

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, VICE PRESIDENT
DECEMBER 16, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, December 16, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Donna de Araujo, Assistant Administrative Analyst
Debbie Mills, Acting Director, Human Resources

Vice President F. Phil Infelise presided.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried that the minutes of the regular meeting of December 9, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that reduction/suspension hearing 03-R/S-89 minutes of November 11 & 28, 2009 & December 2, 2009 be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Douglas Haubert abstained, as he was not present.

REQUEST FOR SELECTIVE CERTIFICATION: The Secretary presented a communication from Lori Ann Farrell, Director of Financial Management, requesting Commission authorization for the selective certification for individuals with medical billing experience from the Customer Service Representative eligible list. In addition, the Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried that the request be approved, pursuant to Section 28 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO REAPPOINT
RESIGNED EMPLOYEE:**

**CARLOS ORELLANA/GAS CONSTRUCTION WORKER
GAS AND OIL DEPARTMENT**

The Secretary presented a communication from Christopher J. Garner, Director, Long Beach Gas and Oil, requesting Commission authorization to reappoint Carlos Orellana to his former classification of Gas Construction Worker. In addition, the Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the request be approved, pursuant to Section 45 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND
PROVISIONAL APPOINTMENT:**

**FONDA JONES/GAS FIELD SERVICE
REPRESENTATIVE/GAS AND OIL DEPARTMENT**

The Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst, requesting Commission approval to extend the provisional appointment for Fonda Jones, Gas Field Service Representative, 75 days, or until an eligible list is established. Commissioner Saafir questioned the need for the extension. The Secretary stated that it was due to current staffing level. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the request to extend the provisional appointment for Fonda Jones be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST TO EXTEND
PROVISIONAL APPOINTMENT:**

**JUSTIN LUEDY/ENVIRONMENTAL SPECIALIST
ASSISTANT/HARBOR DEPARTMENT**

The Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst, requesting Commission approval to extend the provisional appointment for Justin Luedy, Environmental Specialist Assistant, 75 days, or until an eligible list is established. Commissioner Saafir questioned the need for the extension. The Secretary stated that it was due to current staffing level. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the request to extend the provisional appointment for Justin Luedy be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

BULLETIN:

TRANSPORTATION PLANNER

It was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

~~Assistant Administrative Analyst~~

Gas Construction Worker - 37 Applied, 3 Qualified

Principal Construction Inspector - 13 Applied, 13 Qualified

EXTENSION OF EXPIRING ELIGIBLE LISTS:

It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Building Maintenance Engineer

Electrician

Mechanical Equipment Stock Clerk

Office Services Assistant

Payroll/Personnel Assistant

Terminal Services Representative

RETIREMENT:

STANLEY RIPLEY/SYSTEMS SUPPORT SPECIALIST/ TECHNOLOGY SERVICES

The Secretary presented a Certificate of Appreciation to Leesa Mahaffey, Police Officer, Police Department, in recognition of twenty-six years of dedicated service, to the City and citizens of Long Beach. Lt. Joe Stilinovich, was present and spoke on her behalf.

It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

RESIGNATIONS:

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Heather Daugherty/General Librarian/Library Services
Jordan Biby/Special Services Officer III/Harbor

TRANSFER:

**ERIK DECK/COMMUNITY INFORMATION SPECIALIST
II/POLICE TO COMMUNITY INFORMATION SPECIALIST
II/TECHNOLOGY SERVICES**

The Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer. It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Melinda George, Deputy Director, informed the Commission that the department analysts were away from the office today either conducting the Control Center Operator examination at Long Beach Gas and Oil or attending the Supervisory Leadership Academy.

The Secretary informed the Commission that the managers would be meeting with the Harbor and Police departments tomorrow. The Secretary stated that the department managers had a forecasting meeting with the Fire Department, and learned that they are requesting Civil Service Department conduct a Fire Recruit examination and other promotional examinations this fiscal year. He also stated that they have forecasting meetings scheduled with the Police and Harbor departments on Thursday.

NEW BUSINESS:

The Secretary suggested that a special election of Civil Service Commission Officers be placed on the January 6, 2010, Civil Service Commission agenda. The Commission concurred with this request.

ADJOURNMENT:

There being no further business before the Commission, Vice President F. Phil Infelise adjourned the meeting.



MARIO R. BEAS
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
JANUARY 13, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, January 13, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu

MEMBER EXCUSED: Douglas Haubert

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pflingsthor, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President F. Phil Infelise presided.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of January 6, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

REQUEST TO FILE LATE APPLICATION:

SPECIAL SERVICES OFFICER

The Secretary presented a communication from Frank J. Caudillo, requesting Commission approval to file a late application for the Special Services Officer examination. In addition, the Secretary presented a staff report prepared by Salvador Ambriz, Personnel Analyst. Mr. Ambriz briefed the Commission regarding this request, stating that it fell within the Commission policy regarding filing late applications. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried to approve Mr. Caudillo's request to file a late application. The motion carried by a unanimous roll call vote.

**REQUEST TO REINSTATE
ELIGIBLE LIST:**

SYSTEMS TECHNICIAN

The Secretary presented a communication prepared by Diane Dzodin, Administrative Officer requesting Commission approval to reinstate the eligible list for Systems Technician, retroactive to December 16, 2009. Ms. Dzodin briefed the Commission regarding this request. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the request to reinstate the eligible list be approved in accordance with Section 26 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST FOR EXCEPTION TO
CIVIL SERVICE RULES AND
REGULATIONS – ARTICLE VIII
SECTION 115(3)**

**Requesting Exception to Article II, Section 7 of the
Civil Service Rules and Regulations – Qualifications
and Requirements for Park Maintenance Supervisor,
Limiting Applications to City Employees and Laid Off
City Employees**

The Secretary presented a staff report, prepared by him, requesting Commission approval for an exception to Article II, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements, for Park Maintenance Supervisor, as an open-competitive examination, limiting applications to City employees and City employees terminated due to layoffs in 2009. The Secretary briefed the Commission regarding this request. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to approve the Exception to Civil Service Rules and Regulations, Section 115(3), Article II, Section 7 – Qualifications and Requirements. The motion carried by a unanimous roll call vote.

**PROPOSED AMENDMENT TO
CIVIL SERVICE COMMISSION
POLICY 1.60:**

PUBLIC SAFETY DISABILITY RETIREMENT APPEALS

The Secretary presented a proposed amendment to Civil Service Commission Policy 1.60 – Public Safety Disability Retirement Appeals and a staff report prepared by him to the Commission for approval. The Secretary stated that the amendment reflects the change in the responsibility to conduct disability retirement appeals from the City Prosecutor to the City Attorney. After discussion it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried to approve the proposed amendment. The motion carried by a unanimous roll call vote.

**REQUEST FOR FISCAL YEAR 2010
FIRST QUARTER BUDGET
ADJUSTMENT:**

The Secretary presented a communication prepared by him, requesting Civil Service Commission approval to request the City Council for increased appropriations in the General Fund of the Civil Service Department's FY 2009/2010 Budget. The Secretary stated that the Fire Department informed staff at a recent forecasting meeting of its intent to open the Fire Recruit and Battalion Chief examinations this fiscal year. He stated that the current Civil Service Department budget approved by the Commission on June 10, 2009, does not include funds to administer these examinations. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to approve the request to request increased appropriations. The motion carried by a unanimous roll call vote.

BULLETINS:

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Fire Captain
Park Maintenance Supervisor

EXAMINATION RESULTS:

PUBLIC HEALTH NUTRITIONIST – 13 Applied, 3 Qualified

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject examination results be approved. The motion carried by a unanimous roll call vote.

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months, with the exception of Systems Technician, be extended for two months. The motion carried by a unanimous roll call vote.

Building Maintenance Engineer
Customer Service Representative
Environmental Specialist Associate
Public Health Nutritionist
Special Services Officer (07/22/09)
Systems Technician (01/14/09 & 01/28/09) (2 months)

RETIREMENTS:

President Infelise presented Certificates of Appreciation to the following employees in recognition of their dedicated service to the City and citizens of Long Beach. Gary Christensen (27 years), Brian Hauptmann (29 years), Douglas Johnson (32 years), Robert Mendoza (30 years), and Jeffrey Arndt (30 years), from the Police Department, and Steven Zahner (30 years), from the Fire Department. Representatives from their respective departments were present and spoke on their behalf.

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Paul Sanford/Police Sergeant/Police
Kevin Nelson/Police Sergeant/Police
Roy Ratterree, Jr./Oil Field Gauger/Oil Properties
David Newman/Petroleum Operations Coordinator/Oil Properties
Emmanuel Durojaiye/Sr. Petroleum Engineering Associate/Oil Properties
Maria Alarcon/Payroll Specialist/Financial Management
Jackie Clark /Customer Service Representative/Financial Management
Lynn Deveney/Customer Service Representative/Financial Management
Veronica Fair/Customer Services Supervisor/Financial Management
Milam Hoa/Customer Service Representative/Financial Management
Patricia Le Beauf/Customer Services Supervisor/Financial Management
Nympha Marcos/Customer Service Representative/Financial Management
Frances Sluder/Customer Service Representative/Financial Management
Carrie Draper/Public Health Nurse/Health
Francisco Jimenez/Maintenance Assistant/Parks
Tom Glavas/Electrician/Parks
Dennis Head/Garage Service Attendant/Public Works
John Allison/Water Utility Mechanic/Water
Bobby Jones/Water Utility Supervisor/Water
Daryl Wilkes/Business Systems Specialist/Water

RESIGNATIONS:

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Janie Bordelon/Special Services Officer – Armed/Harbor
Paul Lepore/Battalion Chief/Fire

TRANSFER:

MARLON RAMOS/ADMINISTRATIVE ANALYST III
CONF./HUMAN RESOURCES TO ADMINISTRATIVE
ANALYST III CONF./ FINANCIAL MANAGEMENT

The Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer, regarding the subject transfer between departments. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

WITHDRAWAL OF APPEAL:

The Secretary presented a communication from James E. Trott, Attorney at Law, withdrawing suspension appeal 20-S-89. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to receive and file the withdrawal of appeal. The motion carried unanimously.

REQUEST TO FILE LATE APPEAL:

The Secretary presented a communication (Item 14 on today's agenda), requesting to file a late appeal in the matter of dismissal from the City. Christina Checél, Deputy City Attorney, addressed the Commission regarding this matter. In addition, Ken Campbell, Superintendent, Personnel and Training, Parks, addressed the Commission. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to deny the request to file a late appeal.

ADJOURNMENT:

There being no further business before the Commission, President Infelise adjourned the meeting.



MARIO R. BEAS
Secretary

MRB:meh

Karen Highberger, Chair
Laura H. Brassler, Vice Chair
Shannon Carmack, Commissioner
Irma Hernandez, Commissioner



Louise Ivers, Commissioner
Harvey Keller, Commissioner
Richard Powers, Commissioner

FINISHED AGENDA AND MINUTES

CALL TO ORDER (5:35 P.M.)

see media

At 5:35 p.m., Chair Highberger called the meeting to order.

ROLL CALL (5:35 P.M.)

see media

Boardmembers Laura H. Brassler, Karen L. Highberger, Shannon Carmack,
Present: Louise Ivers, Harvey Keller and Richard Powers

Boardmembers Irma Hernandez
Absent:

Also present: Derek Burnham, Current Planning Officer; Larry Brugger, Superintendent of Building and Safety; Steven Valdez, Project Planner; Lynette Ferenczy, Project Planner; Angie Zetterquist, Project Planner; Heidi Eidson, Planning Bureau Secretary.

FLAG SALUTE (5:35 P.M.)

see media

Commissioner Powers led the flag salute.

MINUTES (5:36 P.M.)

see media

see media

09-022CH

Recommendation to receive and file the Cultural Heritage Commission minutes of November 9, 2009.

A motion was made by Commissioner Keller, seconded by Chair Highberger, to approve the recommendation. The motion carried by the following vote:

Yes: 5 - Laura H. Brasser, Karen L. Highberger, Shannon Carmack,
Louise Ivers and Harvey Keller

Abstain: 1 - Richard Powers

Absent: 1 - Irma Hernandez

DIRECTOR'S REPORT (5:37 P.M.)

see media

There was no Director's Report given.

PUBLIC PARTICIPATION (5:37 P.M.)

see media

SWEARING OF WITNESSES (5:38 P.M.)

see media

Do you solemnly swear or affirm that the evidence you shall give in this Cultural Heritage Commission Meeting shall be the truth, the whole truth, and nothing but the truth.

REGULAR AGENDA (5:38 P.M.)

see media

see media

1. 09-019CH Recommendation to approve a Certificate of Appropriateness for a 496-square-foot, one-story addition to an existing single-family residence at 2910 E. 5th Street in the Rose Park South Historic District (District 2) (Application No. HP09-0227)

Derek Burnham, Current Planning Officer, introduced Steven Valdez, Project Planner, who presented the staff report.

Steven Valdez responded to a query from Chair Highberger.

Staff responded to queries from Commissioner Brasser.

Derek Burnham responded to a query from Chair Highberger.

The item was tabled until the applicant arrived.

The item was re-opened at 6:21 p.m.

John Waters, applicant, spoke.

Derek Burnham responded to a query from Commissioner Brassier.

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

Yes: 6 - Laura H. Brassier, Karen L. Highberger, Shannon Carmack, Louise Ivers, Harvey Keller and Richard Powers

Absent: 1 - Irma Hernandez

see media

2. 09-020CH

Recommendation to approve a Certificate of Appropriateness to modify the front facade of the building by replacing the front door and transom window above, installing a canvas entry awning over the front door and two adjacent windows, and replacing all the windows on the penthouse of the Artaban Apartments, a designated City landmark at 10 Atlantic Avenue, in the Downtown Planned Development District. (District 2) (Application No. HP 09-0237)

Commissioner Powers recused himself from the item.

Derek Burnham, Current Planning Officer, introduced Lynette Ferenczy, Project Planner, who presented the staff report.

Lynette Ferenczy, responded to queries from Commissioner Brassier.

Olivia Anderson, applicant and President of the Artaban HOA, spoke.

Olivia Anderson responded to a query from Chair Highberger.

Olivia Anderson responded to queries from Commissioner Ivers.

Commissioner Brassier spoke.

A dialogue ensued between Chair Highberger, Commissioner Brassier and Derek Burnham.

A motion was made by Commissioner Brassier, seconded by Commissioner Keller, to approve the recommendation with an amendment that staff work with the applicant on the size of the awning posts per staff's discretion. The motion carried by the following vote:

Yes: 5 - Laura H. Brassier, Karen L. Highberger, Shannon Carmack, Louise Ivers and Harvey Keller

Absent: 1 - Irma Hernandez

see media

3. 09-021CH

Recommendation to approve a Certificate of Appropriateness request to allow the construction of an 800-square-foot accessory residential unit above a new four-car garage located at 340 Gladys Avenue within the R-2-A zone and the Bluff Heights Historic District. (District 2) (HP09-0200)

Derek Burnham, Current Planning Officer, introduced Angie Zetterquist, Project Planner, who presented the staff report.

Domingo Ottolia, applicant's representative, spoke.

Domingo Ottolia responded to a query from Chair Highberger.

Derek Burnham responded to a query from Commissioner Brasser.

Domingo Ottolia responded to a query from Commissioner Ivers.

Domingo Ottolia responded to a query from Chair Highberger.

Domingo Ottolia responded to a query from Commissioner Brasser.

Domingo Ottolia responded to a query from Chair Highberger.

Melinda Brady, 334 Gladys Avenue #104, spoke.

Derek Burnham responded to a query from Commissioner Powers.

Derek Burnham responded to queries from Commissioner Brasser.

A dialogue ensued between Chair Highberger and Derek Burnham.

A motion was made by Chair Highberger, seconded by Commissioner Ivers, to continue the item to the meeting of January 11, 2010 to allow staff time to work with the applicant on a redesign of the project per the Commission's recommendations. The motion carried by the following vote:

Yes: 5 - Laura H. Brasser, Karen L. Highberger, Shannon Carmack, Louise Ivers and Richard Powers

No: 1 - Harvey Keller

Absent: 1 - Irma Hernandez

INFORMATIONAL ITEM: CLG Annual Report (6:25 P.M.)

see media

Derek Burnham spoke.

Angie Zetterquist presented a short information session.

Staff responded to queries from Commissioner Ivers.

Derek Burnham responded to a query from Commissioner Keller.

COMMENTS FROM THE CULTURAL HERITAGE COMMISSION (6:32 P.M.)

see media

There were no comments from the Commission.

ADJOURNMENT (6:33 P.M.)

At 6:33 p.m., Chair Highberger adjourned the meeting.

NEXT REGULAR MEETING: January 11, 2010 - 5:30 p.m.

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