

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

**WEDNESDAY, DECEMBER 3, 2014
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Lawrence Keller, President
Robin Perry, Vice President



Charles Hicks Jr., Commissioner
Rick McGilton-McGlamery, Commissioner
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & DRAFT MINUTES

ROLL CALL

Commissioners Lawrence Keller, Robin Perry, Charles Hicks, Rick
Present: McGilton-McGlamery and Carolyn M. Smith Watts

Kandice Taylor-Sherwood, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Gary Anderson, Deputy City Attorney
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Personnel Analyst
Stacey Lewis, Assistant Director of Human Resources, Harbor

1. [14-237CS](#)

Recommendation to approve minutes:

- a. Regular Meeting of November 19, 2014*
- b. Dismissal Appeal 13-S-1314 Hearing of October 29 & November 5 & 12, 2014*

A motion was made by Commissioner McGilton-McGlamery, seconded by Commissioner Smith Watts, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Abstain: 1 - Lawrence Keller

A motion was made by Commissioner Smith Watts, seconded by Commissioner McGilton-McGlamery, to approve recommendation for Dismissal Appeal 13-S-1314 Minutes of October 29 & November 5 & 12, 2014. The motion carried by the following vote:

Yes: 3 - Lawrence Keller, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Abstain: 2 - Robin Perry and Charles Hicks

CONSENT CALENDAR (2-5):

Passed The Consent Calendar

On behalf of the Commission, the Secretary presented a Certificate of Appreciation to Estella Martinez, Police Officer for 29 years of service to the City and citizens of Long Beach. A representative from the Police Department was present to speak on her behalf.

A motion was made by Vice President Perry, seconded by Commissioner Hicks, to approve Consent Calendar Items. The motion carried by the following vote:

Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

2. [14-238CS](#)

Recommendation to approve examination results:

Administrative Analyst - 423 Applied, 58 Qualified
Carpenter - 84 Applied, 19 Qualified
Civil Engineer (Established 11/25/14) -46 Applied, 24 Qualified
*Electrical Engineer (Established 11/24/2014) - 4 Applied,
4 Qualified*
*Geographic Information Systems Technician (Established 11/19/14)
-120 Applied, 81 Qualified*
Marine Safety Sergeant - Boat Operator - 7 Applied, 4 Qualified
*Office Systems Analyst (Established 11/25/14) - 87 Applied,
35 Qualified*
Public Safety Dispatcher - 28 Applied, 28 Qualified
Senior Equipment Operator - Backhoe - 37 Applied, 20 Qualified
Senior Equipment Operator - Bulldozer - 20 Applied, 9 Qualified

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

3. [14-239CS](#)

Recommendation to receive and file retirement:

Mary Stephan/Clerk Typist II/Harbor (21 yrs., 21 days)

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

4. [14-240CS](#)

Recommendation to receive and file resignations:

Tim Skobel/Park Maintenance Supervisor/Harbor (8 yrs., 2 mos)
*Antonia Castro-Graham/Administrative Analyst/Harbor
(11 mos., 5 days)*
*Frances Bowman/Registered Nurse/HR Occupational Health
(8 yrs., 11 mos.)*

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

5. [14-241CS](#) **Recommendation to approve transfer:**
*Portia Smith/Assistant Administrative Analyst II/Harbor to Assistant
Administrative Analyst II/Development Services*

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

REGULAR AGENDA

6. [14-242CS](#) **RECOMMENDATION FOR SELECTIVE CERTIFICATION - *Business
Systems Specialist***
Communication from Kevin L. Wattier, General Manager, Water

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

Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick
McGilton-McGlamery and Carolyn M. Smith Watts

7. [14-243CS](#) **RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE - *Ivan
Ortega, Fleet Services Supervisor***
Communication from Russ Ficker, Administrative Analyst, Public
Works

**A motion was made by Commissioner Smith Watts, seconded
by Commissioner McGilton-McGlamery, to approve
recommendation. The motion carried by the following vote:**

Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick
McGilton-McGlamery and Carolyn M. Smith Watts

8. [14-244CS](#) **RECOMMENDATION TO APPROVE PROTEST OF EXAMINATION
ITEM(S) - Engineering Technician**
Staff report prepared by Sal Ambriz, Personnel Analyst

**A motion was made by Commissioner Smith Watts, seconded
by Commissioner McGilton-McGlamery, to approve
recommendation. The motion carried by the following vote:**

Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick
McGilton-McGlamery and Carolyn M. Smith Watts

9. [14-245CS](#) **RECOMMENDATION TO APPROVE REVISED CLASSIFICATION
SPECIFICATION - *Port Planner I-V***
a. Communication from Margaret Huebner, Director of Human
Resources, Harbor
b. Staff report prepared by Donna de Araujo, Personnel Analyst

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

Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick
McGilton-McGlamery and Carolyn M. Smith Watts

10. [14-246CS](#)

**RECOMMENDATION TO CREATE NEW CLASSIFICATION AND
ADOPT NEW CLASSIFICATION SPECIFICATION - *Commercial Diver
I-II and Supervisor, Commercial Diving***

- a. Communication from Margaret Huebner, Director of Human Resources, Harbor
- b. Staff reports prepared by Lourdes Ferrer & Donna de Araujo, Personnel Analysts

The Secretary briefed the Commission regarding this request, stating that after approval from Human Resources in the Harbor Department, the classification specifications were sent to the IAM representatives who followed up with significant edits to the proposed classification specifications. She stated that she and Ms. George agreed with many of their concerns and met with Subject Matter Experts and Harbor Department staff to discuss the requirements and IAM's concerns.

Stacey Lewis, Assistant Director of Human Resources, Harbor, addressed the Commission and requested that any questions regarding the classifications be directed to Neil Morrison, Managing Director of Engineer Design and Maintenance and Doug Larson, Harbor Marine Manager, the Subject Matter Experts for the specifications as well as the Director of Security, Randy Parson and Assistant Director of Security, Daniel McMullen, who were present to answer any questions.

Salvador Vasquez, Business Representative, IAM, stated concerns that the job is currently being preformed by the Harbor Dive team and with the current requirements as stated on the new classification specification, most of the dive team would not meet the minimum qualification to apply, and requested that this be taken into consideration.

Commissioner Hicks questioned if the duties that are outlined on the classification specification for Diver I-IV are the same as currently being performed by the Special Services Officers.

Eric St. Martin, Special Services Officer, addressed the Commission, stating that some duties from the lapse of contracts from some of the contractors doing the work were taken over by the dive team. He stated that the work that will be done in the future will be the same work they have already been performing. He stated that he has been diving for 20 years and there are other dive members that have been diving for almost that same amount of time.

Commissioner Hicks questioned specifically out of the 16 duties identified in the job specification, how many are being performed by the divers at the Harbor Department.

Mr. St. Martin stated that currently, the divers are not performing these duties, but have performed them in the past.

Commissioner Perry question if any of the other minimum qualifications would be a challenge to the current divers.

Shawn Williams, Special Services Officer, addressed the Commission, indicating that the minimum qualifications stated on the job classification are higher than what is needed for an entry level diver according to the industry standards. However, he stated that diver medic should have been included as a minimal qualification from the safety aspect of the classification. He also stated that although not individually, collectively the divers in the Harbor Department have been performing all of duties listed in the job classification. He stated that with the job specification as stated, only about one or two divers meet the minimum requirements.

Neil Morrison, Sr. Director of Engineer & Maintenance informed the Commission that for about five years, the Harbor Department have maintained on call contract diving services. He stated that for a short period of time about three years ago they used the security dive team, but since that time they have not used them. He stated that the Board of Harbor Commissioner charted them to put together an in-house dive team, to eliminate the need to contract services. He stated that the job specification established for the divers is based upon the requirements for the industry standards, and not to eliminate any of the current Special Service Officers diver from qualifying.

Commission Hicks stated his concerns regarding the minimum qualifications of a level I versus a level II diver.

Doug Larson, Harbor Marine Manager, addressed the Commission regarding the job specifications being stated as they are because it is important that divers know what they are doing. They were instructed to build a commercial dive team, which is deep water diving and requires a higher level of certification.

Commissioner Hicks questioned how the duties of the current Special

Service Officers - divers would change once commercial divers are hired.

Randy Parson, Director of Security, Harbor, stated that the duties of the current Special Service Officers would essentially be the same as they are now. He stated that the risk environment has changed dramatically since the team's first dive mission and there is a need for landside patrol, which will reduce the mission of the divers and the amount of time spent in the water. He stated that they would be doing minor maintenance work in the water mostly on security diver assets that are under water, some inspections and mostly training to keep their certifications up and the skill level that they need, otherwise they will be performing the duties of their classification, patrolling the harbor.

Commissioner Hicks questioned if there would be training opportunities throughout the port for current employees who would like to become commercial divers.

Mr. Morrison acknowledge that the Harbor department would make sure those on the dive team would maintain their required certifications.

Ms. Lewis stated that the Harbor department will work with the employees and IAM to ensure training is available, and to find out where the gaps are. She stated that anyone applying for this position will need to meet the minimum qualifications, because it is the goal of the Harbor Department to start the commercial diver team in February.

Salvador Vasquez, Business Representative, IAM, voiced his concerned of the current divers working of classification 70% of their time, and that this new classification is an opportunity for them to promote. However, the minimum qualifications would eliminate most of the Special Services Officers currently performing the duties. He requested the Commission table this item until safety issues could be discussed.

A motion was made by Commissioner Smith Watts, seconded by Commissioner McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

11. [14-247CS](#)

RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)

Staff report prepared by Kandice Taylor-Sherwood, Executive Director

Building Services Supervisor
Emergency Medical Educator
Marina Agent
Plumber
Public Safety Dispatcher
Senior Surveyor

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

Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

12. [14-248CS](#)

RECOMMENDATION TO APPROVE BULLETINS

Staff report prepared by Kandice Taylor-Sherwood, Executive Director

Commercial Diver
Maintenance Planner
Port Planner
Supervisor, Commercial Diving

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

Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

NEW BUSINESS

Commissioner Hicks requested the Secretary check into limiting the number of applications for jobs where large numbers of applications are received, and if there is a quantitative difference between the applications that are filed early versus the applications that are filed at the end of filing.

The Secretary informed the Commission quantitative research has been done on test takers in an academic environment comparing how well those arriving early to test to those arriving late. She also stated that when she surveyed 222 agencies for best practices, one strategy agencies indicated they were employing to control the numbers (40% - 50%) was limiting the number of applications.

Commissioner Hicks also stated he would like to discuss minimum qualification requirements where there is a range of grade levels associated with the classification.

MANAGERS' REPORT

The Secretary congratulated Sal Ambriz, Personnel Analyst (20 years), and Sharon Hamilton, Administrative Aide (15 years) for their service to the City of Long Beach and presented them with service pins.

The Secretary introduced Maria Alamo, newly hired Payroll/Personnel Assistant to the Commission and stated that she transferred from the Police Department.

She congratulated the interns on completing two workshops, for which they received positive feedback.

She also informed the Commission that she has made two new recruitment connections, Porter Gilberg LGBTQ Center of Long Beach and Autumn DeCosta Work for Warriors (Larry Allen), City of Long Beach Pro Veterans.

She acknowledged Marilyn Hall, Executive for the excellent job she does in preparing the Commission agendas, and thanked her for the support she provides to her and the Commission.

COMMENTS FROM PUBLIC – The Civil Service Commission will hear from members of the public on matters within the Commission’s jurisdiction.

Stacey Lewis, Assistant Director of Human Resources, Harbor, thanked Melinda, Sal and the Secretary for their support and input and stated that she was selected Employee of the Year for the Harbor Department.

DISCUSSION ON EXECUTIVE DIRECTOR APPROVING JOB BULLETINS

The Secretary briefed the Commission on changing the process of how we currently post job bulletins, proposing that if an analyst have bulletins that they would like to post the following week, every Friday staff would send the bulletins to the Commissioners with the recruitment strategies to review and approve. If the Commissioners have no problem with the bulletins, they would notify staff the following Monday, and the bulletins would be posted any time after 10:00 a.m on Monday. If a Commissioners have any concerns with a job bulletin, staff would agendaize it on the next regular Commission meeting agenda for discussion and approval. She stated that this would eliminate up to three weeks of delay in some instances in posting job bulletins and would better serve departments. Bulletins posted prior to the regular Commission meetings would be placed on the Consent Calendar for approval on the next Commission agenda.

The Commission requested that this item be placed on the next Commission agenda for Commission action.

ADJOURNMENT

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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