

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 DRAFT MINUTES

President Gonzalez Edmond called the meeting to order at 8:39 a.m.

FLAG SALUTE

President Gonzalez Edmond asked Commissioner Arias 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:

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
Jami Kerr-Jenkins, Personnel Analyst
Elsa Ramos, Personnel Analyst
Desiree Davalos, Personnel Analyst
Francisco Davila, Administrative Officer, Development Services
Ruby Marin-Jordan, Professional Standards/Interim Personnel Administrator, Police Department

1. 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.

**2. [20-051CS](#) Recommendation to approve minutes:
*Regular Meeting of February 19, 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

CONSENT CALENDAR: (3 - 8)

President Gonzalez Edmond requested to pull Agenda Items #4 and #8 for separate discussion.

Passed the Consent Calendar

A motion was made by Commissioner Dowling, seconded by Commissioner Arias, to approve Consent Calendar Items 3, 5, 6 and 7, except for items 4 and 8. The motion carried by the following vote:

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

Excused: 1 - Joen Garnica

3. [20-052CS](#)

Recommendation to approve examination results:

Civil Engineer Test #11 (Established 02/19/20)
*Commercial Diver Test #01 (Established 02/07/20) **AMENDED***
*Maintenance Assistant Test #01 (Established 02/13/20) **AMENDED***
Marine Safety Officer (Established 02/25/20)
Nurse Practitioner Test #04 (Established 02/20/20)
Office Systems Analyst - IMDCE Test #08 (Established 02/18/20)
Parking Control Checker (Established 02/25/20)
*Public Affairs Assistant Test #01 (Established 02/13/20) **AMENDED***
Senior Electrical Inspector Test #01 (Established 02/24/20)
Senior Scheduler Test #01 (Established 02/25/20)

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

4. [20-060CS](#)

Recommendation to approve bulletin(s):

Fire Captain
Street Landscaping Supervisor

Ms. Pizarro Winting informed the Commission that Street Landscaping Supervisor bulletin has been pulled from the agenda.

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

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

Absent: 1 - Joen Garnica

5. 20-054CS

Recommendation to receive and file retirement(s):

Joseph Johnson, Police Officer, Police Department (22 yrs., 3 mos.)

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

6. 20-055CS **Recommendation to receive and file resignation(s):**
Vanessa Alvarez, Assistant Administrative Analyst II, Police Department (2 yrs., 4 mos.)
Thomas Ashley, Special Services Officer IV, Harbor Department (4 yrs., 7 mos.)
Harold Brooks, Jr., Combination Building Inspector, Development Services (6 mos., 2 days)
Michelle Castro, Public Safety Dispatcher II, Disaster Preparedness and Emergency Communication (18 yrs., 30 days)
Craig Cruz, Senior Traffic Engineer, Public Works (1 yr., 8 mos.)
Michael Gonzales, Refuse Operator I, Public Works (2 mos., 15 days)
Christopher Trevino, Equipment Mechanic II, Water Department (2 yrs., 11 days)

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

7. 20-056CS **Recommendation to approve transfer(s):**
Linda Bermudez - Clerk Typist III, Parks, Recreation and Marine to Clerk Typist III, Public Works

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

8. [20-057CS](#) **Recommendation to Approve Extension of Expiring Eligible Lists (6 months)**
Staff report prepared by Christina P. Winting, Executive Director
- Business Systems Specialist (H67AN-19) Test #12 (3/21/19)*
Business Systems Specialist (H67AN-19) Test #15 (9/20/19)
Civil Engineer (KIINN-19) Test #08 (9/25/19)
Civil Engineering Associate (K13NN-19) Test #05 (3/14/19)
Communication Specialist (H68AN-19) Test #03 (3/27/19)

Communication Specialist (H68AN-19) Test #06 (9/19/19)
Customer Service Representative (D75AN-19) (3/29/19)
Equipment Operator (J18AN-19) (3/11/19)
General Maintenance Supervisor (J78AN-19) Test #01(9/3/19)
Office Systems Analyst (IMDBA) (ND4AN-19D) Test #02 (9/27/19)
Office Systems Analyst (IMDCE) (ND4AN-19A) Test #03 (9/9/19)
Office Systems Analyst (IMDCA) (ND4AN-19B) Test #03 (9/17/19)
Painter Supervisor (I35NN-18) (9/25/18)
Petroleum Operations Coordinator (K45AN-18) Test #01(9/24/18)
*Petroleum Operations Coordinator (K45AN-18) Test #02
(10/8/18)*
Police Recruit (F63NN-19) Test #12 (9/6/19)
*Public Safety Dispatcher - Lateral (J45AN-18C) Test #02
(9/5/18) - 3 Months*
*Public Safety Dispatcher - NTN Exam (J45AN-18A) Test #04
(8/31/18) - 3 Months*
*Public Safety Dispatcher - NTN Exam (J45AN-19A) Test #06
(3/11/19) - 3 Months*
*Public Safety Dispatcher - Post Waiver (J45AN-19 B) Test #05
(3/11/19) - 3 Months*
Senior Accountant (C32NN-19) Test #01(1/17/19)
Senior Civil Engineer (K52NN-19) Test #04 (3/13/19)
Senior Electrical Engineer (NG0NN-18) Test #01 (9/6/18)
Senior Equipment Operator - Backhoe (J75NN-18) (3/9/18)
*Senior Program Manager - Water (MC5NN-19) Test #01
(3/11/19)*
*Senior Program Manager - Water (MC5NN-19) Test #02
(3/27/19)*
Senior Survey Technician (K67NN-19) Test #01(9/4/19)
Special Services Officer (F33AN-18) Test #25 (3/28/18)
Special Services Officer (F33AN-18) Test #31(9/24/18)
Special Services Officer (F33AN-19) Test #36 (3/19/19)
Systems Support Specialist (H69AN-18) Test #08 (9/13/18)
Systems Support Specialist (H69AN-18) Test #09 (10/31/18)
Systems Technician (H70AN-19) Test #01(3/20/19)
Systems Technician (H70AN-19) Test #05 (9/17/19)

President Gonzalez Edmond asked Ms. Pizarro Winting to provide a brief overview regarding the process of the Extension of Expiring Eligible Lists.

Ms. Pizarro Winting explained that a list with expiring eligible lists is sent to departments for feedback as to whether or not the lists should be extended. Civil Service then reviews all comments made by various departments to determine if in fact a list should expire or not. After considering all factors as well as the comments from the various departments, Civil Service Managers make a final determination and the lists are then placed on the agenda for approval.

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

REGULAR AGENDA

9. [20-048CS](#)

RECOMMENDATION TO CREATE STANDING COMMITTEES

Staff Report prepared by Christina Pizarro Winting, Executive Director

Ms. Pizarro Winting briefed the Commission regarding this item.

Commissioner Arias asked that staff add “on an as needed basis” to the end of the memorandum that staff created. Ms. Pizarro Winting stated that we will also use this language in the motion as well.

President Gonzalez Edmond requested to add terms so that Commissioners are aware of how long they will be serving on a committee. This gives Commissioners an opportunity to serve on different committees.

Commissioner Dowling asked what language would be used in the motion to move the Ad Hoc Subcommittees to the new Standing Committees. Ms. Pizarro Winting informed the Commission that the Ad Hoc Subcommittees would be eliminated, and members would be moved over to the Standing Committees. It was discussed that any unfinished business from an Ad Hoc Subcommittee would move over.

This item will be held over until next meeting.

A motion was made by Vice President Morrison, seconded by Commissioner Dowling, that the item be laid over to the next meeting. 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. [20-059CS](#)

REQUEST TO RETURN RESIGNED PROBATIONARY EMPLOYEES TO THE CURRENT CIVIL SERVICE ELIGIBLE LIST - Freddy Lopez, Police Recruit and Inmer Rosa, Police Recruit

Communication from Robert G. Luna, Chief of Police, Police Department

Staff Report prepared by Sheree Valdoria, Personnel Analyst

Ms. Pizarro Winting informed the Commission that there was a typographical error in the original report regarding the test number, and invited Ms. Sheree Valdoria to brief the Commission regarding this request. She provided a report for each person.

A representative from the Police Department was available for questions.

It was discussed that returning an individual to the eligible list is not unusual. There are various reasons why a recruit was not able to finish the academy.

Commissioner Arias expressed concern that it would be hard for the Commission to make a decision without knowing the details. It was decided that the Commission would move into Closed Session to discuss further.

A motion was made by Commissioner Arias, seconded by Commissioner Dowling, to move into Closed Session for further discussion. The motion carried by the following vote:

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

Absent: 1 - Joen Garnica

After returning from Closed Session, the Commission ultimately approved the request.

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

11. REPORTS FROM MANAGERS

Prior to going through the reports, President Gonzalez Edmond requested that Ms. Pizarro Winting brief the Commission regarding the coronavirus. The County of Los Angeles has declared an emergency and it is something that is going to impact our lives.

Ms. Pizarro Winting informed the Commission that the City activated its Emergency Communication and Operation Center in response to the coronavirus situation. She informed the Commission that Ms. Slaten would be attending a Table Top exercise regarding the coronavirus so that Civil Service staff is aware of its roll should we move into a higher level of disaster preparedness. She was informed by the City Manager and Health Director that her assistance would be needed in staffing for a variety of positions.

Ms. Pizarro Winting provided the Commission with a handout that was given to City staff regarding being aware and how to take precautions regarding the coronavirus.

A. Recruitment & Selection - Crystal Slaten

Ms. Slaten provided the Commission with a list of upcoming events taking place.

B. Special Projects - Caprice McDonald

Ms. McDonald did not have any information to report.

C. Administration Support Services - Maria Alamo

Ms. Alamo was not present to report as she was attending a budget kick-off meeting.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting congratulated Francisco Davila on his appointment to Administrative Officer. The Commission congratulated Francisco on his appointment as well.

Ms. Pizarro Winting introduced two newly hired Personnel Analysts. Ms. Desiree Davalos who comes to us from the City of San Diego and Jami Kerr-Jenkins who comes to us from the Department of Disaster Preparedness and Emergency Communications, where she was just made Employee of the Month. There are two more Analysts who will begin on March 16th. The Commission welcomed Ms. Davalos and Ms. Kerr-Jenkins to the department.

12. UNFINISHED BUSINESS

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

Commissioner Arias asked if the policy was still in the Meet and Confer process. Ms. Pizarro Winting stated that it was.

Subcommittee to Study City Employee Credit System

There were no updates for this Subcommittee.

13. NEW BUSINESS

There was no new business discussed.

14. [20-039CS](#) **CLOSED SESSION** - Executive Director's Performance Evaluation (Pursuant to Paragraph (b)(1) of Section 54957 of the California Government Code)

After returning from Closed Session, President Gonzalez Edmond directed staff agendaize a change to Civil Service Rule 116. President Gonzalez Edmond wanted to be clear that the Closed Session was not to discuss the Executive Director's Performance Evaluation, but to discuss the timing of it.

No action was taken.

This CS-Agenda Item was received and filed.

15. 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.

ADJOURNMENT

President Gonzalez Edmond adjourned the Commission meeting at 9:24 a.m.

HEARING 06-D-1819

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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