

**LONG BEACH CIVIL SERVICE COMMISSION
CAROLYN SMITH WATTS, PRESIDENT
NOVEMBER 7, 2012**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, November 7, 2012, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Carolyn Smith Watts, Charles Hicks Jr., Jonathan Gotz, Larry Keller

MEMBER EXCUSED: Jeanne Karatsu

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Marilyn Hall, Executive Assistant
Christina Checel, Senior Deputy City Attorney
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pflingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Carolyn Smith Watts presided.

President Smith Watts stated that Commissioner Karatsu unexpectedly lost her sister and asked that she and her family be kept in prayer.

MINUTES: It was moved by Commissioner Keller, seconded by Commissioner Gotz and carried that the minutes of the regular meeting of October 17, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Hicks, seconded by Commissioner Gotz and carried that the Suspension Appeal 17-S-1112 hearing minutes of October 24, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

CONSENT CALENDAR (2-7): It was moved by Commissioner Gotz, seconded by Commissioner Keller and carried that the Consent Calendar items be approved. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

Request to approve examination results.

Battalion Chief - 10 Applied, 3 Qualified
Police Recruit (Test 1) (10/25/12) - 350 Applied, 350
Qualified
Public Health Nutritionist (10/24/12) – 35 Applied, 14
Qualified
Registered Nurse – Occupational Health (10/29/12) –
9 Applied, 9 Qualified

**The motion was made to approve request on Consent
Calendar.**

RETIREMENTS:

Request to receive and file retirements.

On behalf of the Commission, the Secretary presented
Certificates of Appreciation to Karen Daniel (31 years) Long
Beach Gas & Oil and Larry Muszynski (25 years) Fire, for
their dedicated service to the City and citizens of Long
Beach.

Lori Rhone/Public Safety Dispatcher II/Police
Larry Muszynski/Administrative Analyst III/Fire
Jane Le Force/Clerk Typist III/Police
Verne Van Buskirk/Special Services Officer II/Police
Paul Bays/General Maintenance Assistant/Parks
David Edgar/Power Equipment Mechanic II/Parks
David Mitchell/Senior Civil Engineer/Public Works
Karen Daniel/Customer Service Representative III/Long
Beach Gas & Oil

**The motion was made to receive and file on Consent
Calendar.**

DISABILITY RETIREMENT:

Request to receive and file disability retirement.

David Shetland/Fire Captain/Fire

**The motion was made to receive and file on Consent
Calendar.**

RESIGNATIONS:

Request to receive and file resignations.

Carl Reich/Special Services Officer I/Harbor
Amy Wilson/Public Safety Dispatcher I/Police
Danielle Johnson/Public Safety Dispatcher I/Police

Ernesto Valencia/Special Services Officer III/Police
Joseph Johnson/Special Services Officer IV/Police

The motion was made to receive and file on Consent Calendar.

SCHEDULE FOR HEARINGS:

Request to approve hearing schedule.

Suspension Appeal 21-S-1112, March 13, 2013
Suspension Appeal 22-S-1112, March 20, 2013
Suspension Appeal 26-S-1112, March 27, 2013
Suspension Appeal 27-S-1112, April 3, 2013
Suspension Appeal 30-S-1112, April 10, 2013
Dismissal Appeal 31-D-1112, February 27, 2013
Dismissal Appeal 01-D-1213, March 6, 2013

The motion was made to approve on Consent Calendar.

RESCHEDULE FOR HEARING:

Request to approve reschedule for hearing.

Dismissal Appeal 25-D-1112, December 12 & 19, 2012
Suspension Appeal 20-S-1112, January 23 & 30, 2013

The motion was made to approve on Consent Calendar.

PROVISIONAL APPOINTMENT:

The Secretary presented a communication from Margaret Huebner, Director of Human Resources, Harbor, requesting Commission authorization to appoint Davinder Badial, to the classification of Port Financial Analyst on a provisional basis. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

REQUEST FOR REVISED ORDER OF LAYOFF:

The Secretary presented a request for a revised Order of Layoff for the Park Ranger classification to the Commission. In addition, the Secretary presented a staff report and revised Order of Layoff, prepared by him. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Keller and carried to approve the revised Order of Layoff as prepared and to forward it to the City Manager. The motion carried by a unanimous roll call vote.

**REQUEST FOR OUT-OF-ORDER
LAYOFF:**

PHILLIP HERRERO/CLERK TYPIST/POLICE

The Secretary presented a request from Phillip Herrero, Clerk Typist, requesting an out-of-order layoff from his position as a Clerk Typist in the Police Department. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Keller and carried to approve the out-of-order layoff in accordance with Section 100 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST FOR OUT-OF-ORDER
LAYOFF:**

**SOMCHITH ERIC SING/POLICE SERVICES SPECIALIST
POLICE**

The Secretary presented a request from Somchith Eric Sing, Police Services Specialist, requesting an out-of-order layoff from his position as a Police Services Specialist in the Police Department. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Hicks and carried to approve the out-of-order layoff in accordance with Section 100 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST FOR REASSIGNMENTS
AND TRANSFERS TO AVOID
LAYOFFS:**

The Secretary presented requests from Kenneth A. Walker, Manager, Personnel Operations, requesting Commission approval for reassignments and transfers to avoid layoffs for Sheila Cannan, Police Services Specialist, Police to Parking Control Checker, Public Works; Kim Cloughessy and Lisa Massacanni, Police Services Specialists to Public Safety Dispatchers; Somchith Eric Sing, Vn Nguyen and Paul Malevitz, Police Services Specialists to Special Services Officers; and Alex Mize, Library Clerk to Office Services Assistant. Karen Owens, Administrator, Police Personnel, was present and answered Commission questions, and stated that Cherish Dunn would not be transferring and that her name should be removed from this list. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Gotz and carried to approve the reassignments and transfers in accordance with Sections 67(5) and 64 of the Civil Service Rules and Regulations, and that Cherish Dunn be excluded from the list. The motion carried by a unanimous roll call vote.

APPEAL OF ORDER OF LAYOFF:

The Secretary presented a communication from Diana Foxx, Clerk Typist, appealing the Order of Layoff as it related to her seniority in her department. Ms. Foxx addressed the

Commission, stating that she believes that she was unfairly transferred out of her department because she was the most senior Clerk Typist. Ken Walker, Manager of Personnel Operations, Human Resources, addressed the Commission, stating that the position Ms. Foxx is referring to is an unclassified position, that had been improperly coded in the Human Resources Management System (HRMS), and that Human Resources has rectified this by making the changes and properly coding the position. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Gotz and carried to receive the communication. The motion carried by a unanimous roll call vote.

APPEAL OF ORDER OF LAYOFF:

The Secretary presented a communication from Mary Harvey, Public Health Nurse, appealing a non-career position, her seniority calculation and applied adjusted service. Ms. Harvey was present and addressed the Commission regarding her concerns that her position was being eliminated and the offer of a non-career position; that she felt that the seniority calculation of her position was incorrect and the fact that she has had no break in service. The Commission directed the Secretary to make an appointment to sit down with Ms. Harvey to explain how this decision was determined. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Gotz and carried to receive and file the communication. The motion carried by a unanimous roll call vote.

REVISED CLASSIFICATION SPECIFICATION:

PARK NATURALIST

The Secretary presented a communication from Deborah Mills, Director of Human Resources, requesting Commission approval of the revised classification specification for Park Naturalist. In addition, the Secretary presented a staff report prepared by Deborah McCluster, Personnel Analyst. Ms. McCluster briefed the Commission regarding this request. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Keller and carried to approve the revised classification specification for Development Project Manager, pursuant to Section 1101(d) of the City Charter. The motion carried by a unanimous roll call vote.

EXTENSION OF EXPIRING ELIGIBLE LISTS:

The Secretary presented a staff report, prepared by him, requesting Commission approval of the following eligible list for six months. After discussion, it was moved by

Commissioner Keller, seconded by Commissioner Gotz and carried that the following eligible lists be extended for six months. The motion carried by a unanimous roll call vote.

Airport Operations Assistant
Animal Control Officer
Aquatics Supervisor
Construction Inspector
Deputy Fire Marshall (11/10/10, 11/17/10 & 12/1/10)
Electrical Engineer
Electrician (5/4/11, 5/11/11 & 5/18/11)
Engineering Technician
Gas Construction Worker
Harbor Maintenance Mechanic
Hazardous Materials Specialist (5/4/11 & 5/11/11)
Laboratory Assistant
Refuse Operator
Registered Nurse
Senior Accountant

BULLETINS:

The Secretary presented a staff report, prepared by him, requesting the Commission approve the following bulletins. In addition, the Secretary requested that due to cancellation of the November 21, 2012, Commission meeting, that he be allowed to approve the Police Lieutenant's bulletin and put it on the December 5, 2012, agenda for Commission approval. Christina Checél, Senior Deputy City Attorney and Commission advisor informed the Commission that the bulletin could not be posted before Commission approval. The Commission requested that it be placed on a Special Meeting agenda to be scheduled for November 14, 2012. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Emergency Medical Educator
Park Naturalist

**RECOMMENDATION TO CANCEL
REGULAR CSC MEETING FOR
NOVEMBER 21, 2012:**

It was moved by Commissioner Keller, seconded by Commissioner Hicks and carried to cancel the regular Commission meeting of November 21, 2012. The motion carried by a unanimous roll call vote.

**RECOMMENDATION TO
RESCHEDULE REGULAR
COMMISSION MEETING:**

It was moved by Commissioner Hicks, seconded by Commissioner Gotz and carried to reschedule the regular Commission meeting of January 2, 2013 to January 9, 2013. The motion carried by a unanimous roll call vote.

NEW BUSINESS:

Commissioner Hicks acknowledged the Harbor Department for the excellent job they are doing in the selection and training program for traffic officers, which qualifies them at Level II POST, which qualifies them to become Special Services Officers.

Commissioner Keller thanked the Harbor Department for stepping up and providing an acceptable outcome regarding the transferring and upgrading of the Clerk Typist to the Harbor Department.

MANAGERS' REPORT:

The Secretary introduced Maria Alamo, the new Clerk Typist at the public counter, in Civil Service. He stated that Ms. Alamo's job was affected by the order of layoff, and as directed by Civil Service to utilize that position with someone affected by the order of layoff, she was selected. He further stated that Ms. Alamo has over 20 years with the City, and that by accepting the position at the public counter saved someone else's job.

COMMENTS FROM PUBLIC:

Dave Segura, Manager, Fire Support, thanked the Executive Director and staff for their professionalism in the collaboration between Rob Pfingsthorn, Personnel Analyst and Jim Rexwinkel, Director of Training, Fire for the great process in conducting the Battalion Chief's examination.

**CLOSED SESSION REGARDING
DISMISSAL APPEALS 30-D-901 &
31-D-901:**

It was moved by Commissioner Hicks, seconded by Commissioner Gotz and carried to recess the hearing to a closed session, pursuant to Government Code 54957.8 for a briefing of remand regarding Dismissal Appeals 30-D-901 and 31-D-901.

ADJOURNMENT:

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



MARIO R. BEAS
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION
SPECIAL MEETING
CAROLYN SMITH WATTS, PRESIDENT
NOVEMBER 14, 2012**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, November 14, 2012, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Carolyn Smith Watts, Charles Hicks Jr., Larry Keller

MEMBERS EXCUSED: Jeanne Karatsu, Jonathan Gotz

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Marilyn Hall, Executive Assistant
Christina Checel, Senior Deputy City Attorney
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Carolyn Smith Watts presided.

**REQUEST TO EXTEND MARIBEL RODRIQUEZ/MAINTENANCE ASSISTANT-
NON-CAREER HOURS: NON-CAREER/AIRPORT**

The Secretary presented a communication from Claudia Lewis, Administrative Officer, Long Beach Airport, requesting Commission approval to extend the non-career hours for Maribel Rodriguez, Maintenance Assistant for an additional 300 hours. Ms. Lewis was present and answered Commission questions. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the non-career hours be extended for 300 hours, in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

BULLETIN:

POLICE LIEUTENANT

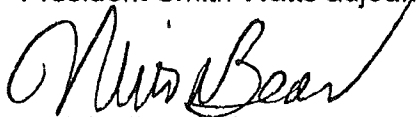
Caprice McDonald, Personnel Analyst, briefed the Commission regarding this bulletin. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Hicks and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

PERSONNEL SESSION:

It was moved by Commissioner Hicks, seconded by Commissioner Keller and carried to recess the meeting to a closed session, pursuant to Government Code Section 54957.8.

ADJOURNMENT:

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



MARIO R. BEAS
Secretary

MRB:meh