

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

**WEDNESDAY, APRIL 5, 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

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**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  
Robert Pfingsthorn, Administrative Officer  
Caprice McDonald, Special Projects Officer  
Maria Alamo, Executive Assistant  
Gary Anderson, Principal Deputy City Attorney  
Shellie Goings, Personnel Analyst  
David Espinoza, Personnel Analyst  
Sheree Valdoria, Personnel Analyst  
Paula Gallegos, Personnel Administrator, Police  
Sandra Kennedy, Administrative Officer, Financial Management  
Russ Ficker, Personnel Officer, Public Works  
Michael Lewis, Commander, Police  
Tom Papademetriou, Administrative Officer, Health and Human Services  
Jessica Stoudenmire, Administrative Analyst, Water Department  
Meg Rau, Human Resources Officer, Human Resources

1. 17-066CS      **Recommendation to approve minutes:**  
*Regular Meeting of March 15, 2017*

It was moved by President McGilton-McGlamery that the minutes of the regular meeting of March 15, 2017 be approved as prepared.

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

**Yes:** 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry, Phyllis Arias 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. 17-067CS**

**Recommendation to approve examination results:**

*Airport Public Affairs Assistant (Established 3/21/17)*

*Combination Building Inspector Test #02 (Established 3/14/17)*

*Maintenance Assistant Test #01 (Established 3/28/17)*

*Petroleum Engineering Associate Test #01 (Established 3/17/17)*

*Public Safety Dispatcher - Lateral Test #06 (Established 3/23/17)*

*Public Safety Dispatcher Test #03 (Established 3/23/17)*

*Senior Combination Building Inspector #01 (Established 3/30/17)*

*Special Services Officer Test #14 (Established 3/21/17)*

Commissioner Perry asked why Public Safety Dispatcher - Lateral applicant numbers are low. Ms. Goings informed the Commission, Public Safety Dispatcher-Lateral is a continuous recruitment.

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

**3. 17-068CS**

**Recommendation to receive and file bulletin(s):**

*Refuse Operator*

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

4. 17-069CS      **Recommendation to receive and file retirement(s):**  
~~Thomas Romin/Mechanical Equipment Stock Clerk II/Public Works~~  
~~(29 yrs., 10 mos.) - DELETED~~

The Secretary informed the Commission agenda item #4 has been deleted.

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

5. 17-070CS      **Recommendation to receive and file disability retirement(s):**  
*Nathaniel Dunn/Police Officer/Police (12 yrs., 9 mos.)*

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

6. 17-071CS      **Recommendation to receive and file resignation(s):**  
*Hector Flores/Equipment Mechanic II/Water (8 yrs., 11 mos.)*  
*Cory Diederich/Fire Recruit/Fire (1 mos., 11 days)*  
*John Bell/Special Services Officer IV-Armed (7 yrs., 9 mos.)*  
*Brian Baltazar/Assistant Administrative Analyst (7 mos., 17 days)*

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

7. 17-072CS      **Recommendation to receive and file withdrawal of appeal:**  
*Suspension Appeal 03-S-1617*

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

#### **REGULAR AGENDA**

8. 17-073CS      **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD - Dyan Renay Nichols, Housing Specialist I**  
*Communication from Kelly Colopy, Director of Health and Human*

*Services*

The Secretary briefed the Commission regarding this request. Mr. Papademetriou 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:** 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

**9. 17-074CS**

**RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD** - Gerardo Pacheco, Senior Equipment Operator  
*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.

Commissioner Arias asked if the department always provides training and asked if there was a rule when the department pay for the training as opposed to when the department does not pay. Ms. Stoudenmire informed the Commission it depends on the type of certification and the department. The position of Senior Equipment Operator at the Water Department requires a NCCCO Crane certification and the Water Department pays for the certification.

Also, Commissioner Arias informed the extension of probationary requests should be submitted 30 days prior to completion of the probation period and both requests were short of the 30-day requirement.

**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

**10. 17-075CS**

**RECOMMENDATION TO APPROVE REINSTATEMENT OF**

**NAME TO ELIGIBLE LIST - *Paige White, Police Recruit***

- a. Communication from Robert G. Luna, Chief of Police
- b. Staff report prepared by Crystal Slaten, Recruitment & Selection Officer

The Secretary briefed the Commission regarding this request.

**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. 17-076CS

~~RECOMMENDATION TO APPROVE REINSTATEMENT OF~~

~~NAME TO ELIGIBLE LIST - *Raymond Hunter, Police Recruit*~~

~~a. Communication from Robert G. Luna, Chief of Police~~

~~b. Staff report prepared by Crystal Slaten, Recruitment & Selection Officer~~ **DELETED**

Ms. Mills requested this item be deleted from the Agenda on 4/4/17.

12. 17-077CS

**RECOMMENDATION TO APPROVE PROTEST OF**

**EXAMINATION ITEM(S) - Police Sergeant**

*Staff Report prepared by Sheree Valdoria, Personnel Analyst*

The Secretary requested Ms. Valdoria briefed the Commission regarding this request.

Ms. Valdoria brief the Commission's regarding this request.

Commander Lewis was present to answer the Commission's questions. Commander Lewis thanked Ms. Valdoria for her hard work in this examination.

Commissioner Hicks suggested to add a Sergeant in the panel in the testing process. Commissioner Perry suggested when there are a large number of protest items to provide additional time to review all information.

**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

**13. 17-078CS**

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

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

*Business Systems Specialist (H67AN-16) Test #06 (10/21/2016)*  
*Civil Engineer (K11NN-17) Test #01 (10/14/2016)*  
*Communication Specialist (H68AN-16) Test #03 (10/04/2016)*  
*Electrician (I15NN-17) Test #01 (10/05/2016)*  
*Electrician (I15NN-17) Test #02 (11/01/2016)*  
*General Librarian (E37NN-16) Test #01 (10/12/2016)*  
*Geologist (K25AN-17) Test #01 (10/28/2016)*  
*Marina Supervisor (H58NN-16) (04/28/2016)*  
*Neighborhood Services Specialist (AR5CN-15) (10/24/2014)*  
*Permit Technician (ED6AN-16) (10/16/2015)*  
*Petroleum Operations Coordinator (K45AN-16) Test #02 (10/07/2016)*  
*Police Recruit (NTN) (F63NN-16) Test #01 (10/06/2015)*  
*Police Recruit - NTN (F63NN-17A) Test #01 (10/05/2016)*  
*Police Recruit - POST WAIVER (F63NN-17B) Test #01 (10/04/2016)*  
*Public Health Nutritionist (G21AN-16A) Test #08 (10/10/2016)*  
*PUBLIC SAFETY DISPATCHER - LATERAL (J45AN-17C) Test #04 (10/24/2016)*  
*Real Estate Project Coordinator (ED5AN-16) (04/08/2016)*  
*Registered Nurse (G11AN-16) Test #02 (10/16/2015)*  
*Registered Nurse (G11AN-16B) Test #01 (04/19/2016)*  
*School Guard (F31N1-16) Test #01 (04/11/2016)*  
*Senior Traffic Engineer (K68NN-16) Test #02 (10/25/2016)*  
*Special Services Officer (F33AN-16A) Test #07 (10/10/2016)*  
*Special Services Officer (F33AN-16A) Test #08 (10/25/2016)*

The Secretary briefed the Commission regarding this request.

**A motion was made by Vice President Arias, 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

**14. 17-079CS**

**RECOMMENDATION FOR CONSIDERATION OF  
ADMINISTRATIVE LAW JUDGE'S REPORT**

(File # 19-R-1516, Mailed to CSC on February 24, 2017)

*Report prepared by Carla L. Garrett, Administrative Law Judge*

The Secretary briefed the Commission regarding this request.

**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

**15. 17-080CS**

**RECOMMENDATION TO APPROVE COMMISSION LETTER TO  
PATRICK WEST REGARDING CIVIL SERVICE POSITION**

*Letter prepared by Kandice Taylor-Sherwood, Executive Director,  
Civil Service*

The Secretary briefed the Commission regarding this request.

**A motion was made by Vice President Arias, 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

**16. 17-065CS**

**PROTEST OF DISQUALIFICATION FROM EXAMINATION -**

Customer Service Representative

*a. Communication from Christina Kunkle*

*b. Staff report prepared by Carolyn Pen, Administrative Intern-NC*

The Secretary briefed the Commission regarding this request.

Ms. Kunkle was present and brief the Commission of her request. Ms. Kunkle thanked the Commission for moving the agenda item from last Civil Service Commission meeting. Ms. Kunkle informed the Commission of her concerns regarding items in the examination.

On behalf of the Commission, Commissioner Perry thanked Ms. Kunkle for coming before the Commission. Commissioner Perry commented that tests are constructed based on job skills needed in a couple of years. Commissioner Smith-Watts requested information on the number of applicants who applied, tested and qualified for this examination. Ms. Pen informed the Commission of the numbers of applicants.

Ms. Taylor-Sherwood informed the Commission that she met with three individuals who also brought the same concerns as Ms. Kunkle. Ms. Taylor-Sherwood analyzed the area of concern for the three individuals. Ms. Taylor-Sherwood said two of the three individuals tested well in that area.

Commissioner Hicks reminded everyone that the question was whether Ms. Kunkle submitted a timely request within the protest period. Commissioner Hicks said after reading all the documents, Ms Kunkle did not submit a timely request.

Dave Sterling, IAM Representative informed the Commission that Ms. Kunkle approached one of the proctors regarding the concern and at that time Ms. Kunkle should have been informed of the protest period. Ms. Taylor-Sherwood stated the protest period dates and information were on the front page of the examinations packets.

Commissioner Perry moved to deny protest.

**A motion was made by Commissioner Perry, 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



**MANAGERS' REPORT**

**Recruitment & Selection**

**Special Projects**

**Administration Support Services**

**Executive Director**

Ms. Slaten provided the Commission updates of the upcoming recruitments events and Police Recruit examination. Ms. Slaten informed the Commission of the next phase of the Police Sergeant examination. Ms. Slaten thanked the Water Department for their assistance in screening applicants. Ms. Slaten also thanked Ms. Taylor-Sherwood and Ms. Alamo for streamlining the process of posting bulletins and new banners on the bulletins. Ms. Slaten thanked the Recruitment & Selection staff for their hard work.

Ms. McDonald provided an update on the Perform Management in Neogov.

Mr. Pfingsthorn provided a timeline of the Civil Service FY18 Budget to the Commission.

Ms. Taylor-Sherwood thanked Ms. Hamilton for a quick turnaround on a recent project. Ms. Taylor-Sherwood informed the Commission of the positive feedback the Analysts have received in recent surveys. She also stated we are continuously open for improving. Ms. Taylor-Sherwood informed the Commission, she is kicking off Leadership Long Beach Executive program tomorrow. Ms. Taylor-Sherwood said Ms. Slaten will be participating in the program. Ms. Taylor-Sherwood thanked Ms. Valdoria for the late hours.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Commissioner Hicks directed Ms. Taylor-Sherwood to write a letter to Human Resources and Patrick West of the role and function of the Civil Service Commission. Commissioner Hicks thanked Ms. Taylor-Sherwood for following up on the Special Services Officer matter.

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

Salvador Vasquez, Business Representative, IAMAW informed the Commission, there are three additional applicants who wish to protest the Customer Services Representative examination. Ms. Taylor-Sherwood clarified that these three applicants are being scheduled for their exam review with Civil Service staff.

**ADJOURNMENT**

**NO HEARING**

**NOTE:**

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