

**LONG BEACH CIVIL SERVICE COMMISSION
CHARLES HICK JR., PRESIDENT
OCTOBER 9, 2013**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, October 9, 2013, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Carolyn Smith Watts, Charles Hicks Jr., Jonathan Gotz, Larry Keller

MEMBER EXCUSED: Jeanne Karatsu

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

President Hicks presided.

MINUTES: It was moved by Commissioner Smith Watts, seconded by Commissioner Gotz and carried that the minutes of the regular meeting of September 18, 2013, be approved as prepared. The motion carried by a unanimous roll call vote.

President Hicks held over the minutes of August 14, 2013 and September 4, 2013, due to lack of a quorum of Commissioners present at the hearing to approve the minutes.

It was moved by Commissioner Gotz, seconded by Commissioner Smith Watts and carried that the Suspension Appeal 22-S-1213 hearing minutes of September 18, 2013, be approved as prepared. The motion carried by a unanimous roll call vote.

13 OCT 15 10 08 AM

13 OCT 15 10 08 AM

CONSENT CALENDAR (2-5):

It was moved by Commissioner Gotz, seconded by Commissioner Keller 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.

Electrician - 89 Applied, 43 Qualified
Environmental Health Specialist (9-23-13) – 70 Applied, 49 Qualified
Mechanical Engineer (9-30-13) – 15 Applied, 6 Qualified
Microbiologist (9-30-13) – 39 Applied, 6 Qualified
Plan Checker - Fire (9-23-13) – 26 Applied, 2 Qualified
Special Services Officer (9-12-13) – 578 Applied, 324 Qualified

The motion was made to approve request on Consent Calendar.

RETIREMENTS:

Request to receive and file retirements.

Wayne Henriksen/Electrician/Airport
Gregory Brand/Equipment Operator III/Parks
Potenciano Contrano/Gardener II/Parks
Leslie Siavi'i/Public Safety Dispatcher II/Police
Peggy Kincaid/Clerk Typist III/Police
Rosario Estrada/Motor Sweeper Operator/Public Works
Ralph McKay/Automatic Sprinkler Control Technician/Water

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

RESIGNATIONS:

Request to receive and file resignations.

Mark Perez/Special Services Officer III/Harbor
Jeff Gance/Police Recruit/Police

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

TRANSFER:

Request to approve transfer.

Jeffrey Brown/Administrative Analyst III/Library to
Administrative Analyst II/Parks (voluntary)

The motion was made to approve on Consent Calendar.

PROVISIONAL APPOINTMENT:

The Secretary presented a communication from Deborah R. Mills, Director of Human Resources, requesting Commission authorization to appoint Natalie McCartney, to the classification of Safety Specialist on a provisional basis. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Gotz 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 RETURN TO CLASSIFIED SERVICE:

DAWN COVARRUBIAS/CLERK TYPIST

The Secretary presented communications from Margaret Huebner, Director of Human Resources, Harbor and Dawn Covarrubias, Clerk Typist, requesting Commission authorization to return Dawn Covarrubias, Clerk Typist, Unclassified to her former classified position of Clerk Typist. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Keller and carried that the request to revert Dawn Covarrubias to classified service, be approved, pursuant to Section 69 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

REQUEST TO FILE FOR EXAMINATION BY DISMISSED EMPLOYEE:

The Secretary presented a communication from Adam Van Pelt, requesting Commission approval to file for the Special Services Officer examination. The Commission requested this matter be considered in a Closed Session and moved to the last item of the agenda.

EXTENSION OF EXPIRING ELIGIBLE LISTS:

The Secretary presented a staff report, prepared by him, requesting Commission approval of the following eligible lists for six months, with the exception of Ambulance Operator (three months) and Water Treatment Operator be removed. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Gotz and carried that the following eligible lists be extended as indicated. The motion carried by a unanimous roll call vote.

- Airport Public Affairs Assistant
- Ambulance Operator (**3 months**)
- Public Health Nutritionist
- Registered Nurse (10/3/12, 10/29/12)
- Senior Civil Engineer

Senior Equipment Operator – Backhoe
~~Water Treatment Operator~~

BULLETIN:

It was moved by Commissioner Smith Watts, seconded by Commissioner Keller and carried that the Job Opportunity Bulletin for Senior Equipment Operator – Crane be approved. The motion carried by a unanimous roll call vote.

NEW BUSINESS:

Commissioner Hicks stated concerns regarding the Street Maintenance Supervisor examination, and requested that staff provide the Commission with a timeline as to the anticipated completion date.

MANAGERS' REPORT:

Melinda George, Deputy Director, informed the Commission that the Police Recruit examination was very successful, and that over 1600 applicants participated in the exams last week. An additional 600 candidates have requested a waiver for the test. She also introduced Jamie Garcia, student intern, to the Commission.

Mr. Garcia thanked the Commission and staff for the opportunity to work in the Civil Service Department, and opportunity to learn.

The Secretary thanked Donna deAraujo and staff for the excellent job they did administering the Police Recruit examination. He also thanked the Police Department and all City departments that provided staff to assist in this process.

He then announced that he would be retiring at the end of this year with 35 years of public service. He thanked the staff and departments for their support throughout the years.

President Hicks thanked Mr. Beas for his service to the City of Long Beach and Civil Service Department and wished him well in his retirement.

COMMENTS FROM PUBLIC:

Randy Allen, Deputy Chief, Police Department, thanked the Civil Service staff for the outstanding work on the Police Recruit examination process. He also acknowledged Deborah McCluster, Personnel Analyst, for the excellent work she did in the recruitment process.

Deborah McCluster, Personnel Analyst, informed the Commission that recruitment has begun for Fire Recruit, provided copies of the new brochure being used for

recruiting Fire Recruit for the City of Long Beach.

President Hicks requested that once the process for Fire Recruit is completed, staff provide a comparative analysis of the Police and Fire examination processes.

**REQUEST TO FILE FOR
EXAMINATION BY DISMISSED
EMPLOYEE:**

The Secretary presented a communication from Adam Van Pelt, requesting Commission approval to file for the Special Services Officer examination. The Commission requested this matter be considered in a Closed Session, pursuant to Government Code 54947. It was moved by Commissioner Keller, seconded by Commissioner Gotz and carried to recess to a Closed Session to consider this matter. The motion carried by a unanimous roll call vote.

After consideration of this matter in a Closed Session, it was moved by Commissioner Smith Watts, seconded by Commissioner Gotz and carried to approve the request to file for examination by dismissed employee. The motion carried by a unanimous roll call vote.

President Hicks reconvened the meeting and announced the Commission's decision to allow Mr. Van Pelt to participate in the Special Services Officer Examination process.

It was moved by Commissioner Smith Watts, seconded by Commissioner Gotz and carried to amend the Special Service Officer's examination results to include Mr. Van Pelt. The motion carried by a unanimous roll call vote.

ADJOURNMENT:

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

MARIO R. BEAS
Secretary

MRB:meh