

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

**WEDNESDAY, DECEMBER 2, 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

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**FINISHED AGENDA & MINUTES**

**ROLL CALL**

**Commissioners** Charles Hicks, Carolyn M. Smith Watts, Rick

**Present:** McGilton-McGlamery and Phyllis Arias

**Commissioners** Robin Perry

**Absent:**

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  
Nani Blyleven, Personnel Analyst, Human Resources  
Stacey Lewis, Assistant Director of Human Resources, Harbor

**FLAG SALUTE**

1. [15-222CS](#)

**Recommendation to approve minutes:**

*Regular Minutes of November 18, 2015*

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

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery and Phyllis Arias

**Absent:** 1 - Robin Perry

**CONSENT CALENDAR 2-5:**

Passed the Consent Calendar

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

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery and Phyllis Arias

**Absent:** 1 - Robin Perry

2. [15-223CS](#)

**Recommendation to approve examination results:**

*Aquatics Supervisor (Established 11/16/15) - 38 Applied,  
4 Qualified*

*Plan Checker - Mechanical (Established 11/23/15) - 29 Applied,  
4 Qualified*

*Senior Scheduler (Established 11/23/15) - 20 Applied, 7 Qualified*

*Special Services Officer (Established 11/19/15)m - 36 Applied,  
36 Qualified*

*Street Maintenance Supervisor (Established 11/23/15) - 42 Applied,  
10 Qualified*

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

3. [15-224CS](#)

**Recommendation to receive and file bulletins:**

*Hazardous Materials Specialist*  
*Senior Plumbing Inspector*  
*Supervisor - Stores & Property*

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

4. [15-225CS](#)

**Recommendation to receive and file resignations:**

*Cherry Villanueva/Environmental Health Specialist II/Health*  
*(8 yrs., 11 mos.)*  
*Roslind R. Boger/Community Services Supervisor/Parks,*  
*Recreation & Marine (23 yrs., 4 mos.)*  
*Aileen Bohning/Public Safety Dispatcher II/Police (1 yr., 5 mos.)*  
*Daniel Wollenberg/Police Officer/Police (6 mos., 15 days)*

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

5. [15-226CS](#)

**Recommendation to receive and file withdraw appeal:**

*Dismissal Appeal 14-D-1415*

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

**REGULAR AGENDA**

6. [15-227CS](#)

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

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

Building Services Supervisor (1 month)  
Business Systems Specialist  
Carpenter (2 months)  
Deputy Chief Harbor Engineer (2 months)  
Engineering Technician  
Environmental Specialist (6/11/15 & 6/24/15) (3 months)  
General Maintenance Assistant (3 months)  
Police Property & Supply Clerk  
Police Recruit (NTN) (3 months)  
Police Recruit (Post Waiver) (3 months)  
Public Health Nutritionist  
Public Safety Dispatcher (12/3/14, 6/4/14 & 12/17/14)  
Public Safety Dispatcher - Lateral  
Senior Equipment Operator - Backhoe  
Senior Equipment Operator - Bulldozer  
Senior Program Manager - Water  
Senior Traffic Engineer

The Secretary briefed the Commission regarding this request. She informed the Commission that the Financial Management Department requested a one month extension to the Administrative Analyst eligible list, retroactive to December 1, 2015.

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

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Rick  
McGilton-McGlamery and Phyllis Arias

**Absent:** 1 - Robin Perry

## **NEW BUSINESS**

Commissioner Hicks requested an update on the status of the request for a description of the Special Services Officer position duties related to the Airport and Harbor Departments.

Ms. Slaten informed the Commission that staff is working on the request.

Gary Anderson, Principal Deputy City Attorney and Commission Advisor, informed the Commission that a Meet & Confer will be taking place with Human Resources, the Police Department, and Special Services Officers, to clarify the job duties for Special Services Officer. He stated that after the Meet & Confer, staff will be able to provide the information regarding the Special Services Officer job duties.

Commissioner Arias inquired about the status of the Welder job bulletin requirements to file. Ms. Slaten informed the Commission that the job bulletin was pulled, and staff will be discussing the necessary changes to the bulletin.

The Secretary informed the Commission that staff is also working on their request for a briefing regarding background investigations.

## **MANAGERS' REPORT**

### **Recruitment & Selection**

### **Special Projects**

### **Administration Support Services**

### **Executive Director**

Ms. Slaten informed the Commission that the Civil Service staff conducted the appraisal interview phase of the Fire Captain examination at the EEOC on Monday and Tuesday. She also informed the Commission that over 400 applications have been received for Parking Control Checker.

Ms. McDonald informed the Commission that she will be attending a training for Montage, which will allow departments to interview job applicants through video interviewing.

The Secretary informed the Commission that National Testing Network (NTN) will be partnering with the City of Long Beach in their testing development process for different levels in public safety. She stated that this is a great opportunity for the City of Long Beach to participate in the redevelopment of new and innovative ways of testing.

**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 Department, thanked the Civil Service Department for the collaboration of timely recruitment, certification, and batching of applications. Ms. Lewis also thanked the Civil Service Department, on behalf of the Long Beach Unified School District Commission, for support of raters from the City of Long Beach to conduct examinations.

**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.

បើមានការចង់បានឱ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ: នឹងកំណត់ហេតុឱ្យអ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។