

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

**WEDNESDAY, JANUARY 23, 2019
333 W. OCEAN BLVD, 7TH FLOOR
CIVIL SERVICE BOARDROOM, 8:00 AM**

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



Joen Garnica, Commissioner
Susana Gonzalez Edmond, Commissioner
Heather Morrison, Commissioner

David P. Honey, Interim Executive Director

FINISHED AGENDA & DRAFT MINUTES

President Arias called the meeting to order at 8:05 a.m.

FLAG SALUTE

President Arias lead the Pledge of Allegiance.

ROLL CALL

Commissioners Joen Garnica, Heather Morrison and Phyllis O. Arias

Present:

Commissioners Susana Gonzalez Edmond and Carolyn M. Smith Watts

Absent:

David P. Honey, Interim Executive Director and Secretary
Crystal Slaten, Deputy Director, and Recruitment and Selection Officer
Caprice McDonald, Special Projects Officer
Maria Alamo, Special Projects Officer
Liz Rodriguez, Interim Executive Assistant
Jonathan Nagayama, City Clerk Specialist
Sheree Valdoria, Personnel Analyst
Stanley Wang, Personnel Analyst
Carolyn Pen, Administrative Analyst
Kris Ramos, Assistant Administrative Analyst
Maria Macias, Personnel Assistant
Eugene Kim, Administrative Analyst-NC
Tan Zeng, Administrative Analyst

Sharon Hamilton, Administrative Aide
Keion Bryant, Sr., Administrative Analyst-NC
Gary Anderson, Principal Deputy City Attorney
Marla Camerino, Clerk Typist, Parks, Recreation and Marine
Russ Ficker, Administrative Officer, Public Works
Sandy Witz, Assistant Director, Human Resources, Harbor
Drew Schneider, Assistant Director of Security, Harbor
David Espinoza, Administrative Analyst, Harbor
Fred Verdugo, Deputy Director, Human Resources
Sheryl Bender, Superintendent-Personnel & Training, Parks, Rec & Marine
Cory Forrester, Superintendent of Beach Maintenance, Parks, Rec & Marine
Victoria Love, Business Representative, International Association of Machinists and Aerospace Workers (IAM)
Ashley Gunckel, Business Representative, International Association of Machinists and Aerospace Workers (IAM)
Joe Ambrose, Park Maintenance Supervisor, Parks, Recreation and Marine (Retired)

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

Mr. Honey introduced Marla Camerino as the new Civil Service Executive Assistant and announced she will be starting on February 4, 2019.

1. 19-009CS **Recommendation to approve minutes:**
Regular Meeting of January 9, 2019

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

Yes: 3 - Joen Garnica, Heather Morrison and Phyllis O. Arias
Absent: 2 - Susana Gonzalez Edmond and Carolyn M. Smith Watts

CONSENT CALENDAR (2 - 7)

Passed the Consent Calendar

A motion was made by Commissioner Morrison, seconded by Commissioner Garnica, to approve Consent Calendar Items 2 - 7. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Heather Morrison and Phyllis O. Arias

Absent: 2 - Susana Gonzalez Edmond and Carolyn M. Smith Watts

2. 19-010CS

Recommendation to approve examination results:

Business Systems Specialist Test #10 (Established 01/09/19)

Capital Projects Coordinator Test #01 (Established 01/10/19)

Civil Engineer Test #03 (Established 01/10/19)

Civil Engineering Associate Test #03 (Established 01/15/19)

Communication Specialist Test #01 (Established 01/10/19)

Deputy Fire Marshal Test #01 (Established 01/08/19)

Fire Recruit (Established 01/14/19)

Garage Service Attendant Test #01 (Established 01/18/19)

Parking Meter Technician (Established 01/15/19)

Plan Checker - Plumbing Test #01 (Established 01/15/19)

Police Property & Supply Clerk (Established 01/10/19)

Police Recruit Test #05 (Established 01/10/19)

School Guard Test #07 (Established 01/14/19)

Senior Accountant Test #01 (Established 01/17/19)

Senior Structural Engineer Test #02 (Established 01/14/19)

Special Services Officer Test #35 (Established 01/16/19)

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

3. 19-011CS

Recommendation to receive and file bulletin(s):

Park Naturalist

Construction Inspector

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

4. 19-012CS

Recommendation to receive and file retirement(s):

Joe Ambrose/Park Maintenance Supervisor/Parks, Recreation & Marine (38 yrs., 1 mo.)

Grace Chao/Business Systems Specialist V/Technology & Innovation (14 yrs., 6 mos.)

Edward Mendoza/Chief Construction Inspector/Water Department (26 yrs., 1 mo.)

Elise Smith/Administrative Analyst/Health Department (16 yrs., 2 mos.)

Susan Wilkinson/Business Systems Specialist IV/Technology & Innovation (33 yrs., 2 mos.)

On behalf of the Civil Service Commission, Interim Executive Director David Honey presented a Certificate of Appreciation to Joe Ambrose, Park Maintenance Supervisor, Parks, Recreation and Marine, for 38 years, 1 month, of distinguished and exemplary service to the City of Long Beach. The Commission congratulated Mr. Ambrose on his retirement.

Cory Forrester, Superintendent of Beach Maintenance, spoke on behalf of the Parks, Recreation & Marine Department to recognize and highlight Mr. Ambrose's career with the City of Long Beach.

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

5. 19-013CS

Recommendation to receive and file resignation(s):

Aric Duran/Firefighter/Fire Department (1 yr., 10 mos.)

Shakira Glover/Library Clerk I/Library Services (1 yr., 2 mos.)

Ryan Heighes/Equipment Mechanic/Water Department (1 yr., 1 mo.)

Paul Muhn/Water Utility Mechanic III/Water Department (2 yrs.)

Daniel Murray/Senior Survey Technician/Harbor Department (10 yrs., 8 mos.)

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

6. 19-014CS **Recommendation to approve transfer(s):**
Adela Rodriguez/Senior Accountant/Harbor to Senior Accountant/Health Department
Brenda Sprague/Customer Service Rep. II/Financial Management to Customer Service Rep. II/Public Works

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

7. 19-015CS **Recommendation to approve reschedule for hearing(s):**
Dismissal Appeal 04-D-1718, Suggested Date February 20, 27 & March 6, 2019

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

REGULAR AGENDA

8. 19-016CS **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD**
- Nicholas Cedeno, Special Services Officer III-Armed, Harbor Department
Communication from Stacey Lewis, Director of Human Resources, Harbor Department

Staff Report prepared by Kris Ramos, Assistant Administrative Analyst

Mr. Honey briefed the Commission on this request; and provided a handout.

David Espinoza, Administrative Analyst, was present to answer questions from the Commission.

A discussion followed with President Arias, Mr. Honey and Mr. Espinoza with the Commission ultimately approving this request.

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

Yes: 3 - Joen Garnica, Heather Morrison and Phyllis O. Arias

Absent: 2 - Susana Gonzalez Edmond and Carolyn M. Smith Watts

9. 19-017CS **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD**
- Noel Santacruz, Special Services Officer III-Armed, Harbor
Department
*Communication from Stacey Lewis, Director of Human Resources,
Harbor Department*

Staff Report prepared by Kris Ramos, Assistant Administrative Analyst

Mr. Honey briefed the Commission on this request.

David Espinoza, Administrative Analyst, was present to answer questions from the Commission.

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

Yes: 3 - Joen Garnica, Heather Morrison and Phyllis O. Arias

Absent: 2 - Susana Gonzalez Edmond and Carolyn M. Smith Watts

10. 19-018CS **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD**
- Joseph Balderian, Special Services Officer III-Armed, Harbor
Department
*Communication from Stacey Lewis, Director of Human Resources,
Harbor Department*

Staff Report prepared by Kris Ramos, Assistant Administrative Analyst

Mr. Honey briefed the Commission on this request.

David Espinoza, Administrative Analyst, was present to answer questions from the Commission.

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

Yes: 3 - Joen Garnica, Heather Morrison and Phyllis O. Arias

Absent: 2 - Susana Gonzalez Edmond and Carolyn M. Smith Watts

MANAGER'S REPORT

Recruitment & Selection

Ms. Slaten announced the Office of Civic Innovation and Department of Economic Development has partnered with the City's Innovate's Startup in Residence (STIR), to co-create new technology solutions to address civic challenges and that the Police Department partnered with these groups to address Police Recruit hiring. Ms. Slaten met with the vendor last week to discuss how the Artificial Intelligence works and all the data they will need from the organization.

Ms. Slaten thanked the team for their hard work with the recent recruitments.

Ms. Slaten also thanked the Harbor and Public Works Departments for offering assistance to Civil Service by providing staffing dedicated solely to Civil Service recruitments.

Special Projects

Ms. McDonald updated the Commission on the progress of the Task feature on NeoGov and electronic transfer eligible list projects.

Administration Support Services

Ms. Alamo welcomed back Bea Lacerda, from her vacation and is excited to have Ms. Rodriguez back soon to assist Administration Support Services.

Ms. Alamo invited the commissioners to the FY 20 Budget Kickoff on January 23, 2019 at 9:00 a.m.

Ms. Alamo announced they will be attending LBCOAST training soon, with the upcoming launch.

A discussion followed with President Arias, Mr. Honey, and Ms. Alamo regarding the LBCOAST system.

Executive Director

Mr. Honey briefed the Commission on a request from the November 7, 2018 meeting from President Arias regarding guidance for evaluating requests for exceptions to Civil Service rules and regulations; and provided a handout with staff recommendations.

A discussion followed with Commissioner Morrison, President Arias, Mr. Honey, Ms. Slaten, and Ms. McDonald, with the Commission recommending the establishment of a Subcommittee to review the process and develop a policy.

UNFINISHED BUSINESS

President Arias provided an update on the search for an Executive Director and announced the Commission has secured a search firm, Alliance Resource Consulting, and that they are extending the deadline for the Civil Service feedback survey for staff.

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

President Arias adjourned the meeting at 8:40 a.m.

NO HEARING

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.

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