

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

**WEDNESDAY, OCTOBER 4, 2017
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Phyllis Arias, President
Carolyn M. Smith Watts, Vice President



Charles Hicks Jr., Commissioner
Rick McGilton-McGlamery, Commissioner
Robin Perry, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & MINUTES

FLAG SALUTE

President Arias acknowledged Marine Safety Chief Gonzalo Medina, who received the Centro Cha's award for Excellence in Public Safety. President Arias asked Chief Medina to lead the Pledge of Allegiance.

President Arias requested a moment of silence for the victims of the Las Vegas mass shooting.

ROLL CALL

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

Kandice Taylor-Sherwood, Executive Director & Secretary
Crystal Slaten, Recruitment & Selection Officer
Caprice McDonald, Special Projects Officer
Maria Alamo, Acting Special Projects Officer
Rose Katsuki, Executive Assistant
Gary Anderson, Principal Deputy City Attorney
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
David Espinoza, Personnel Analyst
Maria Macias, Personnel Assistant
Alex Basquez, Director, Human Resources
Meg Rau, Human Resources Officer, Personnel Operations Division, Human Resources
Wally Hebeish, Deputy Chief, Support Bureau, Police
Alex Avila, Commander, Security Services Division, Police
Paula Gallegos, Personnel Administrator, Police
Randy Parsons, Director of Security, Harbor
Drew Schneider, Assistant Director of Security, Harbor
Casey Hehr, Assistant Director of Security, Harbor
Ron Marquez, Manager of Security Operations, Harbor
Stacey Lewis, Director of Human Resources, Harbor
Sheryl Bender, Senior Human Resources Representative, Harbor
Jess Romo, Director, Long Beach Airport
Gonzalo Medina, Marine Safety Chief, Fire

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

Wendell Phillips, General Counsel for ALBE (Association of Long Beach Employees), addressed the Commission regarding the status of pending hearings of ALBE-represented employees.

11. [17-202CS](#)

EXECUTIVE SESSION - Discussion on status of Special Services Officer and Civil Service role in Classification Specifications.

President Arias requested that Agenda Item #11 (17-202CS) be addressed at the beginning of the Civil Service Commission meeting.

There was discussion on status of the Special Services Officer classification and position specifications. Commissioner Perry suggested to calendar the matter for 60 days, and requested a status update from Human Resources and Civil Service in that timeframe.

A motion was made by Commissioner Perry, seconded by Commissioner McGilton-McGlamery, to calendar Agenda Item #17-202CS for 60 days, to the Civil Service Commission meeting on December 6, 2017. The motion carried by the following vote:

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

1. [17-193CS](#)

Recommendation to approve minutes:

Regular Meeting of September 20, 2017

Suspension Hearing 02-S-1617 Minutes of June 21, 2017

Suspension Hearing 20-S-1516 Minutes of July 5 & 12, 2017

A motion was made by Commissioner Perry, seconded by Commissioner McGilton-McGlamery, to approve recommendation of the Regular Meeting minutes of September 20, 2017. The motion carried by the following vote:

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

A motion was made by Vice President Smith Watts, seconded by Commissioner Hicks, to approve recommendation to approve Suspension Hearing 02-S-1617 minutes of June 21, 2017. The motion carried by the following vote:

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

A motion was made by Commissioner McGilton-McGlamery, seconded by Vice President Smith Watts, to approve recommendation to approve Suspension Hearing 20-S-1516 minutes of July 5 & 12, 2017. The motion carried by the following vote:

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

CONSENT CALENDAR (2-7):

Passed the Consent Calendar

A motion was made by Commissioner Perry, seconded by Commissioner McGilton-McGlamery, to approve Consent Calendar Items, except for items. The motion carried by the following vote:

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

2. [17-194CS](#)

Recommendation to approve examination results:

Civil Engineer Test #02 (Established 9/29/17)
Development Project Manager (Established 9/26/17)
Nurse Practitioner Test #01 (Established 9/29/17)
Senior Program Manager - Water Test #01 (Established 9/29/17)
Terminal Services Representative Test #01 (Established 9/28/17)

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

3. [17-195CS](#)

Recommendation to receive and file bulletin(s):

Construction Inspector
Gas Maintenance Supervisor
Hazardous Waste Coordinator
Public Health Nurse
Systems Support Specialist

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

4. [17-196CS](#)

Recommendation to receive and file retirement(s):

Yvonne Broudreux/School Guard/Police (4 yrs., 7 mos.)
James Fisk/Real Estate Project Coordinator III/Economic & Property Development (16 yrs., 7 mos.)
Ronald Gaines/Refuse Operator I/Public Works (6 yrs., 11 mos.)
Melvin Kimble/Maintenance Assistant I/Health (25 yrs., 5 mos.)

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

5. [17-197CS](#)

Recommendation to receive and file resignation(s):

*Joshua Weaver/Garage Service Attendant I/Public Works (7 mos.)
Karina Diaz/Public Health Nutritionist I/Health (3 yrs., 11 mos.)
Johnny Mai/Police Property & Supply Clerk I/Police (2 yrs., 5 mos.)
Kenneth Bray/Special Services Officer/Airport (1 yr., 3 mos.)
Aaron Golden/Parking Control Checker/Public Works (6 mos., 1 day)*

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

6. [17-198CS](#)

Recommendation to approve transfer(s):

*Matthew Depew/Storekeeper I/Gas & Oil to Storekeeper II/Fire
Natalie Gonzalez/Assistant Administrative Analyst I/Financial
Management to Assistant Administrative Analyst II/Public Works
Lucy Hong/Senior Accountant/Financial Management to Senior
Accountant/Gas & Oil*

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

7. [17-199CS](#)

Recommendation to approve reschedule for hearing(s):

*Dismissal Appeal 21-D-1617, Suggested Dates October 18 & 25,
2017
Dismissal Appeal 22-D-1617, Suggested Dates November 1 & 8,
2017
Dismissal Appeal 23-D-1617, Suggested Dates November 15 & 29,
2017
Dismissal Appeal 24-D-1617, Suggested Dates December 6 & 13,
2017
Suspension Appeal 11-S-1617, Suggested Date December 20, 2017
Suspension Appeal 01-S-1617, Suggested Date December 27, 2017*

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

REGULAR AGENDA

8. [17-200CS](#) **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD**
- Anthony Pacileo, Special Services Officer III
*Communication from Stacey Lewis, Director of Human Resources,
Harbor*

**A motion was made by Commissioner Hicks, seconded by
Commissioner Perry, to continue Agenda Item #17-200CS to the
next Civil Service Commission meeting on October 18, 2017.**

The motion carried by the following vote:

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

9. [17-192CS](#) ~~RECOMMENDATION TO APPROVE PROTEST OF EXAMINATION
ITEM(S) (Police Lieutenant)
Staff Report prepared by Sherree Valdoria, Personnel Analyst-~~
DELETED

This CS-Agenda Item #17-192CS was withdrawn.

10. [17-201CS](#)

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

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

*BUSINESS SYSTEMS SPECIALIST (H67AN-16) TEST #06
(10/21/2017) - 3 months*

CEMENT FINISHER (I13AN-17) TEST #01 (10/13/2017)

*COMBINATION BUILDING INSPECTOR (K87NN-17) TEST #03
(10/24/2017) - 3 months*

*COMMUNICATION SPECIALIST (H68AN-16) TEST #03 (10/04/2017)
- 3 months*

ELECTRICIAN (I15NN-17) TEST #01 (10/05/2017)

ELECTRICIAN (I15NN-17) TEST #02 (10/31/2017)

ENGINEERING AIDE (K22AN-16) (10/24/2017)

GEOLOGIST (K25AN-17) TEST #01 (10/28/2017)

MARINE SAFETY OFFICER (H14NN-17) TEST #01 (10/18/2017)

*PETROLEUM OPERATIONS COORDINATOR (K45AN-16) TEST #02
(10/7/2017)*

*PUBLIC SAFETY DISPATCHER (J45AN-17A) TEST #04
(10/24/2017)*

*PUBLIC SFAETY DISPATCHER - LATERAL (J45AN-17C) TEST #04
(10/24/2017)*

*PUBLIC SAFETY DISPATCHER - POST WAIVER (J45AN-17B)
TEST #04 (10/24/2017)*

REFUSE OPERATOR (JA2AN-17B) TEST #01 (10/24/2017)

SENIOR TRAFFIC ENGINEER (K68NN-16) TEST #02 (10/25/2017)

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

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

12. [17-203CS](#) **EXECUTIVE SESSION** - Civil Service authority to meet and confer with Union(s) on its own behalf. - **PULLED.**

President Arias requested to pull Agenda Item #12 17-203CS.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten, welcomed new Assistant Administrative Analysts An Lan Thi Pham, and Kristoffer Ruben Ramos; both of whom started with the Civil Service Department today.

Ms. Pham and Mr. Ramos introduced themselves to the Commission and stated they are excited to begin working in the Civil Service Department.

Ms. Slaten updated the Commission on the ongoing Administrative Analyst examination.

Ms. Slaten thanked Ms. Alamo for the efficient manner in which her staff, including Beatriz Lacerda, Rathsara Gunasekara, Sierrah Roberts, processed the FY17 year-end close.

Ms. Slaten updated the Commission on the status of recruiting and testing for the Police and Fire Departments.

Ms. Slaten explained the challenges faced in moving from traditional examinations on paper to an electronic testing process.

Ms. McDonald updated the Commission on the on-line requisition that Human Resources and Civil Service collaborated on. The on-line requisition will streamline the hiring process and reduce the amount of time it takes to process paperwork.

Ms. Alamo commended her staff, Beatriz Lacerda, Rathsara Gunasekara, and Sierrah Roberts, for their extraordinary efforts in closing FY17 so efficiently.

Ms. McDonald also commended Sharon Hamilton and Keion Bryant for their dedication and efforts to assist her with special project deadlines.

Ms. Taylor-Sherwood thanked her entire staff for their efforts in making the Civil Service Department operate efficiently.

Ms. Taylor-Sherwood thanked Ms. Alamo and her staff for their hard work and patience, as they are frequently the last stop for critical department processes, such as paying bills and processing requisitions.

Ms. Taylor-Sherwood introduced Ms. Sofia Style, FUSE Fellow. Ms. Style was selected

through an extensive interview process to analyze hiring processes in the city of Long Beach, conduct needs surveys, and identify and introduce efficiencies.

Ms. Style provided the Commission with her prior work experience and stated she looks forward to meeting with as many people as possible to provide analyses, make recommendations and assist in streamlining Human Resources and Civil Service processes.

UNFINISHED BUSINESS

Ms. Taylor-Sherwood provided a status report on recommendations for streamlining Civil Service processes and items the Commission may want to delegate to the Executive Director. Ms. Taylor-Sherwood said President Arias and Commissioner Hicks led the committee and provided additional recommendations. Ms. Taylor-Sherwood will work with her staff to add the committee's recommendations, obtain guidance from Gary Anderson, Principal Deputy City Attorney, and will provide an update report to the Commission.

NEW BUSINESS

Commissioner McGilton-McGlamery announced that the AIDS Walk Long Beach, is scheduled for November 5, 2017. Funds raised will support services provided by The LGBTQ Center Long Beach. A supply of flyers was made available to attendees of the Civil Service Commission meeting to obtain more information on the AIDS walk and how to participate.

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

Richard Suarez, Representative of the Grand Lodge of the IAM, was pleased that the Commission is looking at the Special Services Officer classification, and explained that the IAM wants to participate in future discussions regarding the classification.

Nicholas Colbert, Special Services Officer at the Long Beach Airport, addressed the Commission, and thanked Commissioner Hicks for his interest and concern regarding the Special Services Officer classification matter.

ADJOURNMENT

NO HEARING

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 pagpulong 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.

បើមានការចង់បានឱ្យមានការបកប្រែឯកសារស្តីពីរបៀបវារៈ និងកំណត់ហេតុឱ្យអ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យស្មៅនៃក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។