

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

**WEDNESDAY, NOVEMBER 1, 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

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**FINISHED AGENDA & DRAFT MINUTES**

**FLAG SALUTE**

After the Flag Salute, President Arias requested a moment of silence in memory of the victims of the tragedy that occurred near the World Trade Center Memorial in New York City on October 31, 2017, and to honor those who save lives and work for peace.

**ROLL CALL**

**Commissioners** Robin Perry, Carolyn M. Smith Watts and Phyllis Arias

**Present:**

**Commissioners** Charles Hicks and Rick McGilton-McGlamery

**Absent:**

Kandice Taylor-Sherwood, Executive Director & Secretary  
Crystal Slaten, Deputy Director and Recruitment & Selection Officer  
Caprice McDonald, Special Projects Officer  
Maria Alamo, Acting Special Projects Officer  
Rose Katsuki, Executive Assistant  
Shellie Goings, Personnel Analyst  
David Espinoza, Personnel Analyst  
An Lan Pham, Assistant Administrative Analyst  
Maria Macias, Personnel Assistant  
Gary Anderson, Principal Deputy City Attorney  
Meg Rau, Human Resources Officer, Personnel Operations Bureau, Human Resources  
Glendy Martinez, Personnel Analyst, Personnel Operations Bureau, Human Resources  
Richard Conant, Deputy Chief, Investigations Bureau, Police  
Israel Ramirez, Administrative Sergeant, Investigations Bureau, Police  
Paula Gallegos, Personnel Administrator, Police

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

1. 17-210CS      **Recommendation to approve minutes:**  
                         *Regular Meeting of October 18, 2017*  
                         *Dismissal Hearing 17-D-1617 Minutes of September 20 & 27, 2017,*  
                         *and October 11, 2017*  
                         *Reduction Hearing 09-R-1415 Minutes of August 5, 2015*

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

**Yes:** 3 - Robin Perry, Carolyn M. Smith Watts and Phyllis Arias

**Absent:** 2 - Charles Hicks and Rick McGilton-McGlamery

**A motion was made by Commissioner Perry, seconded by Vice President Smith Watts, to approve recommendation to approve Dismissal Hearing 17-D-1617 minutes of September 20 & 27, 2017, and October 11, 2017. The motion carried by the following vote:**

**Yes:** 3 - Robin Perry, Carolyn M. Smith Watts and Phyllis Arias

**Absent:** 2 - Charles Hicks and Rick McGilton-McGlamery

**A motion was made by Commissioner Perry, seconded by Vice President Smith Watts, to approve recommendation to approve Reduction Hearing 09-R-1415 minutes of August 5, 2015. The motion carried by the following vote:**

**Yes:** 3 - Robin Perry, Carolyn M. Smith Watts and Phyllis Arias

**Absent:** 2 - Charles Hicks and Rick McGilton-McGlamery

**CONSENT CALENDAR (2-6):**

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:** 3 - Robin Perry, Carolyn M. Smith Watts and Phyllis Arias

**Absent:** 2 - Charles Hicks and Rick McGilton-McGlamery

2. 17-211CS

**Recommendation to approve examination results:**

*Capital Projects Coordinator Test #02 (Established 10/13/17)*  
*Clerk Typist Test #01 (Established 10/25/17)*  
*Hazardous Waste Coordinator Test #01 (Established 10/27/17)*  
*Nurse Practitioner Test #02 (Established 10/17/17)*  
*Parking Control Checker (Established 10/18/17)*  
*Police Officer - Lateral Test #09 (Established 10/17/17)*  
*Police Recruit Test #01 (Established 10/13/17)*  
*Public Health Nurse Test #01 (Established 10/20/17)*  
*Public Health Nutritionist Test #01 (Established 10/25/17)*  
*Terminal Services Representative Test #02 (Established 10/13/17)*  
*Water Utility Supervisor (Established 10/19/17)*

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

3. 17-212CS

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

*Combination Building Inspector*  
*Plan Checker - Electrical*  
*School Guard*

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

4. 17-213CS

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

*Stephen James/POA President-Police Lieutenant/Police (25 yrs., 1 mo.)*

*Ralph Garcia/Police Officer/Police (28 yrs., 2 mos.)*

*Armando Boyd/Surveyor/Harbor (28 yrs., 3 mos.)*

*Angela Calvert/Clerk Typist III/Harbor (20 yrs., 1 day)*

*Johnny Dodson/Police Officer/Police (27 yrs., 6 mos.)*

*Stephanie Tave/Communications Center Supervisor/Disaster Preparedness and Emergency Communications (17 yrs., 6 mos.)*

On behalf of the Civil Service Commission, Ms. Taylor-Sherwood presented a Certificate of Appreciation to Detective Johnny Dodson, for 27 years, 6 months of dedicated and exemplary service to the City of Long Beach. Richard Conant, Deputy Chief of the Investigations Bureau was present and spoke on behalf of the Long Beach Police Department, to recognize and highlight Detective Dodson's career with the City of Long Beach. The Commission congratulated Detective Dodson on his retirement.

Ms. Taylor-Sherwood also presented a Certificate of Appreciation to Long Beach Police Officers Association President Stephen James, for 25 years, 1 month of dedicated and exemplary service to the City of Long Beach. Richard Conant, Deputy Chief of the Investigations Bureau was present and spoke on behalf of the Long Beach Police Department, to recognize and highlight President James' career with the City of Long Beach. The Commission congratulated President James on his retirement.

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

5. 17-214CS

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

*Leo McDonald/Refuse Operator I/Public Works (1 yr., 5 mos.)*  
*Danielle Sees/Public Health Nurse III/Health (5 yrs., 7 mos.)*  
*Kymberlie Macias/Accounting Clerk III/Development Services (11 mos., 27 days)*  
*Christy Ward/Payroll/Personnel Assistant II/Parks, Recreation & Marine (10 yrs., 8 mos.)*  
*Stacy Bin/School Guard/Police (1 yr., 3 mos.)*  
*Adriana Valdez/Special Services Officer III-Armed/Police (2 yrs., 1 mo.)*  
*Kimly Mean/Fingerprint Classifier/Police (11 yrs., 20 days)*  
*Raymond Hunter/Special Services Officer III-Armed/Police (2 yrs., 5 mos.)*  
*Gregory Kernodle/Firefighter/Fire (1 yr., 2 mos.)*  
*Diamond Perkins/Engineering Technician II/Gas & Oil (7 yrs., 3 mos.)*

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

6. 17-215CS

**Recommendation to approve transfer(s):**

*Erika Moreno/Neighborhood Services Specialist III/Development Services to Neighborhood Services Specialist III/Police*

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

**REGULAR AGENDA**

7. 17-216CS      **RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING  
ELIGIBLE LISTS (6 months)**

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

ACCOUNTANT (C01AN-16) TEST #01 (5/18/2016)  
GENERAL MAINTENANCE ASSISTANT (I23NN-17) (12/2/2016)  
SENIOR SURVEYOR (K66NN-16) TEST #01 (5/25/2016)  
TREE TRIMMER (J66AN-17) (11/22/2016)  
WATER COMMUNICATIONS DISPATCHER (M69AN-17) TEST #01  
(5/8/2017) - **3 months**  
WATER TREATMENT OPERATOR (MA1AN-17B) TEST #01  
(5/3/2017)  
- **3 months**  
SENIOR ACCOUNTANT (C32NN-16) (7/6/16) - **Retroactive  
10/5/2017**

The Secretary briefed the Commission on the request and explained that recent personnel changes in the Financial Management Department necessitated the Senior Accountant position to be extended retroactively from 10/05/2017.

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

**Yes:** 3 - Robin Perry, Carolyn M. Smith Watts and Phyllis Arias

**Absent:** 2 - Charles Hicks and Rick McGilton-McGlamery

## **MANAGERS' REPORT**

### **Recruitment & Selection**

#### **Special Projects**

#### **Administration Support Services**

#### **Executive Director**

### **Recruitment & Selection**

Ms. Slaten invited the Commissioners to observe the Fire Engineer performance examination on Wednesday, November 8, 2017, at the Fire Training Center.

Ms. Slaten advised that Analysts Shellie Goings and An Lan Pham will be meeting with Fire Department personnel on recruitment strategies for the Fire Recruit position.

Ms. Slaten announced there will be one final test for the Police Recruit position, scheduled for Friday, November 17, 2017. Analyst David Espinoza will provide a briefing of the testing process to the Commissioners during an upcoming Civil Service Commission meeting.

Ms. Slaten advised that Analysts An Lan Pham and Kris Ramos have each been assigned to conduct several classification examinations.

Ms. Slaten and Personnel Assistant Maria Macias will be at California State University Long Beach (CSULB) this evening (Wednesday, November 1, 2017), to assist the Long Beach Unified School District (LBUSD) with their 46th annual Career and College Exploration event. Ms. Slaten and Ms. Macias will be giving a presentation at 5:00 p.m. to LBUSD students. After the presentation, they will be hosting a booth to encourage attendees to consider employment with the City of Long Beach. Ms. Slaten invited everyone to attend this event.

### **Special Projects**

Ms. McDonald advised that she attended the NEOGOV conference, and partnered with Ms. Alamo and Ms. Glendy Martinez and Ms. Mindy DeYoung, of Human Resources while at the conference.

Ms. McDonald said the conference provided an excellent opportunity to network with other NEOGOV professionals. NEOGOV is continually launching improvements; the conference previewed enhancements to the system that are currently available and those that are still forthcoming.

Ms. McDonald also met with consultants to focus on specific NEOGOV capabilities. She plans to conduct more research to take advantage of enhancements that can be utilized to a greater degree and will encourage other city departments to use the features. Ms. McDonald cited NEOGOV's "impersonator" capability as an excellent example of a feature that can be



very useful to administrators for research purposes.

### **Administration Support Services**

Ms. Alamo thanked Ms. Taylor-Sherwood for providing her with the opportunity to attend the NEOGOV conference. Ms. Alamo had a list of processes specific to the Administrative Support section, that she was hoping to obtain answers to during the conference; specifically correcting double-entries on requisitions and improving the comments section in the approval phase.

Ms. Alamo is also working on a project to automate transfers, emphasizing that the NEOGOV networking portion of the conference was exceptionally helpful, as she met other attendees who had experience with this issue.

Ms. McDonald reinforced that the networking contacts she made during the conference will be very useful in the future; many of them from other agencies with a structure similar to the City of Long Beach. She further explained that NEOGOV has a detailed sharing feature that can be utilized by other city departments; it is not exclusive to Civil Service. While at the conference, Ms. McDonald explained to other attendees that individual departments and working environments can be created in NEOGOV, so users can work simultaneously in the system and not conflict with each other's work.

Ms. Taylor-Sherwood acknowledged her staff, commending them for taking advantage of purposeful and meaningful training, and for being so receptive to, and implementing new processes. Ms. Taylor-Sherwood advised that Analyst David Espinoza also attended NEOGOV and noted his plans to share what he learned at the conference with his coworkers. Ms. Taylor-Sherwood appreciates her staff's commitment to sharing their knowledge to promote efficiencies in Civil Service and the City, particularly since resources are limited.

### **Executive Director's Report**

Ms. Taylor-Sherwood made a presentation at the Emerging Leaders Conference, which was held at Harris Ranch from Friday, October 27, 2017, through Sunday, October 29, 2017. Attendees were identified as up-and-coming young professionals, likely to become our next generation of leaders.

Attendees were required to complete project assignments and had opportunities to meet with executive coaches who evaluated resumes and made valuable suggestions and recommendations. Ms. Taylor-Sherwood was honored to be involved in the leadership conference with the IPMA-HR affiliate wherein Northern and Southern California partnered to schedule an event of this scale.

Ms. Taylor-Sherwood enjoyed participating and meeting young HR professionals from Northern California, highlighting that it was a great opportunity to put the City of Long Beach

on the map as a key player in the HR dynamic. Ms. Taylor-Sherwood noted the importance of building bridges and making sure young professionals are receiving training, direction, and practical project experience so they can assume the leadership reins in the future.

On Thursday, November 2, 2017, Ms. Taylor-Sherwood will be giving a Process Improvement presentation to the Personnel Testing Council (PTC). Ms. Taylor-Sherwood will be attending a Leadership Long Beach meeting in the morning, and will make her presentation to the PTC in the afternoon. Additional Civil Service staff will be attending and participating in the PTC conference.

Ms. Taylor-Sherwood explained there were technology challenges that arose during the recent AA exam. As a potential option and solution, Ms. Taylor -Sherwood and John Gross, Director of Financial Management have agreed to coordinate the first unproctored exam.

Ms. Taylor-Sherwood understands there are pros and cons to this process, but clarified that Civil Service will conduct a pilot study, address strategies of unproctored exams and evaluate the outcome. Civil Service will ensure when following up with an applicant for their final interview, that a sub-test will be conducted in person to verify that the applicant completed the initial unproctored portion on-line.

Ms. Taylor-Sherwood explained that Ms. Slaten, in partnering with her WRIPAC colleagues, learned that other agencies are implementing unproctored exams. Ms. Taylor-Sherwood clarified that unproctored testing may not be appropriate for all classifications, but believes there are some in which the process can be used.

Ms. McDonald explained that one of the sessions during the PTC training tomorrow will address unproctored testing.

Commissioner Perry commended Civil Service managers for being pioneers in advancing new processes and acknowledged their continual commitment to working more efficiently.

## **UNFINISHED BUSINESS**

President Arias advised that the Commission will be coming forward with an item outlining the proposed changes in Civil Service processes. The report will be delivered in two steps, with an initial presentation of proposed changes for discussion; a first reading. If modifications are requested, a revised report will be prepared for further consideration and action. President Arias stated the item will be placed on a forthcoming agenda.

## **NEW BUSINESS**

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

Vice-President Smith-Watts emphasized what Deputy Chief Richard Conant and retired Long Beach Police Officers Association President Stephen James stated during the retirement acknowledgment portion of the meeting; that dedicated employees strive to leave their assignment better than when they arrived, and their legacy will continue to impact their Department and co-workers in immeasurable ways.

Vice-President Smith-Watts stated that the NEOGOV system has been in use for many years, but under the leadership of Executive Director Kandice Taylor-Sherwood and her Management Team, the Civil Service Department has taken greater advantage of NEOGOV's capabilities and features.

Vice-President Smith-Watts reinforced how much she appreciates the forward-thinking attitude and perspective of the Civil Service Department; facing the future with a positive outlook, while remaining firmly grounded in its core values.

Using the changing seasons as a metaphor, Vice-President Smith-Watts understands that while change can be challenging and adjustments can take time, she encouraged everyone to build on their personal foundation of integrity and look toward the future of conducting business in the new City Hall building with anticipation and enthusiasm.

Commissioner Perry acknowledged and concurred with the comments made by Vice-President Smith-Watts.

## **ADJOURNMENT**

**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)។