

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 8:30 a.m.

FLAG SALUTE

President Gonzalez Edmond asked Commissioner Garnica 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.

- 2. [20-134CS](#) Recommendation to approve minutes:**

Special Meeting of May 13, 2020

A motion was made by Commissioner Garnica, 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

CONSENT CALENDAR (3 – 5):

Passed the Consent Calendar

A motion was made by Commissioner Garnica, seconded by Vice President Morrison, to approve Consent Calendar Items (3 - 5). The motion carried by the following vote:

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

3. [20-135CS](#)

Recommendation to approve examination results:

Civil Engineer Test #14 (Established 05/20/20)

Electrician Test #06 (Established 05/22/20)

Nurse Practitioner Test #06 (Established 05/15/20)

Public Health Nurse Test #02 (Established 05/21/20)

Public Safety Dispatcher - POST WAIVER Test #12 (Established 05/22/20)

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

4. [20-136CS](#)

Recommendation to approve bulletin(s):

Building Services Supervisor

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

5. [20-137CS](#) **COVID-19 Related: Recommendation to Change Examination Plan - Plumber**
Staff report prepared by Caprice McDonald, Special Projects Officer

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

REGULAR AGENDA

6. [20-138CS](#) **COVID-19 RELATED: RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD - Carlos Ramirez, Assistant Administrative Analyst**
Communication from Sandra Kennedy, Administrative Officer, Financial Management
Staff Report prepared by Sylvana Tamura, Personnel Analyst

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

A motion was made by Commissioner Dowling, 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. [20-139CS](#) **WITHDRAWN**
~~**COVID-19 RELATED: RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD - Jason Robinson, Maintenance Planner-I**~~
~~*Communication from Sandra Kennedy, Administrative Officer, Financial Management*~~
~~*Staff Report prepared by Maria Cano, Personnel Analyst*~~

Ms. Pizarro Winting reported that the Financial Management Department requested to pull this item. Mr. Robinson was able to return to his normal duties and an extension was no longer needed.

This CS-Agenda Item was withdrawn.

8. [20-140CS](#)

DISCUSSION REGARDING EXTENSION OF PROBATION

Staff report prepared by Christina Pizarro Winting, Executive Director

Ms. Pizarro Winting provided an update on the status of COVID-19 related extensions as well as extensions that were requested for the second and third time. She also provided a tracking sheet that will be used to monitor future extensions.

President Gonzalez Edmond thanked Ms. Pizarro Winting for her report. She appreciates how it was laid out as she can better understand where we are with extensions.

Commissioner Garnica wanted to know if Civil Service has thought about the need for additional extensions as a result of the pandemic. Ms. Pizarro Winting stated that staff would request an Exception to the Rule. It was discussed that at this time, it is uncertain when staff will resume normal work duties.

Commissioner Arias thanked Ms. Pizarro Winting for her report. She commented that with the removal of some of the extensions, it proves that each of them should be addressed separately and closer to the end of the probationary period. In addition, in response to Commissioner Garnica, Commissioner Arias stated that Civil Service has granted third extensions in the past.

Vice President Morrison thanked Ms. Pizarro Winting for her report and for providing clarity on extensions.

A motion was made by Commissioner Arias, 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

9. REPORTS FROM MANAGERS

A. Recruitment Division - Christina Pizarro Winting

Ms. Pizarro Winting did not have any new information to report.

B. Employment Services Division - Caprice McDonald

Ms. McDonald thanked Ms. Goings for coordinating a meeting involving several departments to discuss a change of examination plan for plumber.

Ms. McDonald informed the Commission that Ms. Pen and Ms. Valdoria created a mock examination in Modern Hire. Applicants who made it to the appraisal examination were invited to participate in the process. This allowed candidates to familiarize themselves with the testing platform prior to taking part in the examination. Ms. McDonald thanked Ms. Pen and Ms. Valdoria for their work on this project.

Commissioner Arias wanted to know if Civil Service plans to offer a mock examination process for all future recruitments. Ms. McDonald responded that because it took place during the examination process, all internal and external candidates were invited. Candidates from the Development Project Manager and Street Landscaping Supervisor recruitments were invited. Civil Service hopes to host a quarterly workshop to educate city employees on the Modern Hire testing platform.

C. Administration Support Services - Maria Alamo

Ms. Alamo informed the Commission that she will be meeting with the Executive Committee to discuss recommendations and ideas regarding savings targets for fiscal years 2020 and 2021. Ms. Alamo reported that she and Ms. Pen have been analyzing data in preparation for the Executive Committee meeting.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting reported that this week has been all things budget.

Ms. Pizarro Winting commented that she appreciates Ms. McDonald and her team and the innovation that is taking place. Her team is doing an outstanding job in taking innovation one step further to where she believes it will become a new normal regarding efficiencies. Applying technology in places where it traditionally has not been used is something that has been working out well.

Ms. Pizarro Winting thanked Ms. Alamo and Ms. Pen for their work in preparing for the meeting with the Executive Committee.

10. UNFINISHED BUSINESS

Ad Hoc Subcommittees:

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

Ms. Pizarro Winting reported that a meeting took place with the International Association of Machinists and Aerospace Workers (IAM) union. She was able to provide explanation and examples regarding the policy as well as direction to a concern regarding the length of time. IAM asked for additional time to review the policy. They will contact Ms. Pizarro Winting later this week.

Commissioner Garnica asked if this subcommittee will be rolled into the new committee structure. Ms. Pizarro Winting stated that we are waiting to conclude the work of the subcommittee. Once the last Meet and Confer takes place, the policy will be brought back to the Commission for adoption and the subcommittee will be closed.

11. NEW BUSINESS

Commissioner Garnica wanted to have a conversation regarding COVID-19 and the Commission's return to Civic Chambers. President Gonzalez Edmond stated that at the last meeting it was discussed that the Executive Committee will meet to discuss details of managing the phases of returning to City Hall and reconvening the Commission. A report will be made to the Commission after the Executive Committee meets.

Commissioner Garnica also wanted to know if retirees were being invited to call in to the Commission meeting. Ms. Pizarro Winting stated that retirees are being invited to call in.

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.

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