

Susana Gonzalez Edmond, President  
Heather Morrison, Vice President



Phyllis O. Arias, Commissioner  
Joel Garnica, Commissioner

David P. Honey, Interim Executive Director

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## **FINISHED AGENDA AND MINUTES**

President Gonzalez Edmond called the meeting to order at 8:10 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, Joel Garnica and Susana Gonzalez Edmond

**Present:**

**Commissioners** Heather Morrison

**Excused:**

David Honey, Interim Executive Director  
Crystal Slaten, Deputy Director  
Caprice McDonald, Special Projects Officer  
Maria Alamo, Special Projects Officer  
Marla Camerino, Executive Assistant  
Sheree Valdoria, Personnel Analyst  
Shellie Goings, Personnel Analyst

Carolyn Pen, Administrative Analyst  
Stanley Wang, Personnel Analyst  
Veronica Robles-Scott, Administrative Analyst  
Maria Macias, Personnel Assistant  
Sandy Witz, Assistant Director of Human Resources, Harbor Department  
Drew Schneider, Assistant Director of Security, Harbor Department  
Betsy Grazier, Administrative Analyst, Harbor Department

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

None

1. [19-140CS](#) **Recommendation to approve minutes:**  
*Regular Meeting of July 3, 2019*

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

**Yes:** 3 - Phyllis O. Arias, Joen Garnica and Susana Gonzalez  
Edmond

**Excused:** 1 - Heather Morrison

**CONSENT CALENDAR (2 – 4):**

Mr. Honey informed the Commission that the report for Agenda Item No. 2 has been revised. On the initial report, an exam result was missing and one was duplicated. The corrected attachment was provided to the Commission. This information was made available to the audience as well.

Passed the Consent Calendar

**A motion was made by Commissioner Arias, seconded by Commissioner Garnica, to approve Consent Calendar Items (2 - 4). The motion carried by the following vote:**

**Yes:** 3 - Phyllis O. Arias, Joen Garnica and Susana Gonzalez  
Edmond

**Excused:** 1 - Heather Morrison

2. [19-133CS](#)

**Recommendation to approve examination results:**

*Ambulance Operator Test #01 (Established 07/08/19)*

*Electrical and Instrumentation Supervisor Test #01 (Established  
07/02/19)*

*Mechanical Supervisor Test #02 (Established 07/08/19)*

*Office Systems Analyst - IMDC Test #01 (Established 07/02/19)*

*Office Systems Analyst - IMDC Test #01 (Established 07/09/19)*

*Office Systems Analyst - IMDNOC Test #01 (Established 07/03/19)*

*Office Systems Analyst - SD Test #02 (Established 07/03/19)*

*Police Officer - Lateral Test #05 (Established 07/10/19)*

*Police Recruit Test #10 (Established 07/09/19)*

*Port Financial Analyst Test #01 (Established 07/03/19)*

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

3. [19-134CS](#)

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

*Susanne Piohia, Clerk Typist III, Police Department (16 yrs., 1mo.)*

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

4. [19-135CS](#)

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

*Bryan Baker, Water Treatment Operator II, Water Department  
(15 yrs., 11 mos.)*

*Charissa Martinez, Personnel Analyst I, Human Resources  
Department (10 mos., 27 days)*

*Saudia Sentinella, Administrative Analyst III, Economic  
Development Department (11 yrs., 11 mos.)*

*Mike Silva, Laboratory Analyst I, Water Department (15 yrs., 5  
mos.)*

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

**REGULAR AGENDA**

5. [19-136CS](#)      **RECOMMENDATION FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS - Article VIII, Section 115(3) - Requesting Exception to Article V, Section 41 of the Civil Service Rules and Regulations - Probationary Periods - Request to Extend Probation, Oscar Cisneros, Special Services Officer III-Armed, Harbor Department**  
Staff report prepared by Carolyn Pen, Administrative Analyst

Mr. Honey briefed the Commission regarding this item. He stated that this item is similar to the item that was approved at the last Commission meeting.

Sandy Witz, Drew Schneider and Betsy Grazier from the Harbor Department's Personnel and Security Divisions were present to answer questions.

Commissioners had questions regarding the requests and if the extension would carry officers through the academy. Mr. Schneider, Assistant Director of Security for the Harbor Department, confirmed that the requests on the agenda would be the last of those employees who are currently in the process. He also confirmed that the extensions would carry the officers through the academy, but not through field training.

Commissioner Garnica wanted to know what happens in cases where the department is not able to see the on-the-job training aspect prior to probation ending and if there are successes and failures. Mr. Schneider stated that it is a calculated risk that the department takes. He informed the Commission that during the field training program there are daily observation reports and documentation regarding performance that takes place. He stated that there have been both successes and failures by not having the probationary period go through field training.

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

**Yes:** 3 - Phyllis O. Arias, Joen Garnica and Susana Gonzalez Edmond

**Excused:** 1 - Heather Morrison

6. [19-137CS](#)

**RECOMMENDATION FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS - Article VIII, Section 115(3) - Requesting Exception to Article V, Section 41 of the Civil Service Rules and Regulations - Probationary Periods - Request to Extend Probation, Nicholas Cedeno, Special Services Officer III-Armed, Harbor Department**  
Staff report prepared by Carolyn Pen, Administrative Analyst

Mr. Honey briefed the Commission regarding this item.

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

**Yes:** 3 - Phyllis O. Arias, Joen Garnica and Susana Gonzalez Edmond

**Excused:** 1 - Heather Morrison

7. [19-138CS](#)

~~WITHDRAWN  
RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION - Personnel Analyst  
Communication from Alejandrina Basquez, Director, Human Resources Department  
Staff report prepared by Crystal Slaten, Deputy Director~~

Mr. Honey informed the Commission that this item is being withdrawn. Additional meetings need to take place prior to coming to the Commission.

**This CS-Agenda Item was withdrawn.**

8. [19-139CS](#)

**RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE - Gary Texeira, Office Systems Analyst III**

Communication from Stacey V. Lewis, Director, Human Resources, Harbor Department  
Staff Report prepared by Stanley Wang, Personnel Analyst

Mr. Honey briefed the Commission regarding this item.

A brief discussion ensued with Commissioner Arias, Mr. Schneider, Ms. Slaten and Mr. Texeira regarding the reappointment, with the Commission ultimately approving the request.

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

**Yes:** 3 - Phyllis O. Arias, Joen Garnica and Susana Gonzalez Edmond

**Excused:** 1 - Heather Morrison

## **MANAGERS' REPORTS**

### **Recruitment & Selection**

Ms. Slaten thanked the Recruitment and Selection team for the work that they have been doing in the field.

Ms. Slaten informed the Commission that Sheree Valdoria was assigned the Police Recruit recruitment upon the departure of Kris Ramos. An orientation was recently held for the recruitment, where there were approximately 100 individuals in attendance. Ms. Slaten stated that this was a large turnout considering the short timeframe and believes it was due to advertising on social media and word of mouth.

### **Special Projects**

Ms. McDonald informed the Commission that Civil Service is preparing for the move next week to the new City Hall. She wanted to acknowledge Keion Bryant and Maria Macias for taking care of and assisting Civil Service staff in preparing for the move. Ms. McDonald also wanted to thank Sharon Hamilton for her work putting together the Exam Results report for Commission to approve. Ms. McDonald serves as Ms. Hamilton's backup and is aware of the time it takes.

### **Administration Support Services**

Ms. Alamo provided the Commission with an update regarding the move. She anticipates that there will be approximately 200 crates containing employee files moved to the new City Hall. Administration Support Services staff have been working very hard preparing for the move, while managing their daily job functions. Mr. Bryant will be assisting the Division with move preparation as well.

### **Executive Director**

Mr. Honey mentioned that this meeting marks the end of an era, as this will be the last Commission meeting taking place in the old City Hall. The next meeting will take place in the new Civic Chambers.

Mr. Honey updated the Commission regarding the process of selecting a vendor to develop an online and broad-based testing system. The recommendation to award the contract to PSI Services LLC is expected to be heard at City Council in mid-August.

Mr. Honey announced that Ms. Alamo is celebrating her 30-year anniversary with the City and highlighted her career. He presented Ms. Alamo with an anniversary pin and congratulated her for her years of service. Ms. Alamo stated that her time with the City has been fun. The Commission congratulated Ms. Alamo for her years of service.

### **UNFINISHED BUSINESS**

President Gonzalez Edmond provided an update regarding the Executive Director recruitment. She stated that the selection process has been finalized and a formal announcement will be made at the next Commission meeting. President Gonzalez Edmond thanked Mr. Honey for all his work and dedication during the transition period.

### **NEW BUSINESS**

None

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

None

**ADJOURNMENT**

President Gonzalez Edmond adjourned the meeting at 8:30 a.m.

**HEARING 07-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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