

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
FEBRUARY 10, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, February 10, 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: Douglas Haubert

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
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Beverly Nieves, Personnel Analyst, Human Resources

President F. Phil Infelise presided.

MINUTES: It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the minutes of the regular meeting of February 3, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST FOR EXCEPTION TO
CIVIL SERVICE RULES AND
REGULATIONS – ARTICLE VIII
SECTION 115(3)**

**Requesting Exception to Article IV, Section 27 of the
Civil Service Rules and Regulations – Certification
from Open Eligible Lists – Office Services Assistant**

The Secretary presented a communication from Patrick H. West, City Manager, requesting Commission approval for an exception to Article IV, Section 27 of the Civil Service Rules and Regulations – Certification from Open Eligible Lists – Office Services Assistant, specifically the certification of all City employees, including non-careers. In addition, the Secretary presented a staff report prepared by him. The Secretary briefed the Commission regarding this request, stating that he is requesting approval of certifying City employees in Band "B", excluding non-career employees as indicated in Table "A", Band "B" of the staff report. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu

to approve the certifying of Table "A", Band "B", as indicated in the staff report. The motion carried by a unanimous roll call vote.

CHANGE IN EXAM PLAN:

FLEET SERVICES SUPERVISOR

The Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst, requesting that the examination plan for Fleet Services Supervisor be changed from a qualifying written examination with an appraisal interview weighted 100% to only an appraisal interview weighted 100%. Ms. Ferrer briefed the Commission regarding this request. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the change in examination plan be approved. The motion carried by a unanimous roll call vote.

REQUEST FOR SPECIAL ADMINISTRATION:

POLICE SERGEANT EXAMINATION

The Secretary presented communications from Police Officers Thomas R. Cochran and Michael Soldin, requesting Commission approval for special administration of the Police Sergeant written examination. In addition, the Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst. Ms. McDonald briefed the Commission regarding the requests, stating that both candidates have scheduled vacations, which prevents them from participating in the examination at the scheduled time. As a result, they are requesting special administration of the examination. Mr. Cochran is requesting that he be administered the examination after he returns from his vacation, at which time it would have already been administered to the other candidates. Mr. Soldin is requesting that he be administered the examination before he leaves for his vacation, which would be before it is administered to the other candidates. Ms. McDonald explained the ramification of administering the examination before or after it is administered to the other candidates. She stated that there is the issue of confidentiality of the examination process or the process being delayed if it is administered after the scheduled date. She stated that if the request is granted to administer the examination, a confidentiality statement is required of the candidate. Mr. Soldin was present and spoke on his behalf. In addition, Karen Owens, Administrator, Police Personnel,

and Melinda George, Deputy Director, answered Commission questions regarding this process. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried to allow a special administration for Michael Soldin to take the Police Sergeant examination. The motion carried by a unanimous roll call vote. After further discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir for the purposes of discussion to deny Thomas R. Cochran a special administration of the Police Sergeant examination. The motion carried by a unanimous roll call vote.

REQUEST FOR ORDER OF LAYOFF:

The Secretary presented an Order of Layoff to the Commission for the Public Health Registrar and Storekeeper classifications. In addition, the Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer. Ms. Dzodin briefed the Commission regarding the layoffs, indicating that the storekeeper position will be transferring to the vacant storekeeper position in the Harbor Department. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to approve the Order of Layoff as prepared and to forward it to the City Manager. The motion carried by a unanimous roll call vote.

EXTENSION OF EXPIRING ELIGIBLE LIST:

ENVIRONMENTAL SPECIALIST ASSOCIATE

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

RETIREMENT:

MICHAEL PIEPER/REFUSE OPERATOR II/PUBLIC WORKS

President Infelise presented a Certificate of Appreciation to Charles Rice, Electrician, Harbor Department, in recognition of 34 years of dedicated service to the City and citizens of Long Beach. A Representative from the Harbor Department was present to acknowledge Mr. Rice.

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

SCHEDULE FOR HEARINGS:

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

Suspension Hearing 21-S-89, March 10, 2010
Dismissal Hearing 11-D-89, May 19 & 26, 2010 &
June 2 & 9, 2010
Dismissal Hearing 12-D-89, June 16 & 23, 2010

RESCHEDULE FOR HEARINGS:

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

Dismissal 07-D-89, March 24 & 31, 2010 & April 7 & 21,
2010
Dismissal Hearing 05-D-89, April 28, 2010 & May 5, 2010
Dismissal Hearing 06-D-89, May 12, 2010

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, informed the Commission that the budget kickoff would begin this month.

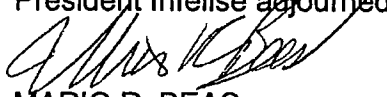
Melinda George, Deputy Director, stated that Rob Pfingsthorn and Caprice McDonald, Personnel Analysts are doing an excellent job with the Fire Captain and Police Sergeants examination process. She stated that workshops have been conducted for both of these examinations and the turn out has been good. She also informed the Commission that staff is participating in the Job Shadowing Day and two students have been assigned to the Civil Service Department.

The Secretary informed the Commission that he attended two committee meetings yesterday, the Public Safety Committee meeting, where he was asked to speak on the Fire Recruit examination, and the Personnel and Civil Service Committee meeting, where Commissioner Jeanne Karatsu was appointed for another term and the appointment of a new Civil Service Commissioner, Carolyn Smith-Watts.

The Secretary recognized Sal Ambriz as the Civil Service Department 2009 Employee of the Year.

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 over the printed name.

MARIO R. BEAS
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
FEBRUARY 24, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, February 24, 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, Douglas Haubert, Carolyn Smith Watts

MEMBER EXCUSED:

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
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Mary Eme, Personnel Analyst, Human Resources

President F. Phil Infelise presided.

MINUTES: The Secretary requested that the minutes be amended to include the following language added to the General Librarian Job Opportunity Bulletin "effectively relate to a multicultural, multiethnic population". After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the minutes of the regular meeting of February 17, 2010, be approved as amended. The motion carried by a unanimous roll call vote.

PROTEST OF EXAMINATION ITEMS: POLICE SERGEANT

The Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst, regarding the disposition of protested questions from the Police Sergeant examination, administered on February 17, 2010. Ms. McDonald briefed the Commission regarding the protests. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Haubert and carried that the recommended disposition of the protested questions be approved and the affected persons be so notified. The motion carried unanimously.

PROTEST OF EXAMINATION ITEMS: FIRE CAPTAIN

The Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst, regarding the disposition of protested questions from the Fire Captain examination, administered on February 17, 2010. Mr. Pfingsthorn briefed the Commission regarding the protests. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the recommended disposition of the protested questions be approved and the affected persons be so notified. The motion carried unanimously.

EXAMINATION RESULTS:

PARK MAINTENANCE SUPERVISOR – 41 Applied, 10 Qualified

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

EXTENSION OF EXPIRING ELIGIBLE LISTS:

It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the following eligible lists be extended for an additional six months, with the exception of Payroll Specialist and Senior Civil Engineer, to be extended for three months and System Technician, to be extended for two months. The motion carried by a unanimous roll call vote.

Civil Engineering Assistant (9/02/09, 9/23/09 & 9/30/09)
Payroll Specialist (3 months)
Public Health Nutritionist (3/04/09)
Senior Civil Engineer (3 months)
Systems Technician (3/04/09 & 3/18/09) (2 months)

RESIGNATION:

MAROM MAY/AMBULANCE OPERATOR/FIRE

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

TRANSFER:

**JEREMY LONG/GARAGE SERVICE ATTENDANT
I/WATER TO GARAGE SERVICE ATTENDANT I/PUBLIC
WORKS**

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

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, introduced Tiana Taylor, to the Commission. She stated that Ms. Taylor is from the ARRA Program coordinated through the Pacific Gateway Workforce Investment Network, and will be with the department through September 2010. The Commission welcomed Ms. Taylor to the Department.

Melinda George, Deputy Director, recognized staff for their excellent work conducting the Police Sergeant and Fire Captain written examinations, and the protests of examination items.

The Secretary informed the Commission that he conducted Performance Evaluation Appraisal Training for the City of Long Beach Leadership Academy on Thursday, February 18, 2010. He stated that Civil Service Department management staff also conducts the Civil Service Rules and Regulations and Selective Interview training classes for the academy.

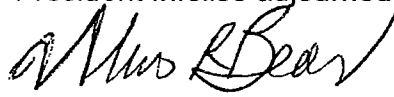
COMMENTS FROM PUBLIC:

Rob Pflingstorn, Personnel Analyst, thanked Sal Ambriz, Personnel Analyst and Donnell Russell, Clerk Typist for their assistance in the administration of the Fire Captain examination.

Caprice McDonald, Personnel Analyst, thanked Lourdes Ferrer, Personnel Analyst, Donna deAraujo, Assistant Administrative Analyst and Sharon Hamilton, Administrative Aide, for their assistance in the administration of the Police Sergeant examination.

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". The signature is written in a cursive style with a large, sweeping flourish at the end.

MARIO R. BEAS
Secretary

MRB:meh