

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

**WEDNESDAY, FEBRUARY 6, 2019
333 W. OCEAN BLVD, 7TH FLOOR CIVIL
SERVICE BOARDROOM, 8:00 AM**

Phyllis O. Arias, President
Carolyn M. Smith Watts, Vice President



Joel Garnica, Commissioner
Susana Gonzalez Edmond, Commissioner
Heather Morrison, Commissioner

David P. Honey, Interim Executive Director

FINISHED AGENDA & MINUTES

President Arias called the meeting to order at 8:09 a.m.

FLAG SALUTE

President Arias lead the Pledge of Allegiance.

ROLL CALL

Commissioners Joel Garnica, Susana Gonzalez Edmond, Heather Morrison and

Present: Phyllis O. Arias

Commissioners Carolyn M. Smith Watts

Absent:

David P. Honey, Interim Executive Director and Secretary
Crystal Slaten, Deputy Director, and Recruitment and Selection Officer
Caprice McDonald, Special Projects Officer
Maria Alamo, Special Projects Officer
Marla Camerino, Executive Assistant
Jonathan Nagayama, City Clerk Specialist
Lizeth Rodriguez, Clerk Typist
Shellie Goings, Personnel Analyst
Sheree Valdoria, Personnel Analyst
Stanley Wang, Personnel Analyst
Carolyn Pen, Administrative Analyst
Kris Ramos, Assistant Administrative Analyst

Maria Macias, Personnel Assistant
Eugene Kim, Administrative Analyst-NC
Tan Zeng, Administrative Analyst
Sharon Hamilton, Administrative Aide
Keion Bryant, Sr., Administrative Analyst-NC
Monica Kilaita, Deputy City Attorney
Dana Anderson, Manager – Labor Relations, Human Resources
Fred Verdugo, Deputy Director, Human Resources
Russ Ficker, Administrative Officer, Public Works
Sandra Kennedy, Administrative Officer, Financial Management
Sandy Witz, Assistant Director, Human Resources, Harbor
David White, Administrative Analyst III, Harbor
Sheryl Bender, Superintendent-Personnel & Training, Parks, Recreation & Marine
Sandra Aguilar, Administrative Officer, Energy Resources
Karen Owens, Administrator, Police
Debbie Mills, Administrative Officer, Police
Paula Gallegos, Personnel Administrator, Police
Victoria Love, Business Representative, International Association of Machinists and
Aerospace Workers (IAM)
Jeff Hardin, Battalion Chief/Director of Training, Fire
Katrina Pickett, Deputy City Attorney
Jessica Stoudenmire, Administrative Analyst, Water
Francisco Davila, Acting Administrative Officer, Development Services
Aaron Fletcher, Long Beach Lifeguard Association

COMMENTS FROM THE PUBLIC – The Civil Service Commission will hear from members of the public on matters within the Commission’s jurisdiction.

President Arias welcomed Marla Camerino to Civil Service and thanked Lizeth Rodriguez for her service as Interim Executive Assistant.

1. [19-019CS](#) **Recommendation to approve minutes:**
Regular Meeting of January 23, 2019

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

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

CONSENT CALENDAR (2 - 6)

Mr. Honey requested to pull Item 6 for further discussion.

Passed the Consent Calendar

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Morrison, to approve Consent Calendar Items 2 - 6, except for Item 6. The motion carried by the following vote:

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

2. [19-020CS](#)

Recommendation to approve examination results:

Assistant Administrative Analyst Test #01 (Established 01/24/19)

Buyer Test #01 (Established 01/22/19)

Civil Engineer Test #04 (Established 02/01/19)

Communications Center Coordinator (Established 01/24/19)

Deputy Fire Marshal Test #02 (Established 01/29/19)

Mechanical Engineer (Established 01/18/19)

Police Recruit Test #06 (Established 01/23/19)

Real Estate Project Coordinator (Established 01/22/19)

Senior Civil Engineer Test #03 (Established 01/29/19)

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

3. [19-021CS](#) **Recommendation to receive and file bulletin(s):**
Administrative Analyst
Fire Captain
Parking Control Supervisor
Refuse Field Investigator - REVISED

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

4. [19-022CS](#) **Recommendation to receive and file retirement(s):**
Duane Evans/Police Officer/Police Department (24 yrs., 4 mos.)

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

5. [19-023CS](#) **Recommendation to receive and file resignation(s):**
Corina Barajas/Clerk Typist II/Fire Department (11 mos.)
Dalia Baskaron/Customer Service Rep. III/Financial Management (12 yrs., 11 mos.)
John Camacho/Business Systems Specialist IV/ Water Department (2 yrs., 5 mos.)
David Eckhardt/Refuse Operator I/Public Works Department (4 yrs., 2 mos.)
Marvin Reid/Maintenance Assistant III/Public Works Department (1 yrs., 6 mos.)

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

6. [19-024CS](#) **Recommendation to Approve Extension of Expiring Eligible Lists (6 months)**
Staff report prepared by David Honey, Interim Executive Director

BUSINESS SYSTEMS SPECIALIST (H67AN-18) TEST #01 (2/27/2018)
BUSINESS SYSTEMS SPECIALIST (H67AN-18) TEST #06 (8/9/2018)
PUBLIC SAFETY DISPATCHER - NTN EXAM (J45AN-18B) TEST #03 (8/17/2018)
PUBLIC SAFETY DISOATCHER - POST WAIVER (J45AN-18B) TEST

#03 (8/17/2018)
SYSTEMS SUPPORT SPECIALIST (H69AN-18) TEST #07 (8/8/2018)
CONSTRUCTION INSPECTOR (K14AN-18) TEST #01 (11/10/17) - 4
months*
PARK MAINTENANCE SUPERVISOR (J42NN-18) TEST #01 (5/30/18)
- 3 **months***

Mr. Honey briefed the Commission on this request.

Sandra Aguilar, Administrative Officer, Energy Resources Department, and Sheryl Bender, Superintendent, Personnel & Training, Parks, Recreation & Marine Department, were present to answer questions.

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

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

REGULAR AGENDA

7. [19-025CS](#) **RECOMMENDATION TO ESTABLISH SUBCOMMITTEE TO DEVELOP CIVIL SERVICE COMMISSION POLICY REGARDING REQUESTS TO UTILIZE CLASSIFIED POSITIONS IN THE UNCLASSIFIED SERVICE**

In continuing the discussion raised during the Civil Service Commission meeting on January 23, 2019, President Arias briefed the Commission regarding the subcommittee to develop a Civil Service Commission Policy regarding request to utilize classified positions in the unclassified service.

A brief discussion ensued confirming that the subcommittee will include President Arias and Commissioner Morrison.

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

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

8. [19-026CS](#)

REQUEST TO FILE LATE APPLICATION for Joseline Miranda Gutierrez, Laura Lozano Barboza, and Ramon Torres - Customer Service Representative

- a. *Communication from Karen Owens, Administrator, Community Relations Division*
- b. *Staff report prepared by Stanley Wang, Personnel Analyst*

Mr. Honey briefed the Commission on this request.

Karen Owens, Administrator, Community Relations Division, Police Department; Debbie Mills, Administrative Officer, Police Department; Joseline Miranda Gutierrez; Laura Lozano Barboza; and Ramon Torres were present to answer questions.

Ms. Owens informed the Commission on the requests from Ms. Gutierrez, Ms. Lozano Barboza, and Mr. Torres.

A discussion followed with President Arias, Commissioner Morrison, Commissioner Gonzalez Edmond, Mr. Honey, Ms. Owens, Ms. Slaten, and Ms. McDonald regarding the notification of provisional employees of application filing periods and past practices, with the Commission approving the request to file late applications.

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Morrison, to approve the request to file late applications for Joseline Miranda Gutierrez, Laura Lozano Barboza and Ramon Torres. The motion carried by the following vote:

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

9. [19-027CS](#)

REQUEST TO FILE LATE APPLICATION for David White - Capital Projects Coordinator

- a. *Communication from David White, Administrative Analyst, Harbor*

b. Staff report prepared by Carolyn Pen, Administrative Analyst

Mr. Honey briefed the Commission on this request.

Mr. White addressed the Commission regarding his request.

A discussion ensued with Mr. White, President Arias, Commissioner Garnica, Commissioner Gonzalez Edmond, Commissioner Morrison, Mr. Honey, Ms. Alamo, Ms. Slaten, Ms. McDonald, Ms. Pen, Ms. Hamilton and Sandra Witz, Assistant Director of Human Resources, Harbor Department, regarding notification processes for individuals on eligible lists.

The Commission denied Mr. White's request to file a late application and directed staff to initiate a new recruitment for Capital Projects Coordinator that will establish a concurrent eligible list.

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Garnica, to deny the request to file a late application by David White for Capital Projects Coordinator, and direct staff to initiate a new recruitment for Capital Projects Coordinator that will establish a concurrent eligible list. The motion carried by the following vote:

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

10. [19-028CS](#)

**RECOMMENDATION TO APPROVE CIVIL SERVICE DEPARTMENT
PROPOSED FISCAL YEAR 2019-2020 BUDGET**

Staff report prepared by David Honey, Interim Executive Director

Mr. Honey briefed the Commission on this request.

A discussion followed with President Arias, Commissioner Gonzalez Edmond, Commissioner Morrison, Mr. Honey, Ms. Alamo, and Ms. McDonald, with the Commission ultimately approving this request.

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Morrison, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

Absent: 1 - Carolyn M. Smith Watts

MANAGER'S REPORT

Recruitment & Selection

Ms. Slaten invited Commissioners to attend a few upcoming events, the CSULB Health, Human, and Public Service Job Fair on February 7, 2019, the Vietnamese Tet Festival the weekend of February 9-10, 2019 and the USC Career Fair on February 7, 2019.

Special Projects

Ms. McDonald provided a handout and shared that the transfer request button was live on the Civil Service webpage.

Ms. McDonald mentioned that they are gathering data for an Equal Employment Opportunity diversity report going to City Council in March.

A discussion followed with President Arias, Mr. Honey and Ms. McDonald regarding the diversity report.

Administration Support Services

Ms. Alamo informed Commissioners on the implementation of the new LBCOAST system that the City is preparing to go live on April 15, 2019. She announced the Super User Kickoff Event would be taking place in the afternoon and invited the Commissioners to attend.

Executive Director

Mr. Honey informed the Commission that he plans to share the diversity report with the Commissioners prior to it going to council. He thanked Ms. McDonald, Ms. Hamilton, and Mr. Bryant, who have been working on the report. Mr. Honey also thanked Ms. Alamo for her work on the budget.

UNFINISHED BUSINESS

President Arias thanked Civil Service staff and bargaining group representatives who responded to the Executive Director Recruitment survey. In addition, the Commission met with select department heads regarding the recruitment. At the next meeting, Commissioners will be reviewing information received so that they can begin formulating a job announcement.

NEW BUSINESS

COMMENTS FROM THE PUBLIC – The Civil Service Commission will hear from members of the public on matters within the Commission’s jurisdiction.

ADJOURNMENT

President Arias adjourned the meeting at 9:34 a.m.

HEARING – 04-D-1718

jn

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
ចាប់ផ្តើមបើកកិច្ចប្រជុំគណកម្មការធម្មនុញ្ញ)។