

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

**WEDNESDAY, APRIL 15, 2020
411 W. OCEAN BOULEVARD CIVIC
CHAMBERS, 8:30 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

**CIVIL SERVICE COMMISSION MEETINGS ARE HELD VIA
TELECONFERENCE PURSUANT TO EXECUTIVE ORDER N-29-20
ISSUED BY GOVERNOR GAVIN NEWSOM.**

THE CIVIC CHAMBERS WILL BE CLOSED TO THE PUBLIC.

President Gonzalez Edmond called the meeting to order at 8:32 a.m.

FLAG SALUTE

President Gonzalez Edmond led the Pledge of Allegiance.

ROLL CALL

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

- 1. COMMENTS FROM THE PUBLIC – PUBLIC WILL HAVE THE OPTION TO USE eCOMMENT TO ADDRESS THE COMMISSION. WRITTEN COMMENTS MAY ALSO BE SUBMITTED VIA EMAIL TO CIVILSERVICE@LONGBEACH.GOV.**

There were no comments received from the public.

- 2. [20-089CS](#) Recommendation to approve minutes:**
Regular Meeting of April 1, 2020
Special Meeting of April 8, 2020

A motion was made by Commissioner Dowling, seconded by Commissioner Garnica, to approve the minutes for the Regular Meeting of April 1, 2020. The motion carried by the following vote:

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

A motion was made by Vice President Morrison, seconded by Commissioner Dowling, to approve the minutes for the Special Meeting of April 8, 2020. The motion carried by the following vote:

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

CONSENT CALENDAR (3 – 6):

Passed the Consent Calendar

A motion was made by Commissioner Arias, seconded by Commissioner Garnica, to approve Consent Calendar Items (3 - 6). The motion carried by the following vote:

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

3. [20-090CS](#)

Recommendation to approve examination results:

Business Systems Specialist Test #18 (Established 04/03/20)
Environmental Specialist Associate Test #02 (Established 04/03/20)
Nurse Practitioner Test #05 (Established 04/03/20)
Office Systems Analyst - IMDNOC Test #04 (Established 04/09/20)
Police Officer - Lateral Test #11 (Established 04/06/20)
Police Recruit Test #18 (Established 04/03/20)
Public Health Nutritionist Test #05 (Established 04/03/20)

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

4. [20-091CS](#) **Recommendation to approve bulletin(s):**
Maintenance Assistant
Public Health Nurse
Public Health Nurse Supervisor

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

5. [20-092CS](#) **Recommendation to receive and file retirement(s):**
Robert Lee Denton, Gas Field Representative II, Energy Resources (17 yrs., 3 mos.)
Teresa Gonzalez, Neighborhood Services Specialist III, Development Services (18 yrs., 5 mos.)

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

6. [20-093CS](#) **Recommendation to receive and file resignation(s):**
Arwin G Agulto, Systems Support Specialist I, Technology and Innovation (3 mos., 26 days)
Thomas Bradt, Combination Building Inspector Aide II, Development Services (2 yrs., 11 mos.)
Jacob Hester, Senior Program Manager, Water Department (5 yrs., 8 mos.)

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

REGULAR AGENDA

7. [20-094CS](#) **RECOMMENDATION FOR TEMPORARY REASSIGNMENT AND TRANSFER FOR REHABILITATION AND TRAINING -**
Victor E. Garcia, General Maintenance Assistant

Communication from Stacey V. Lewis, Director of Human Resources, Harbor Department
Staff report prepared by Carolyn Pen, Administrative Analyst

Ms. Pizarro Winting introduced Carolyn Pen who briefed the Commission regarding this item.

Representatives from the Harbor Department and Development Services were available to speak on this item.

Commissioner Garnica wanted to know if the request was temporary for the training period, and then if completed satisfactorily, the position will be made permanent. Ms. Pizarro Winting responded that the employee is given a one-year training period to learn the position. If the employee was successful, the department will come back to the Commission to ask for permanent assignment.

A motion was made by Commissioner Dowling, seconded by Vice President Morrison, 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

8. [20-095CS](#)

RECOMMENDATION FOR SELECTIVE CERTIFICATION -
(Senior Librarian)
Communication from Amber Ahlo, Administrative Officer, Library Services
Staff report prepared by Caprice McDonald

Ms. Pizarro Winting introduced Caprice McDonald who briefed the Commission regarding this item.

A representative from Library Services was available to speak on this item.

A brief discussion took place with Vice President Morrison, Commissioner Arias and Ms. McDonald regarding the special skill that will be used to identify candidates to selectively certify. It was discussed that although it is not typical to require candidates to submit a supplemental application on a Selective Certification request, it would provide an opportunity for Civil Service to reach candidates on

the eligible list who might have the special skill that Library Services is seeking. It was discussed that this special skill will be added to the desirable section of future recruitments.

A motion was made by Commissioner Arias, 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

9. [20-096CS](#)

RECOMMENDATION FOR EXTENSION OF REASSIGNMENT FOR TRAINING - Diana Alonso, Special Services Officer-II
Unarmed

*Communication from Sandra Kennedy, Administrative Officer,
Financial Management*

Staff report prepared by Christina Pizarro Winting

Ms. Pizarro Winting briefed the Commission regarding this item.

A representative from Financial Management was available to speak on this item.

A discussion ensued with Commissioner Arias, Commissioner Garnica and Ms. Winting regarding the length of time. It was discussed that the department only requested a 60-day extension, as they are hopeful this timeframe would be sufficient. It was discussed that this extension would take the employee through July 2020. If more time is needed, the department will come back to request an additional extension.

A motion was made by Vice President Morrison, seconded by Commissioner Garnica, 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

10. [20-097CS](#)

RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD - Jose Jr. Vargas, Garage Service Attendant I

*Communication from Sandra Kennedy, Administrative Officer,
Financial Management*

Staff report prepared by Christina Pizarro Winting

Ms. Pizarro Winting briefed the Commission regarding this item.

A representative from Financial Management was available to speak on this item.

Commissioner Arias noticed that there were two different end dates of the employee's probationary period and ask for clarification. Ms. Kennedy informed the Commission that Mr. Vargas had some time off due to an injury. There were also a few holidays that fell within his probationary period. These circumstances caused the change in the date.

A motion was made by Commissioner Garnica, 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

11. [20-098CS](#)

RECOMMENDATION TO EXTEND ARTICLE VIII, SECTION 115(3) OF THE CIVIL SERVICE RULES AND REGULATONS

Staff report prepared by Christina Pizarro Winting, Executive Director

Ms. Pizarro Winting briefed the Commission regarding this item.

President Gonzalez Edmond wanted to know why a policy has not been created if the Commission is approving an extension each year. Commissioner Arias stated that the extension came about in 2009 with the economic downturn. Mr. Anderson recommended Civil Service staff review past minutes for additional information. Ms. Pizarro Winting stated that she did review past minutes and found that it was created during the economic downturn as stated by Commissioner Arias. The request involved the certification of lists. She stated that the extension was previously six months, which was later extended to one year. Ms. Pizarro Winting will go back to see if there is anything further that she can find. She will also research the number of times the rule is used.

A motion was made by Commissioner Arias, seconded by Vice President Morrison, 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

12. [20-048CS](#)

RECOMMENDATION TO CREATE STANDING COMMITTEES

Staff Report prepared by Christina Pizarro Winting, Executive Director

Due to feedback issues, this item will be laid over to a later date.

A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, that this item be laid over to a later date. The motion carried by the following vote:

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

13. REPORTS FROM MANAGERS –

A. Recruitment Division - Crystal Slaten

Ms. Pizarro Winting informed the Commission that Ms. Slaten was not able to call in as she is still working hard at the Emergency Operations Center. Ms. Pizarro Winting informed that Commission that bilingual assessments are being conducted through Montage.

B. Employment Services Division - Caprice McDonald

Ms. McDonald did not have any updates for the Commission.

C. Administration Support Services - Maria Alamo

Ms. Alamo did not have any updates for the Commission.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting went through the agenda and pointed out items that were specifically related to COVID-19. She thanked the Commission for agreeing to meet weekly. She also thanked them for working with Civil Service to meet the needs of the

City.

14. UNFINISHED BUSINESS –

Ad Hoc Subcommittees:

A. Subcommittee to Develop Civil Service Commission Policy regarding requests to Utilize Classified Positions in the Unclassified Service

There were no updates to provide to the Commission.

B. Subcommittee to Study City Employee Credit System

There were no updates to provide to the Commission.

15. NEW BUSINESS

President Gonzalez Edmond wanted to know the status of the logo and the branding. Ms. Pizarro Winting stated that she has received the files electronically and will be forwarding them to the Commission.

President Gonzalez Edmond informed the Commission that she and Vice President Morrison met to discuss elections. President Gonzalez Edmond would like to remain President for a period of time and will come back to the Commission with a recommended timeline. Commissioner Arias reminded the Commission that the rules state that elections would be held the third meeting in April. Mr. Anderson stated that it would not be a problem to come back with a timeline nor would it be an issue to have a discussion with Vice President Morrison.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 9:33 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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