

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

**WEDNESDAY, FEBRUARY 15, 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

FLAG SALUTE

ROLL CALL

Commissioners Charles Hicks, Carolyn M. Smith Watts, Robin Perry, Phyllis
Present: Arias and Rick McGilton-McGlamery

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
Debbie Mills, Interim Personnel Administrator, Police
Meg Rau, Human Resources Officer, Human Resources
Sandra Palmer, Purchasing & Business Manager, Financial Management

1. 17-032CS **Recommendation to approve minutes:**
Regular Meeting of February 1, 2017

President McGilton-McGlamery said moving on to the regular meeting minutes of February 1, 2017. Is there any discussion regarding those minutes. Hearing none they stand approved as prepared.

A motion was made President McGilton-McGlamery that this CS-Agenda Item be passed by Voice Vote

CONSENT CALENDAR (2-6):

Passed the Consent Calendar

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

2. 17-033CS **Recommendation to approve examination results:**
Special Services Officer Test #12 (Established 1/30/17)

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

3. 17-034CS **Recommendation to receive and file bulletin(s):**
Airport Public Affairs Assistant
Water Communications Dispatcher

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

4. 17-035CS **Recommendation to receive and file retirement(s):**
Armando Lara/Fire Engineer/Fire (20 yrs., 10 mos.)
Daniel Moreno/Police Officer/Police (26 yrs., 9 mos.)
Sunny Michael/Environmental Health Specialist/Health (17 yrs., 3 mos.)
Allan Jones/Police Officer/Police (16 yrs., 2 mos.)
Leon Jackson Jr./Street Maintenance Supervisor/Public Works (28 yrs., 9 mos.)
James Ruggirello/Community Services Supervisor (10 yrs., 2 mos.)

The Commission recognized Mr. Leon Jackson for 28 years, 9 mos of service to the city of Long Beach.

On behalf of Public Works, Mr. Ficker thanked and congratulated Mr.

Jackson for his years of service with Public Work and the City of Long Beach.

On behalf of the Commission, Commissioner Perry thanked Mr. Jackson for his years of service with the City of Long Beach.

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

5. 17-036CS

Recommendation to receive and file resignation(s):

Porche Jones/Public Health Nutritionist/Health (13 yrs., 5 mos.)

Marcos Lara/Police Recruit/Police (4 mos., 7 days)

On behalf of Civil Service, the Secretary Taylor-Sherwood presented Ms Ferrer a gift and wished her luck with her new position at the City of Santa Ana. Ms. McDonald, Ms. Slaten and Mr. Pfingsthorn all spoke wishing Ms. Ferrer the best and thanked her for her years at Civil Service.

On behalf of the Commission, Commissioner Perry congratulated and thanked Ms. Ferrer for always being professional and knowledgeable.

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

6. 17-037CS

Recommendation to approve reschedule for hearing(s):

Suspension Appeal 04-S-1617, Suggested Dates February 22 & March 1, 2017

Suspension Appeal 03-S-1617, Suggested Date March 8, 2017

Suspension Appeal 01-S-1617, Suggested Date March 15, 2017

Dismissal Appeal 22-D-1516, Suggested Date April 19, 2017

Suspension Appeal 02-S-1617, Suggested Date April 26, 2017

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

REGULAR AGENDA

President McGilton-McGlamery requested to pull item #10 17-040CS of the Regular Agenda to address after Comments from the Public.

7. 17-038CS **RECOMMENDATION TO APPROVE REVISED CLASSIFICATION
SPECIFICATION - *License Inspector***

- a. Communication from Alejandrina Basquez, Director of Human Resources
- b. Staff report prepared by Carolyn Pen, Administrative Intern

The Secretary briefed the Commission regarding this request.

Ms. Palmer was present to answer the Commission questions.

Commissioner Hicks asked if this position will require a background check. Ms. Palmer stated all employees go through a Department of Justice (DOJ) clearance. In addition, these individuals will not be working in an isolated environment, but will be working as a team.

Commissioner Hicks requested to check what other agencies are doing such as Oregon and Colorado.

President McGilton-McGlamery requested clarification of the Department of Justice clearance.

Ms. Rau explained the DOJ clearance to the Commission. Ms. Rau advised the Commission, this position will require employees' go through a DOJ and DMV clearance.

Pete Pearson, IAM Representative voiced concern for safety and training for employees. Ms. Palmer said the department is in the process of developing a protocol to address safety issues. Mr. Pearson also asked if existing employees will be required to go through a DOJ clearance. Ms. Rau said DOJ clearance is not a new process for this department.

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

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

8. 17-039CS **RECOMMENDATION TO REVERT TO FORMER
CLASSIFICATION - Hugo Gil, Communications Specialist
*Communication from Danielle Mitchell, Administrative Officer,
Technology & Innovation Department***

The Secretary briefed the Commission regarding this request.

Ms. Mitchell and Mr. Gil were present to answer Commission questions.

IAM Representative addressed the Commission, stating IAM strongly supports the request and said Mr. Gil is a dedicated city employee.

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

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

9. 17-031CS

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)

The Secretary briefed the Commission regarding this request. This item is to formally amend the examination results and clarifying exception to Civil Service rules as the means of nexus for the Commission's decision of item 17-008CS on January 4, 2017, Civil Service Commission meeting.

President McGilton-McGlamery asked if anyone from the department wished to comment regarding this item. Mr. Ficker addressed the Commission and said the department is anticipating the certified eligible list.

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

Yes: 3 - Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

No: 1 - Carolyn M. Smith Watts

Abstain: 1 - Charles Hicks

10. 17-040CS

EXECUTIVE SESSION - Executive Director's Performance Evaluation
(Pursuant to Paragraph (b)(1) of Section 54957 of the California

Government Code)

**This CS-Agenda Item was held to the next Civil Service Meeting
March 1, 2017.**

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten provided the Commission a copy of the updated Recruitment Plan. Commissioner Arias asked Ms. Slaten how is the workload with recent loss of staff. Ms. Slaten informed the Commission that increase of public safety examinations, increase of hiring and vacancies have impacted Recruitment & Selection. Ms. Slaten provided few suggestions to address impacts. Commission Smith-Watts said Civil Service have set new standards which have improved and streamlined processes and Civil Service is doing much better than prior past years.

Ms. Taylor-Sherwood informed the Commission she will be asking for a mid-year budget adjustment to assist with the increase of hiring. Ms. Taylor-Sherwood also said she is researching other ways to proctor examinations such as unproctor testing. Ms. McDonald also added that Neogov is partnering with Biddle for unproctor testing.

Commissioner Perry suggested Civil Service to expeditiously fill open vacancies.

Lastly, Ms. Slaten invited the Commission to next phase of examination for Fire Captain next week. Ms. Slaten will provide a schedule for the Commission.

Ms. McDonald provided the Commission an update of Perform in Neogov to replace the paper performance evaluations. Commissioner Arias asked if Perform in Neogov has a tracking measure. Ms. Taylor-Sherwood said it does have a tracking measure.

Mr. Pfingsthorn informed the Commission, Ms. Gunasekara was hired as classified Clerk Typist. Mr. Pfingsthorn thanked Ms. Lacerda for coming back from her extended vacation. Mr. Pfingsthorn thanked Ms. Ferrer and wished her luck in her new position in Santa Ana.

Ms. Taylor-Sherwood also thanked Ms. Ferrer. Ms. Taylor-Sherwood thanked Ms. McDonald and Ms. Slaten for assisting with recruitment processes. Ms. Taylor-Sherwood also thanked Mr. Pfingsthorn for providing support with Social Media.

UNFINISHED BUSINESS

Ms. Taylor-Sherwood informed the Commission she is completing her report on “experience credit.” She informed the Commission, she met with Human Resources to address any concerns. Ms. Taylor-Sherwood said she will be addressing some of the challenges in her report. She anticipates submitting this report in the next Civil Service Commission meeting.

Ms. Slaten provided an update regarding the Clerk Supervisor.

NEW BUSINESS

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

ADJOURNMENT

NO HEARING

NOTE:

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