

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

**WEDNESDAY, MAY 1, 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 8:16 a.m.

FLAG SALUTE

President Arias asked Commander Mike Lewis, Police 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
Carolyn Pen, Administrative Analyst
Lizeth Rodriguez, Clerk Typist
Sharon Hamilton, Administrative Aide
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
Stanley Wang, Personnel Analyst
Eugene Kim, Administrative Analyst
Tan Zeng, Administrative Analyst

Kris Ramos, Assistant Administrative Analyst
Gary Anderson, Principal Deputy City Attorney
Alex Basquez, Director of Human Resources Department
Fred Verdugo, Deputy Director, Human Resources Department
Dana Anderson, Labor Relations Manager, Human Resources Department
Sherry Gaur, Human Resources Officer, Human Resources Department
Denise Gonzalez, Personnel Analyst, Human Resources Department
Sandy Witz, Assistant Director of Human Resources, Harbor Department
Marlene Dupras, Director of Project Controls, Harbor Department
Drew Schneider, Assistant Director of Security, Harbor Department
David Espinosa, Administrative Analyst, Harbor Department
Russ Ficker, Personnel Services Officer, Public Works
Francisco Davila, Interim Administrative Officer, Development Services
Chris Rowe, Deputy Chief, Fire Department
Jeffrey Hardin, Battalion Chief, Fire Department
Mike Lewis, Commander, Police Department
Melvin McGuire, Commander, Police Department
Jason Campbell, Administration Bureau Chief, Police Department
Pat O'Dowd, Commander, Police Department
Shaleana Benson, Sergeant, Police Department
Paula Gallegos, Administrative Officer, Police Department
Breana Lopez, Consultant, CPS HR Consulting
Victoria Love, Business Representative, International Association of Machinists and
Aerospace Workers (IAM)
Ashley Gunckel, Business Representative, IAM
Milton Duena, Business Representative, IAM
Carmen Quezada

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

None

1. [19-076CS](#) **Recommendation to approve minutes:**
 Regular Meeting of April 17, 2019
 Dismissal Hearing 04-D-1718 Minutes of January 9, February 6, 20,
 27 and March 6, 2019

A motion was made by Commissioner Garnica, seconded by Commissioner Gonzalez Edmond, to approve the Regular Minutes of April 17, 2019. 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

A motion was made by Commissioner Garnica, seconded by Commissioner Morrison, to approve the Minutes of the Dismissal Hearing 04-D-1718 of January 9, February 6, 20, 27 and March 6, 2019. 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 - 6):

Passed the Consent Calendar

A motion was made by Commissioner Morrison, seconded by Commissioner Gonzalez Edmond, to approve Consent Calendar Items (2 - 6). 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. [19-077CS](#)

Recommendation to approve examination results:

Civil Engineering Associate Test #06 (Established 04/18/19)

*Fire Captain (Established 04/17/19) **PROMOTIONAL***

Mechanical Supervisor Test #01 (Established 04/18/19)

Police Recruit Test #08 (Established 04/18/19)

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

3. [19-078CS](#)

Recommendation to receive and file resignation(s):

Bryan Davidson, Tree Trimmer I, Public Works (2 yrs.)
Jeremy Marquette, Business Systems Specialist VI, Technology Innovation, (17 yrs., 7 mos.)
Amanda Perez, Customer Service Representative III, Energy Resources (1 yr., 9 mos.)
Sebastian Ramirez, Police Officer, Police Department (1 yr., 1 mo.)
Raymond Sim, Civil Engineering Associate, Harbor Department (1 yr., 7 mos.)

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

4. [19-079CS](#)

Recommendation to approve reschedule for hearing(s):

Reduction Appeal Hearing 01-R-1718, Suggested Date July 10 and 17, 2019

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

5. [19-080CS](#)

Recommendation to receive and file withdrawal of appeal:

Dismissal Appeal 05-D-1718

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

6. [19-081CS](#)

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

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

Accounting Technician (C50NN-18) (11/9/2017)
Business Systems Specialist (H67AN-19) Test #08 (11/8/2018)
Civil Engineer (K11NN-19) Test #01 (11/8/2018)
Civil Engineer (K11NN-19) Test #02 (11/30/2018)

Combination Building Inspector Aide (K88AN-19) Test #01 (11/6/2018)
Customer Services Supervisor (D76AN-18) (11/21/2017)
Equipment Mechanic (I06AN-18) (5/3/2018)
Gas Pipeline Welder/Layout Fitter (I61NN-18) Test #01 (6/1/2018)
Office Services Assistant (I70AN-18) (5/17/2018)
Police Recruit (F63NN-19) Test #03 (11/29/2018)
Public Safety Dispatcher - Lateral (J45AN-19C) Test #03 (11/14/2018)
Public Safety Dispatcher - NTN Exam (J45AN-18A) Test #02 (6/1/2018)
Public Safety Dispatcher - NTN Exam (J45AN-19A) Test #05 (11/20/2018)
Public Safety Dispatcher - Post Waiver (J45AN-18B) Test #02 (6/1/2018)
Public Safety Dispatcher - Post Waiver (J45AN-19B) Test #04 (11/14/2018)
Registered Nurse (G11AN-19) Test #07 (11/20/2018)
School Guard (F31N1-18) Test #02 (11/15/2017)
Special Services Officer (F33AN-18) Test #27 (5/15/2018)
Special Services Officer (F33AN-19) Test #33 (11/8/2018)
Tree Trimmer (J66AN-17) (11/22/2016)

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

REGULAR AGENDA

At this time, Mr. Honey moved Agenda Item No. 13 to the start of the Regular Agenda. Please see actual Agenda Item for discussion and action.

7. [19-082CS](#)

RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD

- (Joseph Balderian, Special Services Officer III-Armed)

Communication from Stacey V. Lewis, Director of Human Resources, Harbor Department

Staff Report prepared by Kris Ramos, Assistant Administrative Analyst

Mr. Honey stated that Agenda Item Nos. 7 through 11 will be voted on separately but are very similar as they relate to extending probation for individuals in the Special Services Officer classification and briefed the Commission on this request.

Representatives from the Harbor Department's Security and Human Resources Divisions were present to answer questions.

A discussion ensued with President Arias, Commissioner Garnica and Mr. Schneider regarding the extension, with the Commission ultimately approving the request.

A motion was made by Commissioner Garnica, 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

8. [19-083CS](#)

RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD

- (Nicholas Ceden, Special Services Officer III-Armed)

Communication from Stacey V. Lewis, Director of Human Resources, Harbor Department

Staff Report prepared by Kris Ramos, Assistant Administrative Analyst

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

9. [19-084CS](#)

RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD

- (Noel Santacruz, Special Services Officer III-Armed)

Communication from Stacey V. Lewis, Director of Human Resources, Harbor Department

Staff Report prepared by Kris Ramos, Assistant Administrative Analyst

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

10. [19-085CS](#)

RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD

- (Oscar Cisneros, Special Services Officer III-Armed)

Communication from Stacey V. Lewis, Director of Human Resources, Harbor Department

Staff Report prepared by Kris Ramos, Assistant Administrative Analyst

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

11. [19-086CS](#)

RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD

- (Ricardo Acosta, Special Services Officer III-Armed)

Communication from Stacey V. Lewis, Director of Human Resources, Harbor Department

Staff Report prepared by Kris Ramos, Assistant Administrative Analyst

Mr. Honey informed Commissioners that this is the first request for Extension of Probation for Mr. Acosta.

A brief discussion ensued with President Arias, Commissioner Garnica and Mr. Schneider, with the Commission ultimately approving the request.

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

12. [19-087CS](#)

RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD

- (Dana Anenberg, Project Budget Analyst III)

Communication from Stacey V. Lewis, Director of Human Resources, Harbor Department

Staff Report prepared by Shellie Goings, Personnel Analyst

Mr. Honey briefed the Commission on this request.

Representatives from the Harbor Department's Project Controls and Human Resources Divisions were present to answer questions.

A motion was made by Commissioner Morrison, 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

13. [19-088CS](#)

RECOMMENDATION TO APPROVE PROTEST OF EXAMINATION

ITEM(S) - (Police Sergeant)

Staff Report prepared by Carolyn Pen, Administrative Analyst

Mr. Honey briefed the Commission on this request.

Breana Lopez, Consultant from CPS HR Consulting, was available to answer questions.

A brief discussion ensued with President Arias, Heather Morrison and Mr. Honey, with the Commission ultimately approving the request.

Mr. Honey thanked Ms. Lopez and all the subject matter experts for their work.

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

Yes: 3 - Joen Garnica, Heather Morrison and Phyllis O. Arias

Abstain: 1 - Susana Gonzalez Edmond

Absent: 1 - Carolyn M. Smith Watts

14. [19-089CS](#)

RECOMMENDATION TO FORM A COMMISSION SUBCOMMITTEE TO REVIEW AND MAKE RECOMMENDATIONS ON PROTESTS OF EXAMINATION ITEMS

President Arias briefed the Commission regarding the creation of a Subcommittee to review protests regarding examination items and went over the responsibilities of the Subcommittee.

A discussion ensued with President Arias, Commissioner Morrison, Commissioner Gonzalez Edmond, Commissioner Garnica, Mr. Anderson, Mr. Honey, Ms. Slaten and Ms. McDonald.

Subcommittee members will consist of two Commissioners, with a third Commissioner being appointed as an alternate should a Subcommittee member not be available. New members will be appointed annually, at the beginning of the City's fiscal year which is from October 1 through September 30.

Commissioner Gonzalez Edmond made a motion to approve the recommendation to form a Commission Subcommittee composed of Commissioners Arias and Garnica, with Commissioner Gonzalez Edmond as an alternate. The initially Subcommittee members will serve effective May 1, 2019 through September 30, 2020.

A motion was made by Commissioner Gonzalez Edmond, 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

15. [19-090CS](#)

PRESENTATION ON CITY'S HIRING PROCESS

David P. Honey, Interim Executive Director
Alex Basquez, Director of Human Resources Department

Mr. Honey and Ms. Basquez gave a presentation regarding the City's Hiring Process.

President Arias congratulated and thanked staff for all their hard work and accomplishments.

A discussion ensued with President Arias and Ms. Basquez regarding a copy of the Fuse Fellow report. Ms. Basquez stated that a final report was not received. Information provided in the presentation was based on updates received from meetings between herself, City Manager's office and the former Civil Service Executive Director. Ms. Basquez stated that she does have several charts that were provided, which she is able to share with the Commission.

A discussion took place with Commissioner Gonzalez Edmond and Mr. Honey regarding the RFP that is currently out for broad-based testing.

Commissioner Garnica wanted to know if there were any progress reports or report-type information aside from graphs that were provided. Ms. Basquez will review documents received from the update meetings and provide what is available to the Commission.

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Garnica, to receive and file. 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

16. [19-074CS](#)

REQUEST TO FILE FOR EXAMINATION BY DISMISSED EMPLOYEE
(Carmen Quezada)
PERSONNEL SESSION - Closed Session pursuant to Government Code Section 54957(b)(1)

The Commission went into Closed Session for discussion.

After discussion, President Arias reconvened the meeting.

A motion was made by Commissioner Garnica, seconded by Commissioner Morrison, to approve Ms. Quezada's request to file for examination by dismissed employee. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Susana Gonzalez Edmond and Heather Morrison

No: 1 - Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

MANAGERS' REPORTS

Recruitment and Selection

Ms. Slaten informed the Commission that staff will be participating in a job fair hosted by Workforce Development and Pacific Gateway on May 9, 2019, at the Long Beach Convention Center. Also, staff will be attending the Long Beach Pride Festival on May 18, 2019. She asked Commissioners to let her know if they are interested in attending.

Ms. Slaten informed the Commission that she will be traveling to Oakland for a WRIPAC conference.

Special Projects

Ms. McDonald informed Commissioners that she is using Link LB, which is a communication tool used by several departments, to reach out to candidates so that they are kept informed of Eligible Lists that are set to expire. Candidates must sign up for the service to receive monthly notifications. Ms. McDonald created a subscription to invite candidates who are on current eligible lists to sign up for the notifications. Within a week's time, there have been over 90 subscribers.

Ms. McDonald stated that Special Projects staff will be attending the job fair at the Convention Center to assist individuals in creating their master records and to recruit more subscribers for Link LB.

A brief discussion took place between Commissioner Gonzalez Edmond, Commissioner Morrison, Commissioner Garnica and Ms. McDonald regarding the notification process.

Administration Support Services

Ms. Alamo informed the Commission that all invoices have been paid. She stated that although the payment process is slow due to the new system, vendors are still being paid within the Net30 period. She informed Commissioners that the second phase has been postponed until 2020 due to a large amount of staff who will need to be trained.

Executive Director

Mr. Honey briefed the Commission regarding his trip to Chicago and stated that it was a great opportunity to see what other organizations are doing to prepare students for jobs in industries.

Mr. Honey stated that he and other City staff attended a meeting at Jordan High School, where they were able to meet with students participating in small learning communities. A brief discussion took place with Commissioner Gonzalez Edmond, Commissioner Garnica, Commissioner Morrison and Mr. Honey.

Mr. Honey stated that staff is working with Human Resources on the Meet and Confer process regarding the draft policy, 1.81, that was approved at the last meeting. Letters have been sent to leaders of the bargaining units inviting them to participate in a Meet and Confer process.

Mr. Honey informed the Commission that Ms. Basquez will be presenting the annual Workforce Demographic report at the City Council meeting on Tuesday, May 7, 2019. Since there is a section related to Civil Service, staff will be in attendance in case there are any questions.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

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

None

ADJOURNMENT

Commissioner Gonzalez Edmond adjourned the meeting at 10:34 a.m.

HEARING 06-D-1718 - CANCELLED

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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