

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

**WEDNESDAY, OCTOBER 17, 2018  
333 W. OCEAN BLVD., 7TH FLOOR  
CIVIL SERVICE BOARDROOM, 8:00 AM**

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



Susana Gonzalez Edmond, Commissioner  
Heather Morrison, Commissioner

Kandice Taylor-Sherwood,  
Executive Director

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**FINISHED AGENDA & DRAFT MINUTES**

President Arias called the meeting to order at 8:15 a.m.

**FLAG SALUTE**

President Arias led the Pledge of Allegiance.

**ROLL CALL**

**Commissioners** Susana Gonzalez Edmond, Heather Morrison and Phyllis O.

**Present:** Arias

**Commissioners** Carolyn M. Smith Watts

**Absent:**

Crystal Slaten, Deputy Director, and Recruitment and Selection Officer  
Caprice McDonald, Special Projects Officer  
Maria Alamo, Special Projects Officer  
Rose Katsuki, Special Projects Officer  
Shellie Goings, Personnel Analyst  
Stanley Wang, Personnel Analyst  
Carolyn Pen, Administrative Analyst  
Kris Ramos, Assistant Administrative Analyst  
An Lan Pham Jenkins, Assistant Administrative Analyst  
Eugene Kim, Administrative Analyst-NC  
Sharon Hamilton, Administrative Aide  
Keion Bryant, Sr., Administrative Analyst-NC  
Gary Anderson, Principal Deputy City Attorney  
Michael Goldschmidt, Administrative Officer, Development Services  
David Honey, Administration Bureau Manager, Fire Department, and Civil Service Interim Executive Director  
Alex Basquez, Director of Human Resources  
Fred Verdugo, Assistant Director of Human Resources  
Tara Haughton, Personnel Analyst, Human Resources  
Paula Gallegos, Personnel Officer, Police Department  
Debbie Mills, Administrative Officer, Police Department  
Karen Owens, Administrator, Community Engagement Division, Police Department

## **SPECIAL ANNOUNCEMENT**

President Arias introduced David Honey, Administration Bureau Manager of the Fire Department, who has been appointed as the Interim Executive Director of the Civil Service Department and Commission.

President Arias welcomed Mr. Honey to the Civil Service Department and provided a brief history of Mr. Honey's distinguished career with the City. With his previous experience in Civil Service, and over 20 years of experience as a manager in various city departments, Mr. Honey's leadership will direct Civil Service into a bright and productive future.

Mr. Honey thanked President Arias and the Civil Service Commission for the opportunity to serve as Interim Executive Director of Civil Service. Mr. Honey began his career with the City in the Civil Service Department, so he is very familiar with its operations. Mr. Honey looks forward to serving in the Interim Executive Director capacity and working with staff and the Commission. President Arias thanked Mr. Honey for his commitment.

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

- 1. 18-198CS            **Recommendation to approve minutes:**  
                              *Regular Meeting of October 3, 2018*

**A motion was made by Commissioner Edmond, seconded by Commissioner Morrison, to approve recommendation. The motion carried by the following vote:**

**Yes:** 3 - Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

**Absent:** 1 - Carolyn M. Smith Watts

- 2. 18-199CS            **Recommendation to approve minutes:**  
                              *Special Meeting, Closed Session of October 10, 2018*

**A motion was made by Commissioner Edmond, seconded by Commissioner Morrison, to approve recommendation. The motion carried by the following vote:**

**Yes:** 3 - Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

**Absent:** 1 - Carolyn M. Smith Watts

**CONSENT CALENDAR (3 - 7):**

Passed the Consent Calendar

**A motion was made by Commissioner Morrison, seconded by Commissioner Edmond, to approve Consent Calendar Items. The motion carried by the following vote:**

**Yes:** 3 - Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

**Absent:** 1 - Carolyn M. Smith Watts

3. 18-200CS      **Recommendation to approve examination results:**  
*Gas Pipeline Welder/Layout Fitter Test #03 (Established 06/27/18)*  
**AMENDED**  
*Petroleum Operations Coordinator Test #02 (Established 10/08/18)*  
*Police Recruit Test #01 (Established 10/02/18)*  
*Special Services Officer Test #32 (Established 10/04/18)*

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

4. 18-201CS      **Recommendation to receive and file bulletin(s):**  
*Garage Service Attendant*  
*Traffic Signal Technician*

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

5. 18-202CS      **Recommendation to receive and file retirement(s):**  
*Paul Mayer/Combination Building Inspector/Development Services (9 yrs., 11 mos.)*  
*Henrietta Sierra/Terminal Services Representative II/Harbor (15 yrs., 4 mos.)*  
*Marlene Adams/Clerk Typist II/Harbor (14 yrs., 7 mos.)*  
*Jack Nunez/Fire Engineer/Fire (35 yrs., 9 days)*  
*Paul McCarthy/Geographic Information Systems Technician II/Harbor (12 yrs., 11 mos.)*  
*Gamal Elgaali/Senior Civil Engineer/Harbor (8 yrs., 2 mos.)*  
*Darin Blizzard/Police Officer/Police (26 yrs., 2 mos.)*  
*Nelson Villoria/Police Officer/Police (22 yrs., 1 day)*  
*Scott Pillen/Gas Field Service Representative II/Energy Resources (35 yrs., 1 mo.)*  
*Mark Coble/Police Lieutenant/Police (25 yrs., 7 mos.)*  
*Walter Williams/Special Services Officer IV/Police (31 yrs., 8 mos.)*

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

6. 18-203CS      **Recommendation to receive and file resignation(s):**  
*Welhenage Gunasekara/Clerk Typist III/Civil Service (2 yrs., 2 mos.)*  
*Paige Green Purba/Criminalist I/Police (1 yr., 10 mos.)*  
*Johnathan Doojphibulpol/Engineering Aide II/Public Works (1 yr., 6 mos.)*  
*Carl Johnson/Special Services Officer III/Police (2 yrs., 1 mo.)*  
*Donna Delacruz/Business Systems Specialist V/Financial Management (1 yr., 7 mos.)*

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

7. 18-204CS      **Recommendation to approve reschedule for hearing(s):**  
*Dismissal Appeal (04-D-1718), Suggested Dates January 9, 16 & 23, 2019*  
*Dismissal Appeal (05-D-1718), Suggested Dates January 30 & February 6, 2019*  
*Dismissal Appeal (17-D-1516), Suggested Dates February 13 & 20, 2019*  
*Suspension Appeal (19-S-1617), Suggested Date February 27, 2019*  
*Dismissal Appeal (28-D-1617), Suggested Dates March 6 & 13, 2019*

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

**REGULAR AGENDA**

8. 18-205CS      **RECOMMENDATION FOR PROVISIONAL APPOINTMENT - Customer Service Representative**  
*Communication from Paula Gallegos, Personnel Administrator, Police Department*  
  
Staff Report prepared by Stanley Wang, Personnel Analyst

Ms. Slaten briefed the Commission on this request.

Karen Owens, Community Engagement Division Administrator with the Long Beach Police Department provided the Commission with a detailed PowerPoint presentation, explaining the immediate need for the provisional appointment of Customer Service Representative(s) at the Front Desk of the Public Safety Building.

A discussion followed between Ms. Slaten, President Arias, Administrator Owens, Commissioner Gonzalez Edmond, Personnel Analyst Stanley Wang, Administrative Analyst Carolyn Pen, Commissioner Morrison, Police Department Administrative Officer Debbie Mills, and Director of Human Resources Alex Basquez, with the Commission ultimately approving this request.

**A motion was made by Commissioner Edmond, seconded by Commissioner Morrison, to approve recommendation. The motion carried by the following vote:**

**Yes:** 3 - Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

**Absent:** 1 - Carolyn M. Smith Watts

9. 18-207CS

**RECOMMENDATION TO DISCUSS SEARCH PROCESS TO APPOINT PERMANENT EXECUTIVE DIRECTOR OF CIVIL SERVICE**

President Arias advised that Executive Director Kandice Taylor-Sherwood has tendered her resignation effective February 1, 2019. The Department and Commission are very saddened to lose Ms. Taylor-Sherwood's leadership. President Arias explained that the Commission will conduct a very rigorous, transparent, and thorough recruitment to select a new Executive Director.

President Arias asked to begin the discussion of the search process by which the Commission will ultimately appoint a new Executive Director, and posed several questions to the Commission for consideration, including the possibility of utilizing a recruiting agency to facilitate the process. President Arias expressed her support of using a recruiting agency and advised that Director of Human Resources Alex Basquez has offered to assist the Commission by providing a list of agencies to consider.

Ms. Basquez provided an explanation of the process by which the City fills executive positions. Historically, the City has used executive search firms. Ms. Basquez offered to provide the Commission with a list of those most frequently used, offered administrative assistance to facilitate the recruitment, and provided the Commission with the cost estimate of utilizing an executive recruiting firm to select the next Executive Director.

Ms. Basquez explained that the selected recruitment firm will coordinate with the Commission and stakeholders to prepare the recruitment brochure and will submit it to the Commission for consideration. Human Resources will also review the brochure to ensure it conforms to city requirements and includes accurate information regarding employee benefits.

A discussion followed with President Arias, Commissioner Morrison, Commissioner Gonzalez Edmond, Ms. Basquez, and Advising Counsel Gary Anderson. Mr. Anderson explained the requirements that the Commission must adhere to when discussing the hiring of a new Executive Director; specifically that recommendations may be brought forth for discussion during Commission meetings if they were made in subcommittee, but must be agendaized if they are discussed with a quorum.

Ms. Basquez suggested to the Commission that they first select the executive search firm they wish to work with, as the firm will coordinate the development of the brochure and provide a timeline of the hiring process. Mr. Anderson confirmed that interviewing the executive search firms can be conducted during closed session.

Ms. Basquez identified three consulting firms that the City has utilized recently. President Arias inquired into using the same firm the Commission worked with in 2014. Commissioner Gonzalez Edmond confirmed with Advising Counsel Gary Anderson that the Commission may meet in closed session to interview potential executive search firms. However, the Commission will need to formally agendaize any items for discussion relating to the hiring of the new Executive Director.

Commissioners agreed to interview at least three recruitment firms, including the firm used in the last recruitment for Executive Director. Regarding the recruitment brochure, Commissioners agreed that they would like to have direct input into the development of the recruitment brochure and that they, themselves, would prefer to conduct a survey of major constituents and stakeholders, including key City departments, Civil

Service staff and classified unions (similar to what was done in the previous recruitment for Executive Director) for developing such input. Commissioners felt that this would be appropriate as there have been many changes in processes and procedures since the last recruitment.

## **MANAGERS' REPORT**

### **Recruitment & Selection**

#### **Special Projects**

#### **Administration Support Services**

#### **Executive Director**

### **Recruitment & Selection**

Ms. Slaten advised that Deputy Chief Rowe of the Fire Department extended an invitation to the Commission to observe the Fire Recruit training program.

Ms. Slaten updated the Commission on the status of Police Recruit; applications are being accepted on a continuous basis.

Ms. Slaten thanked Personnel Analyst Sheree Valdoria, and Personnel Assistant Maria Macias who are currently facilitating the Fireboat Pilot examination. Ms. Slaten asked Interim Executive Director David Honey how frequently vacancies occur within this unique classification. Mr. Honey advised the Fireboat Pilot is a six-person classification.

Ms. Slaten updated the Commission on the status of the upcoming Police Sergeant and Police Lieutenant examinations.

### **Special Projects**

Ms. McDonald advised the Commission that she and Civil Service and Human Resources staff attended the NEOGOV conference last week. Ms. McDonald felt the conference provided excellent training opportunities.

In her role as the citywide NEOGOV Administrator, Ms. McDonald returns from each NEOGOV conference with a lengthy list of processes to evaluate and trouble-shoot. In addition, Ms. McDonald needs to look to the future and anticipate what features NEOGOV might introduce to their clients.

Ms. McDonald also participated in this year's NEOGOV Update session, explaining that one of the most critical features introduced in NEOGOV is being able to communicate to the



organization as well as with the candidates. By law, NEOGOV is now required to provide a “subscribe” option to applicants, requiring NEOGOV Administrators to consider how this option might affect their ability to retain candidates.

Ms. McDonald explained the complexities when NEOGOV offers features that may not be fully functional for their users. Ms. McDonald plans to meet with Human Resources to discuss specific issues within the analytics functions, and will meet with her staff, including Administrative Aide Sharon Hamilton to create more efficiencies within the recruiting process.

### **Administration Support Services**

Ms. Alamo advised that Administration Support Services has a portion of the employee transfer process that is still in paper format. By attending the NEOGOV conference, Ms. Alamo was offered the opportunity to network with other agencies and learned that many are in a similar situation with some processes still being handled manually on paper. Ms. Alamo hopes to pair up with one the Recruitment and Selection Division Analysts to identify a way to convert employee transfer requests to an on-line process.

Ms. Alamo provided an update regarding a timeline for Commissioners to participate in the budget process. As Ms. Alamo gathers more details and data from Financial Management, she will apprise the Commission.

A discussion followed with President Arias, Interim Executive Director David Honey and Commissioner Gonzalez Edmond.

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

President Arias announced that due to a new job opportunity, Commissioner Megan Kerr will no longer be able to serve on the Civil Service Commission.

President Arias thanked Commissioner Kerr for the significant contributions she made during her time on the Civil Service Commission. A new Commissioner will be appointed in the near future.

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

**ADJOURNMENT**

President Arias adjourned the meeting at 9:00 a.m.

**HEARING 8:30 A.M. – (30-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.

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.

បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ និងកំណត់ហេតុឲ្យអ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណកម្មការធម្មនុញ្ញ)។