

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

**WEDNESDAY, DECEMBER 6, 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

President Phyllis Arias asked Lieutenant Kenneth Rosenthal, Long Beach Police Department (retired), to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

Present:

Commissioners Charles Hicks and Carolyn M. Smith Watts

Absent:

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
Sharon Hamilton, Administrative Aide
Keion Bryant, Administrative Analyst, NC
Gary Anderson, Principal Deputy City Attorney
Meg Rau, Human Resources Officer, Personnel Operations Bureau, Human Resources
Beverly Bartlow-Nieves, Citywide Return-to-Work Coordinator, Human Resources
Ron Marquez, Manager of Security Operations, Harbor
Drew Schneider, Assistant Director of Security, Harbor
Sheryl Bender, Senior Human Resources Representative, Harbor
Chris Rowe, Deputy Chief, Support Services Bureau, Long Beach Fire Department
Alex Avila, Acting Deputy Chief, Support Bureau, Long Beach Police Department
Brian McPhail, Administrative Sergeant, Support Bureau, Long Beach Police Department
Brian Bell, Sergeant, Criminal Intelligence Section, Investigations Bureau, Long Beach Police Department
Edward Farrell, Manager, Gas Services Bureau, Long Beach Gas & Oil
Keith Haynes, Supervisor, Customer Service Division, Gas Services Bureau, Long Beach Gas & Oil
Chris McLinden, Supervisor, Customer Service Division, Gas Services Bureau, Long Beach Gas & Oil
Eric Stachowiak, Supervisor, Training Division, Gas Services Bureau, Long Beach Gas & Oil
Daniel Zenovka, Supervisor, Dispatch/Control Room/Meter Shop, Gas Services Bureau, Long Beach Gas & Oil
Eric Sherman, Supervisor, Dispatch/Control Room/Meter Shop, Gas Services Division, Long Beach Gas & Oil
Mike Goldschmidt, Administrative Officer, Development Services
Sofia Style, FUSE Corps Executive Fellow, Office of the City Manager

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

1. 17-228CS **Recommendation to approve minutes:**
Regular Meeting of November 15, 2017

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

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

Absent: 2 - Charles Hicks and Carolyn M. Smith Watts

CONSENT CALENDAR (2-8)

Passed the Consent Calendar

A motion was made by Commissioner Perry, seconded by Commissioner McGilton-McGlamery, to approve Consent Calendar Items. The motion carried by the following vote:

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

Absent: 2 - Charles Hicks and Carolyn M. Smith Watts

2. 17-229CS

Recommendation to approve examination results:

Combination Building Inspector Test #01 (Established 11/17/17)
Construction Inspector Test #01 (Established 11/10/17)
Customer Services Supervisor (Established 11/21/17)
Fire Engineer (Established 11/28/17)
Plan Checker - Electrical Test #01 (Established 11/14/17)
Police Officer - Lateral Test #10 (Established 11/28/17)
Police Recruit Test #02 (Established 11/30/17)
Refuse Operator Test #07 (Established 11/21/17)
School Guard Test #02 (Established 11/15/17)
Special Services Officer Test #21 (Established 11/14/17)
Systems Support Specialist - Help Desk Lead Test #01 (Established 11/21/17)
Systems Support Specialist Test #01 (Established 11/21/17)
Water Treatment Supervisor (Established 11/14/17)
Water Treatment Supervisor (Established 11/14/17)

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

3. 17-230CS

Recommendation to receive and file bulletin(s):

Commercial Diver
Fire Recruit
Laboratory Analyst
Registered Nurse
Surveyor

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

4. 17-231CS

Recommendation to receive and file retirement(s):

David Fritz/Police Officer/Police (25 yrs., 2 mos.)

Kenneth Rosenthal/Police Lieutenant/Police (35 yrs., 2 mos.)

John Hill/Police Sergeant/Police (23 yrs., 10 mos.)

*Hector De La-Torre/Gas Field Service Representative III/Gas & Oil
(26 yrs., 11 mos.)*

*Harry Stricklin/Building Maintenance Engineer/Public Works (14 yrs.,
10 mos.)*

On behalf of the Civil Service Commission, Special Projects Officer Caprice McDonald presented a Certificate of Appreciation to Detective David Fritz, for 25 years, 2 months of dedicated and exemplary service to the City of Long Beach. Brian Bell, Sergeant of the Criminal Intelligence Section, was present and spoke on behalf of the Long Beach Police Department, to recognize and highlight Detective Fritz's career with the City of Long Beach. The Commission congratulated Detective Fritz on his retirement.

On behalf of the Civil Service Commission, Special Projects Officer Caprice McDonald presented a Certificate of Appreciation to Lieutenant Kenneth Rosenthal, for 35 years, 2 months of dedicated and exemplary service to the City of Long Beach. Alex Avila, Acting Deputy Chief of the Long Beach Police Department, was present and spoke on behalf of the Long Beach Police Department, to recognize and highlight Lieutenant Rosenthal's career with the City of Long Beach. The Commission congratulated Lieutenant Rosenthal on his retirement.

On behalf of the Civil Service Commission, Special Projects Officer Caprice McDonald presented a Certificate of Appreciation to Gas Field Service Representative III, Hector De La-Torre, for 26 years, 11 months of dedicated and exemplary service to the City of Long Beach. Edward Farrell, Manager of the Gas Services Bureau was present and spoke on behalf of the Long Beach Gas & Oil Department, to recognize and highlight Mr. De La-Torre's career with the City of Long Beach. The Commission congratulated Mr. De La-Torre on his retirement.

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

5. 17-232CS **Recommendation to receive and file resignation(s):**
Kourtney Sanders-Haynie/Laboratory Analyst I/Water (2 yrs., 6 mos.)
Maritza Castillo/Police Officer/Police (1 yr., 1 mo.)
Aaron Perkins/Mechanical Engineer/Gas & Oil (10 yrs., 6 mos.)
Emir Sayyid/General Maintenance Assistant/Parks, Recreation & Marine (7 yrs., 11 mos.)
Naomi Munoz/Accountant III/Financial Management (5 mos., 21 days)
Kenya Creer/Clerk Typist II/Fire (1 yr., 2 mos.)

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

6. 17-233CS **Recommendation to approve transfer(s):**
Cathy Pingol/Senior Accountant/Financial Management to Senior Accountant/Police

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

7. 17-234CS **Recommendation to approve reschedule for hearing(s):**
Dismissal Appeal 22-D-1617, Suggested Dates January 10, 17, & 24, 2018

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

8. 17-235CS **Recommendation to receive and file withdrawal of appeal:**
Dismissal Appeal 23-D-1617

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

REGULAR AGENDA

9. 17-236CS **RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING
ELIGIBLE LISTS (6 months)**

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

*AIRPORT PUBLIC AFFAIRS ASSISTANT (EF3NN-17) (3/21/2017) -
3 months*

*COMBINATION BUILDING INSPECTOR AIDE (K88AN-17)
(12/7/2016)*

MECHANICAL ENGINEER (K32NN-17) TEST #01 (12/13/2016)

*MECHANICAL EQUIPMENT STOCK CLERK (D19AN-17)
(12/15/2016)*

PROJECT SCHEDULER (NL2AN-17) TEST #01 (6/20/2017)

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

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

Absent: 2 - Charles Hicks and Carolyn M. Smith Watts

10. 17-152CS RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD

-
Christopher Gonzalez-Fontenot, Special Services Officer III-Armed
Communication from Stacey Lewis, Director of Human Resources,
Harbor

Ms. McDonald briefed the Commission on this request. Ms. McDonald advised that Drew Schneider, Assistant Director of Security, and Sheryl Bender, Senior Human Resources Representative for the Port of Long Beach were present to answer any questions from the Commission.

Commissioner Perry requested clarification on the training timeline for SSO Gonzalez-Fontenot. Mr. Schneider explained that the 45-day request to extend SSO Gonzalez-Fontenot's probationary period will allow him to complete the mandatory 4-month Field Training Officer program and required certification with the Sheriff's Reserve Academy.

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

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

Absent: 2 - Charles Hicks and Carolyn M. Smith Watts

**11. 17-237CS RECOMMENDATION TO APPROVE EXAMINATION RESULTS -
POLICE RECRUIT**

Staff Report prepared by David Espinoza, Personnel Analyst

Personnel Analyst David Espinoza briefed the Commission on the examination results for Police Recruit and provided a handout to the Commissioners, outlining recruitment efforts, examination statistics, and an EEO summary report. Brian McPhail, Administrative Sergeant of the Long Beach Police Department, who partnered with Civil Service during the most recent recruiting process was also present to answer any questions.

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

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

Absent: 2 - Charles Hicks and Carolyn M. Smith Watts

12. 17-238CS RECOMMENDATION TO APPROVE EXAMINATION RESULTS - FIRE ENGINEER

Staff Report prepared by Shellie Goings, Personnel Analyst

Personnel Analyst Shellie Goings briefed the Commission on the examination results for Fire Engineer. Ms. Goings explained the selection process which determined that six Fire Department employees qualified on the promotional exam. Due to the number of current position vacancies, the Fire Engineer examination will be reopened again in February 2018.

As this item was previously approved under the Consent Calendar, there was no need for an additional motion to approve.

Passed by Voice Vote.

13. 17-239CS RECOMMENDATION FOR A TEMPORARY CHANGE IN CIVIL SERVICE MEETING DATE(S)

Staff report prepared by Kandice Taylor-Sherwood, Executive Director, Civil Service

Due to the first meeting of 2018 falling so close to the first of the year, in addition to scheduling conflicts of key participants, it is recommended that the Civil Service Commission meetings for January 2018, be changed from January 3, 2018, and January 17, 2018, to Wednesday, January 10, 2018, and Wednesday, January 24, 2018.

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

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

Absent: 2 - Charles Hicks and Carolyn M. Smith Watts

14. 17-202CS EXECUTIVE SESSION - Discussion on status of Special Services Officer and Civil Service role in Classification Specifications.

During the Civil Service Commission (CSC) meeting on Wednesday, November 15, 2017, it was announced that Agenda Item #17-202CS, the study on the Special Services Officer (SSO) classification (originally discussed during the meeting on October 4, 2017), would return for discussion on December 6, 2017. However, as it was learned that key participants would be unable to attend the December 6, 2017 meeting, the SSO study will be presented during the CSC meeting on Wednesday, December 20, 2017. It is recommended to calendar Agenda Item #17-202CS to Wednesday, December 20, 2017.

President Arias advised that two items announced during the CSC meeting of November 15, 2017, which were scheduled to be discussed today, will be postponed to the next CSC meeting on December 20, 2017; one being the SSO report (#17-202CS) and the second being the report on Civil Service processes.

President Arias wanted to ensure public notifications were made regarding the postponement, so that anyone who may have expected to hear discussion on these topics were made aware of the schedule change.

The two-week postponement of both reports was required as interested parties and key stakeholders were unable to attend today's meeting. President Arias advised that electronic notifications were also made to ensure affected city departments and personnel were advised of the postponement.

Passed by Voice Vote.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

MANAGERS' REPORT

Recruitment & Selection

Personnel Analyst Sheree Valdoria provided an update as Ms. Slaten is attending a conference this week.

Ms. Valdoria acknowledged the Recruitment Team who are heavily recruiting for the Fire Recruit and Police Recruit positions. Personnel Analyst Shellie Goings and Assistant Administrative Analyst An Lan Pham have conducted extensive outreach to attract applicants for the Fire Recruit position.

Recruitment Team members, Personnel Assistant Maria Macias and Assistant Administrative Analyst Kris Ramos traveled to San Diego to attend a law enforcement job fair to recruit for the Police Recruit position.

Ms. Valdoria commended the entire Recruitment Team for utilizing social media to advance the outreach efforts of the Civil Service Department.

Special Projects

Ms. McDonald announced that in October 2017, the city moved to a new website host. Since that time, she and Special Projects staff, Administrative Aide Ms. Sharon Hamilton and Administrative Analyst-NC Mr. Keion Bryant have been trained on the system. Viewers can expect to see changes and improvements to the Civil Service website very soon. A few website pages are under construction while they are live.

Ms. McDonald provided a handout to Commissioners showing the revised Civil Service Recruitment page and advised that it will now link to a new Career Tips page, which went live on December 5, 2017. This new page provides the Career Tips that are posted on social media, but will now be accessible to all applicants, including those not currently using social media.

Ms. McDonald announced that the FAQ "Frequently Asked Questions" page will go live this week. Special Projects staff are continuously improving the website and will send a summary of the pages to Commissioners, including links that are being updated.

Ms. McDonald advised that she met with Ms. Sofia Style, FUSE Corps Executive Fellow, who

has extensive website design experience. The Special Projects Division is looking forward to collaborating with Ms. Style to enhance website access and navigation for all users.

Administration Support Services

Nothing to report.

UNFINISHED BUSINESS

President Arias suggested that the Commission form a subcommittee to expedite and evaluate the issue of experience credit. President Arias believes the subcommittee can determine whether a rule change is needed, or a new policy/procedure should be implemented to affect this need.

Principal Deputy City Attorney Gary Anderson, informed the Commission that they are not required to agendaize the suggestion for the next CSC meeting; only that two Commissioners volunteer to form the new subcommittee.

President Arias and Commissioner Perry volunteered to be members of the subcommittee, and will meet with Executive Director Ms. Taylor-Sherwood and Advising Counsel Mr. Anderson to address experience credit.

NEW BUSINESS

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

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: និងកំណត់ហេតុឱ្យអ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។