

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



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

David P. Honey, Interim Executive Director

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## **FINISHED AGENDA AND DRAFT MINUTES**

### **SPECIAL MEETING**

President Arias called the meeting to order at 10:05 a.m.

#### **FLAG SALUTE**

President Arias led the Pledge of Allegiance.

#### **ROLL CALL**

**Commissioners** Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and  
**Present:** Phyllis O. Arias

**Commissioners** Carolyn M. Smith Watts  
**Absent:**

David Honey, Interim Executive Director  
Caprice McDonald, Special Projects Officer  
Carolyn Pen, Administrative Analyst  
Sharon Hamilton, Administrative Aide  
Kaylyn Som-Yim, Clerical Aide  
Stephanie Correa, Clerk Typist  
Kris Ramos, Assistant Administrative Analyst  
Anja Jacobsen, Administrative Analyst, Energy Resources  
Sandra Aguilar, Administrative Officer, Energy Resources  
Russ Ficker, Personnel Services Officer, Public Works  
Dana Anderson, Labor Relations Manager, Human Resources Department

Elizabeth Calixtro, Human Resources Officer, Human Resources Department  
Sandy Witz, Assistant Director of Human Resources, Harbor Department  
Drew Schneider, Assistant Director of Security, Harbor Department  
Ben Tang, Assistant Director of Information Management, Harbor Department

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

President Arias asked for a moment of reflection for Vice President Smith Watts, who has been ill. She requested that everyone please keep her in their thoughts and prayers.

1. [19-055CS](#)      **Recommendation to approve minutes:**  
*Regular Meeting of March 20, 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 ITEMS (2 - 6):**

Mr. Honey informed Commissioners that the Combination Building Inspector Aide bulletin was removed from Agenda Item #3, as well as four of the Office Systems Analyst bulletins for positions in the Harbor Department’s Information Management Division.

Passed the Consent Calendar

**A motion was made by Commissioner Morrison, seconded by Commissioner Gonzalez Edmond, to approve Consent Calendar Items 2 - 6 as amended. 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. [19-056CS](#)

**Recommendation to approve examination results:**

*Business Systems Specialist Test #12 (Established 03/21/19)*  
*Communication Specialist Test #03 (Established 03/27/19)*  
*Customer Service Representative (Established 03/29/19)*  
*Parking Control Supervisor (Established 03/27/19) **PROMOTIONAL***  
*Senior Program Manager - Water Test #02 (Established 03/27/19)*  
*Special Services Officer Test #36 (Established 03/19/19)*  
*Systems Technician Test #01 (Established 03/20/19)*

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

3. [19-057CS](#)

**Recommendation to receive and file bulletin(s):**

*Accounting Clerk*  
*Capital Projects Coordinator*  
*Combination Building Inspector Aide - **REMOVED***  
*Mechanical Supervisor*  
~~*Office Systems Analyst (Vacancy in Information Management Division - Business Analysis) - **REMOVED***~~  
~~*Office Systems Analyst (Vacancy in Information Management Division - Cybersecurity) - **REMOVED***~~  
~~*Office Systems Analyst (Vacancy in Information Management Division - Cybersecurity) - **REMOVED***~~  
~~*Office Systems Analyst (Vacancy in Information Management Division - Network Operations Center) - **REMOVED***~~  
*Office Systems Analyst (Vacancy in Security Division)*  
*Recycling Specialist*

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

4. [19-058CS](#) **Recommendation to receive and file resignation(s):**  
*Danny Hor, Stock and Receiving Clerk, Energy Resources (2 yrs., 7 mos.)*  
*Patricia Flinn, Senior Records Clerk, Police Department (22 yrs., 9 mos.)*  
*Richard Magana, Customer Service Rep II, Financial Management (2 yrs., 5 mos.)*

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

5. [19-059CS](#) **Recommendation to receive and file withdrawal of appeal:**  
*Dismissal Appeal 19-S-1617*

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

6. [19-060CS](#) **Recommendation to Approve Extension of Expiring Eligible Lists (6 months)**  
*Staff report prepared by David P. Honey, Interim Executive Director*
- Petroleum Operations Coordinator (K45AN-18) Test #02 (10/8/2018)*  
*Planner (F53AN-19) Test #02 (10/23/2018)*  
*Public Safety Dispatcher - NTN Exam (J45AN-18A) Test #01 (4/23/2018)*  
*Public Safety Dispatcher - Post Waiver (J45AN-18B) Test #01 (4/23/2018)*  
*Special Services Officer (F33AN-18) Test #26 (4/23/2018)*  
*Special Services Officer (F33AN-19) Test #32 (10/4/2018)*  
*Systems Support Specialist (H69AN-18) Test #09 (10/31/2018)*

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

**REGULAR AGENDA**

7. [19-061CS](#)      **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD**  
- (Michael Shea, Special Services Officer III-Armed)  
*Communication from Stacey V. Lewis, Director of Human Resources,  
Harbor Department*  
Staff Report prepared by Kris Ramos, Assistant Administrative Analyst  
II

Mr. Honey briefed the Commission on this request.

Mr. Drew Schneider, Assistant Director of Security and Ms. Sandy Witz, Assistant Director of Human Resources for the Harbor Department, were present to answer questions.

A discussion ensued with President Arias, Commissioner Garnica, Mr. Schneider, Ms. Witz, Ms. Anderson, and Ms. McDonald, with the Commission ultimately approving this item.

**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. [19-062CS](#)      **RECOMMENDATION TO ADOPT NEW CLASSIFICATION AND NEW CLASSIFICATION SPECIFICATION - (Gas Field Technician)**  
a. Communication from Alex Basquez, Director of Human Resources Department  
b. Staff report prepared by Sheree Valdoria, Personnel Analyst

Mr. Honey briefed the Commission on this request.

Ms. Anderson, Labor Relations Manager, Human Resources Department, was present to answer questions.

A brief discussion ensued with Commissioner Gonzalez Edmond, Mr. Honey, Ms. Anderson and Ms. McDonald, with the Commission ultimately approving this item.

**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

9. [19-063CS](#)

**RECOMMENDATION TO RECEIVE AND FILE BULLETIN:**  
*Gas Field Technician*

Mr. Honey briefed the Commission on this request.

**A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Garnica, 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

**UNFINISHED BUSINESS**

President Arias informed the Commission that the Civil Service Commission policy regarding requests to utilize classified positions in the unclassified service will be discussed at the next regularly scheduled meeting.

President Arias informed the Commission that the process of reviewing protested items for examinations will be discussed at the next regularly scheduled meeting.

President Arias announced that the job announcement for the Executive Director position was available on the City's website. If anyone has questions, who is not applying for the position, please reach out to one of the commissioners.

**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 10:31 a.m.

**HEARING 01-D-1718**

**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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