

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

**WEDNESDAY, NOVEMBER 4, 2015  
1800 EAST WARDLOW ROAD  
LONG BEACH CA 90807, 9:00 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

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**FINISHED AGENDA & 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  
Caprice McDonald, Special Projects 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  
Dana Anderson, Personnel Analyst, Human Resources  
Ken Bott, Administrative Officer, Water

**FLAG SALUTE**

1. [15-200CS](#)

**Recommendation to approve minutes:**

*Regular Minutes of October 21, 2015*

*Dismissal Hearing 37-D-1213 Minutes of October 7 & 14, 2015*

**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

**A motion was made by Vice President McGilton-McGlamery, seconded by Hicks, to approve recommendation for Dismissal Appeal 37-D-1213 minutes of October 7 & 14, 2015. Commissioner Smith-Watts abstained from voting as she was not present for the hearing. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

**Abstain:** 1 - Carolyn M. Smith Watts

**CONSENT CALENDAR 2-4:**

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. [15-201CS](#)

**Recommendation to approve examination results:**

*Animal Services Operations Supervisor (Established 10/26/15)*

*37 Applied, 2 Qualified*

*Customer Services Supervisor (Established 10/23/15)*

*177 Applied, 13 Qualified*

*Permit Technician (Established 10/16/15) - 174 Applied, 8 Qualified*

*Senior Scheduler (Established 10/26/15) - 4 Applied, 4 Qualified*

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

3. [15-202CS](#)

**Recommendation to receive and file bulletins:**

*Airport Operations Specialist*

*Community Information Specialist*

*Criminalist*

*Library Clerk*

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

4. [15-203CS](#)

**Recommendation to receive and file resignations:**

*Larashanda Wheeler/Public Safety Dispatcher I/Police*

*(4 mos., 13 days)*

*Istvan Szabo/Maintenance Assistant II/Parks, Recreation and*

*Marine (6 mos., 27 days)*

*Dewahn J. Brooks/Refuse Supervisor/Public Works*

*(18 yrs., 2 mos.)*

*Jose A. Rangel/Refuse Operator/Public Works (3 weeks)*

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

**REGULAR AGENDA**

5. [15-204CS](#)

**RECOMMENDATION FOR SELECTIVE CERTIFICATION -**

Customer Service Representative

*Communication from Sandra Aguilar, Personnel Officer, Long Beach Gas & Oil Department*

The Secretary briefed the Commission regarding this request.

**A motion was made by Commissioner Arias, 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

6. [15-205CS](#)

**RECOMMENDATION FOR SELECTIVE CERTIFICATION - Clerk**

Typist

*Communication from Christopher J. Garner, General Manager, Long Beach Water Department*

The Secretary briefed the Commission regarding this request.

**A motion was made by Vice President McGilton-McGlamery, seconded by Commissioner Arias, 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

7. [15-206CS](#)

**RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION - Criminalist**

a. Communication from Alex Basquez, Director of Human Resources

b. Staff report prepared by Shellie Goings, Personnel Analyst

The Secretary briefed the Commission regarding this request.

**A motion was made by Hicks, seconded by Commissioner Arias, 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

8. [15-207CS](#)

**RECOMMENDATION FOR TEMPORARY REASSIGNMENT FOR  
REHABILITATION - *Efren Virgen, Refuse Operator to Customer  
Service Representative***

- a. Communication from Russ Ficker, Administrative Officer, Public Works
- b. Staff report prepared by Donna de Araujo, Personnel Analyst

The Secretary briefed the Commission regarding this request.

**A motion was made by Commissioner Arias, 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

9. [15-208CS](#)

**RECOMMENDATION TO APPROVE PROTEST OF  
EXAMINATION ITEM(S) - Fire Captain**

*Staff Report prepared by Lourdes Ferrer, Administrative Analyst*

Ms. Ferrer briefed the Commission regarding this item.

**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

10. [15-209CS](#)

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

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

Accounting Clerk  
Accounting Technician  
Civil Engineer  
Construction Inspector (**1 month**)  
Department Librarian  
Fire Recruit (**3 months**)  
Geographic Information Systems Technician  
Microbiologist  
Personnel Analyst  
Public Safety Dispatcher  
Recycling Specialist  
Senior Mechanical Inspector  
Traffic Engineering Associate

The Secretary briefed the Commission regarding this request.

**A motion was made by Smith Watts, 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

11. [15-210CS](#)

**RECOMMENDATION TO APPROVE BULLETIN - Refuse**

Operator

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

The Secretary briefed the Commission regarding this request.

**A motion was made by Commissioner Arias, 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

## **NEW BUSINESS**

Commissioner Perry questioned Civil Service staff as to why candidates are dropping out of the recruitment process and not showing up to their interviews.

Commissioner Hicks suggested that staff should administer in-depth exit interviews, which could possibly limit resignations from public safety positions within the City.

The Secretary informed the Commission that she and Ms. Slaten met with Public Safety representatives regarding pending retirements and filling those vacancies right away. She also stated that she met with Alex Basquez, Director of Human Resources, and Cynthia Stafford, Deputy Director of Human Resources, regarding exit interviews and being proactive in conducting interviews to gather retention data.

**MANAGERS' REPORT**

**Recruitment & Selection**

**Special Projects**

**Administration Support Services**

**Executive Director**

Ms. Slaten informed the Commission that Deborah McCluster, Personnel Analyst and Rathsara Gunasekara, Administrative Analyst will be attending a Career Day at California State University, Long Beach today. Shellie Goings, Personnel Analyst, and Sheree Valdoria, Personnel Analyst will be attending the Vets Fest at Houghton Park in Long Beach on Saturday. Ms. Slaten also informed the Commission that she and Kandice have met with public safety representatives regarding the 'Day in the Life of a Police Officer' video.

Commissioner Hicks suggested that staff do a video on A Day in the Life of a Civil Service, Water, and/or Harbor Commissioner.

Ms. McDonald informed the Commission that she is working on a job page, which would allow Human Resources to upload Unclassified positions on the page so that the public will have access to all positions within the City.

Mr. Pfingsthorn informed the Commission that Barbara Curtis has been managing our social media, which has increased in Twitter, LinkedIn, Facebook, and Instagram followers.

The Secretary informed the Commission that a Civil Service newsletter is forecoming, stating that it will be a casual letter of Civil Service annual reports, highlighting the results of three surveys (agencies who provided raters for interviews, candidates, and Subject Matter Experts/Administrative Officers) to provide feedback on our processes. The newsletter will also highlight things we are doing as a department (metrics, goals for next year). She acknowledged and thanked Lydia Trujillo, Clerk Typist, for her assistance with the initial design of the newsletter.

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

**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។