

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

**WEDNESDAY, APRIL 22, 2020
411 W. OCEAN BOULEVARD CIVIC
CHAMBERS / TELECONFERENCE, 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

SPECIAL MEETING

**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 8:50 a.m.

FLAG SALUTE

President Gonzalez Edmond asked Gary Anderson to lead 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.**

No comments were received.

CONSENT CALENDAR (2):

Passed the Consent Calendar

A motion was made by Commissioner Arias, seconded by Commissioner Dowling, to approve Consent Calendar Item (2). The motion carried by the following vote:

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

2. [20-099CS](#)

Recommendation to approve examination results:

Office Systems Analyst - IMDCA Test #08 (Established 04/14/20)

Office Systems Analyst - IMDCE Test #09 (Established 04/14/20)

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

REGULAR AGENDA

3. [20-101CS](#)

RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD - Brenda Ramirez, Customer Services Representative III

Communication from Anja Jacobsen, Acting Administrative Officer, Energy Resources Department

Staff Report prepared by Christina Pizarro Winting, Executive Director

Ms. Pizarro Winting briefed the Commission regarding this item.

A representative from Energy Resources was available to answer questions.

Commissioner Arias wanted to clarify the reason for the extension was that Ms. Ramirez was not able to participate in the part-time telecommute schedule due to childcare issues. Ms. Pizarro Winting

acknowledged that the reasoning was correct. In addition, the department does not have the capability for staff to answer calls from home.

Commissioner Garnica asked for clarification regarding the timeline, and if the item was submitted within the appropriate timeframe. Ms. Pizarro Winting stated that the request was made in a timely manner. Civil Service staff is working with departments to ensure that items are approved and received within the appropriate timeframe. It was discussed that the rule states that the request should be made 30 days prior to probationary period ending.

President Gonzalez Edmond commented that with the situation we are in, she anticipates that Ms. Ramirez is not the only employee faced with this circumstance. She stated that it is important to mention that employees are doing work from home. Ms. Pizarro Winting responded that employees who are assigned to work from home are doing professional development and training.

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

4. [20-102CS](#)

ELECTION FOR COMMISSION OFFICERS

President Gonzalez Edmond stated that she and Vice President Morrison discussed elections for this year. They would like to recommend to the Commission that President Gonzalez Edmond remain as President for one more year.

Commissioner Arias commented that rotating the presidency has been a tradition in the past so that all Commissioners have the opportunity to be President. It was discussed that Commissioner Arias was elected to a second term until a new Executive Director was hired. Ms. Pizarro Winting commented that during her previous time with Civil Service, there were occasions that a President had been elected for a second term.

Vice President Morrison agreed with the recommendation to reelect

President Gonzalez Edmond as she has not been able to serve as President for an entire year due to her being out on maternity leave. In addition, given the City's state of emergency along with other Commission business, it would be easier to have her remain as President.

Commissioner Dowling commented that he supports the recommendation for the sake of continuity. It would make the most sense to have President Gonzalez Edmond continue as President.

Commissioner Garnica commented that she supports the recommendation as well. She stated that it is important to continue the current leadership during this time.

A motion was made by Commissioner Dowling, seconded by Commissioner Garnica, to elect President Gonzalez Edmond for a second term. The motion carried by the following vote:

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

At this time, President Gonzalez Edmond reordered the agenda to move up Agenda Item Nos. 6, 7 and 8.

5. [20-086CS](#)

RECOMMENDATION FOR CONSIDERATION OF

ADMINISTRATIVE LAW JUDGE'S REPORT - Disability

Retirement Appeal 16-DR-1516 / Mailed to CSC on February 7, 2020

Report prepared by Carmen D. Snuggs, Administrative Law Judge

President Gonzalez Edmond briefed the Commission regarding this item. She stated that if there is a need to discuss medical information, the Commission would need to move into closed session to protect the employee's privacy. It was discussed that the Commission has the option to move in to closed session or remain in open session until it is time to deliberate.

Attorneys were available to speak regarding this item.

After discussion, President Gonzalez Edmond entertained a motion to

move into Closed Session.

A motion was made by Commissioner Arias, seconded by Commissioner Garnica, to move into Closed Session. The motion carried by the following vote:

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

After reconvening from Closed Session, the Commission agreed to uphold the decision of the Administrative Law Judge.

A motion was made by Commissioner Garnica, seconded by Vice President Morrison, to approve the decision of Carmen D. Snuggs, Administrative Law Judge. The motion carried by the following vote:

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

6. REPORTS FROM MANAGERS

A. Recruitment Division

Ms. Pizarro Winting reported that Ms. Slaten is working at the Emergency Operations Center and is not able to join the call.

B. Employment Services Division

Ms. McDonald reported that Civil Service staff have been taking part in various training opportunities. New staff have been job shadowing senior analysts so that they are able to move forward with opening exams.

Ms. McDonald reported that Employment Services staff have been utilizing Zoom and Webex for meetings, which have been successful. She can see where using this technology will become a new normal. President Gonzalez Edmond commented that this is important. People have become more comfortable with working from home and utilizing technology.

Ms. Pizarro Winting commented that Ms. McDonald's team has been working diligently with the Health Department to meet their needs as quickly as possible.

C. Administration Support Services

Ms. Alamo provided an update regarding a new process where documents requiring approval are submitted electronically.

D. Executive Director

Ms. Pizarro Winting provided an update regarding the Recruitment Division. She reported that Ms. Macias has been conducting bilingual assessments using Zoom. She stated that this is just one example of how things will be different moving forward. This is a much more convenient way of conducting the assessment for the employee. In addition, Ms. Cano has been learning social media and has been conducting all of the outreach. The Recruitment and Employment Services teams have been attending meetings with Subject Matter Experts together so that they are able to figure out where the recruitment and outreach activities will be conducted. Staff is doing a great job in continuing to learn more on what we can do collectively.

Ms. Pizarro Winting reported that she has 15 requests for extensions that will be coming to the Commission. She stated that we are trying to space them out and having the Commission meet weekly is helpful. She did not want to take them as one group because they are all unique as we saw with Ms. Ramirez. While COVID-19 is impacting them, they are being impacted in different ways. The requests are coming from Financial Management. It was discussed that they planned ahead by looking at all of their probationary employees, which is a good thing for Civil Service. Ms. Pizarro Winting announced at a Department Head meeting that departments should review probationary periods for new hires during the COVID-19 period, so she anticipates more will be coming.

Ms. Pizarro Winting reported that staff is working on budget. She will provide an update to the Commission as more information becomes available. President Gonzalez Edmond asked if the Commission can be part of the dialogue when discussion takes place regarding the movement of positions so that the Commission does not become an afterthought. Ms. Pizarro Winting stated that she plans to have discussion with the management team to identify areas regarding budget and then come back to the Commission on what those areas look like in terms of making cuts.

7. 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.

B. Subcommittee to Study City Employee Credit System

The Subcommittee is still researching documents.

8. NEW BUSINESS

Commissioner Arias would like to send a letter to welcome the new City Manager, or perhaps have a Webex coffee with him. Ms. Pizarro Winting will speak with the City Manager to arrange a coffee meet and greet through Webex.

President Gonzalez Edmond wanted to have a check in meeting regarding items that came about from a planning meeting that the Commission had some time ago. She wanted to know if it would need to be placed on the agenda for the Commission to meet with Christina. Mr. Anderson responded that it would need to be placed on the agenda. Commissioners agreed that this would be a good idea. Ms. Pizarro Winting will schedule a meeting with the Commission and place it on the agenda for approval.

ADJOURNMENT

President Gonzalez Edmond adjourned the hearing at 10:22 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.

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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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