

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

**WEDNESDAY, APRIL 17, 2019  
333 W. OCEAN BLVD, 7TH FLOOR CIVIL  
SERVICE BOARDROOM, 8:00 AM**

Phyllis O. Arias, President  
Carolyn M. Smith Watts, Vice President



Joel Garnica, Commissioner  
Susana Gonzalez Edmond, Commissioner  
Heather Morrison, Commissioner

David P. Honey, Interim Executive Director

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**FINISHED AGENDA & MINUTES**

President Arias called the meeting to order at 8:08 a.m.

**FLAG SALUTE**

President Arias led the Pledge of Allegiance.

**ROLL CALL**

**Commissioners** Joel Garnica, Susana Gonzalez Edmond, Heather Morrison and

**Present:** Phyllis O. Arias

**Commissioners** Carolyn M. Smith Watts

**Absent:**

David Honey, Interim Executive Director  
Crystal Slaten, Deputy Director and Recruitment and Selection Officer  
Caprice McDonald, Special Projects Officer  
Maria Alamo, Special Projects Officer  
Marla Camerino, Executive Assistant  
Carolyn Pen, Administrative Analyst  
Lizeth Rodriguez, Clerk Typist  
Sharon Hamilton, Administrative Aide  
Sheree Valdoria, Personnel Analyst  
Shellie Goings, Personnel Analyst  
Kaylyn Som-Yim, Clerical Aide  
Bea Lacerda, Payroll/Personnel Assistant  
Keion Bryant, Administrative Analyst  
Stanley Wang, Personnel Analyst

Eugene Kim, Administrative Analyst  
Tan Zeng, Administrative Analyst  
Kris Ramos, Assistant Administrative Analyst  
Sandy Witz, Assistant Director of Human Resources, Harbor Department  
Robert Grego, Assistant Chief, Fire Department  
Jeffrey Hardin, Battalion Chief, Fire Department  
Gary Anderson, Principal Deputy City Attorney  
Fred Verdugo, Deputy Director, Human Resources  
Dana Anderson, Manager of Labor Relations, Human Resources  
Denise Gonzalez, Personnel Analyst, Human Resources  
Ken Bott, Administrative Officer, Water Department  
Skip Fulton, Water Treatment Supervisor, Water Department  
Russ Ficker, Personnel Services Officer, Public Works  
Francisco Davila, Interim Administrative Officer, Development Services  
Paula Gallegos, Administrative Officer, Police Department  
Victoria Love, Business Representative, International Association of Machinists and  
Aerospace Workers (IAM)  
Carmen Quezada

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

None

1. [19-066CS](#)

**Recommendation to approve minutes:**  
*Special Meeting of April 10, 2019*

**A motion was made by Commissioner Gonzalez Edmond,  
seconded by Commissioner Morrison, to approve  
recommendation. The motion carried by the following vote:**

**Yes:** 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison  
and Phyllis O. Arias

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

**CONSENT CALENDAR (2 - 5):**

President Arias mentioned that one of the items listed is to approve the bulletin for Fire Engineer. Assistant Chief Robbie Grego and Battalion Chief Jeff Hardin of the Fire Department were in attendance. Assistant Chief Grego spoke regarding the provisional process and the upcoming promotional opportunity bulletin.

Passed the Consent Calendar

**A motion was made by Commissioner Morrison, seconded by Commissioner Garnica, to approve Consent Calendar Items (2 - 5). The motion carried by the following vote:**

**Yes:** 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

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

**2. [19-067CS](#)**

**Recommendation to approve examination results:**

*Administrative Aide (Established 04/02/19) **PROMOTIONAL***

*Civil Engineer Test #05 (Established 04/03/19)*

*Permit Technician (Established 04/10/19)*

*Plan Checker - Fire Prevention Test #05 (Established 04/04/19)*

*Police Officer - Lateral Test #01 (Established 04/02/19)*

*Refuse Operator Test #18 (Established 04/02/19)*

*Registered Nurse Test #08 (Established 04/03/19)*

*Senior Structural Engineer Test #03 (Established 04/02/19)*

*Senior Traffic Engineer Test #01 (Established 04/09/19)*

*Systems Support Specialist Test #11 (Established 04/02/19)*

*Systems Technician Test #02 (Established 04/09/19)*

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

**3. [19-068CS](#)**

**Recommendation to receive and file bulletin(s):**

*Combination Building Inspector Aide*

*Fire Engineer*

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

4. [19-069CS](#)

**Recommendation to receive and file retirement(s):**

*Eric Mintz/Laboratory Analyst II/ Water Department (21 yrs.)  
Rafatolmolok Momensafai/Enviromental Health Specialist III/Health  
Department (29 yrs., 7 mos.)*

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

5. [19-070CS](#)

**Recommendation to receive and file resignation(s):**

*Kay Marie Anthony/Nurse Practitioner/Police Department (18 yrs., 3  
mos.)  
Timothy Desrosiers/Water Utility Mechanic I/Water Department (8  
mos.)  
Anthony De Stefano/Police Officer/Police Department (1 yr. 10 mos.)  
Spencer Lappin/Ambulance Operator/Fire Department (1 yr. 8 mos.)  
Anthony Pier-Domonici/Ambulance Operator/Fire Department (1 yr. 5  
mos.)*

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

**REGULAR AGENDA**

6. [19-071CS](#)

**RECOMMENDATION TO EXTEND ARTICLE VIII, SECTION 115(3) OF  
THE CIVIL SERVICE RULES AND REGULATONS**

*Staff report prepared by David P. Honey, Interim Executive Director*

Mr. Honey briefed the Commission on this request.

A brief discussion ensued with President Arias, Commissioner Morrison and Mr. Honey.

**A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Garnica, to approve recommendation. The motion carried by the following vote:**

**Yes:** 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

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

7. [19-072CS](#)

**RECOMMENDATION TO APPROVE NEW JOB CLASSIFICATION SPECIFICATION - (Electrical and Instrumentation Supervisor)**

*Communication from Alex Basquez, Director of Human Resources*  
Staff report prepared by Sheree Valdoria, Personnel Analyst

Mr. Honey briefed the Commission on this request.

Water Department representatives, Ken Bott, Administrative Officer and Skip Fulton, Water Treatment Supervisor, were present to answer questions

A discussion ensued with President Arias, Commissioner Morrison, Commissioner Gonzalez Edmond, Mr. Bott and Mr. Skip Fulton regarding separating supervisory years of experience, as well as qualifications of current staff. This item was ultimately approved by the Commission.

**A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Morrison, to approve recommendation. The motion carried by the following vote:**

**Yes:** 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

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

8. [19-073CS](#)

**REQUEST FOR PERMANENT ASSIGNMENT - (Duncan George, Refuse Operator I to Parking Control Checker I)**

*Communication from Alex Basquez, Director of Human Resources*  
Staff report prepared by Shellie Goings, Personnel Analyst

President Arias reminded staff that this is an item that was previously approved in January 2018 to be moved to Consent Items.

Mr. Honey stated that staff will be sure to place this item on the Consent Calendar in the future.

Mr. Honey briefed the Commission on the request.

Public Works and Human Resources staff were present to answer questions.

Mr. George was not available to speak regarding this item.

**A motion was made by Commissioner Morrison, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:**

**Yes:** 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

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

9. [19-074CS](#)

**REQUEST TO FILE FOR CIVIL SERVICE EXAMINATION BY  
DISMISSED  
EMPLOYEE - (Carmen Quezada)**

Staff report prepared by Stanley Wang, Personnel Analyst

Mr. Honey briefed the Commission on this request.

Ms. Carmen Quezada was present to answer questions regarding her request.

Commissioner Garnica made a motion to grant the request for the purpose of discussion.

A discussion ensued with President Arias, Commissioner Garnica, Commissioner Gonzalez Edmond, Commissioner Morrison Mr. Honey and Ms. Slaten. The Commission requested staff to reach out to Ms. Quezada's former department for more information regarding her previous employment status.

Commissioner Garnica amended her original motion and asked that this item be postponed to the next Civil Service Commission meeting so that staff can gather additional information.

**A motion was made by Commissioner Garnica, seconded by Commissioner Morrison, to postpone this item until the next regularly scheduled Civil Service Commission meeting. The motion carried by the following vote:**

**Yes:** 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

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

**10. [19-064CS](#)**

**DISCUSSION OF DRAFT CIVIL SERVICE COMMISSION POLICY TO ADDRESS REQUESTS TO TEMPORARILY USE CLASSIFIED POSITIONS IN THE UNCLASSIFIED SERVICE**

President Arias wanted to clarify that the Commission is only discussing the draft policy. She stated that no action will be taken until the policy has gone through the Meet and Confer process. President Arias went over the history of why this policy is being revised and the purpose it would serve. She stated that Civil Service received input from various departments to develop the draft, and thanked Stanley Wang, Personnel Analyst, for his assistance.

A brief discussion ensued with President Arias, Commissioner Gonzalez Edmond, Commissioner Garnica and Mr. Honey regarding the draft policy, which was ultimately received and filed.

Mr. Honey will work with Human Resources to initiate the Meet and Confer process with interested labor groups who have classified employees.

**A motion was made by Commissioner Garnica, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:**

**Yes:** 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

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

**11. [19-065CS](#)**

**DISCUSSION OF CIVIL SERVICE COMMISSION PROCESS FOR REVIEWING EXAMINATION PROTESTS**

President Arias stated that the Commission needed to develop a more efficient way to review exam protest items and suggested that a

Subcommittee be established. Committee members would meet with subject matter experts to review documents, and then bring back a recommendation to the Commission to either approve, deny or make exceptions to the recommendation. She would also like the Subcommittee membership to alternate between Commissioners.

A discussion followed with President Arias, Commissioner Garnica, Commissioner Gonzalez Edmond, Commissioner Morrison, Mr. Anderson, Ms. Slaten and Ms. McDonald regarding the number of protests received per year, as well as the rotation amongst the Commissioners and length of time members will sit on the Subcommittee.

President Arias will formalize the language and bring this item back to the Commission for a vote.

**This item was received and filed.**

**12. [19-075CS](#)**

**ELECTION OF COMMISSION OFFICERS**

Commissioner Morrison suggested postponing this item until the Executive Director hiring process is complete. President Arias believes that the hiring process should be completed by July 1, 2019 and has agreed to remain as President until that time.

Commissioner Morrison moved to postpone the Election of Commission Officers until the first meeting in July.

**A motion was made by Commissioner Morrison, seconded by Commissioner Gonzalez Edmond, to postpone this item until the first regularly scheduled Commission meeting in July. The motion carried by the following vote:**

**Yes:** 4 - Joen Garnica, Susana Gonzalez Edmond, Heather Morrison and Phyllis O. Arias

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

**MANAGERS' REPORT**

**Recruitment and Selection**



Ms. Slaten informed the Commission that she and her team attended a couple of events with the Long Beach Unified School District. Ms. Slaten and Ms. Valdoria attended the Interview Bootcamp for juniors and seniors at the Teacher Resource Center. In addition, Leadership Long Beach will be hosting a Trades Fair event at Long Beach City College. Staff will be doing outreach.

Ms. Slaten invited Commissioners to attend the Cambodian Festival and Beach Streets, both of which are being held on April 27, 2019.

Ms. Slaten informed Commissioners that staff are wrapping up the Fire Captain exam process. Ms. Slaten is hoping to send the Eligible List to the department within the next few days.

Ms. Slaten asked Ms. Shellie Goings to speak regarding the demographic stats of the Fire Recruit eligible list that was submitted in January.

Ms. Goings went over demographic stats for Fire Recruit. She provided detailed information to Commissioners regarding demographics of individuals who went through the initial recruitment process, as well as demographics of individuals and how they banded. Ms. Goings also highlighted the various outreach efforts made to reach more potential applicants.

A discussion ensued with President Arias, Commissioner Gonzalez Edmond, Commissioner Morrison, Assistant Chief Robbie Grego and Ms. Goings.

### **Special Projects**

Ms. McDonald did not have any new information to report.

### **Administration Support Services**

Ms. Alamo introduced Admin Support Services staff. She informed Commissioners that staff have been working hard and have attended approximately 40 hours of training in preparation of the Munis "go live" date of April 15th. Ms. Alamo informed Commissioners that they are now working on processing invoices and went over the logistics. Ms. Alamo commended staff for attending training, while keeping up with their daily assignments.

### **Executive Director**

Mr. Honey informed Commissioners that he will be in Chicago for a few days attending

the 2019 Pathways to Prosperity. He will be joining representatives from Long Beach Education and Workforce Development Community. The topic of the conference is creating college and career pathways and creating pipelines to employment for youth and students. He stated that this will give us an opportunity to learn what is happening in the field, and for us, as a department, to continue to work collaboratively with the school district and Workforce Development staff on some initiatives. Mr. Honey stated that Long Beach Unified School District covered the cost to attend the conference and thanked them for the opportunity to attend.

Mr. Honey informed the Commission that over that past couple of weeks he was able to meet with the Executive Director of Centro Cha and members of the faith community to strengthen our partnership and working with them as community leaders to promote city employment. It was discussed that organizations in past years have received hard copies of bulletins. Staff will work with these organizations to educate them on how to navigate the system and to apply for positions within the city.

A brief discussion ensued with President Arias, Commissioner Gonzalez Edmond and Mr. Honey regarding perhaps having an open house when we move to the new building.

In addition, Mr. Honey stated that Ms. Slaten is working with Workforce Development to put together a journey map that will provide information regarding how to navigate through the city's process. Ms. Slaten provided detailed information regarding what the journey map would entail.

## **UNFINISHED BUSINESS**

Ms. Sandy Witz, Assistant Human Resources Director with the Harbor Department, informed Commissioners that they are working with the Human Resources Department on revising the Special Services Officer job specification. President Arias asked to clarify if they were bringing back a revised specification or report and stated that the Commission had previously requested a formal status report. Mr. Honey stated that Civil Service will be reaching out to the Human Resources Department to see where they are in the process. He hopes to have information to present at the Civil Service Commission meeting on Wednesday, May 1, 2019.

## **NEW BUSINESS**

None

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

Commissioner Garnica would like to recognize everyone who wore denim and provided history on the meaning and importance of Denim Day. Commissioner Gonzalez Edmond stated that it creates awareness that what you wear is not a form of consent.

## **ADJOURNMENT**

President Arias adjourned the meeting at 9:30 a.m.

## **HEARING 01-D-1718**

Hearing was postponed.

## **HEARING 06-D-1718**

Hearing was postponed.

**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.

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