

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

**WEDNESDAY, DECEMBER 5, 2018
333 W. OCEAN BLVD, 7TH FLOOR
CIVIL SERVICE BOARDROOM, 8:00 AM**

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



Joel Garnica, Commissioner
Susana Gonzalez Edmond, Commissioner
Heather Morrison, Commissioner

David P. Honey, Interim Executive Director

FINISHED AGENDA & MINUTES

President Arias called the meeting to order at 8:06 a.m.

FLAG SALUTE

President Arias requested a moment of silence in honor and memory of former President George H. W. Bush.

President Arias asked Commissioner Joel Garnica to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Joel Garnica, Susana Gonzalez Edmond, Carolyn M. Smith

Present: Watts and Phyllis O. Arias

Commissioners Heather Morrison

Absent:

NOTE: Vice President Smith Watts arrived to the Commission meeting at 8:16 a.m., and was present to vote on Agenda Item No. 2.

David P. Honey, Interim Executive Director and Secretary
Crystal Slaten, Deputy Director, and Recruitment and Selection Officer
Caprice McDonald, Special Projects Officer
Liz Rodriguez, Interim Executive Assistant
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst

Stanley Wang, Personnel Analyst
Carolyn Pen, Administrative Analyst
An Lan Pham-Jenkins, Assistant Administrative Analyst
Kris Ramos, Assistant Administrative Analyst
Maria Macias, Personnel Assistant
Keion Bryant, Sr., Administrative Analyst-NC
Monica Kilaita, Deputy City Attorney
Jonathan Nagayama, City Clerk Specialist
Sandy Witz, Assistant Director of Human Resources, Harbor Department
Paula Gallegos, Personnel Administrator, Police Department
Karen Owens, Administrator, Police Department
Robert Grego, Battalion Chief, Fire Department
Michael Caputo, Fire Captain, Fire Department
Allen McClafferty, Firefighter, Fire Department
Michael Goldschmidt, Interim Manager-Administration, Fire Department
Kathleen Piper, Secretary, Fire Department
Omar Ramos, Administrative Analyst, Human Resources Department
Victoria Love, Business Representative, International Association of Machinists and Aerospace Workers (IAM)

President Arias welcomed Liz Rodriguez and Jonathan Nagayama who are filling in for Rose Katsuki until a permanent replacement is found.

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

1. [18-227CS](#) **Recommendation to approve minutes:**
Regular Meeting of November 14, 2018
Dismissal Hearing 25-D-1617 Minutes of September 12 & 19, and
October 3, 2018
Dismissal Hearing 30-D-1617 Minutes of October 10, 17, 24, & 31,
2018

A motion was made by Commissioner Edmond, seconded by Commissioner Garnica, to approve the Regular Minutes of November 14, 2018. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Susana Gonzalez Edmond and Phyllis O. Arias

Absent: 2 - Heather Morrison and Carolyn M. Smith Watts

A motion was made by Commissioner Garnica, seconded by Commissioner Edmond, to approve the minutes of the dismissal Hearing 25-D-1617 Minutes of September 12 & 19, and October 3, 2018. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Susana Gonzalez Edmond and Phyllis O. Arias

Absent: 2 - Heather Morrison and Carolyn M. Smith Watts

A motion was made by Commissioner Edmond, seconded by Commissioner Garnica, to approve the minutes of the dismissal Hearing 30-D-1617 Minutes of October 10, 17, 24, & 31, 2018. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Susana Gonzalez Edmond and Phyllis O. Arias

Absent: 2 - Heather Morrison and Carolyn M. Smith Watts

CONSENT CALENDAR (2 - 11):

President Arias announced the Office Systems Analyst (ND4AN-18) Test #01 (6/8/2018) Expiring Eligible List was removed from Item 9 and provided an update on Provisional Appointee hiring practices regarding Items 10 and 11.

Ms. Slaten and Karen Owens Administrator with the Long Beach Police Department provided additional comments regarding Items 10 and 11; and announced the new practices worked well.

Passed the Consent Calendar

A motion was made by Commissioner Garnica, seconded by Commissioner Edmond, to approve Consent Calendar Items 2 - 11, as amended, except for Item 2. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Susana Gonzalez Edmond and Phyllis O. Arias

Absent: 2 - Heather Morrison and Carolyn M. Smith Watts

2. [18-228CS](#)

Recommendation to approve examination results:

Fingerprint Classifier (Established 11/28/18)

*Fire Boat Pilot (Established 11/16/18) **PROMOTIONAL***

Gas Construction Worker (Established 11/16/18)

Marina Agent (Established 11/27/18)

Mechanical Engineering Associate Test #01 (Established 11/14/18)

Police Recruit Test #03 (Established 11/29/18)

Public Safety Dispatcher - LATERAL Test #03 (Established 11/14/18)

Public Safety Dispatcher - NTN EXAM Test #05 (Established 11/20/18)

Public Safety Dispatcher - POST WAIVER Test #04 (Established 11/14/18)

Registered Nurse Test #07 (Established 11/20/18)

Safety Specialist (Established 11/16/18)

Mr. Honey briefed the Commission on the Fire Boat Pilot Examination Results.

Michael Goldschmidt, Interim Manager-Administration, Long Beach Fire Department and Robert Grego, Battalion Chief/Director of Training, Long Beach Fire Department were present to answer questions from the Commission.

Alan McClafferty, Firefighter from the Long Beach Fire Department, addressed the Commission regarding his concerns with the Fire Boat Pilot Performance Examination.

A discussion followed between Firefighter McClafferty, President Arias regarding his concerns.

Mr. Goldschmidt addressed the Commission regarding Firefighter McClafferty's comments.

President Arias, Commissioner Gonzalez Edmond, Commissioner Garnica, Mr. Goldschmidt, Battalion Chief Grego and Firefighter McClafferty engaged in discussion, with the Commission ultimately approving the recommendation.

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

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Carolyn M. Smith Watts and Phyllis O. Arias

Absent: 1 - Heather Morrison

3. [18-229CS](#)

Recommendation to receive and file bulletin(s):

Accountant
Administrative Aide
Assistant Administrative Analyst
Buyer
Capital Projects Coordinator
Civil Engineering Associate
Customer Service Representative
Harbor Marine Engineer
Plan Checker - Plumbing
Real Estate Project Coordinator
Senior Accountant
Senior Civil Engineer
Water Treatment Operator

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

4. [18-230CS](#)

Recommendation to receive and file retirement(s):

Francisco Godinez/Refuse Operator I/Public Works (16 yrs., 11 mos.)
Michael Romero/Fire Captain/ Fire (32 yrs., 6 mos.)
Antoinette Jeff/Community Development Analyst I/Development Services (16 yrs., 7 mos.)
David Zinnen/Deputy Fire Marshal/Fire (16 yrs., 11 mos.)

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

5. [18-231CS](#)

Recommendation to receive and file resignation(s):

Brian Ceballos/Surveyor/Harbor (5 yrs., 2 mos.)

Richard Van Auken/Electrician/Water (1 yr., 8 mos.)

Jan Vu/Civil Engineer/Water (9 yrs., 11 mos.)

Alexander Janecek/Civil Engineer/Harbor (4 yrs., 21 days)

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

6. [18-232CS](#)

Recommendation to approve transfer(s):

*Valerie Valentine-Williams/Administrative Analyst III/Public Works to
Administrative Analyst IV-CNF/Financial Management*

*Aida Honey/Administrative Analyst III/Health and Human Services to
Administrative Analyst IV-CNF/Financial Management*

*Nicole Gross/Administrative Analyst III/Police to Administrative
Analyst III/Technology and Innovation*

*Adela Rodriguez/Senior Accountant/Health and Human Services to
Senior Accountant/Harbor*

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

7. [18-233CS](#)

Recommendation to approve schedule for hearing(s):

*Suspension Appeal 03-S-1718, Suggested Date December 5, 2018
(Hearing Officer)*

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

8. [18-234CS](#)

Recommendation to approve reschedule for hearing(s):

*Dismissal Appeal 01-D-1718, Suggested Dates February 27 & March
6, 2019*

Suspension Appeal 19-S-1617, Suggested Date March 13, 2019

Dismissal Appeal 28-D-1617, Suggested Dates March 20 & 27, 2019

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

9. [18-235CS](#)

Recommendation to Approve Extension of Expiring Eligible Lists (6 months)

Staff report prepared by David P. Honey, Interim Executive Director

ADMINISTRATIVE ANALYST (EA8AN-18) TEST #01 (11/9/2017)

COMBINATION BUILDING INSPECTOR (K87NN-18) TEST #02
(12/12/2017)

COMMUNITY SERVICES SUPERVISOR (H60NN-18) TEST #01
(6/8/2018)

LABORATORY ANALYST TEST #1 (12/26/2017)

LABORATORY ASSISTANT (J28AN-18) TEST #01 (6/20/2018)

LICENSE INSPECTOR (C22AN-18) (2/1/2018)

~~OFFICE SYSTEMS ANALYST (ND4AN-18) TEST #01 (6/8/2018) -~~

REMOVED

PETROLEUM ENGINEER (K34AN-18) TEST #01 (6/8/2018)

PLANNER (F53AN-18) TEST #01 (6/21/2018)

PORT PLANNER (N55AN-18) TEST #01 (6/20/2018)

PROJECT SCHEDULER (NL2AN-17) TEST #01 (6/20/2017)

PUBLIC HEALTH NURSE (G19NN-18) TEST #03 (12/21/2017)

PUBLIC SAFETY DISPATCHER - LATERAL (J45AN-18C) TEST #01
(6/27/2018)

REGISTERED NURSE (G11AN-18) TEST #01 (12/12/2017)

REGISTERED NURSE (G11AN-18) TEST #05 (6/27/2018)

SENIOR LIBRARIAN (E31NN-18) TEST #01 (12/14/2017)

SPECIAL SERVICES OFFICER (F33AN-18) TEST #22 (12/7/2017)

SPECIAL SERVICES OFFICER (F33AN-18) TEST #28 (6/8/2018)

SUPERVISOR-FACILITIES MAINTENANCE (J84NN-18)
(12/21/2017)

SYSTEMS SUPPORT SPECIALIST (H69AN-18) TEST #02
(12/22/2017)

TRAFFIC PAINTER (I46AN-18) (6/13/2018) - **1 month**

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

10. [18-236CS](#) **Recommendation to Approve Provisional Appointee** - Robert L. Williams, Accounting Clerk III
Communication from Paula Gallegos, Personnel Administrator, Police Department

Staff Report prepared by Stanley Wang, Personnel Analyst

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

11. [18-237CS](#) **Recommendation to Approve Provisional Appointee(s)** - Joseline Miranda Gutierrez, Laura Lozano Barboza, and Ramon Torres, Customer Service Representative II
Communication from Paula Gallegos, Personnel Administrator, Police Department

Staff Report prepared by Stanley Wang, Personnel Analyst

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

REGULAR AGENDA

MANAGERS' REPORT

Recruitment & Selection

Ms. Slaten updated the Commissioners that the Pellet B Exam for Police Recruit will be hosted at the Police Academy on December 5, 2018 and thanked Kristoffer Ramos, Assistant Administrative Analyst and Sheree Valdoria, Personnel Analyst for coordinating.

On November 30, 2018, there was a wonderful turnout at the Public Safety Dispatcher Orientation at the ECOC.

Ms. Slaten also provided an update on the RFP for Broad Based Testing and announced they received 2 vendors submit proposal before the December 4, 2018 deadline. The next step will

be to receive the proposals from the Purchasing Department and to establish the Selection Committee made up of 5-7 members.

Special Projects

Administration Support Services

Executive Director

Mr. Honey announced that Rose Katsuki retired on December 4, 2018 and that Liz Rodriguez will be taking over some of the roles as Interim Executive Assistant while the recruitment of the new Executive Assistant takes place. Mr. Honey also announced that Jonathan Nagayama, City Clerk Specialist will be helping out with the agenda and minutes, and thanked City Clerk Monique De La Garza for lending support.

Mr. Honey announced that last week the Department began the recruitment for the Executive Assistant position that will be open until December 16, 2018 on the City's internal job website for promotion.

On November 29, 2018 Ms. Slaten, Ms. Valdoria and Mr. Honey attended the Interfaith Community Organization's Partnership Table Discussion at the North Long Beach United Methodist Church regarding Police hirings and thanked Ms. Valdoria and Ms. Slaten for attending and Ms. Valdoria for her presentation on the application and testing process for Police Recruit.

UNFINISHED BUSINESS

NEW BUSINESS

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

CLOSED SESSION – CONDUCT INTERVIEWS OF RECRUITING FIRMS TO FACILITATE CIVIL SERVICE COMMISSION SEARCH FOR EXECUTIVE DIRECTOR OF CIVIL SERVICE

ADJOURNMENT

President Arias adjourned the meeting at 10:30 a.m.

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 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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