

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

**WEDNESDAY, FEBRUARY 18, 2015  
333 WEST OCEAN BLVD., 7TH FLOOR  
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Lawrence Keller, President  
Robin Perry, Vice President



Charles Hicks Jr., Commissioner  
Rick McGilton-McGlamery, Commissioner  
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,  
Executive Director

---

## **FINISHED AGENDA & DRAFT MINUTES**

### **ROLL CALL**

**Commissioners** Lawrence Keller, Robin Perry, Charles Hicks, Rick  
**Present:** McGilton-McGlamery and Carolyn M. Smith Watts

Kandice Taylor-Sherwood, Executive Director & Secretary  
Melinda George, Deputy Director  
Marilyn Hall, Executive Assistant  
Gary Anderson, 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  
Debbie Mills, Director of Human Resource  
Cynthia Stafford, Manager, Personnel Operations, Human Resources  
Stacey Lewis, Assistant Director of Human Resources, Harbor

#### **1. 15-030CS**

##### **Recommendation to approve minutes:**

*Regular Meeting of February 4, 2015*

*Dismissal Hearing 16-D-1314 Minutes of January 28, 2015*

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

**A motion was made by Commissioner Smith Watts, seconded by Commissioner McGilton-McGlamery, to approve recommendation for Dismissal Appeal 16-D-1314 Minutes of January 28, 2015. The motion carried by the following vote:**

**Yes:** 4 - Lawrence Keller, Robin Perry, Rick McGilton-McGlamery and Carolyn M. Smith Watts

**Abstain:** 1 - Charles Hicks

**CONSENT CALENDAR (2-5):**

Passed the Consent Calendar

**A motion was made by Commissioner Hicks, seconded by Vice President Perry, to approve Consent Calendar Items. The motion carried by the following vote:**

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

2. 15-031CS

**Recommendation to approve examination results:**

*Animal Health Technician (Established 2/11/15) - 32 Applied,  
4 Qualified  
Building Maintenance Engineer (Established 2/5/15) - 36 Applied,  
5 Qualified  
Civil Engineer (Established 2/4/15) - 31 Applied, 19 Qualified  
Clerk Supervisor (Established 2/13/15) - 110 Applied, 17 Qualified  
Communication Specialist (Established 2/6/15) - 72 Applied,  
51 Qualified  
Electrician (Established 2/9/15) - 50 Applied, 23 Qualified  
Public Safety Dispatcher (Established 2/11/15) - 23 Applied,  
23 Qualified  
Systems Support Specialist (Established 2/10/15) - 207 Applied,  
157 Qualified*

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

3. 15-032CS

**Recommendation to receive and file resignations:**

*Veronica Vasquez/Customer Service Representative III/Long  
Beach Gas & Oil (7 mos., 28 days)  
Gerri Umbertus/Animal Control Officer I/Parks (4 yrs., 3 mos.)  
Johnathen Hergenreder/Animal Control Officer/Parks  
(3 yrs., 3 mos.)  
Leotis Laird/Refuse Operator I/Public Works (13 yrs., 4 mos.)*

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

4. 15-033CS

**Recommendation to approve transfers:**

*Jill Casey/Administrative Analyst III/Airport to Administrative Analyst  
III/Public Works  
Michael Vander-Meer, Special Services Officer III-Armed  
Range/Police to Special Services Officer III- Armed Range/Harbor*

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

5. 15-034CS      **Recommendation to receive and file bulletins:**  
*Department Librarian - Approved 2/9/15*  
*General Librarian - Approved 2/9/15*

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

**REGULAR AGENDA**

6. 15-035CS      **RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**  
Christopher Mills, Harbor Maintenance Supervisor  
*Communication from Margaret Huebner, Director of Human Resources - Harbor*

**A motion was made by Vice President Perry, seconded by Commissioner McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:**

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

7. 15-036CS      **RECOMMENDATION FOR PROVISIONAL APPOINTMENTS -**  
Huei Tukes, Jose Aguilar, Summer Davis, Nneka Nnoham and Zakee Neblett, Housing Specialists  
*Communication from Tom Papademetriou, Administrative Officer, - Health Department*

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

8. 15-037CS      **RECOMMENDATION TO REAPPOINT FORMER EMPLOYEE -**  
Thomas Leary, Administrative Analyst  
*Communication from Robert G. Luna, Chief of Police*

**A motion was made by Commissioner Smith Watts, seconded by Commissioner McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:**

**Yes: 5 -** Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

9. 15-038CS      **RECOMMENDATION TO REVERT TO FORMER**  
**CLASSIFICATION -** Arnita Harper, Police Property and Supply  
Clerk to Clerk Typist  
*Communication from Robert G. Luna, Chief of Police*

**A motion was made by Vice President Perry, seconded by Commissioner McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:**

**Yes: 5 -** Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

10. 15-039CS

**RECOMMENDATION TO EXTEND PROBATIONARY PERIOD  
FOR CRIMINALIST I-II AND FORENSIC SPECIALIST I-II**

- a. Communication from Deborah R. Mills, Director of Human Resources
- b. Staff report prepared by Kandice Taylor-Sherwood, Executive Director

The Secretary briefed the Commission regarding this request.

Debbie Mills, Director of Human Resources, was present and addressed the Commission regarding this request.

**A motion was made by Vice President Perry, seconded by Commissioner McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:**

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

11. 15-040CS

**RECOMMENDATION TO APPROVE REINSTATEMENT OF  
NAME TO ELIGIBLE LIST - *Kelly Gennaro, Clerk Typist***

- a. Communication from Meg Rau, Administrative Officer, Development Services
- b. Staff report prepared by Sal Ambriz, Personnel Analyst

Commissioner Hicks requested that this matter be considered in a closed session.

After completing the regular agenda, President Keller recessed the meeting to a closed session pursuant to paragraph (b)(1) of Section 54957 of the California Government Code.

President Keller reconvened the regular meeting and announced the Commission's decision.

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

12. 15-041CS

**RECOMMENDATION TO APPROVE BULLETINS**

*Staff report prepared by Kandice Taylor-Sherwood, Executive Director*

Environmental Specialist Assistant

Gas Construction Worker

Marine Safety Captain

Microbiologist

Traffic Signal Technician

Commissioner McGilton-McGlamery stated his concerns as to why desirable qualification is on bulletins since it is not a rating factor. He stated that he is concerned that the statement may deter a person from applying for a particular job, and that if it is not a rating factor, there is no need for it to be on the bulletins.

Ms. George stated that sometimes there is a variety of departments that use the same classification where certain desirables are needed. However, she stated that no one would be screened out of the process on desirable qualification.

The Secretary stated that desirable is not a differential factor to meet the minimum to get on the eligible list, but because departments have different needs, it could be a differential factor.

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

**Yes: 5 -** Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

## MANAGERS' REPORT

Ms. George thanked the Commission for approving the General Librarian and Department Librarian bulletins, which provided for an extra ten days for posting of the bulletin. She acknowledged staff who has been very active in helping other City departments with NeoGov and testing. Ms. McDonald has also been working with several departments on allowing access to NeoGov.

She also announced that she will be retiring on May 1, 2015.

Commissioner McGilton-McGlamery congratulated the Fire Recruit Class of 2015, who will be graduating this Friday.

The Secretary stated the Civil Service Department was approved for some budget enhancements for this year's budget, and that a new position will be added. She stated that a request for a Provisional Personnel Analyst will be submitted, and that she will possibly be looking within the City for a transfer opportunity.

She also informed the Commission that videos regarding online filing for applications are finally completed, and that a couple of them are posted on the Civil Service website. The interns want to present them to the Commission, and are trying to find a date when they are all available. There are three different videos, how to get an e-mail account, how to get a Government Jobs account and how to build your profile once you have an account. They are done in English, but also have done scripts to include on the website as a link so that a person can print the script. So far they have done them in Khmer and Spanish and wrapping up the Tagalog. Because one of the interns speak Sinhala, they are in Sinhala. Ultimately the plan is to take those scripts and put voice overs on them.

Wanted to thank Keion, a student working at Cal State Dominques Hills, who has volunteered his time and has been an integral part in getting the videos done.



**COMMENTS FROM PUBLIC – The Civil Service Commission will hear from members of the public on matters within the Commission’s jurisdiction.**

Crystal Slaten, Administrator, Police Personnel, thanked staff for all the help they provide to the Police Department.

Gonzalo Medina, Marine Safety Bureau Chief, thanked Sal Ambriz, Personnel Analyst and staff for the great job in the administration of the Marine Safety Officer examination.

**ADJOURNMENT**

**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 City Clerk Department at (562) 570-6101, 72 hours prior to the Commission meeting.

Kung ang nakasulat na pagsasalin-wika ng adyenda at mga katitikan ng Komisyon ay hinahangad para sa mga taong hindi nagsasalita ng Ingles mangyaring gawin ang iyong kahilingan sa pamamagitan ng telepono sa Kagawaran ng Klerk ng Lunsod sa (562) 570-6101, 72 pitong oras bago ang pulong ng Komisyon.

Si desea obtener la traducción lingüística escrita de la agenda y las actas de la Comisión para las personas que no hablan inglés, realice su pedido por teléfono al Departamento de la Secretaría Municipal al (562) 570-6101, 72 horas antes de la reunión de la Comisión.

បើលោកអ្នកមិនចេះនិយាយភាសាអង់គ្លេស ហើយត្រូវការរបៀបវារៈនៃកិច្ចប្រជុំគណៈកម្មាធិការ និងរបាយការណ៍នៃកិច្ចប្រជុំគណៈកម្មាធិការ ជាសំណើប្រែសម្រួលលាយលក្ខណ៍អក្សរទៅជា ភាសារបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានសៀវភៅសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 អោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវប្រារព្ធឡើង។