

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

**WEDNESDAY, FEBRUARY 1, 2017
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Rick McGilton-McGlamery, President
Phyllis Arias, Vice President



Charles Hicks Jr., Commissioner
Robin Perry, Commissioner
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & DRAFT MINUTES

ROLL CALL

Commissioners Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Present:

Commissioners Robin Perry and Rick McGilton-McGlamery

Absent:

Kandice Taylor-Sherwood, Executive Director & Secretary
Crystal Slaten, Recruitment & Selection Officer, Acting Secretary
Robert Pfingsthorn, Administrative Officer
Caprice McDonald, Special Projects Officer
Maria Alamo, Executive Assistant
Gary Anderson, Principal Deputy City Attorney
Lourdes Ferrer, Administrative Analyst
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
David Espinoza, Assistant Administrative Analyst
Carolyn Pen, Administrative Intern
Glendy Martinez, Personnel Analyst, Human Resources
Paula Ortega, Port Communications Specialist, Harbor
Jessica Stoudenmire, Administrative Analyst
Russ Ficker, Personnel Services Officer
James Underwood, Battalion Chief, Fire
Robert Grego, Battalion Chief, Fire

FLAG SALUTE

1. 17-020CS **Recommendation to approve minutes:**
Regular Meeting of January 18, 2017

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Absent: 2 - Robin Perry and Rick McGilton-McGlamery

CONSENT CALENDAR (2-7):

Passed the Consent Calendar

A motion was made that these files be approved by consent voice vote.

2. 17-021CS **Recommendation to approve examination results:**
Ambulance Operator - Test #02 AMENDED (Established 1/12/17)
Business Systems Specialist - GIS Test #01 (Established 1/24/17)
Business Systems Specialist - Web Designer Test #01
(Established 1/27/17)
Mechanical Engineer Test #04 (Established 1/18/17)
Plan Checker - Electrical Test #01 (Established 1/20/17)
Plan Checker - Fire Prevention Test #04 (Established 1/18/17)
Police Officer - Lateral Test #03 (Established 1/26/17)
Public Safety Dispatcher Test #01 (Established 1/27/17)
Public Safety Dispatcher - Post Waiver Test #02
(Established 1/27/17)

A motion was made Commissioner Charles Hicks Jr., seconded by Commissioner Carolyn M. Smith Watts, to approve recommendation on the consent agenda. BY VOICE VOTE

3. 17-022CS **Recommendation to receive and file bulletin(s):**
Accounting Clerk
Petroleum Engineering Associate

A motion was made Commissioner Charles Hicks Jr., seconded by Commissioner Carolyn M. Smith Watts, to approve recommendation on the consent agenda. BY VOICE VOTE

4. 17-023CS **Recommendation to receive and file retirement(s):**
Toni Forde-Hixon/Community Services Supervisor/Parks, Recreation & Marine (35 yrs., 1 mo.)

A motion was made Commissioner Charles Hicks Jr., seconded by Commissioner Carolyn M. Smith Watts, to approve recommendation on the consent agenda. BY VOICE VOTE

5. 17-024CS **Recommendation to receive and file resignation(s):**
Catia Carvalho/School Guard (8 mos., 2 days)
Jemyson Odvina/Water Utility Mechanic III (6 yrs., 9 mos.)
Marco Macedo/Water Utility Supervisor I (11 yrs. 5 mos.)
Christian Rogers/Water Utility Mechanic II (5 yrs., 1 mo.)
Paige White/Police Recruit (3 mos., 15 days)
Derwin Wortham/Garage Service Attendant I (9 yrs., 8 mos.)

A motion was made Commissioner Charles Hicks Jr., seconded by Commissioner Carolyn M. Smith Watts, to approve recommendation on the consent agenda. BY VOICE VOTE

6. 17-025CS **Recommendation to approve transfer(s):**
Teresa Gomez, Development Project Manager II/Development Services to Development Project Manager II/Health & Human Services

A motion was made Commissioner Charles Hicks Jr., seconded by Commissioner Carolyn M. Smith Watts, to approve recommendation on the consent agenda. BY VOICE VOTE

7. 17-026CS **Recommendation to approve schedule for hearing(s):**
Suspension Appeal 20-S-1516, Suggested Date April 12, 2017

A motion was made Commissioner Charles Hicks Jr., seconded by Commissioner Carolyn M. Smith Watts, to approve recommendation on the consent agenda. BY VOICE VOTE

REGULAR AGENDA

Secretary Taylor-Sherwood requested Item #12 17-031CS be pulled from the regular agenda.

Vice President confirmed item #12 Recommendation to Approve Amended Examination Results, Noting Article VIII, Section 115(3) being pulled from today agenda.

8. 17-027CS **RECOMMENDATION TO EXTEND NON-CAREER HOURS -**
Danna Monzon, Civil Engineering Assistant
Communication from Christopher J. Garner, General Manager,
Water Department

The Secretary briefed the Commission regarding this request.

Ms. Stoudenmire was present to answer the Commission's questions.

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Absent: 2 - Robin Perry and Rick McGilton-McGlamery

9. 17-028CS **RECOMMENDATION TO APPROVE PROTEST OF**
EXAMINATION ITEM(S) - Fire Captain
Staff Report prepared by Lourdes Ferrer, Administrative Analyst

Ms. Ferrer briefed the Commission regarding this request.

Battalion Chief James Underwood and Battalion Chief Robert Grego were present to answer any questions.

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Absent: 2 - Robin Perry and Rick McGilton-McGlamery

10. 17-029CS

RECOMMENDATION TO REVERT TO FORMER

CLASSIFICATION - Carl Fifer, Building Maintenance Engineer
*Communication from Margaret Huebner, Director of Human
Resources, Harbor*

The Secretary briefed the Commission regarding this request.

Ms. Ortega and Mr. Fifer were present to answer the Commission's questions.

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Absent: 2 - Robin Perry and Rick McGilton-McGlamery

11. 17-030CS

**RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING
ELIGIBLE LISTS (6 months)**

(Staff report prepared by Kandice Taylor-Sherwood, Executive Director)

Business Systems Specialist Test 4 (8/17/16)

Communication Specialist Test 1 (8/23/16) - 3 months

Fingerprint Classifier (2/16/16)

Park Maintenance Supervisor (8/11/15)

Public Health Nutritionist Test 2 (8/12/15)

Senior Civil Engineer Test 4 (8/23/16)

Systems Support Specialist Test 1 (8/17/16)

The Secretary briefed the Commission regarding this request.

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Absent: 2 - Robin Perry and Rick McGilton-McGlamery

12. 17-031CS

WITHDRAWN

~~**RECOMMENDATION TO APPROVE AMENDED EXAMINATION
RESULTS, NOTING ARTICLE VIII, Section 115(3), --**~~

~~Exception to Civil Service Rules and Regulations was invoked
regarding Thomas Marshall.~~

~~*Supervisor - Waste Operations - AMENDED (Established 11/11/16)*~~

This CS-Agenda Item was withdrawn.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten invited the Commission to the next phase of the Fire Captain exam on February 21st and 22nd. Ms. Slaten and Ms. Taylor-Sherwood attended the IMPA-HR Major City County in Henderson, Nevada, a nationwide Human Resources Manager's meeting. Ms. Slaten also informed the Commission of the Police Recruit recruitment challenges. Commissioner Hicks suggested having a continuous examination process. Ms. Taylor-Sherwood informed Commissioner Hicks, the challenge would be not having continuous police academies. Lastly, Ms. Slaten announced Ms. Ferrer accepted a job with Santa Ana Police Department. On behalf of the Commission, Commissioner Smith congratulated Ms. Ferrer.

Commissioner Hicks requested clarification on the Police Recruit recruitment. Mr. Espinoza provided additional information on the numbers of applicants.

Ms. McDonald provided the Commission a handout of the new updated city jobs page. Commissioner Smith commented the page is smartphone friendly, looks clean, easy to navigate and user friendly. Ms. McDonald informed the commission she attended the Q&A information meeting for the Port of Long Beach Internship Summer Program.

Mr. Pfingsthorn informed the Commission February 1st begins preparing for the fiscal year 2018 budget. Financial Management will be providing fiscal outlook for fiscal year 2018-2020 on March 7 to the City Council and Civil Service will present their budget to the Commission shortly after. Mr. Pfingsthorn also informed the Commission the Civil Service Department had zero accidents and zero injuries for 2016.

Ms. Taylor-Sherwood informed the Commission the Civil Service Department is in the fourth week of posting Career Tips and Classified Works and acknowledged Ms. Valdoria for assisting. Ms. Taylor-Sherwood informed the Commission, she presented at WRIPAC on Business Process Improvement representing the Civil Service Department. Ms. Taylor-Sherwood will also be attending the Andy Street Fair on Saturday.

Commissioner Hicks suggested Civil Service Recruitment staff attend the LA County annual air show on March 25th.

UNFINISHED BUSINESS

Commissioner Hicks requested an update on the status of Special Services Officers issue and classification.

NEW BUSINESS

Commissioner Smith asked if Civil Service has any data or report on diversity reporting. Ms. Taylor-Sherwood informed the Commission there is an item on the City Council agenda regarding diversity reporting. Ms. Taylor-Sherwood informed the Commission, Civil Services has some data available, but some data Civil Service does not have available. She informed the Commission, if Civil Service is requested to have diversity reporting similar to the Boston Report it would require staff to gather, analyze data, report and provide recommendations.

Commissioner Smith again complimented the new job page and provided suggestions.

Commission Arias requested follow up information on the “acting experience” issue. Ms. Taylor-Sherwood informed the Commission, she is gathering information and scheduling meetings to discuss the issue and will provide her finding to the Commission.

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

ADJOURNMENT

HEARING 11-S-1516

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.

Si desea obtener la traducción escrita en otro idioma de la agenda y actas de la comisión para personas que no hablan inglés, haga su solicitud por teléfono a la Oficina de la Secretaría Municipal al (562) 570-6101, 72 horas hábiles antes de la reunión de la comisión.

បើមានការចង់បានឱ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ: នឹងកំណត់ហេតុឱ្យអ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។