPITAL PROJECTS COORDINATOR I-IV (EC6AN-23) TEST #01 (11/16/2022)

COMBINATION BUILDING INSPECTOR (K87NN-23) TEST #03 (11/9/2022)

CONSTRUCTION INSPECTOR I-II (K14AN-21) (8/18/2021) **Extend 1 month***

CUSTOMER SERVICE REPRESENTATIVE I-III (D75AN-22) (5/11/2022) **Extend 3 months***

ELECTRICAL AND INSTRUMENTATION TECHNICIAN I-II (MG6AN-21) TEST #02 (9/15/2021)

ELECTRICAL ENGINEER (K89NN-21) TEST #02 (5/12/2021)

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ELECTRICIAN (I15NN-23) TEST #01 (11/9/2022)
MECHANICAL ENGINEERING ASSOCIATE (K33NN-22) TEST
#02 (5/11/2022) **Extend 5 months***
MOTOR SWEEPER OPERATOR (J37NN-21) (5/26/2021)
PETROLEUM ENGINEERING ASSOCIATE I-II (K37AN-22)
TEST #02 (5/11/2022)
PETROLEUM OPERATIONS COORDINATOR (K45NN-22)
(5/11/2022)
POLICE OFFICER - LATERAL (F23NN-21) TEST #20
(5/12/2021)
POLICE RECRUIT (F63NN-22) TEST #07 (5/11/2022)
POLICE RECRUIT (F63NN-23) TEST #16 (11/9/2022)
PUBLIC SAFETY DISPATCHER I - IV - LATERAL (J45AN-21C)
TEST #07 (11/2/2020)
PUBLIC SAFETY DISPATCHER I - IV - LATERAL (J45AN-21C)
TEST #08 (5/12/2021)
PUBLIC SAFETY DISPATCHER I - IV - LATERAL (J45AN-21C)
TEST #09 (5/26/2021)
PUBLIC SAFETY DISPATCHER I - IV - LATERAL (J45AN-22C)
TEST #13 (5/11/2022)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM (J45AN-21A)
TEST #22 (5/26/2021)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM (J45AN-22A)
TEST #28 (5/11/2022)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM (J45AN-23A)
TEST #36 (11/9/2022)
REFUSE OPERATOR I-III (JA2AN-20) TEST #26 (7/15/2020)
Extend 2 months*
REFUSE OPERATOR I-III (JA2AN-21) TEST #27 (11/20/2020)
Extend 2 months*
REFUSE OPERATOR I-III (JA2AN-21) TEST #28 (4/14/2021)
Extend 2 months*
REFUSE OPERATOR I-III (JA2AN-21) TEST #29 (5/12/2021)
Extend 2 months*
REFUSE OPERATOR I-III (JA2AN-21) TEST #30 (9/29/2021)
Extend 2 months*
SPECIAL SERVICES OFFICER I-IV (F33AN-21) TEST #53
(5/12/2021) **Extend 4 months***
SPECIAL SERVICES OFFICER I-IV (F33AN-23) TEST #67
(11/9/2022)
STOREKEEPER I-II (D38AN-22) (5/25/2022)

SURVEY TECHNICIAN (K74NN-21) (5/12/2021)
WATER TREATMENT OPERATOR I-IV (MA1AN-22) TEST #04
(5/11/2022)
WATER TREATMENT OPERATOR I-IV (MA1AN-22) TEST #05
(5/25/2022)
X-RAY TECHNICIAN (G30NN-22) TEST #01 (11/10/2021)
X-RAY TECHNICIAN (G30NN-22) TEST #02 (11/17/2021)

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

REGULAR AGENDA

8. 23-127CS **LIBRARY SERVICES STAFFING**
Presentation by Cathy De Leon, Director of Library Services

Ms. Pizarro Winting introduced Ms. De Leon, who provided an update to the Commission on staffing for Library Services.

After some discussion, the Commission thanked Ms. De Leon for her work and for sharing the staffing update with the Commission.

9. 23-128CS **RECOMMENDATION TO APPROVE BULLETIN - General Librarian**
Presentation by Tiffany James, Assistant Administrative Analyst

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

A discussion was held between the Commission, staff, and the department, regarding the educational and accreditation requirements, and it was suggested that the accreditation be added to the bulletin.

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

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- 10. 23-129CS** **RECOMMENDATION TO APPROVE BULLETIN - Animal Control Officer I-II**
Presentation by Stephanie Herrera, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Herrera, 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

- 11. 23-130CS** **RECOMMENDATION TO APPROVE BULLETIN - Maintenance Planner I-II**
Presentation by Salvador Barajas, Personnel Analyst

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

Commissioner Arias provided feedback regarding the title of the classification to help candidates have more information on the role. Staff acknowledged the feedback.

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

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12. 23-131CS **RECOMMENDATION TO APPROVE BULLETIN** - Public Health
Nurse I-III
Presentation by Sharon Hamilton, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Hamilton, 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 Joen Garnica

13. 23-132CS **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD** - Sara Baldos, Special Services Officer III-ARMED
Communication from Elsa Ramos, Personnel Administrator, Police Department
Staff report prepared by Maria Cano, Personnel Analyst

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

Commissioner Arias asked about the probationary period for this position and whether training can be completed during the probationary period. Ms. Pizarro Winting explained that training required can be completed during the timeframe and Harbor Patrol is the position that requires a one-year timeframe.

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

14. 23-133CS

RECOMMENDATION FOR EXTENSION OF PROBATIONARY

PERIOD - Erick Guevara, Special Services Officer III-ARMED

Communication from Elsa Ramos, Personnel Administrator,

Police Department

Staff report prepared by Maria Cano, Personnel Analyst

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

Commissioner Gonzalez Edmond asked about armed classification needing a longer time to complete required training. Ms. Cano explained that it can be completed but, in this case, the training was scheduled for April.

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

15. 23-134CS

RECOMMENDATION FOR SELECTIVE CERTIFICATION -

Administrative Analyst I-IV

Communication from Christopher J. Garner, General Manager,

Long Beach Utilities

Staff report prepared by Levi Sinkler, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Sinkler, 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 Joen Garnica

**16. 23-135CS RECOMMENDATION TO APPEAL CONDUCT OF
EXAMINATION PROCESS - Water Utility Supervisor I-II**
Communication from Fredrick La Penn
Staff report prepared by Tarsha Moses, Personnel Analyst

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

The Commission invited Mr. La Penn to address the Commission about his appeal. After further discussion between the Commission, staff, and Mr. La Penn, the Commission agreed with the staff's recommendation to deny Mr. La Penn's appeal.

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

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

**17. 23-136CS PROTEST OF DISQUALIFICATION FROM EXAMINATION -
Administrative Analyst I-IV**
Communication from Carly Robertson
Staff report prepared by Beverly Bartlow, Personnel Analyst

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

The Commission invited Ms. Robertson to address the Commission on this protest. After further discussion between the Commission, staff, and department, the Commission agreed with staff's recommendation to deny Ms. Robertson's protest.

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

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Joen Garnica

No: 1 - Erik Fallis

18. 23-137CS ELECTION OF COMMISSION OFFICERS

Commissioner Arias nominated Vice President Fallis to become the President of the Civil Service Commission.

A motion was made by Commissioner Arias, seconded by Commissioner Gonzalez Edmond, to appoint Vice President Fallis as President of the Civil Service Commission. The motion carried by the following vote:

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

Vice President Fallis nominated Commissioner Gonzalez Edmond to become the Vice President of the Civil Service Commission.

A motion was made by Vice President Fallis, seconded by Commissioner Arias, to appoint Commissioner Gonzalez Edmond as Vice President of the Civil Service Commission. The motion carried by the following vote:

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

**19. STANDING COMMITTEE
Recruitment and Selection Committee**

No report at this time.

20. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division – Crystal Slaten

B. Employment Services Division – Caprice McDonald

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Pizarro Winting provided updates on recruiting events including the Cal State Dominguez Hills recruitment fair and the 2023 LBC Aerospace Job Fair for Impacted Virgin Orbit Employees, as well as the Civil Service 101 training provided by the team as part of the Civil Service Skill Building Institute.

President Garnica suggested that department heads make some of the training provided by the institute mandatory. Ms. Pizarro Winting acknowledged the suggestion.

B. Employment Services Division - Caprice McDonald

Ms. McDonald provided an update on all the work being done by the Employment Services division, and thanked Mr. La Penn and Ms. Robertson for coming to the staff with their concerns.

21. UNFINISHED BUSINESS

There was no unfinished business to discuss.

22. NEW BUSINESS

Ms. Pizarro Winting shared that Human Resources is lifting the vaccination requirements for new hires and the change will be seen in future bulletins.

Ms. Pizarro Winting shared that the Government Operations and Efficiency Committee met and there were three transactions that corresponded with the Civil Service Commission. This includes two new Commissioners and a second term for President Garnica. These will go to the City Council for approval on May 2.

Commissioner Gonzalez Edmond acknowledged Mental Health Awareness Month.

President Garnica also acknowledged Mental Health Awareness Month, as well as Denim Day and Administrative Professionals Day.

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

Jamie Kistner addressed the Commission to discuss her recent application for the Administrative Analyst position. President Garnica referred the matter to staff.

Staff and Commission addressed President Garnica and acknowledged the great work completed during her term as President and thanked her for her dedication to the Civil Service Commission.

ADJOURNMENT

President Garnica adjourned the meeting at 11:03 a.m.

NO HEARING

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

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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.

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**បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ: និងកំណត់ហេតុឲ្យ
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