

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

**WEDNESDAY, DECEMBER 2, 2020
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

**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 asked Commissioner Arias 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 comments received from the public.

- 2. [20-315CS](#) Recommendation to approve minutes:
*Regular Meeting of November 18, 2020***

A motion was made by Commissioner Dowling, 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

CONSENT CALENDAR (3 – 12):

President Gonzalez Edmond and Commissioner Arias pulled Agenda Items 3 and 12 for a separate discussion.

Passed the Consent Calendar

A motion was made by Vice President Morrison, seconded by Commissioner Arias, to approve Consent Calendar Items (4 - 11), except for Items (3 and 12). The motion carried by the following vote:

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

3. [20-316CS](#)

Recommendation to approve examination results:

Criminalist Supervisor (Established 11/16/20)

Refuse Operator Test #27 (Established 11/20/20)

Commissioner Arias wanted to know if the Criminalist Supervisor recruitment will remain open since there were only two applicants. Ms. McDonald explained that the recruitment had been open for some time and was even extended. After confirming with the department, it was decided to move forward with the applicant pool. If the department is not able to hire, the recruitment will be reopened.

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

4. [20-317CS](#)

Recommendation to approve bulletin(s):

Personnel Assistant

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

5. [20-318CS](#)

Recommendation to receive and file retirement(s):

Edgar Castro, Communication Specialist VII, Department of Technology and Innovation (35 yrs., 1 mo.)

Kevin Chang, Police Officer, Police Department (27 yrs., 1 mo.)

Timothy Garland, Equipment Mechanic II, Department of Financial Management (26 yrs., 2 days)

Alexander Gassler, Police Sergeant, Police Department (17 yrs., 5 mos.)

Richard Mizell, Systems Analyst II, Department of Technology and Innovation (31 yrs., 1 mo.)

Steven Roberts, Fire Engineer, Fire Department (30 yrs., 8 mos.)

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

6. [20-319CS](#)

Recommendation to receive and file resignation(s):

Prince Ali, Maintenance Assistant I, Harbor Department (3 yrs., 2 mos.)

Mitchell Armstrong, Marina Agent II, Department of Parks, Recreation and Marine (4 yrs., 3 mos.)

Danielle Ornelas, Port Security System Operator, Harbor Department (10 yrs., 6 mos.)

Neeraj Sachdeva, Business Systems Specialist, Water Department (1 yr., 8 mos.)

Antoinette Hodge-Bowser, Payroll/Personnel Assistant II, Police Department (2 yrs., 28 days)

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

7. [20-320CS](#)

Recommendation to approve transfer(s):

Susan Simaan - Administrative Analyst II, Parks, Recreation and Marine to Administrative Analyst III, Disaster Preparedness and Emergency Communications

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

8. [20-321CS](#)

COVID-19 RELATED: Recommendation to Extend Non-Career Hours - Fiorella Casella, Library Aide

Communication from Amber Ahlo, Administrative Officer, Department of Library Services

Staff report prepared by Jami Kerr-Jenkins, Personnel Analyst

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

9. [20-322CS](#)

COVID-19 RELATED: Recommendation to Extend Non-Career Hours - Soneath Ly, Customer Service Representative II

Communication from Francisco Davila, Administrative Officer, Department of Development Services

Staff report prepared by Sylvana Tamura, Personnel Analyst

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

10. [20-323CS](#)

COVID-19 RELATED: Recommendation to Extend Non-Career Hours - Bradley Bounds II, Administrative Intern

Communication from Francisco Davila, Administrative Officer, Department of Development Services

Staff report prepared by Sylvana Tamura, Personnel Analyst

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

11. [20-324CS](#)

Recommendation for Temporary Reassignment for Rehabilitation and/or Training - Michael Garmong, Refuse Operator I
Communication from Russ Ficker, Personnel Officer, Department of Public Works
Staff report prepared by Shellie Goings, Personnel Analyst

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

12. [20-325CS](#)

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

Staff report prepared by Christina Pizarro Winting, Executive Director

Community Services Supervisor (H60NN-18) Test #01 (6/8/2018)
*Construction Inspector (K14AN-19) (6/11/2019) **1 Month****
Construction Supervisor (N15NN-19) (12/12/2018)
Deputy Chief Harbor Engineer (N16AN-20) Test #01 (12/30/2019)
Fire Recruit (F64NN-20) (12/18/2019)
General Maintenance Assistant (I23NN-19) (6/13/2019)
Laboratory Assistant (J28AN-18) (6/20/2018)
Nurse Practitioner (G12NN-20) Test #03 (12/20/2019)
Office Systems Analyst (IMDCE) (ND4AN-20A) Test #04 (12/2/2019)
Office Systems Analyst (IMDCE) (ND4AN-20A) Test #10 (6/18/2020)
Office Systems Analyst - IMDCA (ND4AN-20B) Test #05 (12/2/2019)
Office Systems Analyst - IMDCA (ND4AN-20B) Test #09 (6/18/2020)
*Office Systems Analyst - SD (ND4AN-19) Test #01 (5/10/2019) **5 Months****
Painter (I33AN-19) (6/13/2019)

Personnel Analyst (E48AN-20) Test #01 (12/20/2019)
Police Officer - Lateral (F23NN-19) Test #24 (12/18/2018)
*Police Recruit (F63NN-19) Test #04 (12/17/2018) 5 Months**
Police Recruit (F63NN-19) Test #09 (6/6/2019)
Police Recruit (F63NN-20) Test #19 (7/1/2020)
Public Health Nurse (G19AN-20) Test #03 (6/5/2020)
Public Health Nurse (G19AN-20) Test #04 (6/23/2020)
Public Health Nurse Supervisor (G20NN-20) Test #03 (6/24/2020)
Public Safety Dispatcher - Lateral (J45AN-18C) Test #01 (6/27/2018)
Public Safety Dispatcher - Lateral (J45AN-18C) Test #02 (9/5/2018)
Public Safety Dispatcher - Lateral (J45AN-20C) Test #04 (12/19/2019)
Public Safety Dispatcher - NTN Exam (J45AN-18A) Test #04 (8/31/2018)
Public Safety Dispatcher - NTN Exam (J45AN-19A) Test #06 (3/11/2019)
Public Safety Dispatcher - NTN Exam (J45AN-20A) Test #10 (12/19/2019)
Public Safety Dispatcher - Post Waiver (J45AN-19B) Test #05 (3/11/2019)
Public Safety Dispatcher - Post Waiver (J45AN-20B) Test #10 (12/19/2019)
Refuse Operator (JA2AN-20) Test #23 (12/19/2019)
Senior Civil Engineer (K52NN-19) Test #01 (12/6/2018)
Senior Civil Engineer (K52NN-19) Test #02 (12/28/2018)
Special Services Officer (F33AN-18) Test #28 (6/8/2018)
Special Services Officer (F33AN-19) Test #34 (12/17/2018)
Special Services Officer (F33AN-20) Test #44 (6/12/2020)
*Systems Support Specialist (H69AN-18) Test #12 (6/21/2019) 3 Months**
*Systems Technician (H70AN-19) Test #03 (6/5/2019) 4 Months**

A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, to approve Agenda Item 12, with the exception of Fire Recruit. The motion carried by the following vote:

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

A discussion ensued with President Gonzalez Edmond, Commissioner Arias, Commissioner Garnica, Fire Chief Xavier Espino, Ms. Pizarro Winting and Ms. McDonald regarding the extension of the Fire Recruit eligibility list. Chief Espino requested to expire the list so that the Fire Department can implement a new recruitment process. Ms. McDonald provided her recommendations as to why the list should be extended. After further discussion, the Commission decided on a compromise and approved a two-month extension.

A motion was made by Commissioner Arias, seconded by Commissioner Garnica, to approve a two month extension for Fire Recruit. The motion carried by the following vote:

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

REGULAR AGENDA

13. [20-326CS](#)

RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD - Alicia Vigil-Milliner, Special Services Officer III-Armed
Communication from Stacey V. Lewis, Human Resources Director, Harbor Department
Staff Report prepared by Sheree Valdoria, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Valdoria who briefed the Commission regarding this request.

Representatives from the Harbor Department were on the call to answer questions.

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

14. [20-327CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Water Communication

Dispatcher I-II

Communication from Fred Verdugo, Acting Director, Human Resources Department

Staff report prepared by Sylvana Tamura, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Tamura who briefed the Commission regarding this request.

Representatives from the Human Resources Department as well as the Water Department were on the call to answer questions.

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

15. [20-328CS](#)

RECOMMENDATION TO APPROVE BULLETIN(S):

Water Communication Dispatcher

cpw - typically in consent but needed to approve class spec first

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Absent: 1 - Heather Morrison

16. [20-301CS](#)

RETREAT UPDATE

Ms. Pizarro Winting informed the Commission that most staff preferred Logo #3.

A discussion ensued with President Gonzalez Edmond, Commissioner Dowling, Commissioner Garnica, Commissioner Arias and Ms. Pizarro Winting regarding final revisions to the selected logo. It was discussed

that a meeting will be scheduled with the designer to incorporate changes to the size of the logo as well as color options. Commissioner Dowling stated that the Commission will have a final look at the logo at its next meeting.

17. STANDING COMMITTEES

A. Executive Committee

President Gonzalez Edmond stated that a follow up meeting is being scheduled.

Ms. Pizarro Winting informed the Commission that the follow up meeting will be scheduled after the Police Recruit report is presented to the Commission.

B. Recruitment and Selection Committee

This Committee did not meet.

C. Special Projects Committee

Commissioner Garnica informed the Commission that a mock hearing is scheduled to take place on December 16th after the Commission meeting. Ms. Pizarro Winting reported that staff is working to finalize the mock hearing procedures.

18. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten did not have any updates to provide the Commission.

B. Employment Services Division - Caprice McDonald

Ms. McDonald updated the Commission on the Battalion Chief recruitment. Ms. McDonald thanked Ms. Goings, Ms. Ramos and Ms. Tamura for the work that they have been doing.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo provided the Commission with an update regarding building the budget for fiscal year 2022 as there is a new process.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting informed the Commission that the Management Team met to review essential functions as requested for the budget process. She stated that priorities will be shared with the Commission. Ms. Pizarro Winting stated that she will provide the Commission with a visual calendar of the budget process. In addition, Ms. Alamo will be invited to the next Executive Committee meeting to give an overview of the final budget closeout.

Ms. Pizarro Winting thanked staff and partnering departments on the work that has been done to update the various Classification Specifications that have been coming to the Commission.

Ms. Pizarro Winting informed the Commission that she will be bringing new costs to the Commission as a result of conducting virtual hearings.

19. UNFINISHED BUSINESS

Ad Hoc Subcommittees:

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

Ms. Pizarro Winting reported that the Meet and Confer process has been completed and hopes to present the revised draft policy to the Commission at its next meeting.

20. NEW BUSINESS

President Gonzalez Edmond wanted to clarify when the Commission will be discussing its meeting schedule. Ms. Pizarro Winting stated that the discussion will be placed on the January 6th agenda.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 9:44 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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