

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

**WEDNESDAY, DECEMBER 16, 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.

Vice President Morrison called the meeting to order at 8:32 a.m.

FLAG SALUTE

Vice President Morrison asked Commissioner Dowling to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Phyllis O. Arias, Brandon Dowling, Joel Garnica and Heather

Present: Morrison

Commissioners Susana Gonzalez Edmond

Excused:

- 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.

CONSENT CALENDAR (2 – 8):

Commissioner Arias pulled Agenda Item 3 for a separate discussion.

Passed the Consent Calendar

A motion was made by Commissioner Arias, seconded by Commissioner Dowling, to approve Consent Calendar Items (2 and 4 - 8), except for Item (3). The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Heather Morrison

Absent: 1 - Susana Gonzalez Edmond

2. [20-329CS](#)

Recommendation to approve examination results:

Public Health Nurse Test #10 (Established 12/01/20)

Public Safety Dispatcher - NTN EXAM Test #17 (Established 12/10/20)

Public Safety Dispatcher - POST WAIVER Test #18 (Established 12/07/20)

Special Services Officer Test #48 (Established 12/09/20)

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

3. [20-330CS](#)

Recommendation to approve bulletin(s):

Housing Assistance Coordinator

A discussion took place with Commissioner Arias, Ms. Pizarro Winting, Ms. McDonald, Ms. King and Ms. Davalos regarding the removal of the educational language on the bulletin. It was ultimately decided that the language will be rewritten so that the educational requirement is clarified.

A motion was made by Commissioner Arias, seconded by Commissioner Garnica, to send the Housing Assistance Coordinator bulletin back for revisions and to bring it back to the Commission with the revised classification specification. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Heather Morrison

Absent: 1 - Susana Gonzalez Edmond

4. [20-331CS](#)

Recommendation to receive and file retirement(s):

Bryant Ben, Neighborhood Services Specialist III, Department of Development Services (21 yrs., 7 mos.)

Peter Forsythe, Deputy Chief Harbor Engineer II, Harbor Department (17 yrs., 3 mos.)

Jill Hinton, Equipment Mechanic II, Harbor Department (22 yrs., 4 days)

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

5. [20-332CS](#)

Recommendation to receive and file resignation(s):

Milton Catching, Refuse Operator I, Department of Public Works (14 days)

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

6. [20-333CS](#)

Recommendation to approve transfer(s):

Rachel Barnes - Clerk Typist II, Technology and Innovation Department to Clerk Typist III, Harbor Department

Tony Esparza - Building Services Supervisor, Department of Parks, Recreation and Marine to Building Services Supervisor, Airport

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

7. [20-334CS](#) **COVID-19 RELATED: Recommendation to Extend Non-Career Hours** - Samuel Carrillo, 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.

8. [20-335CS](#) **Recommendation to Extend Non-Career Hours** - Serjay Karabanov, Accounting Clerk III
*Communication from Christopher J. Garner, General Manager,
Water Department
Staff report prepared by Sylvana Tamura, Personnel Analyst*

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

REGULAR AGENDA

9. [20-336CS](#) **RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION** - Airport Operations Assistant
*Communication from Fred Verdugo, Acting Director,
Department of Human Resources
Staff report prepared by Jami Kerr-Jenkins, Personnel Analyst*

Ms. Pizarro Winting introduced Ms. Kerr-Jenkins who briefed the Commission regarding this request.

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

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Heather Morrison

Absent: 1 - Susana Gonzalez Edmond

10. [20-337CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Airport Operations Specialist

*Communication from Fred Verdugo, Acting Director,
Department of Human Resources*

Staff report prepared by Jami Kerr-Jenkins, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Kerr-Jenkins who briefed the Commission regarding this request.

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

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 Heather Morrison

Absent: 1 - Susana Gonzalez Edmond

11. [20-338CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Chief Construction Inspector

*Communication from Fred Verdugo, Acting Director,
Department of Human Resources*

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, Harbor, Public Works and Energy Resources Departments were on the call to answer questions.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Heather Morrison

Absent: 1 - Susana Gonzalez Edmond

12. [20-339CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Garage Supervisor

Communication from Fred Verdugo, Acting Director,

Department of Human Resources

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, Harbor and Water Departments were on the call to answer questions.

A discussion ensued with Commissioner Arias, Ms. Pizarro Winting, Mr. Bott, Ms. McDonald and Ms. Stoudemire regarding certifications being a desirable on the classification specification and the bulletin. It was discussed that Civil Service staff does not include desirables on classification specifications as these will depend on the department. Desirables will typically be listed on bulletin or as a supplemental question at the time the position is open for recruitment. It was discussed that for this position, certifications are not listed as a desirable because they are not necessary for the supervisory duties required to oversee the garage operation; however, certifications are typically required for lower level staff.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Heather Morrison

Absent: 1 - Susana Gonzalez Edmond

13. [20-340CS](#)

RECOMMENDATION TO APPROVE BULLETIN(S):

*Airport Operations Assistant
Airport Operations Specialist
Chief Construction Inspector
Garage Supervisor*

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Heather Morrison

Absent: 1 - Susana Gonzalez Edmond

14. [20-341CS](#)

**RECOMMENDATION TO APPROVE REVISED
CLASSIFICATION SPECIFICATION** - Senior Program Manager
*Communication from Fred Verdugo, Acting Director,
Department of Human Resources
Staff report prepared by Sheree Valdoria, Personnel Analyst*

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

Representatives from the Human Resources and Harbor Departments were on the call to answer questions.

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 Heather Morrison

Absent: 1 - Susana Gonzalez Edmond

15. [20-342CS](#)

**RECOMMENDATION TO APPROVE REVISED
CLASSIFICATION SPECIFICATION** - Survey Technician
*Communication from Fred Verdugo, Acting Director,
Department of Human Resources
Staff report prepared by Sheree Valdoria, Personnel Analyst*

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

Representatives from the Human Resources, Harbor and Public Works Departments were on the call to answer questions.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Heather Morrison

Absent: 1 - Susana Gonzalez Edmond

16. [20-301CS](#)

RETREAT UPDATE

Commissioner Dowling and Ms. Pizarro Winting provided a sample of the final version of the revised logo. This version of the logo took into account the recommendations of the Commission and staff.

Commissioner Garnica thanked Commissioner Dowling and Ms. Pizarro Winting. She stated that it feels good to have an updated logo.

Ms. Pizarro Winting stated that the logo will be placed on the January 6th agenda for a formal approval. As soon as the Commission approves the logo, staff will work on ensuring the updated logo is placed where appropriate.

A motion was made by Commissioner Arias, seconded by Commissioner Garnica, to receive and file the discussion. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Heather Morrison

Absent: 1 - Susana Gonzalez Edmond

17. STANDING COMMITTEES

A. Executive Committee

This Committee did not meet; however, Ms. Pizarro Winting reported that there are meetings being scheduled for January.

B. Recruitment and Selection Committee

This Committee did not meet.

C. Special Projects Committee

This Committee did not meet.

18. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten informed the Commission that she and Ms. Cano attended a Racial Equity 101 training. In addition, Ms. Slaten reached out to the Racial Equity Community Engagement group and is hoping to meet with them soon.

B. Employment Services Division - Caprice McDonald

Ms. McDonald reported that staff is beginning work on the recruitment process for Administrative Analyst. She will be taking the lead along with other management staff as there is a potential for some Civil Service staff to take part in the process. Meetings have taken place with user departments and bargaining units to begin work on the bulletin.

Ms. McDonald commended staff for their work on revising the various classification specifications. In addition, staff have been looking at different ways of conducting examinations virtually.

Commissioner Arias wanted to know if Wonderlic would be used for Administrative Analyst. Ms. McDonald responded that Wonderlic will not be used for this recruitment.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo updated the Commissioner regarding the budget for fiscal year 2020. Staff have been analyzing the budget so that the findings can be used for fiscal year 2021.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting stated that staff met with departments to discuss priorities. She stated that staff agreed to revise the classification specifications at the same time of recruitment openings and stated that the goal is to match up the classification specifications with the bulletins. She thanked staff as it is an incredible amount of work.

Ms. Pizarro Winting introduced Ms. Valdoria who provided the Commission with an overview of the past Police Recruit recruitment. She provided information regarding the recruitment process and outreach efforts, demographics of the recruitment pool and the eligibility list.

Commissioner Garnica thanked Ms. Valdoria for her report. She wanted to know where the city was with the ability to choose more than one race. Ms. Pizarro Winting responded that staff is still working with Human Resources on this.

Commissioner Garnica wanted to know if there was demographic information for Class 94 and Class 95. Ms. Valdoria provided the Commission with the demographics for the two classes. Commissioner Garnica asked if it was possible to receive a quick snapshot of the demographics from the recruitment, from the class and then from the graduates to see how close or not they are from the recruitment period to the graduation. Ms. Pizarro Winting responded that the intent was to do this. She is excited about the prospects moving forward as there is a person dedicated to the recruitment process in the Police Department and a dedicated division in the Civil Service Department.

Commissioner Arias asked if it would be possible to receive the information that Commissioner Garnica requested at a meeting in January. She also requested a copy of the report that Ms. Valdoria presented. Ms. Pizarro Winting responded that staff will provide the Commission with the information.

Ms. Pizarro Winting thanked the Commission. She stated that Commission meetings are helpful to staff in getting feedback and assisting staff to see things in a different perspective. She thanked the Commission for their hard work in this calendar year as this is their last meeting.

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 stated that she will provide a report in January.

20. NEW BUSINESS

Commissioner Garnica asked if the Commission will be receiving similar information for the Fire Recruit recruitment as they did with Police Recruit. Ms. Pizarro Winting stated that staff plans to bring a report back to the Commission.

Commissioner Arias wished everyone a happy holiday season and thanked staff for their hard work. She hopes for a better 2021.

Commissioner Garnica thanked staff, the Commission and all department representatives who participate in the meetings. She enjoys serving in this capacity and making a difference. She as well hopes for a better 2021. She stated that the sacrifices that were made in 2020 are potentially saving lives and wished everyone a happy and safe holiday season.

Commissioner Dowling wished everyone a happy holiday season and cannot wait to see what the new year will bring.

Vice President Morrison wished everyone a happy holiday season and thanked everyone for their work.

ADJOURNMENT

Vice President Morrison adjourned the meeting at 9:51 a.m.

MOCK HEARING – 11:00 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
ការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹង
ចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។