

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

**WEDNESDAY, MARCH 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

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
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
David Espinoza, Personnel Analyst
Xavier Espino, Assistant Fire Chief, Fire
Cynthia Stafford, Deputy Director, Human Resources
Ken Walker, Labor Relations Manager, Human Resources
Meg Rau, Human Resources Officer, Human Resources
Drew Schneider, Assistant Director, Security, Harbor
Sandra Kennedy, Administrative Officer, Financial Management

1. 17-041CS **Recommendation to approve minutes:**
 Regular Meeting of February 15, 2017

Minutes of February 15, 2017, is there any discussion regarding those

minutes. Hearing none they stand approved as prepared.

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

CONSENT CALENDAR (2-5):

Passed the Consent Calendar

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

2. 17-042CS **Recommendation to approve examination results:**
Customer Service Representative (Established 2/14/17)
Fire Captain
Special Services Officer (Established 2/23/17)

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

3. 17-043CS **Recommendation to receive and file bulletin(s):**
Buyer
Harbor Maintenance Mechanic
Maintenance Assistant
Maintenance Planner
~~*Police Sergeant*~~ **PULLED**

The Secretary requested Police Sergeant bulletin be pulled from this agenda.

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

4. 17-044CS **Recommendation to receive and file resignation(s):**
Lourdes Ferrer/Administrative Analyst III/Civil Service
(9 yrs., 9 mos.)
Kezia Baten/Housing Aide I/Health & Human Services
(8 mos., 11 days)
Maggie Hong/Accountant III/Financial Management

(16 yrs., 6 mos.)
Joelle Simmons/Aquatics Supervisor I/Parks (7 yrs., 8 mos.)
Wasantha Gunasinghe/School Guard/Police (1 mo., 27 days)
Milton Albright/Police Officer/Police (10 mos., 10 days)

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

5. 17-045CS **Recommendation to approve reschedule for hearing(s):**
Suspension Appeal 04-S-1617, Suggested Dates March 1 & 8, 2017
Suspension Appeal 03-S-1617, Suggested Date March 15, 2017
Suspension Appeal 01-S-1617, Suggested Date May 3, 2017

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

REGULAR AGENDA

6. 17-046CS **RECOMMENDATION TO ADOPT NEW CLASSIFICATION AND NEW CLASSIFICATION SPECIFICATION - Senior Librarian**
a. Communication from Alejandrina Basquez, Director of Human Resources
b. Staff report prepared by David Espinoza, Personnel Analyst

The Secretary briefed the Commission regarding this request.

Ms. Stafford was present to answer Commission questions.

Commissioner Hicks asked if there was a study done on the Classification. Ms. Stafford informed the Commission, Human Resources bench marked the classification against other agencies. Mr. Espinoza added that the duties are in line with Department Librarians.

Commissioner Arias commented that the title change will provide the Library Department more flexibility.

A motion was made by Vice President Arias, 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

7. 17-047CS

RECOMMENDATION TO CONSOLIDATE CLASSIFICATIONS AND PERMANENTLY ASSIGN - *Department Librarian to Senior Librarian*

- a. Communication from Alejandrina Basquez, Director of Human Resources
- b. Staff report prepared by David Espinoza, Personnel Analyst

The Secretary briefed the Commission regarding this request.

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

Yes: 4 - Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

No: 1 - Charles Hicks

8. 17-048CS

RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE - Anthony Jobrack Pacileo, Special Services Officer III
Communication from Margaret Huebner, Director of Human Resources, Harbor

The Secretary briefed the Commission regarding this request.

Mr. Schneider was present to answer the Commission questions.

Commissioner Arias requested clarification of the status of the requisition. Ms. Slaten informed the Commission, Special Services Officer recruitment has been open on a continuous basis and the department receives eligible lists as they are established.

A motion was made by Commissioner Hicks, 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. 17-049CS

PROTEST OF DISQUALIFICATION FROM EXAMINATION -

Housing Specialist

- a. Communication from Bobbimarie (Maria) Fields
- b. Staff report prepared by Sheree Valdoria, Personnel Analyst

The Secretary briefed the Commission regarding this request.

Ms. Bobbiemarie Fields was present to address the Commission. Ms. Fields said she was unaware she needed to submit proofs. She said she expected an interview to show the proofs. Ms. Fields said she worked for HUD for nine years as an apartment manager. Ms. Fields said she did not list this information since she only listed the last ten years of employment. Ms. Fields said she is currently attending College. She said she is really interested in the Housing Specialist job and feels she is qualified.

Commissioner Smith-Watts asked Ms. Fields if this was her first time applying online. Ms. Fields said it was not her first time applying online. Ms. Fields added she has applied for six different city jobs and have been denied to all.

Ms. Valdoria advised the Commission, the requirement to submit proofs within the recruitment period is outlined in the bulletin.

The Secretary informed the Commission that research showed Ms. Fields has applied to one other classified position. The others positions Ms. Fields applied were unclassified.

The Commission suggested Ms. Fields set up an appointment with Civil Services staff for assistance.

A motion was made by Commissioner Hicks, 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

**10. 17-050CS RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING
ELIGIBLE LISTS (6 months)**

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

*Business Systems Specialist Test 5 (9/23/16)
Combination Building Inspector Test 1 (9/29/16)
Communication Specialist Test 2 (9/15/16)
Harbor Maintenance Mechanic (3/8/16)
Marina Agent (3/18/16)
Petroleum Operations Coordinator Test 1 (9/13/16)
Plumber Supervisor (3/8/16)
Public Health Nurse Test 1 (3/18/16)
Public Health Nutritionist Test 7 (9/21/16)
Registered Nurse Test 1 (10/1/15)
Senior Traffic Engineer Test 1 (9/13/16)
Special Services Officer Test 5 (9/18/16)
Special Services Officer Test 6 (9/23/16)
Systems Support Specialist Test 2 (9/13/16)
Systems Support Specialist Test 3 (9/23/16)
Transportation Programs Planner Test 2 (3/4/16)*

**A motion was made by Commissioner Hicks, 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

**11. 17-051CS RECOMMENDATION TO RECEIVE AND FILE REPORT FROM
HUMAN RESOURCES DEPARTMENT IN RESPONSE TO
ISSUES RAISED BY ASSOCIATION OF LONG BEACH
EMPLOYEES CONCERNING CONDITIONS OF EMPLOYMENT**

*Communication from Alejandrina Basquez, Director, Human
Resources*

A motion was made by Commissioner Smith Watts, seconded by Commissioner Hicks, 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

12. 17-052CS

PROPOSED CHANGE IN THE INTERPRETATION OF CIVIL SERVICE RULE AND PROCESS FOR PROMOTIONAL EXAMS

Staff report prepared by Kandice Taylor-Sherwood, Executive Director

The Secretary briefed the Commission regarding this request.

Ms. Taylor-Sherwood informed the Commission that she benchmarked other agencies as part of her research for this request. She also met with Human Resources and consulted with Mr. Anderson. Ms. Taylor-Sherwood said this is the first step and suggested the next step would be to meet and confer with all unions before any change is made.

The Commission thanked Ms. Taylor-Sherwood for the comprehensive report. The Commission was supportive with the recommendations and voiced a few concerns. Commissioner Hicks was concerned with the validation of duties the employee would list as experience. Commissioner Smith-Watts suggested a pilot study.

Mr. Anderson advised the Commission that before moving forward with the recommendations, Ms. Taylor-Sherwood needed to meet and confer with the Unions. Once she completes the meet and confer process, she can report back to the Commission and at that time a decision can be made.

Ms. Stafford thanked the Commission for allowing her to speak on this matter. Ms. Stafford agreed with Ms. Taylor-Sherwood that Provisional time should be counted. Ms. Stafford informed the Commission, Human Resources did a higher class pay analysis and found six days was the average an employee received higher class pay.

Ms. Stafford was concern with the ability to confirm an employee worked the full range of the duties. Oftentimes, employees fill in for a few days and are not performing the full range of duties. Human Resources is also concern with the potential discrimination complaint aspect since

there is no selection process of higher class pay assignments. Ms. Stafford provided a recommendation to allow employees, who are short six months, to participate and be added to the list once they meet the time requirement.

Commissioner Perry requested additional analysis of how to set a measure to prevent discrimination and thanked Ms. Stafford for voicing this concern.

Ms. Taylor-Sherwood thanked Ms. McDonald and Mr. Pfingsthorn for their assistance with this report.

Mr. Walker informed the Commission, the meet and confer can be a lengthy process with 11 different unions and suggested a very tight proposal.

A motion was made by Vice President Arias, 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

13. 17-040CS

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

The Commission requested to move this item after the Comments from the Public.

After Comments from the Public, the Commission moved into Closed Session. The Commission discussed Ms. Taylor-Sherwood's Performance Evaluation. The Commission will continue this item to the Civil Service Commission meeting on March 15, 2017.

A motion was made that this CS-Agenda Item be held to the next Civil Service Commission Meeting on March 15, 2017 passed by Voice Vote.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten thanked Civil Service staff for their hard work with Fire Captain exam. Ms. Slaten provided the Commission an update with the Police Recruit recruitment. She informed the Commission, Mr. Espinoza and she will be attending the Long Beach Unified School District Boot Camp next week. Ms. Slaten introduced Stephanie Correa, Clerk Typist assigned to the Civil Service front desk counter.

Ms. McDonald provided an update with Perform in Neovgov. Ms. McDonald announced Ms. Hamilton will be assigned to assist Special Projects Detail.

Mr. Pfingsthorn informed the Commission of the upcoming Sexual Harassment Prevention Training. Mr. Pfingsthorn informed the Commission, next Tuesday at the Council Meeting Financial Management and the City Manager will be presenting the Fiscal Year Outlook for FY18 through FY20. Mr. Pfingsthorn will be reporting back the following meeting.

Ms. Taylor-Sherwood informed the Commission, she met with Assistant City Manager Tom Modica regarding budget. Mr. Modica was very supportive of the changes Civil Services has made. Mr. Modica provided positive feedback he has heard of Civil Services. He provided ideas he wished Civil Services to implement.

Ms. Taylor-Sherwood informed the Commission, she met with Human Resources Director Alex Basquez and she will be setting up bi-weekly meetings with Ms. Basquez.

Ms. Taylor-Sherwood acknowledged and thanked Mr. Espinoza. Ms. Taylor-Sherwood welcomed Ms. Correa and is looking forward partnering up with her for social media. Ms. Taylor-Sherwood informed the Commission, last week she represented Civil Service at the Chamber and Stevens Middle School. Ms. Taylor-Sherwood also informed the Commission, she will be speaking on leadership at Cleveland, Ohio at the International IPMA-HR. Lastly, Ms. Taylor-Sherwood announced Commissioner Smith-Watts will be speaking at the SCPMA-HR conference.

UNFINISHED BUSINESS

Commissioner Hicks asked if exam results can be preapproved similar to certain bulletins. Ms. Taylor-Sherwood informed the Commission, currently certain eligible lists

are established and later approved by the Commission. Commissioner Hicks inquired and commented on the Special Services Officers classification matter.

NEW BUSINESS

Ms. Taylor-Sherwood suggested moving certain Agenda Action Items to the consent calendar. Ms. Taylor-Sherwood will identify a list of these items and report back to the Commission.

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

Ms. Rau introduced Personnel Analyst Ayisha Thompson and Personnel Analyst Mindy DeYoung, both joining Human Resources. Ms. Rau said she is excited for the upcoming Rules and Regulations meetings.

Assistant Fire Chief Espino, acknowledged Civil Service staff for their hard work with the Fire Captain examination. Mr. Espino informed the Commission the Fire Department was very pleased with the recent Fire Recruit list. Mr. Espino informed the Commission, a third of Fire personnel will have three years or less in rank by the end of 2018. Therefore, Civil Service will be busy with upcoming recruitment examinations to address this issue.

ADJOURNMENT

HEARING 8:30 A.M.

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.

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