

**LONG BEACH CIVIL SERVICE COMMISSION  
F. PHIL INFELISE, PRESIDENT  
JUNE 9, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, June 9, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** F. Phil Infelise, Ahmed Saafir, Carolyn Smith Watts

**MEMBER EXCUSED:** Jeanne Karatsu

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Robert Pflingsthor, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President F. Phil Infelise presided.**

**MINUTES:** It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the minutes of the regular meeting of June 2, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST TO TERMINATE REASSIGNMENT FOR REHABILITATION AND TRANSFER:** **ADAM MEIROVITZ/SPECIAL SERVICES OFFICER POLICE TO SPECIAL SERVICES OFFICER/PUBLIC WORKS**

The Secretary presented a communication from Deborah R. Mills, Director of Human Resources, requesting Commission authorization to terminate the reassignment for rehabilitation for Adam Meirovitz, Special Services Officer and return him to his position of Special Services Officer in the Public Works Department. In addition, the Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst. Mr. Meirovitz was present and addressed the Commission. Cynthia Stafford, Personnel Services Officer, Public Works and Ken Walker, Manager, Personnel Operations, Human Resources, answered Commission questions. After discussion, it was moved by Commissioner Smith Watts, seconded by

Commissioner Saafir and carried that the request to terminate the reassignment for rehabilitation and transfer be approved. The motion carried by a unanimous roll call vote

**REQUEST TO FILE LATE APPLICATION:**

**ACCOUNTING CLERK**

The Secretary presented a communication from Sydnie Erwin, requesting Commission approval to file a late application for Accounting Clerk. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. Melinda George, Deputy Director, briefed the Commission regarding this request, stating that Ms. Erwin FAXED her application, and because we do not accept FAXED applications, her application was not accepted. However, in this instance, Ms. George stated that it's possible that the information regarding FAXED applications was miscommunicated to Ms. Erwin, and therefore is recommending her application be accepted. Commission Saafir stated that this is not a precedent for accepting late applications, and suggested clearer language be used on the Job Opportunity Bulletins regarding FAXES. After discussion, it was moved by Commissioner Saafir seconded by Commissioner Smith Watts and carried to approve Ms. Erwin's request to file a late application. The motion carried by a unanimous roll call vote.

**BULLETIN:**

**FIREFIGHTER LATERAL**

It was moved by Commissioner Smith Watts, seconded by Commissioner Saafir and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Public Health Nutritionist – 6 Applied, 4 Qualified  
Supervisor – Facilities Maintenance – 16 Applied,  
14 Qualified  
Senior Electrical Inspector – 5 Applied, 5 Qualified

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

It was moved by Commissioner Smith Watts, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Environmental Specialist Associate (6/10/09 & 6/24/09)  
Gas Construction Worker

**RETIREMENTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Jack Deaton/Community Services Supervisor/Parks  
Steve Garcia/Fire Captain/Fire  
Richard Yazzie/Water Utility Mechanic II/Water  
Yul Long/Police Officer/Police  
Leon Norman/Special Services Officer III/Police

**RESIGNATIONS:**

It was moved by Commissioner Smith Watts, seconded by Commissioner Saafir and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Patty Winters/General Librarian/Library  
Ebrahim Ashabi/Police Officer/Police

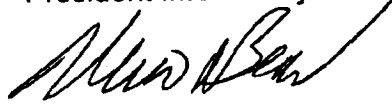
**MANAGERS' REPORT:**

Melinda George, Deputy Director, informed the Commission that staff is working closely with the Fire Department and the Firefighters' Union on the recruitment for the Firefighter Lateral examination.

The Secretary informed the Commission that the Personnel and Civil Service Committee would be discussing Charter Commission reappointments and new appointments on Tuesday, June 22, 2010, and it will probably go to City Council for approval on July 7, 2010. He also provided the Commission with a memo from Christina Checel, Senior Deputy City Attorney, regarding Civil Service Commission jurisdiction over retired/resigned employees. The Secretary thanked Melinda George, Deputy Director for covering the Civil Service Commission meeting and appeal hearing last Wednesday, while he was out.

**ADJOURNMENT:**

There being no further business before the Commission,  
President Infelise adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario R. Beas", written in a cursive style.

MARIO R. BEAS  
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION  
F. PHIL INFELISE, PRESIDENT  
JUNE 16, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, June 16, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu

**MEMBER EXCUSED:** Carolyn Smith Watts

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President F. Phil Infelise presided.**

**MINUTES:** The regular minutes of the Civil Service Commission meeting of June 9, 2010, were held over for one week.

**CREATE NEW CLASS AND ADOPT CLASSIFICATION SPECIFICATION:** **PROGRAM SCHEDULER**

The Secretary presented a communication from Stacey Lewis, Acting Director of Human Resources - Harbor, requesting Commission approval for the creation of the classification of Program Scheduler and adoption of the new classification specification. In addition, the Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst. Mr. Pfingsthorn briefed the Commission regarding this request. Doug Sereno, Director of Program Management, Harbor, was present and answered Commission questions. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to approve the creation and new classification specification for Program Scheduler, pursuant to Section 1101(d) of the City Charter. The motion carried by a unanimous roll call vote.

**BULLETIN:**

**PROGRAM SCHEDULER**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Department Librarian – 16 Applied, 9 Qualified  
General Librarian – 74 Applied, 37 Qualified

**EXTENSION OF EXPIRING ELIGIBLE LISTS:**

Diane Dzodin, Administrative Officer, requested that the eligible list for Buyer be removed as requested by the Financial Management Department. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months, with the exception of Office Services Assistant, to be extended for three months. The motion carried by a unanimous roll call vote.

**Buyer**  
Electrician  
Mechanical Equipment Stock Clerk  
Office Services Assistant (**3 months**)  
Payroll/Personnel Assistant

**RETIREMENTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Linda Young/Marina Agent III/Parks  
Antonieto Ecevedo/Maintenance Assistant III/Public Works  
Patricia Meier/Emergency Medical Educator/Fire

**RESIGNATIONS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Sisenado Santos/School Guard/Police  
Bryan Aska/Ambulance Operator/Fire  
Elvia Dominguez/School Guard/Police  
Vanessa Krajcir/Public Safety Dispatcher I/Fire

**TRANSFERS:**

The Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer, requesting the following transfers be approved. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following transfers between departments be approved. The motion carried by a unanimous roll call vote.

Jeremy Marquette/Business Systems Specialist  
II/Technology Services to Business Systems Specialist  
III/Financial Management  
Vickie Gordon/Clerk Typist/Long Beach Gas & Oil to Clerk  
Typist/Harbor

**CANCELLATION OF CSC MEETING  
OF JULY 7, 2010:**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried to cancel the Civil Service Meeting of July 7, 2010, due to lack of a quorum. The motion carried by a unanimous roll call vote.

**MANAGERS' REPORT:**

Diane Dzodin, Administrative Officer, informed the Commission that she, Suanne Swan, Beatriz Lacerda and Judith Dias, attended a Payroll/Personnel Assistant training class, conducted by Human Resources, regarding Workers' Compensation and Family Medical Leave Act on Tuesday, which was very informative.

Melinda George, Deputy Director, thanked Civil Service staff members and Mario Beas, Executive Director for participating in the Franklin Middle School Career Day. She also stated that 60 applications have been received for Police Officer Lateral, and that the Oakland Police Department invited staff to an open house to discuss opportunity for employment with Long Beach. Oakland Police Department is facing a layoff.

The Secretary informed the Commission that he attended the City Council Budget Meeting. He stated that some of the City Manager departments made presentations, and that the next meeting will be held in July 2010.

The Secretary presented Certificates of Appreciation, from Franklin Middle School, to Donna deAraujo, Assistant Administrative Analyst, Caprice McDonald, Personnel Analyst, Donnell Russell, Clerk Typist and Diane Dzodin, Administrative Officer, thanking them for their participation in the Franklin Middle School Career Day.

**PROPOSED CIVIL SERVICE  
DEPARTMENT BUDGET 2010/11**

The Secretary presented a staff report, prepared by him, and the proposed Civil Service Department Budget for Fiscal Year 2010/11, to the Commission for approval. Diane Dzodin, Administrative Officer, briefed the Commission on the proposed budget. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried to approve the proposed Civil Service Budget for Fiscal Year 2010/11, and submit it to the Mayor. The motion carried by a unanimous roll call vote.

**COMMENTS FROM PUBLIC:**

Rachael Lyons, Administrative Officer, Library Services, requested that Melinda George, Deputy Director, on her behalf, thanking Civil Service Department staff for the excellent job they did in timely administering and providing eligible lists for Department Librarian and General Librarian.

**ADJOURNMENT:**

There being no further business before the Commission, President Infelise adjourned the meeting.



MARIO R. BEAS  
Secretary

MRB:meh



**LONG BEACH CIVIL SERVICE COMMISSION  
F. PHIL INFELISE, PRESIDENT  
June 23, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, June 23, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** F. Phil Infelise, Jeanne Karatsu, Carolyn Smith Watts

**MEMBER EXCUSED:** Ahmed Saafir

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Donna de Araujo, Assistant Administrative Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President F. Phil Infelise presided.**

The Secretary requested a moment of silence in memory of Patricia McRannolds, mother of Commissioner Smith Watts, and former staff member Mark Saad.

**MINUTES:** The regular minutes of the Civil Service Commission meetings of June 9, 2010 and June 16, 2010, were held over due to lack of a quorum of Commissioners present that attended the meetings.

**PROTEST OF WRITTEN EXAMINATION ITEM(S):**

**SURVEY TECHNICIAN**

This item was withdrawn because there were no protests.

**EXAMINATION RESULTS:**

**SURVEY TECHNICIAN** – 94 - Applied, 39 - Qualified

It was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried that the subject examination results be approved. The motion carried by a unanimous roll call vote.

**EXTENSION OF EXPIRING ELIGIBLE LIST:**

**TERMINAL SERVICES REPRESENTATIVE (3 months)**

It was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried that the subject eligible list be extended for an additional three months. The motion carried by a unanimous roll call vote.

**RETIREMENT:**

**KATHLEEN MCCLEARY/DEVELOPMENT PROJECT  
MANAGER I/COMMUNITY DEVELOPMENT**

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

**DISABILITY RETIREMENT:**

**THOMAS CUMMINGS/POLICE OFFICER/POLICE**

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the subject disability retirement be received and filed. The motion carried by a unanimous roll call vote.

**RESIGNATIONS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Chantal Landry/Assistant Administrative Analyst II/  
Financial Management  
Michelle Thompson/Petroleum Engineering Associate II/  
Long Beach Gas & Oil  
Michael Asuega/Water Utility Mechanic I/Water

**MANAGERS' REPORT:**

Diane Dzodin, Administrative Officer, provided the Commission with the latest edition of the CSI Informer.

Melinda George, Deputy Director, provided the Commission with Firefighter Lateral and Police Officer Lateral recruitment brochures. She also stated that Rob Pfingsthorn and Caprice McDonald, Personnel Analysts, went to the City of Oakland on Tuesday, at the request of Chief Batts, to inform its Police Department of the Police Officer Lateral opportunity.

The Secretary informed the Commission that he attended the Personnel and Civil Service Commission Committee meeting on Tuesday, and it recommended the appointment of two new Civil Service Commissioners, Gerry Good, to replace Commissioner Douglas Haubert and Charles Hicks, to replace Commissioner Ahmed Saafir.

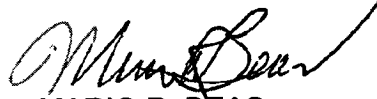
The Secretary presented Melinda George, Deputy Director, with her 20-year service pin, and congratulated her on 20 years of services to the City.

The Secretary also informed the Commission that he attended the City Council special budget meeting on Government Reform Initiatives and Efficiencies, and one topic of discussion was merging the Civil Service and Human Resources Departments.

Commissioner Smith Watts complimented the Civil Service Department for their commitment to attending Franklin Middle School Career Day. She stated that she was very impressed with staff and the community service they provide to the City.

**ADJOURNMENT:**

There being no further business before the Commission, President Infelise adjourned the meeting.



MARIO R. BEAS  
Secretary

MRB:meh