

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

**WEDNESDAY, MARCH 4, 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 and Carolyn M.

Present: Smith Watts

Commissioners Rick McGilton-McGlamery

Absent:

Melinda George, Deputy Director, Acting Secretary

Marilyn Hall, Executive Assistant

Gary Anderson, Deputy City Attorney

Salvador Ambriz, 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. 15-042CS . Recommendation to approve minutes:**
Regular Meeting of February 18, 2015
Dismissal Hearing 17-D-1314 Minutes of February 11, 2015
Dismissal Hearing 18-D-1314 Minutes of February 18, 2015

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

Yes: 4 - Lawrence Keller, Robin Perry, Charles Hicks and Carolyn M. Smith Watts

Absent: 1 - Rick McGilton-McGlamery

A motion was made by Vice President Perry, seconded by Commissioner Smith Watts, to approve recommendation for Dismissal Hearing 17-D-1314 Minutes of February 11, 2015. Commissioner Hicks abstained from voting as he was not present. The motion carried by the following vote:

Yes: 3 - Lawrence Keller, Robin Perry and Carolyn M. Smith Watts

Abstain: 1 - Charles Hicks

Absent: 1 - Rick McGilton-McGlamery

A motion was made by Commissioner Hicks, seconded by Commissioner Smith Watts, to approve recommendation for Dismissal Appeal 18-D-1314 Minutes of February 18, 2015. Commissioner Perry abstained as he was not present. The motion carried by the following vote:

Yes: 3 - Lawrence Keller, Charles Hicks and Carolyn M. Smith Watts

Abstain: 1 - Robin Perry

Absent: 1 - Rick McGilton-McGlamery

CONSENT CALENDAR 2-5:

Passed the Consent Calendar

A motion was made by to approve Consent Calendar Items. The motion carried by the following vote:

Yes: 4 - Lawrence Keller, Robin Perry, Charles Hicks and Carolyn M. Smith Watts

Absent: 1 - Rick McGilton-McGlamery

2. 15-043CS **Recommendation to approve examination results:**
Civil Engineer (Established 2/19/15) - 27 Applied, 15 Qualified
Electrician (Amended from 2/9/15) - 50 Applied, 24 Qualified
Office Services Supervisor (Established 2/26/15) - 61 Applied,
16 Qualified
Public Safety Dispatcher (Established 2/26/15) - 6 Applied,
6 Qualified
Registered Nurse (Established 1/30/13) - 27 Applied, 27 Qualified

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

3. 15-044CS **Recommendation to receive and file retirement:**
Stephen Raganold/Battalion Chief/Fire (28 yrs., 10 mos.)

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

4. 15-045CS **Recommendation to receive and file resignation:**
Jeffrey Sedlak/Senior Civil Engineer/Long Beach Airport
(8 yrs., 8 mos.)

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

5. 15-046CS **Recommendation to approve transfer:**
Patricia Hachtel/Assistant Administrative Analyst II/Public Works to
Assistant Administrative Analyst II/Harbor

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

REGULAR AGENDA

6. 15-047CS **RECOMMENDATION TO ADOPT NEW CLASSIFICATION SPECIFICATION - *Animal Services Operations Supervisor***
a. Communication from Deborah R. Mills, Director of Human Resources
b. Staff report prepared by Deborah McCluster, Personnel Analyst

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

Yes: 4 - Lawrence Keller, Robin Perry, Charles Hicks and Carolyn M. Smith Watts

Absent: 1 - Rick McGilton-McGlamery

7. 15-048CS **RECOMMENDATION TO APPROVE REVISE CLASSIFICATION SPECIFICATION - *Personnel Analyst***
a. Communication from Cynthia Stafford, Manager-Personnel Operations - Human Resources
b. Staff report prepared by Lourdes Ferrer, Personnel Analyst

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

Yes: 4 - Lawrence Keller, Robin Perry, Charles Hicks and Carolyn M. Smith Watts

Absent: 1 - Rick McGilton-McGlamery

8. 15-049CS **RECOMMENDATION FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS - Article VIII, Section 115(3) - Requesting Exception to Article II, Section 7 of the Civil Service Rules and Regulations - Utilize Unclassified Business Systems Specialist Position for Limited Term in City Departments**
- a. Communication from Patrick H. West, City Manager
 - b. Staff report prepared by Kandice Taylor-Sherwood, Executive Director

John Gross, Director of Financial Management briefed the Commission regarding this request.

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

Yes: 4 - Lawrence Keller, Robin Perry, Charles Hicks and Carolyn M. Smith Watts

Absent: 1 - Rick McGilton-McGlamery

9. 15-050CS **RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING ELIGIBLE LISTS (6months)**
Staff report prepared by Kandice Taylor-Sherwood, Executive Director
Business Systems Specialist
Emergency Medical Educator
Maintenance Assistant
Marina Supervisor
Public Safety Dispatcher - Lateral
School Guard (9/19/14; 9/22/14)
Senior Mechanical Engineer

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

Yes: 4 - Lawrence Keller, Robin Perry, Charles Hicks and Carolyn M. Smith Watts

Absent: 1 - Rick McGilton-McGlamery

10. 15-051CS

RECOMMENDATION TO APPROVE BULLETINS

Staff report prepared by Kandice Taylor-Sherwood, Executive Director

Ambulance Operator
Laboratory Analyst
Office Automation Analyst
Parking Control Supervisor
Planner
Senior Electrical Inspector
Senior Plumbing Inspector
Senior Mechanical Inspector

The Secretary informed the Commission that the new process for approval of Job Bulletins would be that the bulletins will be sent out on Friday, and if staff does not hear from the Commission by Noon the following Monday, staff will assume there are no objections from the Commission and post accordingly. This process for approving bulletins includes those sent out on Friday with the agenda. The bulletins will be placed on the Consent Calendar for approval. If there is a concern with a bulletin that is placed on the Consent Calendar, it will be pulled and placed on the next regular agenda for approval.

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

Yes: 4 - Lawrence Keller, Robin Perry, Charles Hicks and Carolyn M. Smith Watts

Absent: 1 - Rick McGilton-McGlamery

11. 15-052CS

**RECOMMENDATION FOR CONSIDERATION OF
ADMINISTRATIVE LAW JUDGE'S REPORT - *Dismissal Appeals*
30-D-910 & 31-D-910 (Mailed to CSS 1/28/15)**

- a. Report prepared by Vincent Nafarrete, Administrative Law Judge
- b. Objection to Administrative Law Judge's Report prepared by
Michael Peters, Attorney at Law

Andrew Dawson, Attorney at Law, representing the Appellants, addressed the Commission, requesting it approve the Administrative Law Judge's Report.

Michael Peter, Attorney at Law, addressed the Commission in objection of the Administrative Law Judge's Report.

After discussion, President Keller recessed to deliberations.

After deliberations President Keller reconvened to 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: 3 - Lawrence Keller, Robin Perry and Charles Hicks

No: 1 - Carolyn M. Smith Watts

Absent: 1 - Rick McGilton-McGlamery

MANAGERS' REPORT

The Secretary informed the Commission that the Director and staff members were meeting with the Police Department, as well as conferencing in the City of San Francisco and Egrometrics (the ETM Group) discussing potential options for Police Recruit going forward. She also stated that other staff members were at an Enterprise Resource Planning meeting for selecting vendors for the implementation of the City's new Finance/HR system.

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

Tom Kesler and Stephen Raganold, retired Battalion Chiefs, Long Beach Fire Department, Xavier Espino, Battalion Chief, Jeffrey Hardin and Craig Crandall, Fire Captains, and Rex Pritchard, President, Long Beach Fire Fighter's Association spoke in support of the Appellants and the Administrative Law Judge's report.

PUBLIC LANGUAGE ACCESS POLICY BRIEFING

Tracy Colunga, Special Projects Officer, Development Services, briefed the Commission regarding the City's Language Access Policy, stating that she oversees the policy, which was adopted by the City Council on August 20, 2013. She stated that advocates and community members addressed concerns to the City Council regarding the California Dymally-Alatorre Bilingual Act, which requires the State and local public jurisdictions, who have a substantial number of limited English speaking individuals, to provide services and materials in their language. She stated that Spanish qualifies under the State definition, however the City Council also identified Khmer and Tagalog, which are languages from Cambodia and the Philippines. She addressed what the policy provides in the terms of service and recruitment and bilingual staffing. She stated that a statement has been placed on all agendas and minutes that oral interpretations will be provided in these languages with a 72-hour notification as well as translations of agendas and minutes within that 72-hour notification, that is already in place with the City Clerk's office.

Ms. Colunga stated that two sections of the policy related to Civil Service are the bilingual staffing and recruitment. She stated that with the help of Human Resources and Civil Service departments, a list has been established with all employees receiving bilingual skill pay. She also stated that a document is available on the internet where any staff member can see what different languages are spoken and who is receiving bilingual skill pay and their telephone number in case someone needs assistance in translation. She stated that her staff is currently working with Civil Service staff to develop a statement on the bulletins for those who work in point-of-contact positions. For point-of-contact positions, the City wants to recruit bilinguals Spanish, Khmer and Tagalog speaking individuals so they can provide service at front counter desks or if they are dealing with the public.

Commissioner Perry questioned as regarding to point-of-contact positions, whether it is necessary to include language reflective of seeking bilingual skills on every job bulletin, or if it should go on job bulletins specifically for point-of-contact positions.

Ms. Colunga stated that the policy defines point-of-contact position as a position whether clerical, service, professional or a sworn nature that emphasis greeting, meeting, contact, or providing of information or services to the public in the performance of the duties of that position. The policy requires the City to provide a recruitment effort in attracting bilingual candidates, so that the City will have applicants that are serving monolingual speaking residents.

Commissioner Perry stated that he strongly favors having bilingual people in position dealing directly with the public, however, bilingual statements have discouraged some non

bilingual people from applying for positions. He stated the language should be fashioned where it does not discourage non-bilingual people from applying, and to limit the language to those positions that are point-of-contact positions verses position where generally they would not involve the interaction with the public.

Cynthia Stafford, Manager, Personnel Operations - Human Resources, stated that some language had been discussed.

The Secretary stated that the language "In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and Tagalog) are desirable for positions interacting with the public" was discussed and would not be under the minimum qualification, but would be moved to the end of the bulletin where it is more a statement of policy, and it would be on all bulletins.

Commissioner Hicks questioned what are the point-of-contact positions, and stated that the language only needed to be on those positions.

Ms. Stafford stated that Human Resources would work with the Civil Service Department to identify point-of-contact positions and provide the list to the Commission. She stated that this would probably take one month to complete.

The Secretary confirmed that staff will continue to use existing language statements until the Commission reconsiders this item.

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 ជាសំណៅប្រែសម្រួលលាយលក្ខណ៍អក្សរទៅជា ភាសារបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានសៀវភៅសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 អោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវប្រារព្ធធ្វើឡើង។