

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

**WEDNESDAY, OCTOBER 18, 2017
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Phyllis Arias, President
Carolyn M. Smith Watts, Vice President



Charles Hicks Jr., Commissioner
Rick McGilton-McGlamery, Commissioner
Robin Perry, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & DRAFT MINUTES

FLAG SALUTE

ROLL CALL

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

Kandice Taylor-Sherwood, Executive Director & Secretary
Crystal Slaten, Deputy Director & Recruitment & Selection Officer
Caprice McDonald, Special Projects Officer
Maria Alamo, Acting Special Projects Officer
Rose Katsuki, Executive Assistant
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
David Espinoza, Personnel Analyst
An Lan Pham, Assistant Administrative Analyst
Kris Ramos, Assistant Administrative Analyst
Maria Macias, Personnel Assistant
Gary Anderson, Principal Deputy City Attorney
Mike DuRee, Fire Chief, Long Beach Fire Department
Jim Rexwinkle, Deputy Chief, Operations Bureau, Fire
Tim Rasmussen, Assistant Chief, Operations Bureau, Fire
Matt Gruneisen, Assistant Chief, Operations Bureau, Fire
Xavier Espino, Assistant Chief, Support Services Bureau, Fire Prevention, Fire
Cory Forrester, Superintendent of Marine Maintenance, Parks, Recreation and Marine
Drew Schneider, Assistant Director of Security, Harbor
Ron Marquez, Manager of Security Operations, Harbor
Sheryl Bender, Senior Human Resources Representative, Harbor
Meg Rau, Human Resources Officer, Personnel Operations Division, Human Resources
Ken Bott, Director, Administration Bureau, Water
Paula Gallegos, Personnel Administrator, Police
Glen Spencer, Administrator, Forensic Science Services Division, Police
Mike Goldschmidt, Administrative Officer, Development Services

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

1. 17-204CS **Recommendation to approve minutes:**
Regular Meeting of October 4, 2017

A motion was made by Commissioner McGilton-McGlamery, seconded by Commissioner Hicks, to approve recommendation. The motion carried by the following vote:

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

CONSENT CALENDAR (2-5):

Passed the Consent Calendar

A motion was made by Vice President Smith Watts, seconded by Commissioner Perry, to approve Consent Calendar Items, except for items. The motion carried by the following vote:

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

2. 17-205CS

Recommendation to approve examination results:

Capital Projects Coordinator Test #01 (Established 10/5/17)

Refuse Operator Test #06 (Established 10/13/17)

Senior Engineering Technician (Established 10/5/17)

Special Services Officer Test #20 (Established 10/3/17)

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

3. 17-206CS

Recommendation to receive and file bulletin(s):

Fire Recruit

Public Health Nutritionist

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

4. 17-207CS

Recommendation to receive and file retirement(s):

Josefina Boyd/Engineering Aide III/Public Works (30 yrs., 8 mos.)

Curtis Fairley/Maintenance Assistant III/Parks (31 yrs., 8 mos.)

*Marsha Kennedy/Maintenance Assistant I/Public Works
(15 yrs., 3 mos.)*

Steven Moritz/Storekeeper II/Fire (35 yrs., 10 mos.)

On behalf of the Civil Service Commission, Ms. Taylor-Sherwood presented a Certificate of Appreciation to Mr. Curtis Fairley Jr., for 31 years, 8 months of dedicated and exemplary service to the City of Long Beach. Mr. Cory Forrester, Superintendent of Marine Maintenance was present and spoke on behalf of the Parks, Recreation and Marine Department, to recognize and highlight Mr. Fairley's career with the City of Long Beach. The Commission congratulated Mr. Fairley on his retirement.

Ms. Taylor-Sherwood also presented a Certificate of Appreciation to Mr. Steven Moritz, for 35 years, 10 months of dedicated and exemplary service to the City of Long Beach. Fire Chief Rick DuRee, was present and spoke on behalf of the Fire Department to recognize and highlight Mr. Moritz's career with the City of Long Beach. The Commission congratulated Mr. Moritz on his retirement.

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

5. 17-208CS

Recommendation to receive and file resignation(s):

*Edward Donaldson/Gas Field Services Representative II/Gas & Oil
(2 yrs., 3 mos.)*

*Jorge Jimenez/General Maintenance Assistant/Water (3 mos., 3
days)*

Arnel Verdeflor/Electrician/Public Works (2 mos., 26 days)

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

REGULAR AGENDA

6. 17-200CS **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD**

- Anthony Pacileo, Special Services Officer III

*Communication from Stacey Lewis, Director of Human Resources,
Harbor*

The Secretary briefed the Commission on the request, which was carried over from the Civil Service Commission meeting of October 4, 2017.

Sheryl Bender, Senior Human Resources Representative, Harbor, and Drew Schneider, Assistant Director of Security, Harbor, were present to answer questions from the Commission.

Ms. Taylor-Sherwood explained that since the last Commission meeting, the Harbor Department Training Plan for Harbor Patrol Officers was received for additional reference material.

Richard Suarez, IAM Representative was present to speak on behalf of Anthony Pacileo, Special Services Officer III.

After further discussion, it was moved to approve the recommendation to extend the probationary period for Anthony Pacileo, Special Services Officer III.

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

7. 17-209CS **REQUEST TO FILE LATE APPLICATION - Water Treatment Supervisor**
- a. *Communication from Charles Lanning*
 - b. *Staff report prepared by David Espinoza, Personnel Analyst*

The Secretary briefed the Commission on this request.

Commissioner Hicks recused himself from voting on this Agenda item as he knows Mr. Lanning.

Charles Lanning was present to explain his request.

Ken Bott, Director, Administration Bureau, was present to speak on behalf of the Water Department.

David Espinoza, Personnel Analyst, who researched Mr. Lanning's request, was present to answer questions from the Commission. Commissioner Perry acknowledged Mr. Espinoza's thorough evaluation of this agenda item

A motion was made to allow an exception to the rule, giving Mr. Lanning the opportunity to file a late application. However, after further discussion, a substitute motion was made to reopen the Water Treatment Supervisor position for an additional filing period, to allow Mr. Lanning and any other qualifying Water Department employees to submit an application for the promotional position.

A motion was made by Commissioner Perry, seconded by Vice President Smith Watts, to deny the recommendation of denial. A substitute motion was made to reopen the Water Treatment Supervisor position for an additional filing period. The motion carried by the following vote:

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

Abstain: 1 - Charles Hicks

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Recruitment & Selection

Ms. Slaten, advised that applications for the Fire Recruit position will be accepted in December.

Testing for the Police Recruit position wrapped up with final tests taken at Long Beach City College. After experiencing some technological challenges with off-site testing locations, 460 applicants completed the exam.

Ms. Slaten advised that Analyst Carolyn Pen is proctoring the Clerk Typist exam.

Ms. Slaten advised that she just returned from the Western Region Intergovernmental Personnel Assessment Council (WRIPAC) conference. She participated in several valuable roundtable discussions, including one describing best practices of unproctored exams, which the Civil Service Department has been considering.

Ms. Taylor-Sherwood advised that Civil Service has scheduled a meet and confer process with the Unions for the pilot study for the new performance evaluation form. Ms. Taylor-Sherwood and Ms. McDonald have worked closely together on the pilot study form. The form is very flexible; it allows for experience credit, documents or other attachments to be included, to reinforce the tracking that is done in the evaluation. Therefore, when someone applies for a position, it allows reviewers to see evidence that the applicant did in fact perform the duties of the position.

Special Projects

Ms. McDonald advised that Civil Service is moving forward with Perform. A demonstration of the Perform program will be presented to Human Resources on Thursday, October 19, 2017. If positive feedback is received from Human Resources staff, the Performance Management Pilot Study will be launched.

Administration Support Services

Ms. Alamo advised that Administrative Support Services is undergoing extensive requisition clean-up which should be completed next week, in preparation for a smooth and full transition to the on-line requisition system.

Executive Director

Ms. Taylor-Sherwood advised that she has been asked to be a judge at the City of Long Beach Innovation Summit with Monique de la Garza, City Clerk; Chris Garner, General Manager of the Water Department; and Kevin Jackson, Deputy City Manager. Ms. Taylor-Sherwood is looking forward to participating in, and supporting the innovation process.

On November 2, 2017, Ms. Taylor-Sherwood will be making a presentation to the Personnel Testing Council; topic of the presentation will be process improvement.

Ms. Taylor-Sherwood thanked Ms. McDonald for all her hard work and dedication in meeting urgent deadlines while collaborating on critical projects.

UNFINISHED BUSINESS

President Arias advised that the subcommittee for the recommendation to revise Commission processes met recently. Ms. Taylor-Sherwood advised she is compiling her report based on extensive notes taken during the subcommittee meeting, and her final report may be ready for the next Commission meeting.

NEW BUSINESS

Commissioner Perry commented on incidents of sexual harassment that have been highly-publicized recently. Of particular note are women legislators serving in our state Capitol who have come forward to report they have been harassed. Commissioner Perry asked everyone to think about, and reflect on their own words and actions to ensure that we do not make others feel unwelcome in the workplace.

President Arias advised that the Commission has received comments about the hearing schedule. Commissioner Hicks suggested reviewing how the Commission schedules dismissals and suspensions, to prioritize placing dismissals on the hearing schedule as soon as possible.

Ms. Taylor-Sherwood advised that historically, Civil Service schedules hearings based on the intake order. Ms. Alamo advised that cases are discussed among the attorneys and they determine the hearing schedule.

Commissioner Hicks asked the Commission to visit the issue of the hearing backlog again at the beginning of 2018, and attempt to reduce it, understanding scheduling challenges as the same attorneys will have to present qualifying cases to the Administrative Law Judge.

Commissioner Perry explained the process for requesting the prioritization of cases in court, and the possibility that the Civil Service Commission can adopt a similar process.

Commissioner Hicks reiterated that the sooner the Commission can place dismissal cases on the schedule, the less impact it will have on the affected employee and the city.

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

Meg Rau, Human Resources Officer, Personnel Operations Division, Human Resources, thanked Ms. McDonald for her hard work in creating the new requisition process that is now in place. The new process is so efficient, the requisition turnaround has been reduced from approximately three weeks to three days.

ADJOURNMENT

HEARING – 21-D-1617

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.

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