

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

**WEDNESDAY, SEPTEMBER 18, 2019
411 WEST OCEAN BOULEVARD, CIVIC
CHAMBER, 8:00 AM**

Susana Gonzalez Edmond, President
Heather Morrison, Vice President



Phyllis O. Arias, Commissioner
Brandon Dowling, Commissioner
Joel Garnica, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND DRAFT MINUTES

President Gonzalez Edmond called the meeting to order at 8:10 a.m.

FLAG SALUTE

President Gonzalez Edmond asked Commissioner Joel Garnica to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Phyllis O. Arias, Brandon Dowling, Joel Garnica, Heather
Present: Morrison and Susana Gonzalez Edmond

Christina Pizarro Winting, Executive Director
Crystal Slaten, Deputy Director
Caprice McDonald, Special Projects Officer
Maria Alamo, Special Projects Officer
Marla Camerino, Executive Assistant
Shellie Goings, Personnel Analyst
Carolyn Pen, Administrative Analyst
Stanley Wang, Personnel Analyst
Veronica Robles-Scott, Administrative Analyst
Maria Macias, Personnel Assistant
Sergeant Rudy Garcia, Long Beach Police Department
Daniel Haas, Recruitment Officer, Long Beach Police Department

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

Daniel Haas, Recruitment Officer for the Police Department, complimented Civil Service staff on the work that they do. Mr. Haas introduced his supervisor, Sergeant Rudy Garcia who oversees recruitments in the Support Bureau at the Police Department. Sergeant Garcia looks forward to working closely with Civil Service.

1. [19-169CS](#) **Recommendation to approve minutes:**
Regular Meeting of September 4, 2019

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

CONSENT CALENDAR (2 – 5):

Passed the Consent Calendar

A motion was made by Commissioner Arias, seconded by Vice President Morrison, to approve Consent Calendar Items 2 through 5. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

2. [19-170CS](#) **Recommendation to approve examination results:**
Administrative Analyst Test #03 (Established 09/13/19)
Gas Field Service Representative (Established 09/05/19)
General Maintenance Supervisor Test #01 (Established 09/03/19)
Office Systems Analyst (IMDCE) Test #03 (Established 09/09/19)
Police Recruit Test #12 (Established 09/06/19)
Senior Survey Technician Test #01 (Established 09/04/19)

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

3. [19-171CS](#) **Recommendation to receive and file bulletin(s):**

Fire Recruit

Parking Control Checker

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

4. [19-172CS](#) **Recommendation to receive and file retirement(s):**

Ana Duerr, Maintenance Assistant I, Public Works (19 yrs., 11 mos.)

Michael Anthony Duerr, Principal Building Inspector, Development Services (35 yrs., 4 mos.)

Marie Holtz, Building Services Supervisor, Public Works, 19 yrs., 11 mos.)

Teryl Hubert, Police Officer, Police Department (24 yrs., 10 mos.)

Cornelio Mapote, Combination Building Inspector Aide II, Development Services (31 yrs., 9 mos.)

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

5. [19-173CS](#) **Recommendation to receive and file resignation(s):**

Jose Aguilar, Housing Specialist II, Health and Human Services (3 yrs., 10 mos.)

Leticia Garcia, Clerk Typist II, Fire Department (13 yrs., 11 mos.)

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

REGULAR AGENDA

6. [19-174CS](#) **RECOMMENDATION TO ADOPT NEW CLASSIFICATION AND NEW CLASSIFICATION SPECIFICATION - LIBRARY ASSISTANT**

Communication from Alejandrina Basquez, Director, Human

Resources

Department Staff report prepared by Stanley Wang, Personnel Analyst

Ms. Pizarro Winting briefed the Commission regarding this item.

A brief discussion ensued with President Gonzalez Edmond, Vice President Morrison, Commissioner Arias and Ms. Winting, with the Commission ultimately approving the request.

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

7. [19-175CS](#)

**DISCUSSION REGARDING PERMANENT LOCATION FOR
CIVIL SERVICE COMMISSION MEETINGS**

President Gonzalez Edmond informed the Commission that there would not be a cost to use the Civic Chamber as initially discussed. She stated that the pros outweighed the cons regarding using the Civic Chamber. More information will be provided once staff receives confirmation regarding any meetings scheduled in the Civic Chamber. President Gonzalez Edmond mentioned that hearings would take place on the 4th floor at City Hall.

This CS-Agenda Item was received and filed.

MANAGERS' REPORTS

Recruitment & Selection

Ms. Slaten thanked the Fire Department and the Fire Union for collaborating regarding the Fire Recruit bulletin. She also briefed the Commission on the Police Lieutenant exam and thanked Ms Alamo and Ms. McDonald for loaning staff. Ms. Slaten also invited Commissioners to the Ready Long Beach event taking place at California State University Long Beach.

Special Projects

Ms. McDonald informed that Commission that Special Projects met with Technology and Innovation regarding the Startup in Residency Program. This is a 16-week program that connects government agencies with startup companies to develop technology projects that would provide solutions to identified problems or needs. This year, Civil Service will be participating in hopes of utilizing technology to better improve its customer service.

Administration Support Services

Ms. Alamo provided an update on the end of the fiscal year processes and procedures. She also thanked her staff for all the hard work they have been putting in to ensure everything is processed in a timely manner.

Executive Director

Ms. Winting stated that she is fortunate to have a great management team that works hard.

Ms. Winting informed the Commission that she was able to meet with a few department heads and staff and that the conversations have been very positive. She also had the opportunity to meet with Kevin Lee to discuss revamping the Civil Service logo. More information will be provided at the Commission's upcoming planning session.

Ms. Winting congratulated Maria Macias on being recognized as Employee of the Month.

UNFINISHED BUSINESS

President Gonzalez Edmond requested an update regarding Wonderlic. Commissioner Arias stated that the Subcommittee is working on finding a time to meet. They are hoping to meet on Monday, September 23, 2019.

NEW BUSINESS

President Gonzalez Edmond announced that the Commission has scheduled a planning session that will include the discussion of various topics as well as providing onboarding information to Commissioner Dowling.

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

There were no comments received.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 8:31 a.m.

HEARING 9:30 A.M.

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: និងកំណត់ហេតុឲ្យ
អ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅ
ការិយាល័យស្មើនគ្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹង
ចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។