

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

**WEDNESDAY, JUNE 5, 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 AND DRAFT MINUTES

President Arias called the meeting to order at 8:07 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 Honey, Interim Executive Director
Caprice McDonald, Special Projects Officer
Maria Alamo, Special Projects Officer
Marla Camerino, Executive Assistant
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
Carolyn Pen, Administrative Analyst
Maria Macias, Personnel Assistant

Stanley Wang, Personnel Analyst
Veronica Robles-Scott, Administrative Analyst
Jeffrey Hardin, Battalion Chief, Fire Department
Sherry Gaur, Human Resources Officer, Human Resources Department
Charlene Wynne, Manager of Grants Administration, Harbor Department
Maricela Tutson, Assistant Administrative Analyst, Harbor Department
Annie Fang, Clerk Typist III, Harbor Department
Madison Chavarria, Clerk Typist III, Harbor Department

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

President Arias opened the meeting by saying a few words in honor of Commissioner Carolyn Smith Watts, who recently passed away. Commissioner Smith Watts will be dearly missed.

Maricela Tutson spoke regarding the difficulty employees have passing the personality and motivation portion of tests that are being administered.

Annie Fang spoke regarding the personality and motivation test that was administered for Assistant Administrative Analyst.

Madison Chavarria spoke regarding the unfairness of the personality and motivation test that was part of the Wonderlic testing examination.

Charlene Wynne spoke regarding employees not being able to pass examinations due to the personality test questions.

President Arias requested a report regarding the comments.

1. [19-098CS](#) **Recommendation to approve minutes:**
Regular Meeting of May 15, 2019
Dismissal Hearing 01-D-1718 Minutes of March 27, April 10 and April 24, 2019

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Morrison, to approve the Regular Minutes of May 15, 2019. 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

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Morrison, to approve the Minutes of the Dismissal Hearing 01-D-1718 of March 27, April 10 and April 24, 2019 . 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 - 9):

Mr. Honey informed Commissioners that the Development Project Manager bulletin was removed from Agenda Item #3.

Passed the Consent Calendar

A motion was made by Commissioner Garnica, seconded by Commissioner Morrison, to approve Consent Calendar Items (2 - 9), as amended. 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. [19-099CS](#)

Recommendation to approve examination results:

Accounting Clerk (Established 05/30/19)

Communication Specialist Test #05 (Established 05/28/19)

Electrician Test #01 (Established 05/16/19)

Garage Service Attendant Test #02 (Established 05/20/19)

*Gas Field Technician Test #01 (Established 05/10/19) **AMENDED***

Harbor Maintenance Mechanic (Established 05/24/19)

Police Officer - Lateral Test #03 (Established 05/16/19)

Recycling Specialist Test #01 (Established 05/20/19)

Registered Nurse Test #09 (Established 05/24/19)
School Guard Test #08 (Established 05/24/19)

3. [19-100CS](#) **Recommendation to receive and file bulletin(s):**
Ambulance Operator
Battalion Chief
*Development Project Manager **REMOVED***
Electrical and Instrumentation Supervisor
General Maintenance Supervisor
Port Financial Analyst
Structural Engineer
Supervisors-Stores and Property

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

4. [19-101CS](#) **Recommendation to receive and file retirement(s):**
Josephine Caron, Senior Librarian, Library Services (21 yrs., 9 mos.)
Rivann Khem, Refuse Operator III, Public Works (25 yrs., 5 mos.)
Fuaillelagi Leota, Neighborhood Services Specialist, Public Works (11 yrs., 9 mos.)
Antonio Rosales, Gardener II, Parks, Recreation and Marine (19 yrs., 2 mos.)

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

5. [19-102CS](#) **Recommendation to receive and file disability retirement(s):**
Philip Cooper, Police Officer, Police Department (15 yrs., 4 mos.)
Brian Watt, Police Officer, Police Department (26 yrs., 10 mos.)

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

6. [19-103CS](#)

Recommendation to receive and file resignation(s):

Laura Carey, Public Health Nutritionist I, Health Department (1 yr., 3 mos.)

Brian Flores, Public Safety Dispatcher II, Disaster Preparedness and Emergency Communications (13 yrs., 10 mos.)

Timothy Lok, Environmental Health Specialist II, Health Department (3 yrs., 2 mos.)

Jennifer Munoz, Public Safety Dispatcher II, Disaster Preparedness and Emergency Communications (18 yrs., 4 mos.)

Alissa Yin, Civil Engineering Assistant, Harbor Department (2 yrs., 7 mos.)

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

7. [19-104CS](#)

Recommendation to approve transfer(s):

Salvador Ballesteros, Equipment Operator II/Public Works to Equipment Operator II/Parks, Recreation and Marine

Sophia Meng-Chhom, Administrative Analyst II/Harbor Department to Administrative Analyst III/Public Works

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

8. [19-105CS](#)

Recommendation to approve reschedule for hearing(s):

Dismissal Appeal 07-D-1718, Suggested Dates: July 10 and 17, 2019

Reduction Appeal 01-R-1718, Suggested Dates: July 31 and August 7, 2019

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

9. [19-106CS](#)

Recommendation to Approve Extension of Expiring Eligible Lists (6 months)

Staff report prepared by David P. Honey, Interim Executive Director

Administrative Analyst (EA8AN-18) Test #01 (11/9/2017) - 2 months

Automatic Sprinkler Control Technician (H58NN-19) Test #01 (12/3/2018)

Business Systems Specialist (H67AN-19) Test #09 (12/13/2018)

Civil Engineering Associate (K13NN-19) Test #01 (12/6/2018)

Combination Building Inspector (K87NN-18) Test #02 (12/12/2017)

Combination Building Inspector Aide (K88AN-19) Test #02 (12/14/2018)

Community Services Supervisor (H60NN-18) Test #01 (6/8/2018)

Laboratory Analyst Test #1 (12/26/2017)

Laboratory Assistant (J28AN-18) (6/20/2018)

Plan Checker - Fire Prevention (KA4NN-19) Test #02 (12/5/2018)

Planner (F53AN-18) Test #01 (6/21/2018)

Police Officer - Lateral (F23NN-19) Test #24 (12/18/2018)

Police Recruit (F63NN-19) Test #04 (12/17/2018)

Public Safety Dispatcher - Lateral (J45AN-18C) Test #01 (6/27/2018)

Registered Nurse (G11AN-18) Test #01 (12/12/2017)

Registered Nurse (G11AN-18) Test #05 (6/27/2018)

Senior Civil Engineer (K52NN-19) Test #01 (12/6/2018)

Senior Civil Engineer (K52NN-19) Test #02 (12/28/2018)

Senior Structural Engineer (K65NN-19) Test #01 (12/6/2018)

Special Services Officer (F33AN-18) Test #22 (12/7/2017)

Special Services Officer (F33AN-18) Test #28 (6/8/2018)

Special Services Officer (F33AN-19) Test #34 (12/17/2018)

Storekeeper (D38AN-18) (6/20/2018) - 3 months

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

REGULAR AGENDA

10. [19-107CS](#) RECOMMENDATION TO RECEIVE AND FILE EARLY TERMINATION OF TEMPORARY REASSIGNMENT FOR REHABILITATION

Mr. Honey briefed the Commission on this item. He informed the Commission that the termination of the temporary assignment is not within the Commission's authority and is essentially a receive and file item.

President Arias asked if the interactive process would continue. Mr. Honey responded that it would.

A brief discussion ensued with Commissioner Gonzalez Edmond and Mr. Honey regarding the employee's reassignment.

A motion was made by Commissioner Garnica, seconded by Commissioner Gonzalez Edmond, to receive and file. 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

11. [19-108CS](#) RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION (*Office Systems Analyst*)
a. Communication from Stacey Lewis, Harbor Department
Staff report prepared by Sheree Valdoria, Personnel Analyst

Mr. Honey briefed the Commission on this item.

Representatives from the Harbor Department and IAM were present to answer questions.

President Arias asked staff to review the wording of the Classification Specification and bulletins to ensure clarity.

Commissioner Gonzalez Edmond mentioned that some candidates may not have a driver's license and that staff should make note of this when preparing bulletins, unless a position requires candidates to

drive. It was discussed that this position requires candidates to drive.

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Garnica, 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

12. [19-109CS](#)

RECOMMENDATION TO RECEIVE AND FILE BULLETIN:

Office Systems Analyst (Vacancy in Information Management Division Business Analysis)

Office Systems Analyst (Vacancy in Information Management Division Network Operations Center)

Office Systems Analyst (Vacancy in Information Management Cybersecurity)

Office Systems Analyst (Vacancy in Information Management Cybersecurity)

Mr. Honey briefed the Commission on this item.

A motion was made by Commissioner Morrison, seconded by Commissioner Gonzalez Edmond, 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

13. [19-110CS](#)

SUBCOMMITTEE REPORT TO COMMISSION ON PROTEST OF EXAMINATION ITEM(S) - (Fire Engineer)

Subcommittee Members: President Arias and Commissioner Garnica

President Arias briefed the Commission regarding this item. She informed that Commission that the Subcommittee concurs with staff recommendation.

Ms. Goings provided a detailed report to the Commission regarding protested examination items that were a part of the Fire Engineer written examination.

Jeffrey Hardin, Battalion Chief for the Fire Department, was present to answer questions.

A motion was made by Commissioner Morrison, seconded by Commissioner Gonzalez Edmond, to receive and file. 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

14. [19-111CS](#)

RECOMMENDATION TO APPROVE PROTEST OF EXAMINATION ITEM(S) - (Fire Engineer)

Staff Report prepared by Shellie Goings, Personnel Analyst

A motion was made by Commissioner Gonzalez Edmond, 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

15. [19-112CS](#)

REQUEST TO FILE LATE APPEAL

Mr. Honey briefed the Commission regarding this item.

Mr. Trott and the appellant were available to answer questions.

Mr. Trott spoke on behalf of the appellant.

A motion was made by Commissioner Gonzalez Edmond, 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

MANAGERS' REPORTS

Recruitment and Selection

Ms. Valdoria was present on behalf of Ms. Slaten who is on vacation.

Ms. Valdoria informed the Commission that the Public Safety promotional is still ongoing. Also, staff is wrapping up Police Sergeant with exam results going to the candidates within the week. She mentioned that Police Lieutenant is scheduled to begin soon.

Ms. Valdoria informed the Commission that Ms. Goings will begin the next components of Fire Engineer, which will take place later this month. Ms. Goings will also begin the Battalion Chief promotional.

Ms. Valdoria mentioned that staff are busy with various exams, including Assistant Administrative Analyst and Administrative Analyst.

Special Projects

Ms. McDonald provided the Commission with an update regarding the Classified Transfer List.

Ms. McDonald shared a more ADA compliant flyer that will be distributed when conducting outreach at recruitment fairs.

Administration Support Services

Ms. Alamo provided positive comments regarding the transfer list that was shared by Ms. McDonald.

Executive Director

Mr. Honey welcomed Sherry Gaur, who works in Human Resources Department's Personnel Operations bureau. Ms. Gaur spoke regarding her experience. Commissioners welcomed Ms. Gaur.

Mr. Honey informed the Commission that Kris Ramos, Assistant Administrative Analyst,

has accepted employment with the Los Angeles County Sanitation District and thanked Mr. Ramos for the great work that he has done. Mr. Ramos thanked everyone for opportunity. Commissioners congratulated Mr. Ramos.

Mr. Honey informed the Commission that Stephanie Correa, who worked at the front counter, accepted an Administrative Aide position with Financial Management's Fleet Service Bureau. Mr. Honey introduced Imalai Aguilar, who is covering the front counter.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

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

None

Closed Session Pursuant to Government Code Section 54957 (b)(1) - INTERVIEWS FOR EXECUTIVE DIRECTOR OF CIVIL SERVICE held at 500 E 27TH STREET, LONG BEACH, CA 90806

ADJOURNMENT

President Arias adjourned the meeting at 3:55 p.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.

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