

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

**WEDNESDAY, DECEMBER 16, 2015  
333 W. OCEAN BOULEVARD  
COUNCIL CHAMBER, 8:00 AM**

Robin Perry, President  
Rick McGilton-McGlamery, Vice President



Phyllis Arias, Commissioner  
Charles Hicks Jr., Commissioner  
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,  
Executive Director

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## **FINISHED AGENDA & DRAFT MINUTES**

### **ROLL CALL**

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

**Commissioners** Robin Perry  
**Absent:**

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

### **FLAG SALUTE**

1. 15-228CS      **Recommendation to approve minutes:**  
*CSC Meeting Minutes for December 2, 2015*

**A motion was made by Hicks, 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 Phyllis Arias

**Absent:** 1 - Robin Perry

**CONSENT CALENDAR (2-10):**

Passed the Consent Calendar

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

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

**Absent:** 1 - Robin Perry

2. 15-229CS      **Recommendation to approve examination results:**  
*Criminalist (Established 12/9/15) - 67 Applied, 28 Qualified*  
*Environmental Health Specialist (Established 12/9/15) - 70 Applied, 53 Qualified*  
*Fire Captain - 30 Applied, 10 Qualified*  
*Registered Nurse (Established 12/3/15) - 37 Applied, 19 Qualified*  
*Special Services Officer (Established 12/10/15) - 295 Applied, 26 Qualified*

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

3. 15-230CS      **Recommendation to receive and file bulletins:**  
*Fingerprint Classifier*  
*Plumber Supervisor*  
*Police Recruit*  
*Welder*

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

4. 15-231CS

**Recommendation to receive and file retirements:**

*Barbara Behm/Firefighter/Fire (25 yrs., 10 mos.)*  
*Clarke Farrow/Fire Captain/Fire (29 yrs., 3 mos.)*  
*Christopher Manning/Fire Captain/Fire (29 yrs., 7 mos.)*  
*John Neill/Firefighter/Fire (28 yrs., 11 mos.)*  
*Paul Sheets/Chief Construction Inspector/Harbor (35 yrs., 11 mos.)*  
*Ramon Escobar/Gas Construction Worker III/Long Beach Gas & Oil*  
*(30 yrs., 7 mos.)*  
*Joseph Pitisi/Marina Supervisor II/Parks, Recreation, & Marine*  
*(35 yrs., 8 mos.)*  
*Steven Covarubias/Special Services Officer II/Police*  
*(33 yrs., 1 mo.)*  
*Vilma Herrero/Clerk Typist III/Police (32 yrs., 4 mos.)*  
*Lucy Toro/Clerk Typist III/Police (14 yrs., 7 mos.)*  
*Dennis Zigrang/Police Officer/Police (25 yrs., 2 days)*  
*Cythnia Contreras/Special Services Officer II/Public Works*  
*(35 yrs., 6 mos.)*  
*Donald Holthe/Fleet Services Supervisor II/Public Works*  
*(28 yrs., 6 mos.)*  
*Joonghan Kim/Equipment Mechanic II/Public Works*  
*(22 yrs., 5 mos.)*  
*Astra Mam/Equipment Mechanic II/Public Works (18 yrs., 10 mos.)*  
*Wanda Mariner/Administrative Aide II/Water (27 yrs., 4 mos.)*  
*Michael Olson/Water Utility Supervisor I/Water (24 yrs., 5 mos.)*

On behalf of the Commission, the Secretary presented Certificates of Appreciation to Wanda Mariner (27 years) Water Department and Ramon Escobar (30 years) Long Beach Gas & Oil, for their dedicated service to the citizens and City of Long Beach. Representatives from their departments were present and spoke on their behalf. The Commission congratulated them and wished them well in their future endeavors.

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

5. 15-232CS

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

*James Kang/Firefighter/Fire (17 yrs., 2 mos.)*  
*Anthony Mejia/Firefighter/Fire (29 yrs., 3 mos.)*

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

6. 15-233CS

**Recommendation to receive and file resignations:**

*Mohammad Soubra/Ambulance Operator/Fire (11 mos., 10 days)*  
*Maria E. Perez/Customer Service Representative II/Health &  
Human Services (14 years, 6 mos.)*  
*Jasmine Jefferson/Criminalist II/Police (4 yrs., 8 mos.)*  
*Ahmad Ziadeh/Electrician/Water (3 yrs., 3 mos.)*

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

7. 15-234CS

**Recommendation to approve transfer:**

*Renee M. Williams/Administrative Analyst II/Development Services  
to Administrative Analyst III/Long Beach Gas & Oil*

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

8. 15-235CS

**Recommendation to approve reschedule for hearings:**

*Suspension Hearing 13-S-1415, suggested date February 3, 2016*  
*Suspension Hearing 07-S-1314, suggested date February 10, 2016*

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

9. 15-236CS

**Recommendation to approve schedule for hearings:**

*Dismissal Hearing 01-D-1516, suggested date February 17, 2016*  
*Suspension/Reduction Hearing 02-R/S-1516, suggested dates  
February 24 & March 2, 2016*  
*Suspension Hearing 03-S-1516, suggested date March 9, 2016*  
*Dismissal Hearing 04-D-1516, suggested dates March 16 &  
March 23, 2016*  
*Suspension Hearing 15-S-1415, suggested date March 30, 2016*

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

10. 15-237CS

**Recommendation to receive and file withdrawal of appeal:**

*Suspension Appeal 08-S-1415*

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

**REGULAR AGENDA**

11. 15-238CS      **RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**  
Arantxa Chavarria, Assistant Administrative Analyst  
*Communication from Michael A. DuRee, Fire Chief*

The Secretary briefed the Commission regarding this request.

**A motion was made by Smith Watts, seconded by Hicks, to approve recommendation. The motion carried by the following vote:**

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

**Absent:** 1 - Robin Perry

12. 15-239CS      **REQUEST TO FILE LATE APPEAL -** Humberto Najera, Equipment Operator II  
*Communication from Surian "Pete" Pearson, Business Representative, IAMAW District 947*

The Secretary briefed the Commission regarding this request.

**A motion was made by Hicks, 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 Phyllis Arias

**Absent:** 1 - Robin Perry

**NEW BUSINESS**

**MANAGERS' REPORT**

**Recruitment & Selection**

**Special Projects**

**Administration Support Services**

**Executive Director**

Ms. Slaten acknowledged several staff members for the excellent job they are doing in the administration of examinations. Lourdes Ferrer, Administrative Analyst for Fire Captain, along with staff members that assisted; Sherre Valdoria, Personnel Analyst for posting of Police Recruit and the administration of the Surveyor examination; Shellie Goings, Personnel Analyst, for the administration of the Library Clerk examination; and staff for conducting the Refuse Operator examination for Donna de Araujo, Personnel Analyst, due to a family emergency. She also acknowledged Sharon Hamilton, Administrative Aide, for the excellent job she is doing with the final phase of the examinations.

Rob Pfingsthorn, Administrative Officer, briefed the Commission regarding the General Fund Fiscal Outlook for FY 16 - FY 18. He stated that the kickoff for the budget development process will begin in January and he will keep the Commission apprised of what's going on with the budget. Commissioner Hicks questioned if there is any indication of a reduction in force coming. Mr. Pfingsthorn stated that there has been no mention at this time; however, he will keep the Commission informed. Commissioner Hicks suggested that staff prepare just in case there is a request. He also informed the Commission that Maria Alamo, Payroll/Personnel Assistant, has been promoted to a supervisory position and will be responsible for the daily HR and Accounts Payable operations and two staff member.

The Secretary presented Deborah McCluster, Personnel Analyst, (35 years), and Rob Pfingsthorn (15 years), with service pins in recognition of their service to the City and citizens of Long Beach. She thanked them for their contributions to the department and congratulated them on their years of service.

The Secretary stated that once a month she will be recognizing an employee who exemplifies the Civil Service Core Values, which for this month is, "Modeling true joy and service to others." She stated that the employee chosen to be recognized for this month's core value is Kym Clay, Administrative Aide, Harbor Department. She stated that Ms. Clay was highly recommended by her supervisors, and in talking with her, she truly exemplifies the core value for this month. Vickie Gordon, an employee of the Harbor Department, spoke on how Ms. Clay impacted her life when she was going through a challenging time in her life.

Ms. Clay thanked the Secretary for the recognition and stated that she truly enjoys helping

others.

Stacey Lewis, Assistant Director of Human Resources, Harbor Department, stated that this recognition is truly deserving of Ms. Clay. She stated that she truly epitomize this month's core value. Ms. Lewis introduced Ms. Clay's daughter to the Commission and stated that she wanted her to witness this recognition of her mother.

Commissioner Smith Watts, stated that it is so great that Civil Service recognizes employees for the exceptional service they provide to the City and citizens.

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

Donna de Araujo, Personnel Analyst, thanked staff for their support and conducting the Refuse Operator examination during her absence.

On behalf of the Fire Department, Jim Rexwinkel, Battalion Chief/Director of Training, Fire Department, thanked Lourdes Ferrer, Administrative Analyst and Civil Service staff for the exceptional job in the administration of the Fire Captain examination. He informed the Commission that he will no longer be the training director, and introduced Battalion Chief Jim Underwood, as his replacement.

Deputy Chief Mike Beckman, Police Department, provided background information regarding the request for a short Police Recruit recruitment during the holidays. He informed the Commission that the Police Department usually conducts one Police Recruit class in a fiscal year; however, this fiscal year they find it necessary to conduct two Police Recruit classes, which requires additional recruiting for ample candidates. He thanked the Secretary and her staff who assisted with getting this done. He stated the recruitment will be opening soon and continue thru the holidays and conclude sometime in January.

**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.

បើមានការចង់បានឲ្យមានការបកប្រែឯកសារសិទ្ធិបៀវារៈ និងកំណត់ហេតុឲ្យអ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យស្នើសុំក្នុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណកម្មការធម្មនុញ្ញ)។