

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

**WEDNESDAY, JUNE 10, 2020
TELECONFERENCE, 9:30 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

START TIME: 9:30 A.M.

**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 9:31 a.m.

FLAG SALUTE

President Gonzalez Edmond asked Vice President Morrison 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 OPPORTUNITY TO ADDRESS THE COMMISSION BY SUBMITTING WRITTEN COMMENTS VIA EMAIL TO MARLA.CAMERINO@LONGBEACH.GOV.**

There were no public comments.

2. [20-150CS](#) **Recommendation to approve minutes:**
Special Meeting of May 27, 2020

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

CONSENT CALENDAR (3 – 4):

Passed the Consent Calendar

A motion was made by Commissioner Dowling, seconded by Vice President Morrison, to approve Consent Calendar Items (3 - 4). The motion carried by the following vote:

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

3. [20-151CS](#) **Recommendation to approve examination results:**
Civil Engineer Test #15 (Established 05/29/20)
Public Health Nurse Test #03 (Established 06/05/20)

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

4. [20-152CS](#) **Recommendation to approve bulletin(s):**
Traffic Engineer

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

REGULAR AGENDA

5. [20-153CS](#)

**COVID-19 RELATED: RECOMMENDATION FOR EXTENSION
OF PROBATIONARY PERIOD** - Jaime Avila, Senior Equipment

Operator

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

Staff Report prepared by Maria Cano, Personnel Analyst

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

A representative from Energy Resources was available to answer questions.

Vice President Morrison wanted to know what the downside would be in requesting a 3-month extension. Ms. Pizarro Winting informed the Commission that when you input the hours into the system, you are not able to back them out should the employee finish early.

Commissioner Arias thanked Ms. Cano for a thorough report. She wanted to know if Mr. Avila's training has been scheduled and how long does it take. Ms. Jacobsen informed the Commission that Mr. Avila is scheduled to take the Crane Certification training on June 15th. Mr. Lynch provided details regarding the length of the training which includes class time as well as hands-on time.

Ms. Jacobsen also informed the Commission that the reason for requesting a two-month extension is because that is the amount of time that the employee lost as a result of the pandemic.

A motion was made by Commissioner Arias, seconded by President Gonzalez Edmond, 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

6. [20-154CS](#)

CORRESPONDENCE REGARDING CLASSIFIED EXEMPTION

*Communication from Ashley Gunckel, Business Representative,
International Association of Machinists and Aerospace Workers*

President Gonzalez Edmond informed the Commission that this item is

related to the Ad Hoc Subcommittee and that the correspondence that was received by the International Association of Machinists and Aerospace Workers (IAM) is in response to a recommendation that came from the subcommittee.

Commissioner Arias informed the Commission that last April the Subcommittee forwarded a draft of a policy that would provide criteria to the Commission for discussing and accepting requests to temporarily use classified positions in the unclassified service. There had been a couple of requests received and the Commission did not have any background as far as criteria to make a decision and felt it was necessary to establish a process. Commissioner Arias and Vice President Morrison worked as part of the Subcommittee to draft a policy and a set of procedures. The Commission ultimately adopted the draft policy and sent it through the Meet and Confer process. After reading the response from IAM, Commissioner Arias recommends referring the correspondence to the Ad Hoc Subcommittee for response and recommendation. Vice President Morrison concurs with Commissioner Arias' recommendation.

A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, to refer the correspondence to the Subcommittee to Develop Civil Service Commission Policy regarding requests to Utilize Classified Positions in the Unclassified Service for response and recommendation. The motion carried by the following vote:

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

7. REPORTS FROM MANAGERS

A. Recruitment Division - Christina Pizarro Winting

Ms. Pizarro Winting did not have any new information to report.

B. Employment Services Division - Caprice McDonald

Ms. McDonald informed the Commission that staff is more than halfway through with forecasting meetings. Staff has met with departments to introduce point of contacts, discuss various issues and prioritize recruitments.

Ms. McDonald thanked Ms. Pen and Ms. Valdoria as they are completing Development Project Manager and Street Landscaping Supervisor appraisal examinations using Modern Hire. She is proud that they were able to complete the process as there were many challenges.

Ms. McDonald thanked the Technology and Innovation Department for providing an alternative method for staff to make and receive calls using their laptops.

C. Administration Support Services - Maria Alamo

Ms. Alamo did not have any new information to report.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting reported that the forecasting meetings have been going very well. In addition to introducing departments to their single point of contact, discussions have taken place regarding the closure of continuous examinations to focus on a more targeted recruitment while keeping "time to hire" in mind.

Ms. Pizarro Winting thanked Ms. Valdoria and Ms. Pen regarding the appraisal examinations. She also thanked Ms. McDonald for guiding them with the innovation and the testing.

Ms. Pizarro Winting reported that she shared questions regarding hearings at the recent Return to Work committee meeting, so it is on their radar.

8. UNFINISHED BUSINESS

Ad Hoc Subcommittees:

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

A discussion took place with President Gonzalez Edmond, Commissioner Arias, Mr. Anderson and Ms. Gunckel regarding extending the response deadline to June 30th. It was discussed that Ms. Gunckel would need an email requesting the extension, which will be sent by President Gonzalez Edmond.

9. NEW BUSINESS

There was no new business discussed.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 9:58 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.

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