

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

**WEDNESDAY, MAY 15, 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 8:13 a.m.

FLAG SALUTE

President Arias led 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
Maria Macias, Personnel Assistant
Stanley Wang, Personnel Analyst
Kris Ramos, Assistant Administrative Analyst
Veronica Robles-Scott, Administrative Analyst
Bea Lacerda, Payroll/Personnel Assistant

Lizeth Rodriguez, Clerk Typist
Kaylyn Som-Yim, Clerical Aide
Keion Bryant, Administrative Analyst
Sharon Hamilton, Administrative Aide
Sandy Witz, Assistant Director of Human Resources, Harbor Department
Sherry Gaur, Human Resources Officer, Human Resources Department
Francisco Davila, Interim Administrative Officer, Development Services
Mike Duerr, Principal Building Inspector, Development Services
Jennifer Garcia, Administrative Analyst, Police Department
Richard Suarez, Representative, IAM
Milton Duena, Representative, IAM

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

None

1. [19-091CS](#)

Recommendation to approve minutes:
Regular Meeting of May 1, 2019

President Arias requested a modification to the minutes of May 1, 2019. She requested that language in Agenda Item No. 15 be changed to the following:

~~Ms. Basquez will review documents received from the update meetings to see if they might be helpful to the Commission.~~

Ms. Basquez will review documents received from the update meetings and provide what is available to the Commission.

President Arias recommended the Commission approve the minutes as amended.

A motion was made by Commissioner Morrison, seconded by Commissioner Gonzalez Edmond, to approve recommendation 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

CONSENT CALENDAR (2 - 6):

Passed the Consent Calendar

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Morrison, 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. [19-092CS](#)

Recommendation to approve examination results:

Business Systems Specialist Test #13 (Established 04/30/19)
Capital Projects Coordinator Test #01 (Established 05/09/19)
Civil Engineer Test #06 (Established 05/09/19)
Combination Building Inspector Aide (Established 04/29/19)
Combination Building Inspector Test #01 (Established 05/06/19)
Communication Specialist Test #04 (Established 05/02/19)
Gas Field Technician Test #01 (Established 05/10/19)
Office Systems Analyst Test #01 (Established 05/10/19)
Plan Checker - Fire Prevention Test #06 (Established 05/08/19)
Plan Checker - Plumbing Test #04 (Established 05/08/19)
Police Officer - Lateral Test #02 (Established 05/06/19)
Public Safety Dispatcher - NTN EXAM Test #07 (Established 05/06/19)
Public Safety Dispatcher - POST WAIVER Test #06 (Established 05/06/19)
Senior Program Manager - Water Test #03 (Established 04/29/19)
Senior Structural Engineer Test #04 (Established 05/08/19)
Senior Surveyor Test #01 (Established 05/06/19)
Senior Traffic Engineer Test #02 (Established 05/09/19)
Special Services Officer Test #37 (Established 05/06/19)

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

3. [19-093CS](#) **Recommendation to receive and file bulletin(s):**

Electrician
Gas Pipeline Welder/Layout Fitter
General Maintenance Assistant
Painter

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

4. [19-094CS](#) **Recommendation to receive and file retirement(s):**

Georgia Maeshima, Administrative Analyst III, Development Services (30 yrs., 10 mos.)
Gwendolyn Weston, Maintenance Assistant I, Police Department (22 yrs., 4 mos.)

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

5. [19-095CS](#) **Recommendation to receive and file resignation(s):**

Avneet Brar, Accountant II, Financial Management (2 yrs., 6 mos.)
Juwuan Brown, Maintenance Assistant II, Parks, Recreation and Marine (4 yrs., 5 mos.)
Kristina Cortes, Police Officer, Police Department (4 yrs., 14 days)
Brasyl Lopez, Electrician, Public Works, (1 yr., 10 mos.)
John Mari, Water Utility Mechanic II, Water Department (12 yrs., 2 mos.)
Steven Ochoa, Gas Construction Worker II, Energy Resources (10 mos., 7 days)

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

6. [19-096CS](#) **Recommendation to approve transfer(s):**

Veronica Robles Scott - Administrative Analyst III, Fire Department to Administrative Analyst III, Harbor Department

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

REGULAR AGENDA

7. [19-097CS](#)

RECOMMENDATION TO DISCUSS AND FORM A COMMISSION SUBCOMMITTEE TO REVIEW AND MAKE SUGGESTED CHANGES TO CIVIL SERVICE RULES AND REGULATIONS ARTICLE VII, SECTION 85 - DISMISSED EMPLOYEE NOT ELIGIBLE FOR REEMPLOYMENT

Mr. Honey briefed the Commission on this request and provided data dating back to 1994 regarding preceding decisions made by former Commission members.

Commissioner Gonzalez Edmond explained that she requested to create a Subcommittee to review and establish guidelines for discussion and deliberation regarding individuals who were previously dismissed and are now requesting to reapply.

Commissioner Garnica asked if there are any similarities regarding the 38 individuals who were approved to apply for exams. She believes that the current language allows Commissioners to review each case individually. She also believes that it would be a good idea to review the rule, should there be a protentional to improve it. Mr. Honey stated that we will gather what information we have available as some of the items may not have attachments.

A discussion ensued with President Arias, Commissioner Gonzalez Edmond, Commissioner Garnica, Commissioner Morrison, and Mr. Honey regarding the policy.

A motion was made to create a Subcommittee, which will include Commissioners Garnica and Gonzalez Edmond.

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

MANAGERS' REPORTS

Recruitment and Selection

Ms. Slaten informed the Commission that Eugene Kim accepted a full-time position with the Human Resources Department. Due to other obligations he was not able to attend the meeting so that he could be formally recognized. Ms. Slaten stated that Francisco Davila of Development Services has been partnering with Civil Service and thanked him for all of his help.

Ms. Slaten informed the Commission that Veronica Robles-Scott is the new analyst who will be working on all Harbor recruitments. Ms. Sandy Witz of the Harbor Department introduced Ms. Robles-Scott, who gave a brief description about her work history.

Ms. Slaten stated that Civil Service staff will be at the Long Beach Convention Center from Monday, May 20 through Thursday, May 23, 2019, conducting Police Sergeant assessments that will include tactical exercise, oral presentation with a written follow up and promotability. Ms. Slaten asked Commissioners to let her know if they are available to attend.

Ms. Slaten informed Commission that she has wristbands for the Long Beach Pride Festival taking place on May 18 through May 19, 2019. She asked Commissioners to let her know if they plan to attend.

Special Projects

Ms. McDonald stated the Special Projects attended a job fair with Recruitment and Selection and shared that it was a great opportunity to promote Civil Service's Interest Card and to recruit LinkLB subscribers. In addition, departments that were stationed nearby directed potential candidates to the Civil Service booth so that staff could provide them with additional information. Ms. McDonald created a form that listed all classifications. This form was used to assist individuals in creating a master account. Special Projects staff interacted with a total of 89 individuals.

Administration Support Services

Ms. Alamo stated that Administration Support Services staff are gradually learning the new financial system in addition to processing a variety of paperwork daily. Phase 2 of the new system will affect the division more as it has to deal with payroll.

Executive Director

Mr. Honey stated that he, Ms. Slaten and other city staff met with Public Safety Curriculum Development staff from California State University Long Beach. He stated that they discussed aligning curriculum with careers in the City of Long Beach, specifically in Police and Fire. Participants continued discussion on how to better prepare students for success in City jobs. City staff plan to have a similar discussion with individuals from Long Beach City College.

Mr. Honey stated that Human Resources Department presented the 2018 Diversity and Demographic report to City Council on Tuesday, May 14, 2019. Mr. Honey was in attendance to answer questions regarding recruitment activities and events that Civil Service has attended or plan to attend. The report was received well by Council, though it was noted that improvement is needed in the Fire Recruit classification. Mr. Honey thanked Civil Service staff for their work. He informed the Commission that Civil Service was asked by City Council to make a presentation regarding public safety testing at a later date. A summary of the report will be presented to the Commission in July, if time permits, and stated that Commissioners have received a copy of the report.

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.

Mr. Suarez addressed the Commission regarding a couple of issues. First, he voiced concern regarding a proposal from Human Resources that he felt granted additional authority to Human Resources and hiring departments. He also offered his support to members of the

Subcommittee who will be reviewing Article VII, Section 85.

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

ADJOURNMENT

President Arias adjourned the meeting at 10:34 a.m.

HEARING 06-D-1718

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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