

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

**WEDNESDAY, MARCH 17, 2021
TELECONFERENCE, 8:30 AM**

Susana Gonzalez Edmond, President
Joel Garnica, Vice President



Phyllis O. Arias, Commissioner
Brandon Dowling, Commissioner
Yvonne Wheeler, 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.

**PLEASE VIEW THE MEETING FROM YOUR COMPUTER, TABLET, OR
SMARTPHONE VIA: https://longbeach.granicus.com/ViewPublisher.php?view_id=84**

President Gonzalez Edmond called the meeting to order at 8:31 a.m. and welcomed Commissioner Wheeler.

FLAG SALUTE

President Gonzalez Edmond asked Executive Director Christina Pizarro Winting to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Phyllis O. Arias, Brandon Dowling, Joel Garnica, Susana
Present: Gonzalez Edmond and Yvonne Wheeler

- 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 received.

2. [21-086CS](#)

Recommendation to approve minutes:

Regular Meeting of March 3, 2021

Commissioner Arias modified the language in Agenda Item 17, second paragraph. It will now read as follows:

Commissioner Arias recommended that the Recruitment and Selection Committee work with staff to conduct preliminary research that provides historical data regarding her concerns about including the high school diploma or GED as a minimum or desirable qualification in most job specifications. She asked staff to bring back a report to the full Commission. Commissioner Dowling agreed on behalf of the Recruitment and Selection Committee.

Commissioner Wheeler wanted to know if it would be appropriate for her to vote on the minutes since she was not present at the meeting. Mr. Anderson stated that she could if she read the minutes.

A motion was made by Commissioner Arias, seconded by Commissioner Dowling, to approve the March 3, 2021 meeting minutes as modified. The motion carried by the following vote:

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

CONSENT CALENDAR (3 – 7):

Commissioner Arias pulled Agenda Item 4 for a separate discussion.

Passed the Consent Calendar

A motion was made by Vice President Garnica, seconded by Commissioner Dowling, to approve Consent Calendar Items, except for items. The motion carried by the following vote:

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

3. [21-087CS](#)

Recommendation to approve examination results:

Airport Operations Specialist (Established 03/02/21)

Chief Construction Inspector

Communication Specialist (Established 02/25/21)

General Librarian Test #01 (Established 02/26/21)

Public Health Nurse Test #13 (Established 03/08/21)

Public Safety Dispatcher - NTN EXAM Test #20

Public Safety Dispatcher - POST WAIVER Test #21

Special Services Officer Test #51

*Water Communications Dispatcher (**PROMOTIONAL**)*

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

4. [21-088CS](#)

Recommendation to approve bulletin(s):

Electrical and Instrumentation Supervisor

Commissioner Arias expressed concern regarding the formatting of the Examples of Duties section. She suggested that staff break up the duties into paragraphs by subject or topics without changing the content. She would also like staff to review the bulletin for any grammatical issues before it is sent out to the public. Ms. Pizarro Winting responded that staff will make the modifications.

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

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

5. [21-089CS](#)

Recommendation to receive and file retirement(s):

Loida Garcia, Clerk Typist III, Harbor Department (24 yrs., 3 mos.)

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

6. [21-090CS](#)

Recommendation to receive and file resignation(s):

*Daryl Byrd, Jr., Special Services Officer, Harbor Department
(2 mos., 18 days)
Walter Chumpitaz, Water Treatment Operator I, Water
Department (2 yrs., 11 mos.)
Theodore Oneil, Refuse Operator II, Public Works Department (2
yrs., 1 mo.)*

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

7. [21-091CS](#)

Recommendation to approve transfer(s):

*Roxanne Bravo - Administrative Analyst III, Public Works to
Administrative Analyst III, Energy Resources
Alva Moreno - Maintenance Assistant I, Department of Parks,
Recreation and Marine to Maintenance Assistant I, Department of
Health and Human Services*

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

REGULAR AGENDA

8. [21-092CS](#)

RECOMMENDATION FOR PROVISIONAL APPOINTMENT -

Administrative Analyst III

*Communication from Sandra Kennedy, Administrative Officer,
Financial Management Department*

Staff report prepared by Desiree Davalos, Personnel Analyst

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

A representative from the Financial Management Department was
on the call for questions.

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

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

9. [21-093CS](#)

RECOMMENDATION FOR SECOND 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 item.

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

Commissioner Arias wanted clarification on the request form. She stated that it reads that this is a third request and wanted to know if it was an error. Ms. Grazier from the Harbor Department responded that it should have read second request. Ms. Pizarro Winting responded that staff will make the change.

President Gonzalez Edmond wanted clarification that this is a COVID related item. Ms. Pizarro Winting confirmed that it was. President Gonzalez Edmond instructed staff to reflect in the minutes that this was a COVID related item.

Commissioner Arias stated that there have been past conversations regarding finding a solution on the need to request extensions of probationary periods for Special Services Officers from the Harbor Department. She stated that the Civil Service rule on extensions has exceptions and wanted to know if staff are still working on a solution so that Special Services Officers can be included as an exception. Ms. Pizarro Winting informed the Commission that staff and the Harbor Department have been working together on the development of a new classification, which has just been approved. She stated that she expects the Commission to approve the new classification soon.

Commissioner Wheeler had the same concern and wanted clarification regarding the extension. Ms. Pizarro Winting provided

an overview of the training process. She also explained that the training is typically longer than six months and that the pandemic made the process even lengthier.

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

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

10. [21-094CS](#)

RECOMMENDATION TO APPOINTMENT VICE PRESIDENT GARNICA TO THE EXECUTIVE COMMITTEE

President Gonzalez Edmond briefed the Commission regarding this item.

President Gonzalez Edmond and Commissioner Arias were under the impression that since Vice President Garnica is serving the role as Vice President that her appointment would be automatic. Mr. Anderson stated that this item is on the agenda due to the vacancy that was left by Ms. Morrison when she resigned. Commissioner Arias stated that because the Commission elected to appoint Vice President Garnica to her role, it should have included her appointment to the Executive Committee.

Ms. Pizarro Winting provided additional information. She referred to her staff report from when the standing committees were first created. She stated that appointments would be made annually or upon the election of officers. Since Vice President Garnica was elected, she would have automatically been appointed to the Executive Committee. She will review with Gary to ensure it is done appropriately.

A brief discussion ensued with President Gonzalez Edmond, Mr. Anderson and Ms. Pizarro Winting regarding adding the appointment of Commissioner Wheeler to the agenda. It was discussed that because the vacancy was due to Ms. Morrison leaving prior to her term ending, the appointment should be placed on the agenda.

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, Susana Gonzalez Edmond and Yvonne Wheeler

11. STANDING COMMITTEES

A. Executive Committee

There were no updates to report.

B. Recruitment and Selection Committee

There were no updates to report.

C. Special Projects Committee

Commissioner Arias stated a Mock Hearing is scheduled for April 7th.

President Gonzalez Edmond stated that she will not be available for the Mock Hearing and left it up to the Special Projects Committee to decide if they wanted to move forward with the hearing or postpone it.

12. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten welcomed Commissioner Wheeler. She also announced that the Fire Recruit webinar would be taking place this evening from 7:00 p.m. to 9:00 p.m. If anyone wishes to join, they can do so by registering through Eventbrite.

B. Employment Services Division - Caprice McDonald

Ms. McDonald welcomed Commissioner Wheeler and looks forward to a formal introduction after the pandemic. Ms. McDonald provided an update on examinations. She stated that Ms. Goings has been working on Fire Engineer. Ms. Goings has hosted two orientations so far. In addition, Ms. Tamura is working on the evaluation of appraisal interviews with the Water Department this week.

Ms. McDonald informed the Commission that she will work with staff on how to best present job bulletins.

Ms. McDonald reported that Ms. Valdoria has accepted a position with the Human Resources Department and highlighted her career with Civil Service.

C. Administration and Support Services Division - Maria Alamo

Ms. Pizarro Winting informed the Commission that Ms. Alamo was not present to provide a report. Ms. Pizarro Winting did report that staff attended the Budget Kickoff Meeting last week. She said it was a positive meeting.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting provided the Commission with an update on staff changes. She highlighted Ms. Valdoria's work with Civil Service. She reported that Ms. Ramos will be promoted and will be filling Ms. Valdoria's position and Ms. Cano will be assisting by backfilling Ms. Ramos' position, while Civil Service looks for a replacement for Ms. Ramos.

Ms. Pizarro Winting reported that she has been taking part in the Return to Work committee. She stated that city employees will be provided with a 30-day notification before being asked to return to City Hall. Departments are working to ensure proper safety measures are developed and followed. She stated that Civil Service will be installing plexiglass so that when staff returns to City Hall, they can feel safe. She stated that we will probably be working on a hybrid schedule so that not all staff are in the office at the same time.

Ms. Pizarro Winting reported that staff took part in a Racial Equity 101 training on implicit bias that was facilitated by Ms. Slaten and Ms. Cano. She stated it was a great discussion and will be meeting with Ms. Slaten and Ms. Cano regarding further sessions that we will be having.

President Gonzalez Edmond wanted a little clarification regarding the hybrid schedule and what that would mean about conducting hearings and meetings. Ms. Pizarro Winting stated that City Hall will be open to the public but will receive clarification if hearings can be conducted in-person.

President Gonzalez Edmond asked if all employees had the option to get vaccinated. Ms. Pizarro Winting confirmed that they can.

13. UNFINISHED BUSINESS

Ms. Pizarro Winting reported that Human Resources has one more bargaining unit that they are in discussion with.

14. NEW BUSINESS

Vice President Garnica stated that she asked about an update on the demographics for Police and Fire at its last Commission meeting and wanted to know if the Commission could receive a running list of pending items. Ms. Pizarro Winting stated that we can create a list.

A discussion took place with President Gonzalez Edmond, Vice President Garnica, Commissioner Arias, Mr. Anderson and Ms. Pizarro Winting on how to best present the list to the Commission. It was decided that Ms. Pizarro Winting will provide the Commission with a list when she sends her weekly update. It will be presented in the form of a spreadsheet that will list the item and which staff or committee is responsible. It was discussed that Commissioners will not have conversation regarding the list. If there is an item on the list that needs to be discussed, it will be placed on the agenda.

Commissioner Dowling stated that he had the opportunity to watch the City Council meeting and noticed that Council was on video. He wanted to know if video sessions would be part of the planning until we are able to resume in-person and asked Ms. Pizarro Winting to have that discussion with the Return to Work committee. Ms. Pizarro Winting responded that she will.

At 9:21 a.m., President Gonzalez Edmond announced that the Commission was moving into a closed session.

15. [21-095CS](#) **CLOSED SESSION - EXECUTIVE DIRECTOR'S PERFORMANCE EVALUATION** (*Pursuant to Paragraph (b)(1) of Section 54957 of the California Government Code*)

At 10:15 a.m., President Gonzalez Edmond reconvened the meeting and announced that no action was taken.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 10:15 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.

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