

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

**WEDNESDAY, JULY 3, 2019
333 W. OCEAN BLVD, 7TH FLOOR CIVIL
SERVICE BOARDROOM, 8:00 AM**

Phyllis O. Arias, 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 8:08 a.m.

FLAG SALUTE

President Arias led the Pledge of Allegiance.

ROLL CALL

Commissioners Joel Garnica, Susana Gonzalez Edmond and Phyllis O. Arias

Present:

Commissioners Heather Morrison

Absent:

David Honey, Interim Executive Director
Crystal Slaten, Deputy Director
Caprice McDonald, Special Projects Officer
Marla Camerino, Executive Assistant
Carolyn Pen, Administrative Analyst
Maria Macias, Personnel Assistant
Stanley Wang, Personnel Analyst
Veronica Robles-Scott, Administrative Analyst

Tracy Colunga, Director, Office of Civic Innovation
Shreya Sharan, Management Assistant, City Manager's Office
Kristian Castro, Management Assistant, City Manager's Office
Augusta Gudeman, Management Assistant, City Manager's Office
Joy Contreras, Management Assistant, City Manager's Office
Sandy Witz, Assistant Director of Human Resources, Harbor Department
Drew Schneider, Assistant Director of Security, Harbor Department
Betsy Grazier, Administrative Analyst, Harbor Department
Milton Duena, Union Representative, International Association of Machinists and Aerospace Workers (IAM)

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

President Arias introduced Tracy Colunga, Director of Office of Civic Innovation. Ms. Colunga provided a history regarding the Management Assistant Program and the process. Ms. Colunga invited the 2019 Management Assistants to speak. Shreya Sharan, Kristian Castro, Augusta Gudeman and Joy Contreras introduced themselves to the Commission and audience. The Commission welcomed the newly appointed Management Assistants.

Milton Duena, Union Representative for the International Association of Machinists and Aerospace Workers spoke regarding concerns about the Wonderlic test. Civil Service staff are working on preparing a report. Gary Anderson, Deputy City Attorney advising the Commission mentioned that he had conversation with Mr. Suarez, which he plans to continue.

1. [19-121CS](#) **Recommendation to approve minutes:**
Regular Meeting of June 19, 2019

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

Yes: 3 - Joen Garnica, Susana Gonzalez Edmond and Phyllis O.
Arias

Absent: 1 - Heather Morrison

CONSENT CALENDAR (2 – 9):

Passed the Consent Calendar

A motion was made by Commissioner Garnica, seconded by Commissioner Gonzalez Edmond, to approve Consent Calendar Items (2 - 9). The motion carried by the following vote:

Yes: 3 - Joen Garnica, Susana Gonzalez Edmond and Phyllis O. Arias

Absent: 1 - Heather Morrison

2. [19-122CS](#)

Recommendation to approve examination results:

Police Officer - Lateral Test #04 (Established 06/19/19)

Refuse Operator Test #19 (Established 06/21/19)

Systems Support Specialist Test #12 (Established 06/21/19)

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

3. [19-123CS](#)

Recommendation to receive and file bulletin(s):

General Librarian

Public Health Nutritionist

Senior Librarian

Senior Survey Technician

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

4. [19-124CS](#)

Recommendation to receive and file retirement(s):

Kenneth Ciarelli, Combination Building Inspector, Development Services (16 yrs., 8 mos.)

Jocelyn Edillor, Clerk Typist III, Development Services (26 yrs., 7 mos.)

Kimberly Groves, Police Officer, Police Department (28 yrs., 3 mos.)

Fernando Jimenez, Police Officer, Police Department (21 yrs.,

6 mos.)
Hugo Eduardo Lujan, Equipment Mechanic II, Public Works (14 yrs., 4 mos.)
Gregory Miller, Special Services Officer III, Harbor Department (21 yrs., 20 days)
Byron Morey, Senior Combination Building Inspector, Development Services (31 yrs., 2 mos.)
Rogelio Rodriguez, Combination Building Inspector Aide, Development Services (12 yrs., 2 mos.)
Jerry Rowland, Street Maintenance Supervisor II, Public Works (38 yrs., 8 mos.)
Lou Transfiguracion, Construction Inspector, Energy Resources (22 yrs., 3 mos.)

On behalf of Civil Service Commission, Mr. Honey presented a Certificate of Appreciation to Mr. Rowland for 38 years, 8 months, of exemplary service to the City of Long Beach. The Commission congratulated Mr. Rowland on his retirement.

Art Cox, Manager of Public Service Bureau, spoke on behalf of Public Works to recognize and highlight Mr. Rowland's career.

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

5. [19-125CS](#)

Recommendation to receive and file resignation(s):

Vyktoria Cunningham, Animal Control Officer I, Parks, Recreation and Marine (3 yrs., 10 mos.)
Janelle Dolan, Public Safety Dispatcher II, Disaster Preparedness and Emergency Communications (11 yrs., 10 mos.)
Christopher Gonzalez-Fontenot, Special Services Officer III, Harbor Department (1 yr., 11 mos.)
Brian Mickelson, Combination Building Inspector, Development Services (4 yrs., 1 mo.)
Celeste Renae Morris, Housing Aide II, Health and Human Services (20 yrs., 2 mos.)
Christopher Norman, Traffic Signal Technician I, Public Works (5 yrs., 9 mos.)
Xochitl Ortega, Housing Specialist III, Health and Human

Services (5 yrs., 6 mos.)

Paige White, Police Officer, Police Department (2 yrs., 4 mos.)

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

6. [19-132CS](#)

Recommendation to approve transfer:

James Odudu, Surveyor, Public Works to Surveyor, Energy Resources

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

7. [19-126CS](#)

Recommendation to Extend Non-Career Hours - James Martin, Maintenance Assistant I Non-Career

Communication from Russ Ficker, Personnel Officer, Public Works Department

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

8. [19-127CS](#)

Recommendation to Transfer from Unclassified to Classified Service

- Alicia Brown, Clerk Typist III, Police Department

Communication from Robert Luna, Chief of Police, Police Department

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

9. [19-128CS](#)

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

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

Assistant Administrative Analyst (E03AN-19) Test#01 (1/24/2019)

Business Systems Specialist (H67AN-19) Test #10 (1/9/2019)

*Buyer (C13AN-19) Test #01 (1/22/2019) - **3 months***

Capital Projects Coordinator (EC6AN-19) Test #01 (1/10/2019)

Civil Engineer (K11NN-19) Test #03 (1/10/2019)
Civil Engineer (K11NN-19) Test #04 (2/1/2019)
Civil Engineering Associate (K13NN-19) Test #02 (1/3/2019)
Civil Engineering Associate (K13NN-19) Test #03 (1/15/2019)
Communication Specialist (H68AN-19) Test #01 (1/10/2019)
Deputy Fire Marshal (AT5NN-19) Test #01 (1/8/2019) - 3 months
Deputy Fire Marshal (AT5NN-19) Test #02 (1/29/2019) - 3 months
Garage Service Attendant (J23AN-19) Test #01 (1/18/2019)
Parking Meter Technician (H60NN-19) Test #01 (1/15/2019)
Plan Checker - Fire Prevention (KA4NN-19) Test #03 (1/3/2019)
Plan Checker - Plumbing (K41AN-19) Test #01 (1/15/2019)
Police Recruit (F63NN-19) Test #05 (1/10/2019)
Police Recruit (F63NN-19) Test #06 (1/23/2019)
Registered Nurse (G11AN-18) Test #02 (1/25/2018)
School Guard (F31N1-19) Test #07 (1/14/2019)
Senior Accountant (C32NN-19) Test #01 (1/17/2019)
Senior Civil Engineer (K52NN-19) Test #03 (1/29/2019)
Senior Librarian (E31NN-18) Test #02 (1/23/2018)
Senior Structural Engineer (K65NN-19) Test #02 (1/14/2019)
Special Services Officer (F33AN-18) Test #23 (1/30/2018)
Special Services Officer (F33AN-18) Test #29 (7/12/2018)
Special Services Officer (F33AN-19) Test #35 (1/16/2019)
Systems Support Specialist (H69AN-18) Test #10 (1/3/2019)

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

REGULAR AGENDA

10. [19-129CS](#)

RECOMMENDATION FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS - Article VIII, Section 115(3) -Requesting Exception to Article V, Section 41 of the Civil Service Rules and Regulations - Probationary Periods - Request to Extend Probation, Michael Shea, Special Services Officer III-Armed, Harbor Department
Staff report prepared by Carolyn Pen, Administrative Analyst

Mr. Honey briefed the Commission regarding this item.

Sandy Witz, Drew Schneider and Betsy Grazier from the Harbor Department's Personnel and Security Divisions were present to answer questions.

Mr. Schneider, Assistant Director of Security for the Harbor Department, provided a brief presentation regarding the various training steps in becoming a Special Services Officer III. Mr. Schneider explained the reasons for requesting a third extension and explained a more simplified and long-term solution is being discussed with several departments.

President Arias wanted to know if the request would take officers through field training. Mr. Schneider informed the Commission that it would not. Once officers graduate to field training, they will no longer be on probationary status.

Commissioner Garnica wanted to know if there will be other exception requests. Mr. Schneider stated that there will be three more requests coming to the Commission. He stated that there will not be a need for a fourth extension.

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

Yes: 3 - Joen Garnica, Susana Gonzalez Edmond and Phyllis O. Arias

Absent: 1 - Heather Morrison

11. [19-130CS](#)

RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION (*Maintenance Planner*)

- a. Communication from Alejandrina R. Basquez, Director, Human Resources Department
- b. Staff report prepared by Shellie Goings, Personnel Analyst

Mr. Honey briefed the Commission regarding this item.

Representatives from Human Resources and Financial Management were present to answer questions.

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

Yes: 3 - Joen Garnica, Susana Gonzalez Edmond and Phyllis O. Arias

Absent: 1 - Heather Morrison

12. [19-131CS](#)

ELECTION FOR COMMISSION OFFICERS

Commissioner Garnica nominated Commissioner Gonzalez Edmond for President and Commissioner Morrison for Vice President. The motion was seconded by Commissioner Gonzalez Edmond.

It was discussed that the newly appointed officers will assume their roles at the next Civil Service Commission meeting.

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

Yes: 3 - Joen Garnica, Susana Gonzalez Edmond and Phyllis O. Arias

Absent: 1 - Heather Morrison

MANAGERS' REPORTS

Recruitment & Selection

Ms. Slaten informed the Commission that the Gas Pipeline Welder examination process will take place during the last two Saturdays in July at Energy Resources and invited Commissioners to attend.

Ms. Slaten informed the Commission that Police Recruit testing is scheduled for July 11 and 12, 2019, at the Water Treatment Plant. Ms. Slaten distributed flyers to Commissioners in hopes of spreading the word. Ms. Slaten will send the flyer electronically.

The Rodeo Certification and Appraisal Interview for Fire Engineer are complete. A list of names was provided to the Fire Department so that the Engineer Academy can

begin. Once it is finished, Civil Service will continue with its testing process to generate an Eligible List.

Civil Service will begin the Fire Recruit process in either October or November. Staff were asked to begin the process early.

Special Projects

Ms. McDonald informed the Commission that she is continuing to work with Human Resources to test the Personnel form in NeoGov.

Administration Support Services

Maria Alamo was not present to report.

Executive Director

Mr. Honey did not have any information to report as he was on vacation the week prior.

UNFINISHED BUSINESS

Commissioner Gonzalez Edmond asked for an update regarding the Exception to Rule Subcommittee. Mr. Honey stated that Human Resources Department has been in the process of scheduling Meet and Confer meetings with various employee unions. He stated that a meeting is scheduled for next week.

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

ADJOURNMENT

President Arias adjourned the meeting at 8:38 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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