

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

**WEDNESDAY, APRIL 29, 2020
411 W. OCEAN BOULEVARD CIVIC
CHAMBERS / TELECONFERENCE, 8:30 AM**

Susana Gonzalez Edmond, President
Heather Morrison, Vice President



Phyllis O. Arias, Commissioner
Brandon Dowling, Commissioner
Joel Garnica, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND MINUTES

SPECIAL MEETING

**CIVIL SERVICE COMMISSION MEETINGS ARE HELD VIA
TELECONFERENCE PURSUANT TO EXECUTIVE ORDER N-29-20
ISSUED BY GOVERNOR GAVIN NEWSOM.**

THE CIVIC CHAMBERS WILL BE CLOSED TO THE PUBLIC.

President Gonzalez Edmond called the meeting to order at 8:32 a.m.

FLAG SALUTE

President Gonzalez Edmond asked Vice President Morrison to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Phyllis O. Arias, Brandon Dowling, Joel Garnica, Heather
Present: Morrison and Susana Gonzalez Edmond

- 1. COMMENTS FROM THE PUBLIC – PUBLIC WILL HAVE THE OPTION TO USE eCOMMENT TO ADDRESS THE COMMISSION. WRITTEN COMMENTS MAY ALSO BE SUBMITTED VIA EMAIL TO CIVILSERVICE@LONGBEACH.GOV.**

There were no public comments received.

2. [20-103CS](#)

Recommendation to approve minutes:

Regular Meeting of April 15, 2020

Commissioner Garnica made a motion to modify the minutes of April 15, 2020.

She would like the word “feedback” changed to “teleconference sound” so that the public is aware that the item was laid over due to sound issues being experienced during the meeting.

The minutes will now read: “Due to teleconference sound issues, this item will be laid over to a later date.”

A motion was made by Commissioner Garnica, seconded by Vice President Morrison, to approve the Regular Meeting Minutes of April 15, 2020, as amended. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

CONSENT CALENDAR (3 – 5):

Vice President Morrison requested to pull Agenda Item No. 4 and President Gonzalez Edmond requested to pull Agenda Item No. 5 for separate discussion.

Passed the Consent Calendar

A motion was made by Commissioner Garnica, seconded by Commissioner Arias, to approve Consent Calendar Item (3), except for Agenda Item Nos. 4 and 5. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

3. [20-104CS](#)

Recommendation to approve examination results:

Civil Engineer Test #12 (Established 04/17/20)

Office Systems Analyst - IMDBA Test #03 (Established 04/24/20)
Terminal Services Representative Test #01 (Established 04/20/20)

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

4. [20-105CS](#)

Recommendation to approve bulletin(s):
Street Landscaping Supervisor

Vice President Morrison wanted to know if the Street Landscaping Supervisor position was equivalent to an Arborist position. Ms. Pizarro Winting stated that Civil Service has been trying to recruit for this same position for that last several months. At a previous Commission meeting, Ms. Pizarro Winting informed the Commission that a discussion would take place with Public Works regarding augmenting the classification. Unfortunately, this is the same recruitment that we have had to open up for a second time.

Commissioner Arias stated that one of the desirables for this position is arborist certification, although she thinks it should be more than a desirable. She wanted to know if it has been hard to fill this position due to the salary range. Ms. Pizarro Winting stated that the first posting was internal only. This bulletin will be open to external applicants.

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

5. [20-106CS](#)

Recommendation for Provisional Appointment - Jayia Kim
Communication from Jodie Griner, Administrative Officer,
Department of Health and Human Services
Staff report prepared by Shellie Goings, Personnel Analyst

Ms. Pizarro Winting explained to the Commission that at a previous meeting authority to approve Provisional Appointments was granted to the Executive Director. She explained that the same process would be followed as before with the only exception being that if they meet the

criteria the Executive Director will approve the appointment immediately. The item will then be placed on the Consent Calendar for a way to track as well as so that the Commission is aware that a Provisional Appointment was made. She stated that request often comes in time to be placed on the agenda. It is the other work involved that does not make it in time. In this case, Civil Service did not receive approval from Human Resources until Friday, the day the agenda is posted. She added that when the Commission gave the authority to the Executive Director, the Commission was meeting biweekly. Now that the Commission is meeting weekly, the turnaround will be much quicker.

Commissioner Arias wanted to know if the individual was approved and working in the position. Ms. Pizarro Winting informed the Commission that the department will be notified today. Commissioner Arias stated that she believes that the exception to the rule was so that the individual could begin work right away. Since this was on the agenda for today and the individual has not started, it could have been placed on the Regular Agenda for the Commission to do its due diligence. Ms. Pizarro Winting stated that it was placed on the agenda in hopes that we would have all the necessary information.

President Gonzalez Edmond provided clarification in the fact that when a Provisional Appointment is still within the timeframe of when the employee has not started, and it is not being held by the Civil Service Commission, it could be placed on the Regular Agenda and the Commission could have had a discussion and asked questions. When the Commission is not meeting soon enough, the Executive Director would then need to exercise her authority in approving the item so that the individual could begin work right away.

President Gonzalez Edmond asked that Civil Service flag items related to COVID-19 within the header of the agenda item. Ms. Pizarro Winting stated that staff will revise the agenda item heading to include this. Commissioner Arias stated that adding COVID-19 would assist Commissioners in recognizing it as part of the emergency. She also stated that we have to think about how our agendas are going to look in the future from a historical standpoint. Adding COVID-19 would assist future Commissioners should there be a need to research and look back at these items. Ms. Pizarro Winting will include the approval notification from the Executive Director to the requesting department in the Commission's agenda packet.

President Gonzalez Edmond wanted to thank everyone as the Commission is learning this process as they navigate through the pandemic. She thanked everyone for their patience and hard work as it is important for the Civil Service Commission to do its due diligence.

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

REGULAR AGENDA

6. [20-107CS](#) **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD** - Shuronda Smith, Customer Service Representative III
Communication from Sandra Kennedy, Administrative Officer, Financial Management
Staff Report prepared by Desiree Davalos, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Davalos who briefed the Commission regarding this item.

A representative from the Department of Financial Management was available to speak regarding this item.

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

7. [20-108CS](#) **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD** - James Vazquez, Buyer I
Communication from Sandra Kennedy, Administrative Officer, Financial Management
Staff Report prepared by Jami Kerr-Jenkins, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Kerr-Jenkins who briefed the Commission regarding this item.

A representative from the Department of Financial Management was available to speak regarding this item.

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

Yes: 5 - Phyllis O. Arias, Brandon Dowling, Joen Garnica, Heather Morrison and Susana Gonzalez Edmond

8. REPORTS FROM MANAGERS

A. Recruitment Division

Ms. Pizarro Winting informed the Commission that she met with Ms. Slaten. As part of Ms. Slaten's responsibilities at the Emergency Operations Center, she has been given the coordination effort in arranging meals for seniors in the Long Beach community.

Ms. Pizarro Winting stated that staff continues to meet with Subject Matter Experts regarding recruitments. In addition, Ms. Pizarro Winting will be conducting training for Recruitment staff.

B. Employment Services Division

Ms. McDonald informed the Commission that Employment Services Division staff met with the National Testing Network to discuss placing some examinations into their system to be able to conduct unproctored testing. Staff are trying to explore various options to decide if candidates will be tested or if a change in the examination plans will be needed. She added that there could be a need to place change of examination plans on the agenda for the Commission to approve. Employment Services will be discussing this with departments.

C. Administration Support Services

Ms. Alamo informed that Commission that a budget meeting has been scheduled and hopes to get additional information as to savings impacts and targets as well as the FY21 budget.

D. Executive Director

Ms. Pizarro Winting stated that a discussion will take place during her Department Head meeting regarding potential savings for this fiscal year, which ends on September 30, 2020. The focus will be how the city will close this fiscal year and then plans for FY21. She stated that Civil Service will look into scheduling a meeting or placing a budget item on the agenda so that the information can be shared with the Commission.

In addition, staff is doing an amazing job. Civil Service continues to work with the Health Department. Approval of the Provisional Appointment was just one more way of providing them with assistance. The Health Department has hired six Maintenance Assistants to conduct extensive cleaning. This was an opportunity for them to put a provisional in place as supervising those six new Maintenance Assistants. The Health Department will have two additional Maintenance Assistants coming on board that we are conducting examinations for now. In addition, Civil Service is in the process of recruiting for Public Health Nurse and Public Health Nurse Supervisor. Civil Service continues to try and keep up with demands of the Health Department as well as other departments.

President Gonzalez Edmond thanked staff for all the work they are doing.

9. UNFINISHED BUSINESS

Ad Hoc Subcommittees:

A. Subcommittee to Develop Civil Service Commission Policy regarding requests to Utilize Classified Positions in the Unclassified Service

There are no updates to provide. Staff will be circling back with the union. Ms. Pizarro Winting will try to have a meeting scheduled within the next two weeks.

B. Subcommittee to Study City Employee Credit System

President Gonzalez Edmond and Commissioner Dowling discussed scheduling a Subcommittee meeting for next week.

10. NEW BUSINESS

President Gonzalez Edmond and Ms. Pizarro Winting are working with Mr. Anderson to schedule a mid-year workshop/retreat. President Gonzalez Edmond will provide an update as soon as she is able to.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 9:03 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.

បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ និងកំណត់ហេតុឲ្យ
អ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅ
ការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹង
ចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។