

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**

President Gonzalez Edmond called the meeting to order at 8:40 a.m.

### **FLAG SALUTE**

President Gonzalez Edmond asked Francisco Davila, Administrative Officer for Development Services, to lead the Pledge of Allegiance.

### **ROLL CALL**

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

Christina Pizarro Winting, Executive Director  
Crystal Slaten, Deputy Director  
Gary Anderson, Principal Deputy City Attorney  
Caprice McDonald, Special Projects Officer  
Maria Alamo, Special Projects Officer  
Marla Camerino, Executive Assistant  
JT Nagayama, City Clerk Specialist  
Sheree Valdoria, Personnel Analyst  
Shellie Goings, Personnel Analyst

Carolyn Pen, Administrative Analyst  
Veronica Robles Scott, Administrative Analyst  
Sylvana Tamura, Administrative Analyst  
Francisco Davila, Administrative Officer, Development Services  
Adelita Lopez, Program Manager, Office of Civic Innovation  
Robbie Grego, Deputy Chief, Support Services Bureau, Fire Department  
Dennis Buchanan, Assistant Chief, Support Services Bureau, Fire Department

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

Robbie Grego, Deputy Chief in the Support Services Bureau for the Fire Department, introduced Dennis Buchanan who is the Assistant Chief in the Support Services Bureau. Mr. Buchanan will be working with Civil Service staff.

1. [20-018CS](#) **Recommendation to approve minutes:**  
*Regular Meeting of January 8, 2020*

**A motion was made by Vice President Morrison, seconded by Commissioner Arias, 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

**CONSENT CALENDAR (2 – 7):**

President Gonzalez Edmond made a motion to pull Agenda Item No. 3 and Agenda Item No. 4 for separate discussion.

Passed the Consent Calendar.

**A motion was made by Commissioner Dowling, seconded by Vice President Morrison, to approve Consent Calendar Items 2, 5, 6 and 7, except for Items 3 and 4. The motion carried by the following vote:**

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

2. [20-019CS](#)

**Recommendation to approve examination results:**

*Business Systems Specialist Test #17 (Established 01/16/20)*  
*Civil Engineer Test #10 (Established 01/17/20)*  
*Environmental Specialist Associate Test #01 (Established 01/17/20)*  
*Garage Service Attendant Test #03 (Established 01/06/20)*  
*Office Systems Analyst (IMDCA) Test #06 (Established 01/08/20)*  
*Office Systems Analyst (IMDCE) Test #05 (Established 01/07/20)*  
*Plan Checker - Fire Prevention Test #08 (Established 01/14/20)*  
*Plan Checker - Plumbing Test #06 (Established 01/14/20)*  
*Principal Building Inspector (Established 01/15/20) **PROMOTIONAL***  
*Public Health Nutritionist Test #04 (Established 01/06/20)*  
*Transportation Planner Test #01 (Established 01/16/20)*

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

3. [20-020CS](#)

**Recommendation to approve bulletin(s):**

*Criminalist*  
*Emergency Medical Education Coordinator*  
*Maintenance Assistant*

Commissioner Arias had some questions regarding the Emergency Medical Education Coordinator bulletin. She wanted to know why it was not sent to the Commission on January 8, 2020. Ms. Slaten informed the Commission that the bulletin was not ready in time for the January 8th meeting. Commissioner Arias asked staff to clarify the information under Recruitment Sources. It shows that the filing period would be two months but it states something different on the bulletin. It was discussed that the filing period on the final bulletin was accurate.

**A motion was made by Commissioner Arias, seconded by Commissioner Garnica, 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

4. [20-021CS](#)

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

*Yolanda Aspeitia, Administrative Aide II, Public Works (33 yrs., 1 mo.)*

*Brian Bell, Police Sergeant, Police Department, Police Department (24 yrs., 8 mos.)*

*Dwight Brooks, Equipment Mechanic I, Financial Management (11 yrs., 4 mos.)*

*Ty D'Amico, Firefighter, Fire Department (33 yrs., 3 mos.)*

*Deborah De Voe, Clerk Typist III, Police Department (35 yrs., 2 mos.)*

*Sonny Leiva, Customer Service Representative III, Energy Resources (21 yrs., 3 mos.)*

*Mike Morales, Building Services Supervisor, Police Department (14 yrs., 8 mos.)*

*Leslie Mullally, Public Safety Dispatcher II, Disaster Preparedness and Emergency Communications (26 yrs., 3 mos.)*

*Timothy Olson, Police Lieutenant, Police Department (22 yrs., 1 mo.)*

*Adelina Pelc, Clerk Typist III, Public Works (22 yrs., 7 mos.)*

*Steven Petersen, Police Officer, Police Department (27 yrs., 2 mos.)*

*Carmen Piro, Hazardous Materials Specialist I, Health and Human Services (29 yrs., 4 mos.)*

*Paul Richardson, Water Utility Mechanic III, Water Department (18 yrs., 11 mos.)*

*Hector Rivas, Traffic Engineering Associate II, Public Works (30 yrs., 9 mos.)*

*Paulin Rivas-Gomez, Maintenance Assistant II, Parks, Recreation and Marine (26 yrs., 17 days)*

*Karen Rotan, Administrative Analyst III, Financial Management (26 yrs., 9 mos.)*

*Poe Siavij, Jr., Police Lieutenant, Police Department (26 yrs., 11 mos.)*

*Somchith Sing, Special Services Officer III, Police Department (29 yrs., 26 days)*

*Lawrence Tolliver, Maintenance Assistant III, Parks, Recreation and Marine (20 yrs., 1 mo.)*

*Kimberly Wendt, Administrative Aide II, Parks, Recreation and Marine (26 yrs., 7 mos.)*

A discussion ensued with President Gonzalez Edmond and Ms. Pizarro Winting regarding the number of retirees in January and how it could affect the workload of staff. It was discussed that staff plan to schedule forecasting meetings with departments to discuss and plan a year ahead. Discussion will also include succession plans and the fulfillment of vacancies. Ms. Pizarro Winting will also share information at her Department Head meeting today. She stated that we are on the bell curve of Baby Boomers retiring, which has not ended just yet and stated that this is happening across all industries. It was discussed that it is the hope of staff that eligible lists would be in place prior to retirements or that advanced notice is given to staff so that the recruitment process can begin.

**A motion was made by Commissioner Dowling, 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

5. [20-022CS](#)

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

*Asanta Cheairs, Maintenance Assistant II, Parks, Recreation and Marine (4 yrs., 2 mos.)*

*Daniel Garcia, Ambulance Operator, Fire Department (3 yrs., 5 mos.)*

*Zachary Goble, Police Officer, Police Department (1 yr., 23 days)*

*Irene Lee, Public Health Nurse II, Health and Human Services Department (1 yr., 10 mos.)*

*Daniel Parkhurst, Special Services Officer III-Armed, Police Department (2 yrs., 10 mos.)*

*Timothy Sangpy, Administrative Analyst III, Financial Management (11 mos., 11 days)*

*Archie Smith, Building Services Supervisor, Airport (5 yrs., 7 mos.)*

*Daniel Tsoi-A-Sue, Police Officer, Police Department (1 yr., 1 mo.)*

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

6. [20-023CS](#)

**Recommendation to approve transfer(s):**

*Annie Khin - Administrative Analyst III, Police Department to*

*Administrative Analyst III, Airport*

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

7. [20-024CS](#) **Recommendation to approve downgrade (voluntary):**  
*Leila Judd - Environmental Health Specialist IV to  
Environmental Health Specialist III*

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

## **MANAGERS' REPORTS**

### **Recruitment & Selection**

Ms. Slaten introduced Adelita Lopez, Program Manager for the Office of Civic Innovation who is assisting with the new City's Veterans Group alongside staff from the City Attorney's office. The city is trying to do a better job in connecting Veterans who currently work for the city, as well as Veterans in the community, to city opportunities. Ms. Lopez provided an overview of her background as well as the work she is doing with the City's Veterans Group.

Ms. Slaten provide information regarding a Veterans event that staff will be attending on Thursday, January 23, 2020, with the Harbor Department.

President Gonzalez Edmond commented that she used to attend a Veterans group in Los Angeles that included non-profits and various organizations and businesses that had employee groups with Veterans. It was discussed that the City's Veterans Group is the beginning of something like the one in Los Angeles. Ms. Pizarro Winting informed the Commission that as a Recruitment Officer for the City, she spent a lot of time in the Veterans community and plans to reestablish those connections.

Discussion took place regarding partnering with workforce non-profits to recruit Veterans for certain trades.

### **Special Projects**

Ms. McDonald updated the Commission regarding the Startup in Residency Program (STIR) that she spoke about last year. A vendor has been selected who will assist Civil Service staff in providing better customer service by using a software they developed to communicate with candidates. President Gonzalez Edmond has requested to see a presentation of the software. Ms. McDonald will work on a presentation to bring back to the Commission at a later date.

### **Administration Support Services**

Ms. Alamo did not have any updates to report.

### **Executive Director**

Ms. Pizarro Winting stated that staff is working hard to find new ways to do things and to include technology and is excited about the opportunity. In addition, staff have been busy working on staffing in Civil Service and hopes to be able to provide information to the Commission in the upcoming weeks. She anticipates the Civil Service should be fully staffed soon.

On behalf of the Commission and the Department, Ms. Pizarro Winting and Ms. McDonald presented Ms. Sharon Hamilton, Administrative Aide, with her 20-year pin. Ms. Pizarro Winting and Ms. McDonald highlighted Ms. Hamilton's career with the City.

### **UNFINISHED BUSINESS**

#### **Ad-Hoc Subcommittees**

#### *Subcommittee to Develop Civil Service Commission Policy regarding requests to Utilize Classified Positions in the Unclassified Service*

President Gonzalez Edmond requested an update. The policy is still going through the Meet and Confer process. Staff will report back when the process has concluded.

#### *Subcommittee to Review Civil Service Rules and Regulations Article VII, Section 85 - Dismissed Employee not Eligible for Reemployment*

President Gonzalez Edmond informed the Commission that the Subcommittee met and discussed the rule. The Subcommittee is recommending that there be no changes to the rule and that future requests will continue to be considered on a case-by-case

basis.

*Subcommittee to Study City Employee Credit System*

President Gonzalez Edmond informed the Commission that the Subcommittee met on Tuesday, January 21, 2020. Before a recommendation can come back to the Commission, Subcommittee members have requested additional data from staff. She did state that this will probably be a longer process and will require lengthy discussions between Subcommittee members.

**NEW BUSINESS**

There was no new business discussed.

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

There were no comments from the public.

8. [20-026CS](#)      **CLOSED SESSION** - Executive Director’s Executive Leave (Pursuant to Paragraph (b)(1) of Section 54957 of the California Government Code)

The Commission went into Closed Session for discussion.

After discussion, President Gonzalez Edmond reconvened the meeting at 9:53 a.m. and announced the Commission’s decision to approve an additional 40 hours of Executive Leave for Ms. Pizarro Winting.

President Gonzalez Edmond requested staff to agendize a Closed Session for the next meeting.

**A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, 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

**ADJOURNMENT**



President Gonzalez Edmond adjourned the meeting at 9:54 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.

បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ និងកំណត់ហេតុឲ្យ  
អ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅ  
ការិយាល័យស្មើនគ្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹង  
ចាប់ផ្តើមបើកកិច្ចប្រជុំគណកម្មការធម្មនុញ្ញ)។