

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

**WEDNESDAY, NOVEMBER 7, 2018
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARDROOM, 8:00 AM**

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

FINISHED AGENDA & MINUTES

President Arias called the meeting to order at 8:06 a.m.

FLAG SALUTE

President Arias asked Commissioner Joen Garnica to lead the Pledge of Allegiance.

ROLL CALL

President Arias welcomed the newest member of the Civil Service Commission, Ms. Joen Garnica.

Commissioner Garnica introduced herself to the Commission and meeting attendees. Commissioner Garnica is a lifelong Long Beach resident. She and her family live in Downtown Long Beach where she also owns an interior design business. Commissioner Garnica is pleased to serve on the Civil Service Commission. The Commission welcomed Ms. Garnica and looks forward to working with her.

President Arias invited everyone to attend the Welcome Reception for Commissioner Garnica, to be held immediately after the Commission meeting.

Roll Call Note:

Commissioner Gonzalez Edmond arrived to the Commission meeting at 8:15 a.m., and was present to vote on Agenda Item #12.

Commissioners Joen Garnica, Susana Gonzalez Edmond, Heather Morrison,
Present: Carolyn M. Smith Watts and Phyllis O. Arias

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
Rose Katsuki, Special Projects Officer
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
Stanley Wang, Personnel Analyst
Carolyn Pen, Administrative Analyst
An Lan Pham-Jenkins, Assistant Administrative Analyst
Kris Ramos, Assistant Administrative Analyst
Eugene Kim, Administrative Analyst-NC
Carmelita Underwood, Administrative Analyst-NC
Maria Macias, Personnel Assistant
Sharon Hamilton, Administrative Aide
Keion Bryant, Sr., Administrative Analyst-NC
Gary Anderson, Principal Deputy City Attorney
Francisco Davila, Interim Administrative Officer, Development Services
Diana Ambriz, Financial Services Officer, Financial Management
Matthew Gruneisen, Deputy Chief, Fire Prevention Bureau, Fire Department
Stacey Lewis, Director of Human Resources, Harbor Department
Sandy Witz, Assistant Director of Human Resources, Harbor Department
Paula Ortega, Human Resources Representative IV, Harbor Department
Fred Greco, Director of Maintenance, Harbor Department
Lamar Howard, Harbor Marine Manager, Harbor Department
Tom Papademetriou, Administrative Officer, Health and Human Services
Denise Gonzalez, Personnel Analyst, Human Resources
Paula Gallegos, Personnel Administrator, Police Department
Nicole Gross, Administrative Analyst, Police Department
Cecelia Avina, Administrative Analyst, Police Department
Russ Ficker, Personnel Officer, Public Works
Jeannine Montoya, Customer Services Supervisor I, Financial Management (retired)

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

1. [18-208CS](#) **Recommendation to approve minutes:**
Regular Meeting of October 17, 2018

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

Yes: 4 - Joen Garnica, Heather Morrison, Carolyn M. Smith Watts and Phyllis O. Arias

Excused: 1 - Susana Gonzalez Edmond

CONSENT CALENDAR (2 – 10):

Passed the Consent Calendar

A motion was made by Commissioner Garnica, seconded by Vice President Smith Watts, to approve Consent Calendar Items. The motion carried by the following vote:

Yes: 4 - Joen Garnica, Heather Morrison, Carolyn M. Smith Watts and Phyllis O. Arias

Excused: 1 - Susana Gonzalez Edmond

2. [18-209CS](#) **Recommendation to approve examination results:**
Planner Test #02 (Established 10/23/18)
Police Officer - Lateral Test #22 (Established 10/24/18)
Police Officer - Lateral Test #23 (Established 10/31/18)
Police Recruit Test #02 (Established 10/16/18)
Public Health Nurse Test #08 (Established 10/24/18)
Refuse Operator Test #15 (Established 10/18/18)
Systems Support Specialist Test #09 (Established 10/31/18)

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

3. [18-210CS](#) **Recommendation to receive and file bulletin(s):**

Automatic Sprinkler Control Technician
Civil Engineer
Civil Engineering Assistant
Clerk Typist
Combination Building Inspector Aide
Community Information Specialist
Gardener
Mechanical Engineering Associate
Personnel Analyst
Plan Checker - Fire Prevention
Senior Structural Engineer

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

4. [18-211CS](#) **Recommendation to receive and file retirement(s):**

Jeannine Montoya/Customer Services Supervisor I/Financial Management (34 yrs., 1 mo.)
Jose Oliva/Refuse Operator I/Public Works (18 yrs., 11 mos.)
Fernando Gonzalez Navarette/Equipment Operator III/Parks, Recreation and Marine (27 yrs., 9 mos.)
Jeffrey Meyer/Police Officer/Police (27 yrs., 10 mos.)

On behalf of the Civil Service Commission, Interim Executive Director and Secretary, David P. Honey presented a Certificate of Appreciation to Customer Services Supervisor I, Jeannine Montoya, for 34 years, 1 month, of distinguished and exemplary service to the City of Long Beach.

Diana Ambriz, Financial Services Officer, spoke on behalf of the Department of Financial Management, to recognize and highlight Ms. Montoya's career with the City of Long Beach. Several Financial Management employees attended the certificate presentation to acknowledge Ms. Montoya. The Commission congratulated Ms. Montoya on her retirement.

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

5. [18-212CS](#)

Recommendation to receive and file resignation(s):

Maurece Nelson/Maintenance Assistant II/Parks, Recreation and Marine (11 yrs., 11 mos.)

Mindy De Young/Personnel Analyst II-Confidential/Human Resources (1 yr., 8 mos.)

Michael Johnston/Administrative Analyst III/Public Works (3 yrs., 3 mos.)

Annie Fang/Clerk Typist III/Harbor (1 yr., 10 mos.)

Diana Phan/Clerk Typist III/Airport (3 yrs., 8 mos.)

Edgar Marchen/Garage Service Attendant I/Public Works (2 yrs., 3 mos.)

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

6. [18-213CS](#)

Recommendation to approve transfer(s):

Justin Beck/Assistant Administrative Analyst II/Energy Resources to Assistant Administrative Analyst II/Water

Angela Rivera/Maintenance Assistant I/Public Works to Maintenance Assistant II/Airport

Blas Ojeda/Maintenance Assistant I/Public Works to Maintenance Assistant I/Airport

Asanta Cheairs/Maintenance Assistant I/Harbor to Maintenance Assistant II/Parks, Recreation and Marine

Nadya Hernandez/Civil Engineer/Public Works to Civil Engineer/Harbor

Joseph Gunaranjan/Civil Engineer/Public Works to Civil Engineer/Harbor

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

7. [18-214CS](#) **Recommendation to receive and file withdrawal of appeal:**
Suspension Appeal 01-S-1718
Dismissal Appeal 03-D-1718

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

8. [18-215CS](#) **Recommendation to Transfer from Unclassified to Classified Service (Unless not Previously Classified) - Annette Rygh, Clerk Typist III**
Communication from Robert G. Luna, Chief of Police, Police Department

Staff report prepared by Sheree Valdoria, Personnel Analyst

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

9. [18-216CS](#) **Recommendation for Temporary Reassignment for Rehabilitation and/or Training - Esteban Hernandez-Rojas, Refuse Operator I to Parking Control Checker I**
Communication from Russ Ficker, Personnel Officer, Public Works

Staff report prepared by Carolyn Pen, Administrative Analyst

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

10. [18-217CS](#) **Recommendation to Approve Extension of Expiring Eligible Lists (6 months)**

Staff report prepared by David P. Honey, Interim Executive Director

ACCOUNTING TECHNICIAN (C50NN-18) TEST #01 (11/9/2017)
BUSINESS SYSTEMS SPECIALIST (H67AN-18) TEST #04
(5/23/2018)
CUSTOMER SERVICES SUPERVISOR (D76AN-18) (11/21/2017)
ELECTRICIAN (I15NN-18) TEST #01 (5/15/2018)
PUBLIC SAFETY DISPATCHER - NTN EXAM (J45AN-18A) TEST
#02 (6/1/2018)
PUBLIC SAFETY DISPATCHER - POST WAIVER (J45AN-18B)
TEST #02 (6/1/2018)
SCHOOL GUARD (F31N1-18) TEST #02 (11/15/2017)
SPECIAL SERVICES OFFICER (F33AN-18) TEST #27 (5/15/2018)
SYSTEMS SUPPORT SPECIALIST (H69AN-18) TEST #01
(11/21/2017) - **3 months**
SYSTEMS SUPPORT SPECIALIST (H69AN-18) TEST #06
(5/18/2018)
TRAFFIC ENGINEERING ASSOCIATE (K79AN-18) TEST #01
(5/22/2018)
TREE TRIMMER (J66AN-17) (11/22/2016)

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

REGULAR AGENDA

11. [18-218CS](#)

RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD

- Ean Brown, Park Ranger I

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

Staff Report prepared by An Lan Pham-Jenkins, Assistant Administrative Analyst

Mr. Honey briefed the Commission on this request.

Paula Gallegos, Personnel Administrator with the Long Beach Police Department was present to answer questions from the Commission. A discussion followed with President Arias, Commissioner Garnica and Mr. Honey, with the Commission approving the request.

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

Yes: 4 - Joen Garnica, Heather Morrison, Carolyn M. Smith Watts and Phyllis O. Arias

Excused: 1 - Susana Gonzalez Edmond

12. [18-219CS](#)

RECOMMENDATION FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS - Article VIII, Section 115(3) - *Request in Accordance with Article XI, Section 1102(a)(6) of the Long Beach City Charter, and Article VIII, Section 115(3) of the Civil Service Rules and Regulations, to Utilize the Commercial Diver Classification in the Unclassified Service on a Temporary Basis (six months) in the Harbor Department*

Communication from Stacey Lewis, Director of Human Resources, Harbor

Staff report prepared by Carmelita Underwood, Administrative Analyst-NC

Mr. Honey briefed the Commission on this request.

Stacey Lewis, Director of Human Resources with the Harbor Department was present to answer questions from the Commission. She thanked the Commission for considering the request.

Ms. Lewis introduced colleagues Fred Greco, Director of Maintenance; Lamar Howard, Harbor Marine Manager, and Sandy Witz, Assistant Director of Human Resources from the Harbor Department, who were also present to answer questions regarding the request.

A discussion followed with President Arias, Ms. Lewis and Mr. Honey. President Arias requested a report from Civil Service staff which would provide guidance to the Commission on evaluating *Exception to Civil Service Rules and Regulations* requests in order to meet the needs of requesting Department(s), while also maintaining the principles of Civil Service. Mr. Honey advised that staff will prepare a report to be presented to the Commission during the second meeting of January 2019.

Discussion continued with Commissioner Gonzalez Edmond, Vice President Smith Watts, Commissioner Morrison, Mr. Honey and Ms. Lewis, with the Commission ultimately approving the request.

A motion was made by Commissioner Edmond, seconded by Vice President Smith Watts, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison, Carolyn M. Smith Watts and Phyllis O. Arias

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Recruitment & Selection

Ms. Slaten advised that Recruitment and Selection Division (RSD) staff will be hosting a Fire Recruit Informational Workshop on Friday, November 9, 2018, from 6:00 to 8:00 p.m., in the Long Beach Main Library auditorium. Ms. Slaten distributed flyers advertising the workshop.

RSD staff and Fire Department personnel will be recruiting at the Veterans event, scheduled for Thursday, November 8, 2018, at the Long Beach Convention Center.

The Clerk Typist bulletin will be pre-posted beginning on Friday, November 9, 2018. Stanley Wang, Personnel Analyst, advised that applications will be accepted for three days; November 19, 2018, through November 21, 2018.

The Personnel Analyst bulletin was pre-posted beginning on October 29, 2018. Applications are being accepted through November 23, 2018.

Ms. Slaten distributed the RSD Master Plan to Commissioners and explained the recruiting assignments.

Ms. Slaten thanked RSD staff for their hard work, as exhibited by the number of job bulletins currently posted and exam results listed. A discussion followed with President Arias and Vice President Smith Watts.

Special Projects

Ms. McDonald updated the Commission on the Labor Management Committee (LMC) of which she is a member. The LMC has been meeting for over a year to develop a proposal to assist Non-Career city employees with promotional opportunities. A discussion followed with President Arias and Ms. McDonald.

Ms. McDonald, Kris Ramos, and Keion Bryant went to the Police Academy to assist the Department in managing and tracking Academy candidates through NEOGOV. The next step will be to assist applicants through the Online Hiring Center (OHC) to track the applicant's physical agility and background process.

Ms. McDonald provided the Commission with a status update of the Civil Service Rules and Regulations Committee.

Ms. McDonald completed the 6th session of her series of seven training sessions for RSD staff. The 6th session focused on the Applicant Tracking system, Civil Service Rules and Regulations, and Policies and Procedures.

Ms. McDonald thanked Keion Bryant and Sharon Hamilton for their hard work and dedication.

A discussion followed with President Arias, Vice President Smith Watts and Commissioner Gonzalez Edmond regarding the Civil Service Rules and Regulations Committee.

Administration Support Services

Ms. Alamo announced that Civil Service successfully closed FY18. Ms. Alamo thanked Administration Support Services staff for their hard work and effort in processing the increase in requisitions that accompany the close of each fiscal year.

Ms. Alamo thanked Special Projects and RSD staff for their cooperation in submitting outstanding invoices in a timely manner, which greatly assisted in closing FY18 on time.

Executive Director's Report

Mr. Honey is in his second week as Interim Executive Director and thanked the Commission and Civil Service staff for their warm welcome. Mr. Honey has been meeting with Civil Service staff and Department Heads to identify how Civil Service can best serve the needs of the city.

Mr. Honey presented Deputy Director Crystal Slaten with her 10-year service pin. Ms. Slaten began her career as an Analyst in the Community Development Department. In 2013, Ms. Slaten transferred to the Police Department to assume the role of Personnel Administrator. In May 2015, Ms. Slaten was selected as the Civil Service Recruitment and Selection Division Officer, and in July 2017, was promoted to Deputy Director. Mr. Honey and the Commission congratulated Ms. Slaten and thanked her for her dedication and commitment to the city.

UNFINISHED BUSINESS

President Arias inquired into the status of the Request for Investigation, which was submitted by the Association of Long Beach Employees (ALBE) to the Civil Service Commission, and documented in the CSC Agenda of June 20, 2018.

ALBE requested that an investigation be launched regarding the certification status of a Harbor Department Plumbing Supervisor. The Commission referred ALBE's request to Harbor Department Human Resources staff to investigate the matter.

Sandy Witz, Assistant Director of Human Resources for the Harbor Department advised that one of the Department's Plumbing Supervisors did not hold a Backflow certification. The Department's Senior Human Resources Representative in the Maintenance Division conducted an investigation, and determined that the Backflow certification was not listed as a requirement in the job specification or bulletin. Therefore, the Harbor Department does not have any further concerns regarding the initial inquiry that was raised.

President Arias thanked Ms. Witz for her explanation of this matter.

President Arias also requested an update regarding the Unclassified Welder position that was approved during the CSC meeting of June 20, 2018. Russ Ficker, Personnel Officer for the Department of Public Works provided the Commission with a detailed status report.

Vice President Smith Watts inquired into the status of the broad-based testing RFP. Ms. Slaten advised that additional vendors are being scheduled for RFP question and answer sessions, after which time, proposals will be accepted.

NEW BUSINESS

Francisco Davila, Interim Administrative Officer for the Development Services Department thanked Personnel Analyst Sheree Valdoria for participating with him in the CSULB Career Center presentation, which was created to promote the recruiting and hiring process for the City of Long Beach.

Mr. Davila advised there was excellent participation from university students. He explained the Department's role in hiring, and Ms. Valdoria explained the classified hiring process. Mr. Davila and Ms. Valdoria's presentation was shown via a Facebook live feed through the CSULB Career Center and is still available to view.

Mr. Davila advised that students provided positive feedback on the presentation and are applying for positions through NEOGOV. Mr. Davila hopes to continue the partnership with CSULB in hiring local people and thanked Ms. Valdoria and the Civil Department for supporting this important effort.

Stacey Lewis, Director of Human Resources for the Harbor Department welcomed Commissioner Garnica and thanked the entire Commission for their consideration in approving Agenda Item #12.

Ms. Lewis congratulated David Honey on his appointment as Civil Service Interim Executive Director and looks forward to working with him in the future. Ms. Lewis advised she would like to partner with Mr. Honey in developing guidelines for requests for unclassified positions. Mr. Honey acknowledged the offer from Ms. Lewis.

Ms. Lewis thanked Ms. McDonald and Ms. Slaten for their assistance in ensuring that Agenda Item #12 was submitted for consideration on this week's CSC Agenda.

Ms. Lewis also thanked Carmelita Underwood, Administrative Analyst-NC, for her hard work on Harbor Department staff reports.

Ms. McDonald reminded everyone that Monday, November 12, 2018, is Veterans Day and acknowledged the military veterans in attendance who have served our country; Lamar Howard, Harbor Marine Manager, and Kris Ramos, Assistant Administrative Analyst. President Arias asked Mr. Howard and Mr. Ramos to stand and be recognized by a round of appreciative applause.

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

CLOSED SESSION - CONDUCT INTERVIEWS OF RECRUITING FIRMS TO FACILITATE CIVIL SERVICE COMMISSION SEARCH FOR EXECUTIVE DIRECTOR OF CIVIL SERVICE

ADJOURNMENT

President Arias adjourned the meeting at 11:09 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.

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