

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

**WEDNESDAY, FEBRUARY 20, 2019
333 W. OCEAN BLVD, 7TH FLOOR CIVIL
SERVICE BOARDROOM, 8:00 AM**

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



Joel 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 led the Pledge of Allegiance.

ROLL CALL

Commissioners Joel Garnica, Susana Gonzalez Edmond, Heather Morrison and

Present: Phyllis O. Arias

Commissioners 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
Marla Camerino, Executive Assistant
Jonathan Nagayama, City Clerk Specialist
Stanley Wang, Personnel Analyst
Carolyn Pen, Administrative Analyst

Kris Ramos, Assistant Administrative Analyst
Eugene Kim, Administrative Analyst-NC
Sharon Hamilton, Administrative Aide
Bea Lacerda, Personnel Assistant
Liz Rodriguez, Clerk Typist III
Mark Whitaker, Capital Projects Coordinator, Public Works
Gary Anderson, Principal Deputy City Attorney
Russ Ficker, Administrative Officer, Public Works
Art Cox, Manager, Public Service Bureau, Public Works
Jerry Sims, Equipment Operator III, Public Works (Retired)

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

1. 19-029CS **Recommendation to Approve Minutes:**
Regular Meeting of February 6, 2019

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

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

CONSENT CALENDAR (2 – 6):

Passed the Consent Calendar

A motion was made by Commissioner Morrison, seconded by Commissioner Gonzalez Edmond, to approve Consent Calendar Items 2 - 6. The motion carried by the following vote:

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

2. 19-030CS **Recommendation to Approve Examination Results:**
Civil Engineering Associate Test #04 (Established 02/13/19)
Personnel Analyst (Established 02/12/19)
Police Officer - Lateral Test #25 (Established 02/13/19)
*Refuse Field Investigator (Established 02/06/19) **PROMOTIONAL***
Refuse Operator Test #17 (Established 02/06/19)
Water Utility Mechanic Test #01 (Established 02/14/19)

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

3. 19-031CS **Recommendation to Receive and File Bulletin(s):**
Police Officer - Lateral
Senior Surveyor
Harbor Maintenance Mechanic

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

4. 19-032CS **Recommendation to Receive and File Retirement(s):**
Edward Luden/Business Systems Specialist V/Technology & Innovation (13 yrs., 2 days)
Jerry Sims/Equipment Operator III/Public Works (31 yrs., 5 mos.)

On behalf of the Civil Service Commission, Interim Executive Director David Honey presented a Certificate of Appreciation to Jerry Sims, Equipment Operator III, for 31 years, 5 months, of distinguished and exemplary service to the City of Long Beach. The Commission congratulated Mr. Sims on his retirement.

Art Cox, Manager, Public Service Bureau, spoke on behalf of the Public Works Department, to recognize and highlight Mr. Sims' career with the City of Long Beach.

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

5. 19-033CS **Recommendation to Receive and File Resignation(s):**

*Victor Serrano/Construction Inspector II/Water (20 yrs., 6 mos.)
Angelica Gutierrez/Special Services Officer III-Armed/Harbor (10
mos., 3 days)*

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

6. 19-034CS **Recommendation to Revert to Former Classification - Mark Whitaker,**
Administrative Analyst III
*Communication from Russ Ficker, Personnel Officer, Public Works
Department*

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

MANAGERS' REPORT

Recruitment & Selection

Ms. Slaten invited Commissioners to attend the Equipment Operator Performance Exam that will be held Wednesday, February 6th, through Friday, February 8th, at Belmont Shore Pool on the beach. Candidates will be testing on a front loader, pick up trucks, trailers, mowers or small sweepers.

Ms. Slaten informed Commissioners that Western Region Intergovernmental Personnel Assessment Council's 40th Anniversary Meeting will take place from February 28 through March 1, 2019. She provided handouts to Commissioners in case they are interested in attending.

Ms. Slaten also mentioned that staff will be testing at the Police Academy for Police Recruit. A total of 156 candidates have been invited, and staff expect 50-60% attendance rate.

Special Projects

Ms. McDonald updated Commissioners regarding plans for an all-day meeting to discuss updating the Civil Service Rules and Regulations. The focus will be to discuss rules and regulations where recommended changes were previously noted.

Ms. McDonald also provided Commissioners an update regarding the eligible list notification process. Civil Service staff has been working on ways to improve the process on NeoGov.

Ms. McDonald thanked Mr. Bryant for his assistance in getting Ms. Hamilton's computer running properly.

A brief discussion ensued between President Arias, Commissioner Morrison, Commissioner Garnica, Commissioner Gonzalez Edmond, Mr. Honey, and Ms. McDonald regarding eligible list notifications. It was discussed that notifications will include a link to the webpage, as well as the name and test number.

Administration Support Services

Ms. Alamo introduced Kaylyn Som-Yim, who will be assisting Administration Support Services with preparing for the move to the new City Hall. She also mentioned that they have started training in preparation for the new financial system that is expected to be implemented on April 15, 2019.

Executive Director

Mr. Honey thanked staff for coming up with creative ideas to address the issues that were brought up at the last meeting regarding late applications. In addition to the improvements for notification of applicants on eligible lists, staff will request that provisional applicants sign up for the online interest cards and analysts will follow up to ensure it is done.

Mr. Honey informed the Commission that he and Ms. Slaten, along with representatives from the City Manager, Police, Fire, and Human Resources Departments attended a meeting with the Long Beach Unified School to discuss how the district could better align its curriculum to create pathways for employment with the City, specifically in the Public Safety area, which includes Fire and Police recruits and Dispatcher recruitments. A similar meeting will take place with California State University Long Beach in March and Long Beach City College shortly after. Mr. Honey stated that this is part of a broader discussion that they will be having with the whole education community, recognizing that we have a huge diverse student body that is coming up through the various levels of education. The City would like to make sure students are prepared and aware of job opportunities available.

A discussion ensued between President Arias and Mr. Honey regarding if the district was receptive to the information provided.

Mr. Honey reported that he will be on vacation for the meeting taking place on March 6, 2019. Ms. Slaten will be covering for him during his absence.

UNFINISHED BUSINESS

President Arias requested to meet with the Subcommittee to develop Civil Service Commission policy regarding requests to utilize classified positions in the unclassified service after the meeting.

NEW BUSINESS

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

CLOSED SESSION – DISCUSSION OF EXECUTIVE DIRECTOR RECRUITMENT PROCESS

ADJOURNMENT

President Arias adjourned the meeting at 9:44 a.m.

HEARING 04-D-1718

msc

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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