

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

**WEDNESDAY, JANUARY 6, 2021
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 8:34 a.m.

FLAG SALUTE

President Gonzalez Edmond asked Christina Pizarro Winting, Executive Director, to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Phyllis O. Arias, Brandon Dowling, Heather Morrison and

Present: Susana Gonzalez Edmond

Commissioners Joel Garnica

Excused:

- 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.

2. [21-001CS](#)

Recommendation to approve minutes:

Regular Meeting of December 2, 2020

Regular Meeting of December 16, 2020

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Heather Morrison and Susana Gonzalez Edmond

Absent: 1 - Joen Garnica

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Heather Morrison and Susana Gonzalez Edmond

Absent: 1 - Joen Garnica

CONSENT CALENDAR (3 – 12):

President Gonzalez Edmond and Commissioner Arias pulled Agenda Items 7 through 10 as well as Agenda Item 12 for separate discussions.

Passed the Consent Calendar

A motion was made by Commissioner Arias, seconded by Commissioner Dowling, to approve Consent Calendar Items (3 - 6 and 11), except for Items (7 through 10 and 12). The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Heather Morrison and Susana Gonzalez Edmond

Absent: 1 - Joen Garnica

3. [21-002CS](#) **Recommendation to approve examination results:**
Business Systems Specialist Test #23 (Established 12/28/20)
Geographic Information Systems Technician (Established 12/28/20)
Police Officer - Lateral Test #17 (Established 12/18/20)
Public Safety Dispatcher - NTN EXAM Test #18 (Established 12/29/20)
Public Safety Dispatcher - POST WAIVER Test #19 (Established 12/29/20)

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

4. [21-003CS](#) **Recommendation to approve bulletin(s):**
General Librarian

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

5. [21-004CS](#) **Recommendation to receive and file retirement(s):**
Timothy Hallinan, Communication Specialist V, Department of Technology and Innovation (38 yrs., 1 mo.)
Randall Jagger, Airport Operations Assistant II, Airport (33 yrs., 5 mos.)
William Swaim, Police Officer, Police Department (27 yrs., 2 mos.)
Robert Uribe, Communication Specialist V, Department of Technology and Innovation (18 yrs., 8 mos.)
Versie Whitmore, Police Services Specialist II, Police Department (34 yrs., 1 mo.)

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

6. [21-005CS](#) **Recommendation to receive and file resignation(s):**
Jessika Aguilo, Clerk Typist III, Police Department (6 yrs., 2 mos.)
Tung Dang, Accountant III, Harbor Department (2 yrs., 1 mo.)

Cesar Garcia, Public Safety Dispatcher I, Disaster Preparedness and Emergency Communications Department (7 mos., 23 days)
Charles Hundley, Police Officer, Police Department (1 yr., 2 mo.)
Diana Lopez, Special Services Officer III, Police Department (3 yrs., 3 mos.)
James Stark, Fire Recruit, Fire Department (1 mo. 25 days)

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

7. [21-006CS](#)

COVID-19 RELATED: Recommendation for Provisional Appointment - Gladys Burnley, Housing Aide II
Communication from Jodie Griner, Administrative Officer, Department of Health and Human Services
Staff report prepared by Elsa Ramos, Personnel Analyst

Commissioner Arias wanted to know where staff was in the recruitment process for the provisional appointments for Agenda Items 7 through 10. Ms. Pizarro Winting reported that staff has 150 days to complete the recruitment process from the time that a provisional appointment is made. The goal is to ensure this process is completed so that an extension will not be necessary.

It was discussed that requisitions are in place for the permanent positions.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Heather Morrison and Susana Gonzalez Edmond

Absent: 1 - Joen Garnica

8. [21-007CS](#)

COVID-19 RELATED: Recommendation for Provisional Appointment - Devin Buttelwerth, Housing Aide II
Communication from Jodie Griner, Administrative Officer, Department of Health and Human Services
Staff report prepared by Elsa Ramos, Personnel Analyst

Please see Agenda Item 7 for discussion.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Heather Morrison and Susana Gonzalez Edmond

Absent: 1 - Joen Garnica

9. [21-008CS](#)

COVID-19 RELATED: Recommendation for Provisional Appointment - Liliana Perdomo, Housing Specialist I
Communication from Jodie Griner, Administrative Officer, Department of Health and Human Services
Staff report prepared by Elsa Ramos, Personnel Analyst

Please see Agenda Item 7 for discussion.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Heather Morrison and Susana Gonzalez Edmond

Absent: 1 - Joen Garnica

10. [21-009CS](#)

Recommendation for Provisional Appointment - Raul Gonzalez, Mechanical Equipment Stock Clerk
Communication from Sandra Kennedy, Administrative Officer, Department of Financial Management
Staff report prepared by Desiree Davalos, Personnel Analyst

Please see Agenda Item 7 for discussion.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Heather Morrison and Susana Gonzalez Edmond

Absent: 1 - Joen Garnica

11. [21-010CS](#) **Recommendation for Temporary Reassignment and Transfer for Rehabilitation and/or Training** - Eric St. Martin, Commercial Diver II
*Communication from Russ Ficker, Personnel Officer,
Department of Public Works
Staff report prepared by Shellie Goings, Personnel Analyst*

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

12. [21-011CS](#) **Recommendation to Approve Extension of Expiring Eligible Lists (6 months)**
Staff report prepared by Christina Pizarro Winting, Executive Director
- Aquatics Supervisor (H31AN-19) Test #01 (7/16/2019)
Assistant Administrative Analyst (E03AN-19) Test #01 (1/24/2019)
Assistant Administrative Analyst (E03AN-19) Test #02 (2/28/2019)
Assistant Administrative Analyst (E03AN-19) Test #03 (7/16/2019)
Business Systems Specialist (H67AN-19) Test #10 (1/9/2019)
Business Systems Specialist (H67AN-19) Test #14 (8/1/2019)
Business Systems Specialist (H67AN-20) Test #17 (1/16/2020)
Business Systems Specialist (H67AN-20) Test #20 (7/28/2020)
Capital Projects Coordinator (EC6AN-19) Test #01 (1/10/2019)
Capital Projects Coordinator (EC6AN-19B) Test #01 (5/9/2019)
Civil Engineer (K11NN-20) Test #10 (1/17/2020)
Civil Engineer (K11NN-20) Test #16 (7/7/2020)
Civil Engineering Associate (K13NN-19) Test #04 (2/13/2019) - **2 Months***
Civil Engineering Associate (K13NN-20) Test #09 (1/29/2020)
Clerk Typist (D04AN-19) (1/4/2019)
Construction Inspector (K14AN-19) (6/11/2019)
Electrician (I15NN-20) Test #04 (1/27/2020) - **2 Months***
Electrician (I15NN-20) Test #07 (7/9/2020)
Emergency Medical Education Coordinator (G45NN-20) Test #01 (1/30/2020)
Environmental Health Specialist (G43AN-20) Test #01 (7/24/2020)*

Environmental Specialist Associate (N26NN-20) Test #01 (1/17/2020)

Garage Service Attendant (J23AN-20) Test #03 (1/6/2020)

Gas Pipeline Welder/Layout Fitter (I61NN-19) Test #01 (7/19/2019)

Gas Pipeline Welder/Layout Fitter (I61NN-19) Test #02 (8/1/2019)

Laboratory Analyst (M13AN-20) Test #01 (1/22/2020)

Office Systems Analyst (IMDCE) (ND4AN-20A) Test #05 (1/7/2020)

Office Systems Analyst (IMDCE) (ND4AN-20A) Test #06 (1/21/2020)

Office Systems Analyst (IMDCE) (ND4AN-20A) Test #07 (1/27/2020)

Office Systems Analyst (IMDCE) (ND4AN-20A) Test #08 (2/18/2020)

Office Systems Analyst (IMDCE) (ND4AN-20A) Test #11 (7/15/2020)

Office Systems Analyst - IMDCA (ND4AN-19B) Test #01 (7/9/2019)

Office Systems Analyst - IMDCA (ND4AN-20B) Test #06 (1/8/2020)

Office Systems Analyst - IMDCA (ND4AN-20B) Test #07 (1/21/2020)

Office Systems Analyst - IMDCA (ND4AN-20B) Test #10 (7/14/2020)

Office Systems Analyst - SD (ND4AN-19) Test #02 (7/3/2019)

Office Systems Analyst- IMDNOC (ND4AN-19C) Test #01 (7/3/2019)

Office Systems Analyst- IMDNOC (ND4AN-19C) Test #02 (7/24/2019)

Office Systems Analyst- IMDNOC (ND4AN-19C) Test #03 (8/14/2019)

*Plan Checker - Fire Prevention (KA4NN-20) Test #08 (1/14/2020) - 2 Months**

*Plan Checker - Plumbing (K41AN-20) Test #06 (1/14/2020) - 4 Months**

Plumber (I38NN-20) Test #01 (7/24/2020)

Police Officer - Lateral (F23NN-19B) Test #06 (7/24/2019)

Police Officer - Lateral (F23NN-20) Test #10 (1/27/2020)

Police Officer - Lateral (F23NN-20) Test #14 (7/30/2020)

Police Property & Supply Clerk (D51AN-19) (1/10/2019)

Police Recruit (F63NN-19) Test #05 (1/10/2019)

Police Recruit (F63NN-19) Test #06 (1/23/2019)

Police Recruit (F63NN-19) Test #07 (2/28/2019)

Police Recruit (F63NN-19) Test #08 (4/18/2019)

Police Recruit (F63NN-19) Test #10 (7/9/2019)

Police Recruit (F63NN-19) Test #11 (7/25/2019)

Police Recruit (F63NN-20) Test #14 (1/17/2020)

Police Recruit (F63NN-20) Test #15 (1/23/2020)

Port Financial Analyst (ND1AN-19) Test #01 (7/3/2019)

Port Financial Analyst (ND1AN-19) Test #02 (7/17/2019)
Public Health Nurse (G19AN-20) Test #05 (7/21/2020)
Public Health Nutritionist (G21AN-19) Test #01 (7/22/2019)
Public Health Nutritionist (G21AN-20) Test #04 (1/6/2020)
Public Safety Dispatcher - Lateral (J45AN-20C) Test #05 (7/22/2020)
Public Safety Dispatcher - NTN Exam (J45AN-20A) Test #12 (7/2/2020)
Public Safety Dispatcher - NTN Exam (J45AN-20A) Test #13 (7/24/2020)
Public Safety Dispatcher - Post Waiver (J45AN-20B) Test #13 (7/2/2020)
Real Estate Project Coordinator (ED5AN-19) (1/22/2019)
Refuse Operator (JA2AN-20) Test #26 (7/15/2020)
*Senior Structural Engineer (K65NN-19) Test #05 (7/22/2019) - 3 Months**
Senior Traffic Engineer (K68NN-20) Test #08 (7/7/2020)
*Special Services Officer (F33AN-18) Test #25 (3/28/2018) - 2 Months**
Special Services Officer (F33AN-18) Test #29 (7/12/2018)
Special Services Officer (F33AN-19) Test #35 (1/16/2019)
Special Services Officer (F33AN-20) Test #45 (7/30/2020)
Supervisor-Stores & Property (C35NN-19) Test #01 (7/17/2019)
Systems Technician (H70AN-19) Test #04 (7/31/2019)
Transportation Planner (NC6AN-20) Test #01 (1/16/2020)
Water Treatment Operator (MA1AN-19B) Test #01 (7/31/2019)
Water Treatment Operator (MA1AN-19B) Test #02 (8/26/2019)

Ms. Pizarro Winting informed the Commission that the request for extensions that are less than the usual 6 months are because they will be expired in groups with other qualifying lists of the same classification. The purpose for this is to expire the many qualifying lists together in groups rather than one month at a time. She stated that now that Civil Service is fully staffed, we will not need to create as many qualifying lists moving forward.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Heather Morrison and Susana Gonzalez Edmond

Absent: 1 - Joen Garnica

REGULAR AGENDA

13. [21-012CS](#)

RECOMMENDATION FOR PROVISIONAL APPOINTMENT -

Stock & Receiving Clerk

*Communication from Bob Dowell, Director, Department of
Energy Resources*

Staff report prepared by Elsa Ramos, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Ramos who briefed the Commission regarding this request.

Representatives from Energy Resources were on the call for questions.

A discussion took place between President Gonzalez Edmond, Commissioner Arias, Ms. Pizarro Winting and Ms. Alamo regarding the previous requisition and recruitment for the position. It was discussed that at the end of the fiscal year, there is a process in place where requisitions in place for two years will be expired and a new one opened. It was discussed that the movement of staff could have led to the delay in the recruitment process.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Heather Morrison and
Susana Gonzalez Edmond

Absent: 1 - Joen Garnica

14. [21-013CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Housing Assistance

Coordinator

*Communication from Fred Verdugo, Acting Director,
Department of Human Resources*

Staff report prepared by Desiree Davalos, Personnel Analyst

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

Representatives from the Department of Human Resources and the Department of Health and Human Services were on the call to answer questions.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Heather Morrison and Susana Gonzalez Edmond

Absent: 1 - Joen Garnica

15. [21-014CS](#)

RECOMMENDATION TO APPROVE BULLETIN(S):
Housing Assistance Coordinator

Ms. Pizarro Winting informed the Commission that they are now approving the bulletin for Housing Assistance Coordinator since they just approved the revised classification specification.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Heather Morrison and Susana Gonzalez Edmond

Absent: 1 - Joen Garnica

16. [21-015CS](#)

RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION - Safety Specialist I-III
Communication from Fred Verdugo, Acting Director, Department of Human Resources
Staff report prepared by Sheree Valdoria, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Valdoria who briefed the Commission regarding this request.

Representatives from the Department of Human Resources and the Harbor Department were on the call to answer questions.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Heather Morrison and Susana Gonzalez Edmond

Absent: 1 - Joen Garnica

17. [21-017CS](#)

**RECOMMENDATION TO APPROVE NEW CIVIL SERVICE
LOGO**

Communication from Christina Pizarro Winting

Ms. Pizarro Winting briefed the Commission regarding this item.

Vice President Morrison loves the logo and thanked Commissioner Dowling and Ms. Pizarro Winting on their work to finalize it.

Commissioner Dowling mentioned that we wanted to bring forward a logo that celebrates and mirrors what the Civil Service Commission is about in terms of helping people pursue opportunities. He thanked everyone including Dann who designed the logo.

President Gonzalez Edmond stated that she is excited for the new logo and thanked Commissioner Dowling and Ms. Pizarro Winting for their leadership. She stated that it is fresh and speaks to everything we stand for. She is excited to start seeing it everywhere.

It was discussed that the logo will be placed everywhere immediately.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Heather Morrison and Susana Gonzalez Edmond

Absent: 1 - Joen Garnica

18. [21-018CS](#)

REVIEW OF CIVIL SERVICE COMMISSION MEETING

SCHEDULE

Communication from Christina Pizarro Winting

Ms. Pizarro Winting briefed the Commission regarding this item.

Vice President Morrison stated that she supports Ms. Pizarro Winting's recommendation. She stated that the agendas have been fairly long and wondered if meeting weekly is an option.

Ms. Pizarro Winting stated that the long agendas are due to the fact that we are fully staffed and that in addition to the requests to the Commission requiring regular staff reports, staff is working on exams that require posting of bulletins and in many cases revised classification specifications for those bulletins.

Commissioner Arias supports meeting every other week for the entire year and proposed bringing back this item in January 2022 for reevaluation. She stated that the Commission has the option to conduct an emergency meeting should there be a need.

Both President Gonzalez Edmond and Commissioner Dowling supports staff recommendations.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Heather Morrison and Susana Gonzalez Edmond

Absent: 1 - Joen Garnica

19. STANDING COMMITTEES

A. Executive Committee

President Gonzalez Edmond informed the Commission that the Executive Committee has an upcoming meeting.

Ms. Pizarro Winting stated that during this meeting Committee members will be provided with an update regarding the budget.

B. Recruitment and Selection Committee

Commissioner Dowling stated that a meeting is being scheduled.

C. Special Projects Committee

Commissioner Arias informed the Commission that a second Mock Hearing is being scheduled.

20. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten informed the Commission that she and Ms. Cano will be taking part in a meeting with the Framework for Reconciliation's Community Engagement Workgroup to discuss ways to collaborate.

Ms. Slaten thanked Ms. Cano for working on the Gas Construction Worker examination. The examination will be conducted virtually.

B. Employment Services Division - Caprice McDonald

Ms. Pizarro Winting provided a report on behalf of Ms. McDonald who is currently on vacation. She stated that it has been a pleasure working closely with the Employment Services team and departments. Ms. Pizarro Winting provided updates regarding new processes in conducting virtual examinations. She also updated the Commission regarding the analysts being a single point of contact for departments as a way to better serve departments.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo updated the Commission on the budget and stated that she will be presenting more information at the next Executive Committee meeting

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting stated that she has an amazing team, and that everyone is working hard in figuring out how to conduct business in a different way and to evaluate processes. She thanked Ms. Camerino for putting the list of meetings together to give the Commission a visual of what it could look like with the two options.

Ms. Pizarro Winting stated that we are working to schedule a second mock hearing due to technical issues with the first one.

The Commission thanked Ms. Pizarro Winting for her detailed report.

21. 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 informed the Commission that the subcommittee will be meeting later this afternoon to discuss modifications to the policy. The subcommittee will bring a report back to the Commission.

President Gonzalez Edmond thanked Ms. Pizarro Winting for her work.

22. NEW BUSINESS

President Gonzalez Edmond thanked Commissioners and Ms. Pizarro Winting for reaching out while she and her family were recovering from COVID. She is thankful that they were all able to recuperate. She encourages everyone to be vigilant during this time. President Gonzalez Edmond also thanked Vice President Morrison for stepping in during her absence.

The Commission thanked staff for their work. The agenda packets have been huge, which means that there is quite a bit of work being done.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 9:42 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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