

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

**WEDNESDAY, APRIL 20, 2016  
333 W. OCEAN BLVD., 7TH FLOOR  
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Rick McGilton-McGlamery, President  
Phyllis Arias, Vice President



Charles Hicks Jr., Commissioner  
Robin Perry, Commissioner  
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,  
Executive Director

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## **FINISHED AGENDA & MINUTES**

### **ROLL CALL**

**Commissioners** Charles Hicks, Carolyn M. Smith Watts and Rick  
**Present:** McGilton-McGlamery

**Commissioners** Phyllis Arias  
**Absent:**

Kandice Taylor-Sherwood, Executive Director & Secretary  
Crystal Slaten, Recruitment & Selection Officer  
Robert Pfingsthorn, Administrative Officer  
Caprice McDonald, Special Projects Officer  
Marilyn Hall, Executive Assistant  
Gary Anderson, Principal Deputy City Attorney  
Lourdes Ferrer, Administrative Analyst  
Donna de Araujo, Personnel Analyst  
Sheree Valdoria, Personnel Analyst  
Shellie Goings, Personnel Analyst  
Nani Blyleven, Personnel Analyst, Human Resources  
Stacey Lewis, Assistant Director of Human Resources, Harbor

### **FLAG SALUTE**

1. 16-063CS

**Recommendation to approve minutes:**

*Special Meeting of April 4, 2016*

*Regular Meeting of April 6, 2016*

*Dismissal Hearing 01-D-1516 Minutes of February 17 & April 6, 2016*

**A motion was made by Hicks, seconded by Vice President McGilton-McGlamery, to approve Special Meeting minutes of April 4, 2016. The motion carried by the following vote:**

**Yes:** 3 - Charles Hicks, Rick McGilton-McGlamery and Robin Perry

**Abstain:** 1 - Carolyn M. Smith Watts

**Absent:** 1 - Phyllis Arias

**A motion was made by Hicks, seconded by Vice President McGilton-McGlamery, to approve Regular Meeting minutes of April 6, 2016. The motion carried by the following vote:**

**Yes:** 3 - Charles Hicks, Rick McGilton-McGlamery and Robin Perry

**Abstain:** 1 - Carolyn M. Smith Watts

**Absent:** 1 - Phyllis Arias

**A motion was made by Hicks, seconded by Smith Watts, to approve Dismissal Hearing 01-D-1516 minutes of February 17 & April 6, 2016. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery and Robin Perry

**Absent:** 1 - Phyllis Arias

**CONSENT CALENDAR (2-8):**

Passed the Consent Calendar

**A motion was made by Vice President McGilton-McGlamery, seconded by Hicks, to approve Consent Calendar Items. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery and Robin Perry

**Absent:** 1 - Phyllis Arias

2. 16-064CS

**Recommendation to approve examination results:**

*Police Recruit (NTN) (Established 1/27/16) AMENDED -  
883 Applied, 285 Qualified*

*Public Safety Dispatcher - Lateral (Established 4/15/16) - 1 Applied,  
1 Qualified*

*Real Estate Project Coordinator (Established 4/8/16)- 71 Applied,  
26 Applied*

*School Guard (Established 4/11/16) - 196 Applied, 182 Qualified*

3. 16-065CS

**Recommendation to receive and file bulletins:**

*Administrative Analyst*

*Battalion Chief*

*Business Systems Specialist*

*Buyer*

*Clerk Typist*

*Construction Inspector*

*Equipment Mechanic*

*Fire Recruit*

*Planner*

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

4. 16-066CS

**Recommendation to receive and file retirements:**

*Shirley Allery/Accounting Technician/Financial Management  
(33 yrs., 6 mos.)*

*Jean C. Rabune/Recreation Assistant/Parks, Recreation & Marine  
(25 yrs., 6 mos.)*

*Parine Soth/Police Officer/Police (27 yrs., 18 days)*

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

5. 16-067CS

**Recommendation to receive and file disability retirement:**

*Gail Dennison/Police Lieutenant/Police (29 yrs., 3 mos.)*

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

6. 16-068CS

**Recommendation to receive and file resignations:**

*Matthew Jones/Fire Recruit/Fire (26 days)*

*David Mendoza/Ambulance Operator/Fire (3 yrs., 4 mos.)*

*Kalid Abuhadwan/ Police Officer/Police (10 yrs., 10 mos.)*

*Tomas Diaz, Jr./Police Officer/Police (8 yrs., 6 mos.)*

*Alexi Hernandez/Police Recruit/Police (5 days)*

*Carl Johnson/Police Recruit/Police (10 days)*

*Anthony Manriquez/Police Recruit/Police (8 days)*

*Geoffrey M. Mayes/Police Recruit/Police (9 days)*

*Kyle J. Piper/Police Officer/Police (2 yrs., 10 mos.)*

*Brittney A. Pointer-Holden/Police Recruit/Police (10 days)*

*Miguel A. Valdez/Senior Equipment Operator/Water (13 yrs., 11 mos.)*

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

7. 16-069CS

**Recommendation to approve transfers:**

*Eileen Hunter, Administrative Analyst III/Police to Administrative Analyst III/Library*

*Jeanne Mellor/Assistant Administrative Analyst II/Public Works to Assistant Administrative Analyst II/Library*

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

8. 16-070CS      **Recommendation to receive and file withdrawal of appeal:**  
*Reduction Appeal 06-R-1415*

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

**REGULAR AGENDA**

9. 16-071CS      **RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**  
Christabel Trinidad, Assistant Administrative Analyst  
*Communication from Sandra Kennedy, Administrative Officer,*  
*Financial Management*

The Secretary briefed the Commission regarding this request.

Ms. Kennedy was present and answered Commission questions regarding this request.

**A motion was made by Hicks, seconded by Vice President McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery and Robin Perry

**Absent:** 1 - Phyllis Arias

10. 16-072CS      **RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**  
Emily Armstrong, Assistant Administrative Analyst  
*Communication from Sandra Kennedy, Administrative Officer,*  
*Financial Management*

The Secretary briefed the Commission regarding this request.

**A motion was made by Hicks, seconded by Vice President McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery and Robin Perry

**Absent:** 1 - Phyllis Arias

11. 16-073CS      **RECOMMENDATION TO CREATE NEW CLASSIFICATION AND  
ADOPT NEW CLASSIFICATION SPECIFICATION - *Project  
Scheduler***

- a. Communication from Margaret Huebner, Director of Human Resources, Harbor
- b. Staff report prepared by Caprice McDonald, Special Projects Officer

The Secretary briefed the Commission regarding this request.

**A motion was made by Vice President McGilton-McGlamery, seconded by Smith Watts, to approve recommendation. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery and Robin Perry

**Absent:** 1 - Phyllis Arias

12. 16-074CS      **REQUEST TO FILE FOR EXAMINATION BY DISMISSED  
EMPLOYEE - John Cataldo**

The Secretary briefed the Commission regarding this request.

John Cataldo addressed the Commission regarding his request to be allowed to participate in the examination for Special Services Officer.

**A motion was made by Vice President McGilton-McGlamery, seconded by Hicks, to approve recommendation to deny. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery and Robin Perry

**Absent:** 1 - Phyllis Arias

13. 16-075CS      **ELECTION FOR COMMISSION OFFICERS**

**A motion was made by Smith Watts, seconded by Vice President McGilton-McGlamery, to approve recommendation to open nomination for election of Commission officers. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery and Robin Perry

**Absent:** 1 - Phyllis Arias

**A motion was made by Hicks, seconded by Smith Watts, to approve recommendation to nominate Ricky McGilton-McGlamery for the office of President. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery and Robin Perry

**Absent:** 1 - Phyllis Arias

**A motion was made by Smith Watts, seconded by Vice President McGilton-McGlamery, to approve recommendation to nominate Commissioner Phyllis Arias for the office of Vice President. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery and Robin Perry

**Absent:** 1 - Phyllis Arias

**A motion was made by Smith Watts, seconded by Vice President McGilton-McGlamery, to approve recommendation to close nominations for Commission officers. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery and Robin Perry

**Absent:** 1 - Phyllis Arias

## NEW BUSINESS

President Perry acknowledged the Secretary for the excellent job she is doing with the Leadership Long Beach Executive Quick Start program, which he is currently participating. He stated that she has put together an excellent program for the participants. He also acknowledged her for the excellent job she is doing as the Executive Director representing the Civil Service Department.

President Perry shared information regarding the upcoming Moot Court Project, for boys in the 8th - 12th grade. The program provides a group of boys with a legal fact pattern to study the fact pattern and make arguments before lawyers and judges. This program takes place a week in late June or early July. He stated that it is a free program and encourage anyone with boys to sign up. He acknowledged Gary Anderson, Principal City Attorney's for being a part of the program for two years.

He also provided information regarding a program sponsored by the the Long Beach Chapter of the NAACP in conjunction with Kessler, Young and Logan, called Law Day, where young people get together to talk about biases of law. The date of this event is April 28, 2016.

**MANAGERS' REPORT**

**Recruitment & Selection**

**Special Projects**

**Administration Support Services**

**Executive Director**

Ms. Slaten informed the Commission that staff is very busy opening new examinations and attending job recruitment fairs. She provided the Commission information and updates regarding the scheduled examinations and upcoming recruitment job fairs. She informed the Commission that staff has met with the Police Department regarding opening the Police Officer - Lateral examination on a continuous basis and they are in agreement. She also stated that Special Services Officer has been opened for two week and an eligible list will be established this week.

Commissioner Hicks question how is the Special Service Officer's process proceeding, in light of the possible changes to the classification.

Ms. Slated informed the Commission that this examination process is for waivers only, and that the Test Construction Interns are working on the written examination for Special Service Officer. She also added that the process is at the beginning stages.

The Secretary stated that the Test Construction Interns have been gathering data, which they will be combining and submitting to Human Resources, regarding the Special Service Officer examination.

Ms. McDonald stated that test development for the Customer Service Examination is in the final stages, and that incumbents will be scheduled to take the test that has been constructed. She also stated that staff is maximizing the use of Montage by extending it to other City departments.

The Secretary informed the Commission that staff is very busy with examinations and being out in the community at job fairs. She stated there is a real need for City departments to partner with Civil Service when they are attending events in the community, because of the limited resources and staff available, however, she appreciates the collaboration received.

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

Chris Rowe, Deputy Chief, Support Services Bureau, Fire, informed the Commission that he has been assigned to Dave Segura's job, and introduced Xavier Espino as his Assistant Deputy Chief and Tim Underwood, Battalion Chief, Director of Training and Henry Harvey as the newly appointed Communications Specialist to the Commission.

**ADJOURNMENT**

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.

បើមានការចង់បានឱ្យមានការបកប្រែឯកសារសិទ្ធិបៀវារៈ និងកំណត់ហេតុឱ្យអ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យសៀវភៅក្នុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។