

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

**WEDNESDAY, OCTOBER 7, 2015
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Robin Perry, President
Rick McGilton-McGlamery, Vice President



Phyllis Arias, Commissioner
Charles Hicks Jr., Commissioner
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & DRAFT MINUTES

ROLL CALL

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

Kandice Taylor-Sherwood, Executive Director & Secretary
Crystal Slaten, Recruitment & Selection Officer
Robert Pfingsthorn, Administrative Officer
Marilyn Hall, Executive Assistant
Gary Anderson, Principal Deputy City Attorney
Lourdes Ferrer, Administrative Analyst
Debbie McCluster, Personnel Analyst
Donna de Araujo, Personnel Analyst
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
Stacey Lewis, Assistant Director of Human Resources, Harbor

FLAG SALUTE

1. [15-183CS](#) **Recommendation to approve minutes:**
Regular Meeting of September 16, 2015

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Robin Perry

Abstain: 2 - Rick McGilton-McGlamery and Phyllis Arias

CONSENT CALENDAR (2-8):

Passed the Consent Calendar

A motion was made by Vice President McGilton-McGlamery, seconded by Smith Watts, to approve Consent Calendar Items. The motion carried by the following vote:

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

2. [15-184CS](#)

Recommendation to approve examination results:

Housing Aide (Established 9/25/15) - 441 Applied, 114 Qualified

Microbiologist (Established 9/16/15) - 1 Applied, 1 Qualified

Registered Nurse (Established 10/01/15) - 13 Applied, 13 Qualified

Senior Program Manager - Harbor (Established 9/14/15) -

6 Applied, 1 Qualified

Storekeeper (Established 9/25/15) - 199 Applied, 38 Qualified

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

3. [15-185CS](#)

Recommendation to receive and file bulletins:

Motor Sweeper Operator

Police Officer - Lateral (Amended)

Senior Scheduler

Street Maintenance Supervisor

Surveyor

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

4. [15-186CS](#)

Recommendation to receive and file retirements:

Denise L. Root/Fire Engineer/Fire (14 yrs., 2 mos.)
Jerry M. Gibbs/Police Sergeant/Police (22 yrs., 8 mos.)
Mario A. Razo/Police Officer/Police (30 yrs., 15 days)
Ralph J. Regalado/Special Sers Officer III-Armed/Police
(29 yrs., 10 mos.)
Clarke Latimer Jr./Carpenter/Harbor (7 yrs., 3 mos.)
John E. Wills/Administrative Analyst II/Harbor (20 yrs., 3 mos.)

On behalf of the Commission, the Secretary presented a Certificate of Appreciation to Mario A. Razo, Police Officer, for 30 years of dedicated service to the City and citizens of Long Beach. The Commission congratulated Mr. Razo on his retirement and wished him well.

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

5. [15-187CS](#)

Recommendation to receive and file resignations:

Cody E. Eitner/Ambulance Operator/Fire (1 yr., 2 mos.)
Gregory M. Gabel/Firefighter/Fire (9 yrs., 5 mos.)
Diana E. Hernandez/Public Safety Dispatcher I/Fire (4 months)
Joshua J. Rosenstein/Firefighter/Fire (5 yrs., 11 mos.)
Brian P. Saheb/Ambulance Operator/Fire (1 yr., 1 mo.)
Juan Gonzales Garcia/Accounting Clerk II/Harbor (5 yrs., 3 mos.)
John A. Shea/Port Security Systems Operator III/Harbor
(5 yrs. 1 mos.)
Merrilyn L. Kelly/School Guard/Police (28 days)
Steven Silva/Special Services Officer III-Armed/Police
(9 yrs., 2 mos.)
Christopher R. Garcia/Storekeeper II/Water (7 yrs., 6 mos.)

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

6. [15-188CS](#)

Recommendation to approve schedule for hearings:

Suspension Appeal 12-S-1415, Suggested Date

November 18, 2015

Dismissal Appeal 14-D-1415, Suggested Dates

December 9 & 16, 2015

Suspension Appeal 13-S-1415, Suggested Date

January 6, 2016

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

7. [15-189CS](#)

Recommendation to approve reschedule for hearing:

Suspension Appeal 28-S-1314, Suggested Date

November 11, 2015

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

8. [15-190CS](#)

Recommendation to withdraw appeal:

Dismissal Appeal (07-D-1415)

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

REGULAR AGENDA

9. [15-191CS](#)

RECOMMENDATION FOR PROVISIONAL APPOINTMENT -

Laura Sansenbach, Communications Center Coordinator
*Communication from Reginald Harrison, Director, Disaster
Preparedness & Emergency Communications*

The Secretary briefed the Commission regarding this request.

Mr. Harrison was present and thanked the Commission for their approval of this request. He informed the Commission that the vacancy factor 25% Fire and Police has been reduced to 5 % & 10%, since Ms. Sansenbach has been acting in the position of Communications Center Coordinator. He stated that he will provide the Commission with updates on the cross-training and consolidation process, which will ultimately provide greater benefits to the citizens and City of Long Beach.

A motion was made by Hicks, seconded by Smith Watts, to approve recommendation. The motion carried by the following vote:

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

10. [15-192CS](#)

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

*Staff report prepared by Kandice Taylor-Sherwood, Executive
Director*

Ambulance Operator (**3 months**)
Assistant Administrative Analyst (**1 month**)
Business Systems Specialist
Capital Projects Coordinator (**3 months**)
Civil Engineer (**3 months**)
Civil Engineering Associate (**3 months**)
Customer Service Representative (**3 months**)
Equipment Operator (**3 months**)
Gardener
Neighborhood Services Specialist
Office Automation Analyst (**3 months**)
Port Planner (**3 months**)
Public Safety Dispatcher
Senior Civil Engineer (**3 months**)
Systems Technician

The Secretary briefed the Commission regarding this item.

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

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

11. [15-193CS](#)

RECOMMENDATION TO APPROVE BULLETIN - Fire Captain

*Staff report prepared by Kandice Taylor-Sherwood, Executive
Director*

The Secretary briefed the Commission regarding this request.

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

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

NEW BUSINESS

President Perry informed the Commission that he attended the event Breaking Through Lighting the Way, at the Long Beach Public Library, spearheaded by Commissioner Smith Watts, highlighting the history and contributions of 12 African American women to the City of Long Beach. He acknowledged Commissioner Smith Watts for the outstanding job she did in spearheading this event.

President Perry introduced newly appointed Civil Service Commissioner Phyllis Arias, and welcomed her to the Commission.

Commissioner Arias thanked President Perry and stated that she has an extensive background in the merit system and disciplinary matters and is excited and looking forward to serving on the Civil Service Commission.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten informed the Commission that she and members of her staff attended a Job Analysis Training in Santa Rosa, which will aid staff when developing job tasks and duties. She also stated that she and staff members attended a local training regarding Test Security, which was an eye opener on how examinations are conducted. Staff will also be attending the 2015 Copswest Training & Expo at the Long Beach Convention Center next week.

The Secretary informed the Commission that she wants to acknowledge Caprice McDonald, Special Projects Officer, who is currently out of the office due to a family emergency, for her accomplishment in completing two important task before the year-end closing: finalizing the contracts for Montage, which is a video and voice interviewing service that allows for real time interviewing. It also allows an applicant to record a short video that highlights their skill sets that can be store; and Lynda.com, which is an online training service that allows you to purchase seats that can be shared among staff for all types of training. It allows flexibility to meet immediate training needs.

She thanked Ms. Hall for the Commissions' receptions, and also echoed on President Perry's acknowledgement of Commissioner Smith Watts for the serving leadership she provides to the Community. The Secretary thanked Mr. Pfingsthorn for the outstanding job he did in establishing a matrix to determine how long it takes to do examinations, something that was never in place before. Great tool.

The Secretary informed the Commission that while at the SCPMA-HR Conference, she attended a very interesting session on Civil Service Reform.

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

William Gwinn, Parking Control Checker, Public Works Department, addressed the Commission regarding the Motor Sweeper Operator examination that is currently opened, with a filing closing date of Friday, October 9, 2015. He expressed the concerns of him and his co-workers in the same position, cross-trained as Motor Sweeper Operators, filling in for over two years when the department is shorthanded on Motor Sweeper Operators, due to vacation and sick time for employees. The problem they are having is that the position of Motor Sweeper Operator closes Friday and even though they have been filling in, doing the job, the requirement to file is that they must have a commercial license A or B at the time of closing, even though the vehicles currently being used do not require a commercial license. He stated that most of them do have a Class B permit, and are asking for an exception be made to allow them to apply for the position.

Commissioner Hicks questioned why are these employees currently being able to drive the Motor Sweeper Operator trucks if a commercial license is needed.

Russ Ficker, Administrative Officer, Public Works, stated that employees are also assigned to operate the rollout trucks that the Street Sweeper empty when those employees are not available. Current Street Sweeper do not require a commercial license, but the new vehicles which are on order and will be arriving shortly will require a commercial license. Mr. Ficker stated that employees hired under the previous job bulletins where commercial license were not required will be required to obtain a commercial license once these vehicles arrive. Public Works have conferred with the IAM to allow the time for current Motor Sweeper Operators who do not have the commercial license to obtain one.

Gary Anderson, Principal Deputy City Attorney and Commission Advisor suggested the Commission calendar this matter to be discussed on a regular Commission agenda, and to communicate to staff to investigate the matter.

Commissioner Hicks requested that the item be agendized for the next regular Commission meeting.

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 City Clerk Department at (562) 570-6101, 72 hours prior to the Commission meeting.

Kung ang nakasulat na pagsasalin-wika ng adyenda at mga katitikan ng Komisyon ay hinahangad para sa mga taong hindi nagsasalita ng Ingles mangyaring gawin ang iyong kahilingan sa pamamagitan ng telepono sa Kagawaran ng Klerk ng Lunsod sa (562) 570-6101, 72 pitong oras bago ang pulong ng Komisyon.

Si desea obtener la traducción lingüística escrita de la agenda y las actas de la Comisión para las personas que no hablan inglés, realice su pedido por teléfono al Departamento de la Secretaría Municipal al (562) 570-6101, 72 horas antes de la reunión de la Comisión.

បើលោកអ្នកមិនចេះនិយាយភាសាអង់គ្លេស ហើយត្រូវការរបៀបវារៈនៃកិច្ចប្រជុំគណៈកម្មាធិការ និងរបាយការណ៍នៃកិច្ចប្រជុំគណៈកម្មាធិការ ជាសំណើប្រែសម្រួលលាយលក្ខណ៍អក្សរទៅជា ភាសាបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានសៀវភៅសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 អោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវប្រារព្ធធ្វើឡើង។