

**LONG BEACH CIVIL SERVICE COMMISSION
JEANNE KARATSU, PRESIDENT
OCTOBER 19, 2011**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, October 19, 2011, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Jeanne Karatsu, Carolyn Smith Watts, Charles Hicks Jr.

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Jeanne Karatsu presided.

MINUTES: It was moved by Commissioner Hicks, seconded by Commissioner Smith Watts and carried that the minutes of the regular meeting of September 21, 2011, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Smith Watts, seconded by Commissioner Hicks and carried that Dismissal Appeal 03-D-1011 hearing minutes of September 21, 2011, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Smith Watts, seconded by Commissioner Hicks and carried that Reduction Appeal 19-R-1011 hearing minutes of September 28, 2011, be approved as prepared. The motion carried by a unanimous roll call vote.

CONSENT CALENDAR (2-9): It was moved by Commissioner Hicks, seconded by Commissioner Smith Watts and carried that the Consent Calendar items be approved. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

Request to approve examination results.

Airport Public Affairs Assistant – 177 Applied, 47 Qualified
Customer Service Representative (9/28/11) – 180 Applied,
27 Qualified

Forensic Specialist (9/27/11) – 40 Applied, 8 Qualified
Public Health Professional (10/12/11) – 86 Applied,
6 Qualified

Public Safety Dispatcher – 8 Applied, 8 Qualified
Senior Equipment Operator – Backhoe – 43 Applied,
14 Qualified

Senior Equipment Operator – Motor Grader – 18 Applied,
3 Qualified

Storekeeper (10/3/11) – 168 Applied, 29 Qualified

Street Landscaping Supervisor – 7 Applied, 7 Qualified

The motion was made to approve request on Consent Calendar.

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

Request to extend the following eligible lists for an
additional six months:

Control Center Operator (Retroactive to 10/6/11)

Hazardous Materials Specialist

Park Maintenance Supervisor

Plumber (4/6/11 & 4/13/11 lists, retroactive to 10/5/11
& 10/12/11)

Police Officer – Lateral

School Guard (Retroactive to 10/12/11)

Senior Civil Engineer (10/13/10 list, retroactive to 10/12/11)
& 10/27/10 list

Senior Program Manager – Harbor (4/6/11 list, retroactive to
10/5/11) & 4/20/11 & 4/27/11 Lists

Water Treatment Operator (Retroactive to 10/5/11)

The motion was made to approve request on Consent Calendar.

RETIREMENTS:

Request to receive and file retirements.

Nancy Garver/Real Estate Technician II/Development
Services

George Kinnear/Combination Building Inspector/
Development Services

Terry Scott/Fire Engineer/Fire

Keith Seward/Fire Captain/Fire

James Currier/Fire Captain/Fire
Jeri Snow/Administrative Analyst II/Fire
Grant Jeffries/Marine Safety Captain/Fire
Celeste Ferris/Registered Nurse II/Health
Kathleen Ouchi/Public Health Nurse/Health
Frank Carano/Gas Field Service Representative III/Long
Beach Gas & Oil
Paul Hanania/Police Officer/Police
Steve Nottingham/Police Lieutenant/Police
Gary Tymich/Police Officer/Police
James Williams/Police Sergeant/Police
Ricky Mitchell/Refuse Operator II/Public Works
Lourdes Ordonez/Senior Engineering Technician I/Public
Works
Thomas Maestas/Plumber/Public Works

The motion was made to receive and file on Consent Calendar.

DISABILITY RETIREMENT:

Request to receive and file disability retirement.

Fernando Vazquez/Firefighter/Fire

The motion was made to receive and file on Consent Calendar.

RESIGNATIONS:

Request to receive and file resignations.

Mark Sawran/Water Treatment Operator I/Water
Shawn Townsend/General Librarian/Library
Shawn Williams/Special Services Officer III/Harbor

The motion was made to receive and file on Consent Calendar.

TRANSFER:

Request to approve transfer.

Tracy Colunga/Public Health Professional II/Health to
Public Health Professional II/Development Services

The motion was made to approve on Consent Calendar.

SCHEDULE FOR HEARINGS:

Request to approve hearing schedule.

Dismissal Appeal 43-D-1011, November 16, 2011
Dismissal Appeal 22-D-910, December 7, 2011

The motion was made to approve on Consent Calendar.

RESCHEDULE FOR HEARINGS:

Request to approve reschedule for hearings.

Reduction Appeal 21-R-1011, November 1, 2011
Suspension Appeal 24-S-1011, November 7, 2011
Suspension Appeal 23-S-1011, November 10, 2011
Suspension Appeal 30-S-1011, November 14, 2011
Reduction Appeal 34-R-1011, December 1, 2011

The motion was made to approve on Consent Calendar.

PROVISIONAL APPOINTMENT:

The Secretary presented a communication from Debbie Mills, Director of Human Resources, requesting Commission authorization to appoint Tara Brewer to the classification of Administrative Analyst IV on a provisional basis. It was moved by Commissioner Hicks, seconded by Commissioner Smith Watts and carried to approve the request for discussion. Ken Walker, Manager, Personnel Operations, Human Resources and Christa Indriolo, Business Representative, IAMAW DL947, addressed the Commission. After discussion, the Commission granted the request in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

PROVISIONAL APPOINTMENT:

The Secretary presented a communication from Alan Patalano, Fire Chief, requesting Commission authorization to appoint Arlen Crabtree to the classification of Administrative Analyst on a provisional basis. It was moved by Commissioner Hicks, seconded by Commissioner Smith Watts and carried to approve the request for discussion. David Honey, Manager, Fire Administration, addressed the Commission. After discussion, the Commission granted the request in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

PROVISIONAL APPOINTMENT:

The Secretary presented a communication from Cynthia Stafford, Personnel Services Officer, Public Works, requesting Commission authorization to appoint Patricia Hachtel to the classification of Administrative Analyst on a provisional basis. It was moved by Commissioner Hicks, seconded by Commissioner Smith Watts and carried to approve the request for discussion. Ms. Stafford addressed the Commission. After discussion, the Commission granted the request in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE
LATE APPLICATION:**

The Secretary presented a communication from Diana Sogomonyan, requesting Commission approval to file a late application for Environmental Specialist Assistant. In addition, the Secretary presented a staff report prepared by him. Ms. Sogomonyan was not present. After discussion, it was moved by Commissioner Hicks seconded by Commissioner Smith Watts and carried that the request be denied. The motion carried by a unanimous roll call vote:

**PROTEST OF WRITTEN
EXAMINATION ITEMS:**

The Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst, regarding the disposition of protested questions from the Construction Inspector examination, which was conducted on September 28 & 29, 2011. Mr. Ambriz briefed the Commission regarding the protests. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Hicks and carried that the recommended disposition of the protested questions be approved and the affected persons be so notified. The motion carried by a unanimous roll call vote.

**REQUEST FOR ORDER OF
LAYOFF:**

The Secretary presented an Order of Layoff to the Commission for the Plumber, Customer Service Supervisor, Assistant Traffic Signal Technician, Stock & Receiving Clerk, Motor Sweeper Operator, Maintenance Assistant, Senior Civil Engineer, General Librarian and Library Clerk classifications. The Department of Human Resources informed the Civil Service Department that the six positions in the Department of Development Services subject to layoff were withdrawn. In addition, the Secretary presented a staff report prepared by him. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Smith Watts and carried to approve the

Order of Layoff as prepared and to forward it to the City Manager. The motion carried by a unanimous roll call vote.

COMMUNICATION:

The Secretary presented a communication from James Poullard, Jr. addressing concerns regarding promotion within the Public Works Department. Mr. Pollouard was not present. It was moved by Commissioner Hicks, seconded by Commissioner Smith Watts and carried to receive and file the communication. The motion carried by a unanimous roll call vote.

BULLETINS:

It was moved by Commissioner Hicks, seconded by Commissioner Smith Watts and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Aquatics Supervisor
Ambulance Operator
Gas Maintenance Supervisor
General Maintenance Assistant
Laboratory Assistant

**CONSIDERATION OF HEARING
OFFICER'S REPORT:**

SUSPENSION HEARING 9-S-1011

The Secretary presented a report prepared by Hearing Officer James R. Goff, Attorney at Law, to the Commission, regarding the subject hearing which was conducted on August 19, 2011. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Smith Watts and carried that the hearing officer's report be approved as prepared. The motion carried by a unanimous roll call vote.

**CONSIDERATION OF HEARING
OFFICER'S REPORT:**

DISABILITY RETIREMENT HEARING 6-DR-910

The Secretary presented a report prepared by Administrative Law Judge Vincent Nafarette to the Commission, regarding the subject hearing which was conducted on August 4, 2011. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Smith Watts and carried that the administrative law judge's report be approved as prepared. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Melinda George, Deputy Director, thanked staff for all the work they are accomplishing on examinations.

The Secretary informed the Commission that the budget for this fiscal year has been approved.

He also thanked Suanne Swan, Senior Payroll/Personnel Assistant, Beatriz Lacerda, Payroll/Personnel Assistant and Marilyn Hall, Executive Assistant for the excellent work they did on the Order of Layoff.

COMMENTS FROM PUBLIC:

Chris Ward, Business Representative, IMAAW DL947, addressed the Commission regarding the status of scheduling the workshop to discuss Commission jurisdiction in certain matters and also the Commission reaching out to employees. Commissioner Hicks informed Mr. Ward the outreach discussed was with Civil Service employees.

Christa Indriolo, Business Representative, IMAAW DL947, addressed the Commission, stating that she would like the Commission to look into the process regarding positions limited to certain departments, because this limits the pool by excluding some employees.

**EXECUTIVE SESSION
(Government Code 54957.8)**

**REVIEW OF EXECUTIVE DIRECTOR PERFORMANCE
OBJECTIVES**

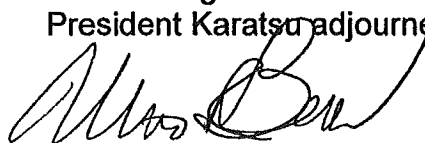
The Secretary recommended the Commission convene to a closed session, pursuant to Government Code 54947.8. It was moved by Commissioner Hicks, seconded by Commissioner Smith Watts to convene to a closed session to discuss the performance objectives for the Executive Director. The motion carried by a unanimous roll call vote.

RECONVENE:

It was moved by Commissioner Hicks, seconded by Commissioner Smith Watts and carried to reconvene to the regular meeting.

ADJOURNMENT:

There being no further business before the Commission, President Karatsu adjourned the meeting.



MARIO R. BEAS
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION
JEANNE KARATSU, PRESIDENT
NOVEMBER 2, 2011**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, November 2, 2011, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Jeanne Karatsu, Carolyn Smith Watts, Jonathan Gotz, Lawrence Keller

MEMBER EXCUSED: Charles Hicks Jr.

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Christina Checел, Deputy City Attorney
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Jeanne Karatsu presided.

President Karatsu introduced Christina Checел, Deputy City Attorney and Commission Advisor, and indicated that she or a representative from the City Attorney's office would be attending Civil Service Commission meetings in the future.

MINUTES: The minutes of October 19, 2011, were held over for one week due to lack of a quorum of Commissioners present at the meeting.

CONSENT CALENDAR (2-5): It was moved by Commissioner Smith Watts, seconded by Commissioner Gotz and carried that the Consent Calendar items be approved. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS: Request to approve examination results.

Construction Inspector – 81 Applied, 29 Qualified

The motion was made to approve request on Consent Calendar.

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

Request to extend the following eligible lists for an additional six months:

Civil Engineering Assistant
Deputy Fire Marshal (11/10/10, 11/17/10 & 12/1/10)
Electrical Engineer
Electrician (5/4/11, 5/11/11 & 5/18/11)
Hazardous Materials Specialist (5/4/11 & 5/11/11)
Registered Nurse
Senior Civil Engineer (11/10/10, 11/17/10 & 12/1/10)

The motion was made to approve request on Consent Calendar.

RETIREMENTS:

Request to receive and file retirements.

Ronald Coleman/Plan Checker – Plumbing II/Development Services
Fredrick Losey/Fire Boat Operator/Fire
William Kumer/Deputy Chief Harbor Engineer II/Harbor
Max Jones/Police Lieutenant/Police
Catherine Pike/Public Safety Dispatcher II/Police

The motion was made to receive and file on Consent Calendar.

RESIGNATIONS:

Request to receive and file resignations.

Ryan Abando/Garage Service Attendant I/Public Works
Nicole Jasper/Public Safety Dispatcher II/Fire
Pamela Shannon/School Guard/Police
Jason Lovo/Police Officer/Police

The motion was made to receive and file on Consent Calendar.

PROVISIONAL APPOINTMENT:

The Secretary presented a communication from John Gross, Director of Financial Management, requesting Commission authorization to appoint Joseph Toney to the classification of Administrative Analyst on a provisional basis. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Keller and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE
LATE APPLICATION:**

The Secretary presented a communication from Alex Holford, requesting Commission approval to file a late application for Environmental Specialist Assistant. In addition, the Secretary presented a staff report prepared by him. Mr. Holford addressed the Commission and answered questions from the Commission. Margaret Huebner, Director of Human Resources, Harbor Department addressed the Commission. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Gotz and carried that the request be denied. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE
LATE APPLICATION:**

The Secretary presented a communication from Ramsey Shuffield, requesting Commission approval to file a late application for Environmental Specialist Assistant. In addition, the Secretary presented a staff report prepared by him. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Gotz and carried that the request be denied. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE
LATE APPLICATION:**

The Secretary presented a communication from Catherine Lundberg, requesting Commission approval to file a late application for Environmental Specialist Assistant. In addition, the Secretary presented a staff report prepared by him. Ms. Lundberg addressed the Commission and answered questions. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Keller and carried that the request be denied. The motion carried by a unanimous roll call vote.

EMERGENCY ITEM:

The Secretary requested that the Commission consider an additional request to file late application for Environmental Specialist Assistant as an emergency item, pursuant to Government Code 54956.5, due to the timeline involved to administer the examination. It was moved by Commissioner Smith Watts, seconded by Commissioner Gotz and carried to consider the request to file late application pursuant to Government Code 54956.5. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE
LATE APPLICATION:**

The Secretary presented a communication from Linda Chang, requesting Commission approval to file a late application for Environmental Specialist Assistant. In addition, the Secretary presented a staff report prepared by him. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Smith Watts and carried that

11/2/11

Page #3

the request be denied. The motion carried by a unanimous roll call vote.

REQUEST FOR ORDER OF LAYOFF: The Secretary presented a communication from Patrick H. West, City Manager, requesting an Order of Layoff. The Secretary informed the Commission that this was a position that was inadvertently omitted from the Order of Layoff, approved by the Commission on October 19, 2011. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Smith Watts and carried to refer the Order of Layoff to staff to prepare the Order of Layoff. The motion carried by a unanimous roll call vote.

**PROTEST OF WRITTEN
EXAMINATION ITEM:**

The Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst, regarding the disposition of the protested question from the Fingerprint Classifier examination, which was conducted on October 20, 2011. Ms. Ferrer briefed the Commission regarding the protest. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Keller and carried that the recommended disposition of the protested question be approved and the affected persons be so notified. The motion carried by a unanimous roll call vote.

BULLETINS:

It was moved by Commissioner Smith Watts, seconded by Commissioner Gotz and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Department Librarian
Housing Specialist

**CANCELLATION OF CSC MEETING
OF DECEMBER 21, 2011**

It was moved by Commissioner Smith Watts, seconded by Commissioner Keller and carried to cancel the regular meeting of the Civil Service Commission on December 21, 2011, due to lack of a quorum. The motion carried by a unanimous roll call vote.

**CHANGE OF CSC MEETING OF
1/4/12 TO 1/11/12**

It was moved by Commissioner Smith Watts, seconded by Commissioner Gotz and carried to change the regular meeting of the Civil Service Commission of January 4, 2012 to January 11, 2012. The motion carried by a unanimous roll call vote.

ADJOURNMENT:

There being no further business before the Commission,
President Karatsu adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario Beas", written in a cursive style.

MARIO R. BEAS
Secretary

MRB:meh