

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

**WEDNESDAY, MARCH 20, 2019
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 AND MINUTES

President Arias called the meeting to order at 8:03 a.m.

FLAG SALUTE

President Arias asked Assistant Chief Robert Grego, Fire Department, to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Joel Garnica, Susana Gonzalez Edmond, Heather Morrison and

Present: Phyllis O. Arias

Commissioners Carolyn M. Smith Watts

Absent:

David Honey, Interim Executive Director
Crystal Slaten, Deputy Director, and Recruitment and Selection Officer
Caprice McDonald, Special Projects Officer
Maria Alamo, Special Projects Officer
Marla Camerino, Executive Assistant
Sharon Hamilton, Administrative Aide
Bea Lacerda, Payroll/Personnel Assistant
Lizeth Rodriguez, Clerk Typist
Kaylyn Som-Yim, Clerical Aide
Maria Macias, Personnel Assistant
Shellie Goings, Personnel Analyst
Mel McGuire, Commander, Police Department

Stanley Wang, Personnel Analyst
Eugene Kim, Administrative Analyst-NC
Tan Zeng, Administrative Analyst
Gary Anderson, Principal Deputy City Attorney
Fred Verdugo, Deputy Director, Human Resources
Denise Gonzalez, Personnel Analyst, Human Resources
Jessica Stoudenmire, Administrative Analyst, Water Department
Robert Grego, Assistant Chief, Fire Department
Jeffrey Hardin, Battalion Chief, Fire Department
Francisco Davila, Development Services
Richard Suarez, Grand Lodge Representative, International Association of Machinists and Aerospace Workers (IAM)
Victoria Love, Business Representative, International Association of Machinists and Aerospace Workers (IAM)

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

1. [19-052CS](#) **Recommendation to approve minutes:**
Regular Meeting of March 6, 2019

A motion was made by Commissioner Garnica, seconded by Commissioner Morrison, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

CONSENT CALENDAR (2 - 8):

Mr. Honey informed Commissioners that the Recycling Specialist bulletin was removed from Agenda Item #3.

Passed the Consent Calendar

A motion was made by Commissioner Morrison, seconded by Commissioner Garnica, to approve Consent Calendar Items 2 - 8, as amended. The motion carried by the following vote:

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

2. [19-045CS](#)

Recommendation to approve examination results:

Civil Engineering Associate Test #05 (Established 03/14/19)
Equipment Operator (Established 03/11/19)
Plan Checker - Fire Prevention Test #04 (Established 03/12/19)
Plan Checker - Plumbing Test #03 (Established 03/12/19)
Public Safety Dispatcher - NTN Test #06 (Established 03/11/19)
Public Safety Dispatcher - POST WAIVER Test #05 (Established 03/11/19)
Recreation Assistant Test #01 (Established 03/01/19)
Senior Civil Engineer Test #04 (Established 03/13/19)
Senior Program Manager - Water Test #01 (Established 03/11/19)
Traffic Signal Technician (Established 03/11/19)

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

3. [19-046CS](#)

Recommendation to receive and file bulletin(s):

Combination Building Inspector
Permit Technician
Police Sergeant
*Recycling Specialist - **REMOVED***

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

4. [19-047CS](#)

Recommendation to receive and file retirement(s):

Eleanor Harris/School Guard/Police Department (6 yrs., 4 mos.)
Javier Murakami/Gas Construction Worker II/Energy Resources (12 yrs., 4 mos.)

Jessie Valdez/Police Officer/Police Department (23 yrs., 1 mo.)
Maria Modina/Accounting Clerk III/Parks, Recreation and Marine (11 yrs., 11 mos.)

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

5. [19-048CS](#)

Recommendation to receive and file resignation(s):

Gary Texeira/Office Systems Analyst III/Harbor Department (11 yrs., 9 mos.)
Jonathan Vallejo/Special Services Officer III-Armed/Airport (3 yrs., 7 mos.)
Kent Smith Special Services Officer III-Armed/Police Department (12 yrs., 9 mos.)
Laurence Siavi'i/Police Officer/Police Department (1 yr., 5 days)
Leonel Juarez/Civil Engineer/Harbor Department (2 yrs., 6 mos.)
Mariel Angeles/Permit Technician/Development Services (1 yr., 10 mos.)
Todd Thienngern/Office Systems Analyst III/Harbor Department (1 yr., 1 mo.)

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

6. [19-049CS](#)

Recommendation to approve transfer(s):

Omar Barboza/Electrician/Public Works to Electrician/Parks, Recreation and Marine

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

7. [19-053CS](#)

Recommendation to approve schedule for hearing(s):

Dismissal Appeal 06-D-1718, Suggested Dates: April 17 and April 24, 2019
Suspension Appeal 05-S-1718, Suggested Date: May 1, 2019
Dismissal Appeal 07-D-1718, Suggested Dates: May 15 and May 22, 2019
Suspension Appeal 04-S-1718, Suggested Date: June 5, 2019

Reduction Appeal 01-R-1718, Suggested Dates: June 19 and June 26, 2019

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

8. [19-050CS](#) **Recommendation to receive and file withdrawal of appeal:**
Dismissal Appeal 17-D-1516

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

REGULAR AGENDA

9. [19-051CS](#) **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD**
-
(Amber Huard, Water Communications Dispatcher I)
Christopher J. Garner, General Manager, Water Department
Staff Report prepared by Sheree Valdoria, Personnel Analyst

Mr. Honey briefed the Commission on this request.

Jessica Stoudenmire, Administrative Analyst for the Water Department, was present to answer questions.

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Garnica, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

10. [19-054CS](#) **RECOMMENDATION TO APPROVE PROTEST OF EXAMINATION**
ITEM(S) - Fire Captain
Staff Report prepared by Shellie Goings, Personnel Analyst

Mr. Honey briefed the Commission on this item.

Ms. Goings provided a detailed report to the Commission regarding protested examination items that were a part of the Fire Captain test.

Jeffrey Hardin, Battalion Chief for the Fire Department, was present to answer questions.

A discussion ensued with President Arias, Commissioner Morrison, Commissioner Gonzalez Edmond, Mr. Honey, Ms. Goings and Mr. Hardin, with the Commission ultimately approving this item.

A motion was made by Commissioner Morrison, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

MANAGERS' REPORTS

Recruitment and Selection

Ms. Slaten informed the Commission that Fire Captain Performance Exams will be conducted Tuesday, March 26 and Wednesday, March 27, 2019, from 8 a.m. to 1:30 p.m., and invited Commissioners to attend.

Ms. Slaten mentioned a couple of events that are scheduled to take place in April. She announced that the Acura Grand Prix of Long Beach would take place from Friday, April 12 through Sunday, April 14, 2019, and Cambodian New Year is scheduled to take place on Saturday, April 27, 2019. She asked Commissioners to let her know if they would like to attend any of the events. Commissioner Gonzalez Edmond asked Ms. Slaten to email dates of the events to Commissioners. She also asked Ms. Slaten to provide details regarding the roles for the Commissioners when they attend the events.

Ms. Slaten informed the Commission that Reggie Harrison, Director of Disaster Preparedness and Emergency Communications Department, reported that his department was fully staffed with Public Safety Dispatchers. Ms. Slaten stated that this has never happened before, and is due to the work of Ms. Shellie Goings, Ms. An Lan Pham (former Civil Service staff) and Mr. Kris Ramos.

Ms. Slaten received positive feedback from the Police Department regarding the unproctored aspect of the Accountant testing process. She informed the Commission that Civil Service was able to reach out to individuals in the private sector, which typically does not happen. A discussion followed with President Arias, Ms. Valdoria and Ms. Slaten regarding the process of an unproctored exam.

Ms. Slaten acknowledged the partnership with Workforce Development Pacific Gateway regarding the creation of a pamphlet that will provide important information regarding employment with the City of Long Beach and will be made available for the public. Ms. Slaten also mentioned that Workforce Development has agreed to partner with Civil Service regarding the use of their facilities for testing.

Ms. Slaten gave Ms. Valdoria an opportunity to speak regarding the breakdown of the Police tests. The report was prepared by Mr. Ramos who was not able to attend. A discussion followed with President Arias, Commissioner Gonzalez Edmond, Commissioner Garnica, Commissioner Morrison, Mr. Honey, Commander McGuire, Ms. Slaten, Ms. McDonald and Ms. Valdoria regarding the breakdown.

Special Projects

Ms. McDonald informed the Commission that she and Ms. Hamilton will be attending training regarding the new financial system.

Ms. McDonald gave an update about the move to the new Civic Center, and how Civil Service will be sharing the floor with two other departments.

Ms. McDonald provided an update regarding the work that staff in the Special Projects Division have been undertaking.

Ms. McDonald showed a presentation regarding the use of the Task feature in NeoGov. A discussion followed with President Arias, Commissioner Gonzalez Edmond, Mr. Honey, Ms. McDonald and Ms. Alamo.

Administration Support Services

Ms. Alamo provided the Commission with an update regarding staff training and Super User training for LB Coast. The financial system is expected to go live on April 15, 2019, and the payroll system is expected to be available sometime in October 2019. Ms. Alamo stated that we are currently in a blackout period for financials and informed the Commission as to what that means for Civil Service and the steps that were taken to prepare.

Executive Director

Mr. Honey stated that there are a lot of changes taking place and thanked staff for their patience and flexibility.

In continuing the partnership with the education community, Mr. Honey and Ms. Slaten attended a meeting that took place at CSULB with their Curriculum Development staff along with staff from other city departments. The meeting focused on public safety and how to prepare students for Police and Fire careers. The next meeting is scheduled for Monday, April 29, 2019, at Jordan High School, which will focus on Public Safety. A brief discussion followed with Commissioner Gonzalez Edmond, Mr. Honey, and Ms. Slaten.

Mr. Honey updated the Commission regarding the diversity report. There is a significant Civil Service section that summarizes 2018 activity. Mr. Honey thanked Ms. McDonald, Ms. Hamilton and Mr. Bryant for aggregating the data.

UNFINISHED BUSINESS

President Arias informed the Commission that the Subcommittee to develop Civil Service Commission policy regarding requests to utilize classified positions in the unclassified service will be meeting today.

NEW BUSINESS

President Arias would like to agendaize discussing a practice for reviewing exam protests.

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

The Commission congratulated Commander Mel McGuire on his recent promotion.

**CLOSED SESSION – FOR DISCUSSION OF EXECUTIVE DIRECTOR RECRUITMENT
(Pursuant to Paragraph 54957(b)(1) of the California Government Code)**

ADJOURNMENT

President Arias adjourned the meeting at 10:18 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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