

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

**WEDNESDAY, SEPTEMBER 2, 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

FINISHED AGENDA AND MINUTES

**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 Principal Deputy City Attorney Gary Anderson 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.**

There were no public comments received.

CONSENT CALENDAR (2 – 4):

Commissioner Garnica pulled 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 (2 - 3), 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

2. [20-235CS](#)

Recommendation to receive and file retirement(s):

Philip Charles, Maintenance Assistant I, Airport (10 yrs., 4 mos.)

Omar Martinez, Police Lieutenant, Police Department (26 yrs., 4 mos.)

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

3. [20-236CS](#)

Recommendation to receive and file resignation(s):

Brendan Cavanaugh, Firefighter, Fire Department (11 mos., 13 days)

Carol Gonzalez, Accounting Clerk III, Parks, Recreation and Marine (11 yrs., 6 mos.)

Rigoberto Guzman Hernandez, Police Officer, Police Department (11 mos., 23 days)

Esteban Hernandez-Rojas, Parking Control Checker I, Public Works (4 yrs., 8 mos.)

Miriam Leserman, Police Officer, Police Department (11 mos., 16 days)

Andrew Lopez, Garage Service Attendant I, Financial Management (3 yrs., 10 mos.)

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

4. [20-237CS](#)

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

Staff report prepared by Christina Pizarro Winting, Executive Director

Business Systems Specialist (H67AN-19) Test #12 (3/21/2019)

Business Systems Specialist (H67AN-19) Test #15 (9/20/2019)

Civil Engineer (K11NN-19) Test #08 (9/25/2019)

Civil Engineering Associate (K13NN-19) Test #05 (3/14/2019)

Civil Engineering Associate (K13NN-20) Test #10 (3/3/2020)

Civil Engineering Associate (K13NN-20) Test #11 (3/18/2020)

Communication Specialist (H68AN-19) Test #03 (3/27/2019)

Communication Specialist (H68AN-19) Test #04 (5/2/2019)

Communication Specialist (H68AN-19) Test #05 (5/28/2019)

Communication Specialist (H68AN-19) Test #06 (9/19/2019)

Criminalist (F06AN-20) Test #01 (3/6/2020)

Customer Service Representative (D75AN-19) (3/29/2019)

Electrician (I15NN-20) Test #05 (3/24/2020)

Equipment Operator (J18AN-19) (3/11/2019)

Gas Field Service Representative (L07AN-19) (9/5/2019)

General Maintenance Supervisor (J78AN-19) Test #01 (9/3/2019)

Office Systems Analyst (IMDCE) (ND4AN-19A) Test #03 (9/9/2019)

5 Months*

Office Systems Analyst - IMDCA (ND4AN-19B) Test #03 (9/17/2019)

5 Months*

Painter Supervisor (I35NN-18) (9/25/2018)

Petroleum Operations Coordinator (K45AN-18) Test #01 (9/24/2018)

Petroleum Operations Coordinator (K45AN-18) Test #02 (10/8/2018)

Plan Checker - Fire Prevention (KA4NN-19) Test #06 (5/8/2019)

Plan Checker - Fire Prevention (KA4NN-20) Test #07 (10/11/2019)

Plan Checker - Fire Prevention (KA4NN-20) Test #09 (3/3/2020)

Police Recruit (F63NN-19) Test #12 (9/6/2019)

Refuse Operator (JA2AN-20) Test #25 (3/23/2020)

Senior Accountant (C32NN-19) Test #01 (1/17/2019)

Senior Civil Engineer (K52NN-19) Test #04 (3/13/2019)

Senior Electrical Engineer (Ng0NN-18) Test #01 (9/6/2018)

Senior Electrical Inspector (K56NN-20) Test #03 (3/10/2020)

Senior Equipment Operator - Backhoe (J75NN-18) (3/9/2018)
Senior Program Manager - Water (MC5NN-19) Test #01 (3/11/2019)
Senior Program Manager - Water (MC5NN-19) Test #02 (3/27/2019)
Senior Traffic Engineer (K68NN-20) Test #06 (3/10/2020)
*Special Services Officer (F33AN-18) Test #25 (3/28/2018) 4 Months**
*Special Services Officer (F33AN-18) Test #31 (9/24/2018) 5 Months**
Special Services Officer (F33AN-19) Test #36 (3/19/2019)
Systems Support Specialist (H69AN-18) Test #08 (9/13/2018)
Systems Support Specialist (H69AN-18) Test #09 (10/31/2018)
Systems Technician (H70AN-19) Test #05 (9/17/2019)
Water Treatment Operator (MA1AN-20) Test #04 (3/9/2020)

Commissioner Garnica noticed that the list was lengthy again. She had previously asked about the long list and was told that it was due to housekeeping. She wanted to know if that is still the reason for the lengthy list. She also asked if staff could explain what housekeeping means. Ms. Pizarro Winting responded that Ms. McDonald will be providing a training on the eligible lists at the second part of the Commission's retreat. She stated that there are many factors involved that will be discussed. Ms. Pizarro Winting stated that when she referred to housekeeping previously, it was due to a list that was inadvertently extended.

Commissioner Garnica wanted to know how new candidates are factored in when extending the lists. Ms. Pizarro Winting stated that when an examination has multiple test numbers, those indicate that the examination is open and continuous. Staff will generate a new list when candidates apply for the examination. When it is a closed examination, candidates are only able to apply when the examination opens.

A discussion ensued with Commissioner Garnica, Ms. Pizarro Winting and Ms. McDonald regarding whether the extensions are still considered to be a part of housekeeping. It was discussed this is still a form of housekeeping as there was a period where most of the examinations were qualifying. As Civil Service moves to a more competitive process, the list of extensions should not be as long. It was discussed that this will be explained in more detail during the training that will be provided at the retreat.

President Gonzalez Edmond stated that going forward we will

continue to see these at the first meeting of the month and will be able to learn more next week. She appreciates staff working hard to get the lists together.

Commissioner Garnica stated that she will wait for the training regarding clarification on the word "housekeeping."

A motion was made by Commissioner Garnica, seconded by Vice President Morrison, 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

5. [20-238CS](#)

COVID-19 RELATED: REQUEST FOR EXTENSION TO UTILIZE CLASSIFIED TITLES IN THE UNCLASSIFIED SERVICE - Water Utility Mechanic, Storekeeper and Stock and Receiving Clerk

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

Representatives from the Water Department were on the call to answer questions.

Commissioner Arias stated that the request asks for an extension until June 2021, but the project is scheduled to end on June 30, 2021. If this item gets approved, she would be more comfortable specifying the June 30, 2021 end date since it is the end of the project. Commissioner Arias also wanted to know what other challenges took place as mentioned in the request. Tai Tseng, Assistant General Manager for the Water Department, responded that once the contractor and staff returned to work, a big challenge was finding staff, as many of them did not return. Once new staff were identified, another challenge was taking the time to train them.

Commissioner Arias thanked staff and the department for using Civil Service's proposed form for temporarily using classified positions in the unclassified service.

President Gonzalez Edmond asked that the approval of this item include the June 30, 2021 date as part of the motion.

A motion was made by Vice President Morrison, seconded by Commissioner Dowling, to approve recommendation with the amended completion date of June 30, 2021. The motion carried by the following vote:

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

6. STANDING COMMITTEES

A. Executive Committee

The Executive Committee did not meet.

B. Recruitment and Selection Committee

The Recruitment and Selection Committee did not meet.

C. Special Projects Committee

The Special Projects Committee did not meet.

7. 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 reported that on August 12, 2020, the Civil Service Commission received a comment from an employee of Technology and Innovation regarding concerns on reclassification. She stated that staff are still researching information. Ms. McDonald reported that she and Ms. Davalos have met with the employee as well as another employee who shared the same concerns. She reported that staff will also be meeting with Technology and Innovation and Human Resources on September 22, 2020 to discuss reclassification issues and what some of the concerns are. They will also be discussing how to possibly find a fix to some of the

issues and concerns.

Commissioner Arias thanked Ms. McDonald for following up.

C. Administration Support Services - Maria Alamo

Ms. Alamo reported that staff are continuing training on layoff orders so that they can be prepared.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting reported that she listened in on the Budget Oversight Committee where they continued to discuss budget. City Council has until September 15th to approve the budget.

She also thanked Ms. McDonald and Ms. Alamo for going above and beyond their normal work. They continue to be productive in their normal work duties while taking on additional responsibilities.

8. 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 stated that correspondence has been sent to IAM; however, they were deep in negotiations. The union is now ready to continue discussion. Human Resources will be scheduling a follow up meet and confer with them.

9. NEW BUSINESS

There was no new business discussed.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 8:56 a.m.

NO HEARING

NOTE:

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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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