

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

**WEDNESDAY, JUNE 24, 2020  
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

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**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 Ms. Pizarro Winting 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 OPPORTUNITY TO ADDRESS THE COMMISSION BY SUBMITTING WRITTEN COMMENTS VIA EMAIL TO [MARLA.CAMERINO@LONGBEACH.GOV](mailto:MARLA.CAMERINO@LONGBEACH.GOV).**

There were no public comments.

2. [20-160CS](#)      **Recommendation to approve minutes:**  
*Special Meeting of June 10, 2020*

**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

**CONSENT CALENDAR (3 - 5):**

Vice President Morrison requested to pull Agenda Item No. 4 for a separate discussion.

Passed the Consent Calendar

**A motion was made by Commissioner Dowling, seconded by Commissioner Garnica, to approve Consent Calendar Items (3 and 5), except for Agenda Item No. 4. The motion carried by the following vote:**

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

3. [20-161CS](#)      **Recommendation to approve examination results:**  
*Office Systems Analyst (IMDCA) Test #09 (Established 06/18/20)*  
*Office Systems Analyst (IMDCE) Test #10 (Established 06/18/20)*  
*Special Services Officer Test #44 (Established 06/12/20)*  
*Street Landscaping Supervisor (Established 06/17/20)*

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

4. [20-162CS](#)      **COVID-19 RELATED: Recommendation for Provisional Appointment** - Elizabeth Galvan, Personnel Assistant  
*Communication from Alex Basquez, Director, Human*

*Resources Department*

*Staff report prepared by Shellie Goings, Personnel Analyst*

Vice President Morrison asked if the request today is different from the one received a while ago. Ms. Pizarro Winting stated that this request is to appoint an individual into the position, which is why it is on the consent calendar. The last request was to begin the recruitment process and so it was placed as a Regular Agenda item. Ms. Pizarro Winting stated that these requests are being processed using the normal route due to the Commission meeting weekly. The expedited process is no longer necessary.

**A motion was made by Vice President Morrison, 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

5. [20-164CS](#)

**COVID-19 RELATED: Recommendation to Extend**

**Non-Career Hours** - Amy Hicks, Administrative Intern-NC

*Communication from Nicole Gross, Administrative Officer,  
Technology and Innovation*

*Staff report prepared by Desiree Davalos, Personnel Analyst*

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

**REGULAR AGENDA**

6. [20-165CS](#)

**COVID-19 RELATED: RECEIVE AND FILE REPORT FROM  
EXECUTIVE DIRECTOR REGARDING UPDATES ON HEALTH  
DEPARTMENT APPOINTMENTS**

Ms. Pizarro Winting informed the Commission that she was able to follow up with the Health Department regarding appointments. She is happy to report that the Health Department was able to make appointments to several positions.

Ms. Pizarro Winting informed the Commission that Ms. Colopy is very

appreciative of the action that the Commission took as the Health Department was able to respond to staffing issues related to addressing the pandemic quickly.

Commissioner Arias asked if the Health Department anticipates needing any additional positions due to the pandemic. She also wanted to know if the Health Department was hiring any contact tracers and if the Civil Service Department was involved. Ms. Pizarro Winting reported that Civil Service is working with the Health Department to hire permanent positions as they do recognize the pandemic will go on for a while. The Health Department is looking to fill permanent positions so that they do not need to use the unclassified positions. Ms. Pizarro Winting reported that Civil Service is not involved with hiring contact tracing as the City has reassigned current employees to those duties. The Health Department has been working directly with Human Resources and the team at the Emergency Operations Center.

A discussion took place regarding a news article that included comments from staff who have been assigned contact tracing duties.

**A motion was made by Commissioner Garnica, seconded by Vice President Morrison, to receive and file the report. The motion carried by the following vote:**

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

7. [20-166CS](#)

**DISCUSSION OF DRAFT LETTER TO THE INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS REGARDING CLASSIFIED EXEMPTION**

Commissioner Arias reported that the Subcommittee met at the direction of the Commission in response to correspondence received by Ashley Gunckel of the International Association of Machinists and Aerospace Workers (IAMAW). A recommendation in the form of a draft letter was submitted to the Commission for comment and approval. Commissioner Arias provided background information regarding the Commission's approval of the draft policy that took place in April 2019 to address requests to temporarily use classified positions in the unclassified service with the understanding that the Meet and Confer process would begin shortly after.

Commissioner Arias provided a summary of the recommended reply. She stated that the Subcommittee found no evidence that the proposed policy violates the Meyers-Milias-Brown Act, nor does it remove civilian oversight over of the hiring process for the City of Long Beach. The proposal was meant to strengthen civilian oversight of the hiring process by providing clear and strict parameters for requests that ask the Commission to use its authority to suspend its rules to use classified positions in the unclassified service. The draft memo attempted to address each of the points outlined in the IAMAW correspondence. The subcommittee asks that the Commission approve the letter in principle and allow President Gonzalez Edmond to make any grammatical edits as she sees fit.

Vice President Morrison stated that the Subcommittee took time in responding to the letter. She stated that the intent of the Subcommittee was to strengthen oversight.

President Gonzalez Edmond stated that the letter was well written and recommends approval of the letter. Staff will mail out the letter once final edits have been made.

**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

## **8. REPORTS FROM MANAGERS**

### *A. Recruitment Division - Christina Pizarro Winting*

Ms. Pizarro Winting did not have any updates for the Commission.

### *B. Employment Services Division - Caprice McDonald*

Ms. McDonald informed the Commission that Employment Services staff has completed three more forecasting meetings. Staff are on the tail end of completing outreach to the departments and are now scheduling follow up meetings in case there are any changes as to recruitment priorities.

*C. Administration Support Services - Maria Alamo*

Ms. Alamo informed the Commission that Administration Support staff submitted savings target suggestions for fiscal year 2020 and 2021. We are now waiting for the City Manager to finalize his decisions.

*D. Executive Director - Christina Pizarro Winting*

Ms. Pizarro Winting informed the Commission that Civil Service continues to receive positive feedback from departments regarding the forecasting meetings. They appreciate the approach and the big picture as it relates to the department's vacancies.

Ms. Pizarro Winting informed the Commission that Friday, July 3rd is a City observed holiday, so the agenda packet will be sent out a day early.

**9. UNFINISHED BUSINESS**

Ad Hoc Subcommittees:

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

President Gonzalez Edmond informed the Commission that Commissioner Arias made her report under Agenda Item No. 7.

**10. NEW BUSINESS**

Commissioner Arias asked if Standing Committees would be placed on the agenda on a regular basis. After a brief discussion between Commissioners, it was decided that Standing Committees would be placed as an ongoing agenda item.

**ADJOURNMENT**

President Gonzalez Edmond adjourned the meeting at 8:55 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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