

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

Erik Frost Hollins, President
Susana Gonzalez Edmond, Vice President
Christina Pizarro Winting, Executive Director



**WEDNESDAY, SEPTEMBER 27, 2023
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM**

Joen Garnica, Commissioner
Robyn Gordon-Peterson, Commissioner
Jose Osuna, Commissioner

FINISHED AGENDA AND DRAFT MINUTES

CIVIL SERVICE COMMISSION

REGULAR MEETING

President Frost Hollins called the meeting to order at 9:08 a.m.

ROLL CALL

Commissioners Robyn Gordon-Peterson, Susana Gonzalez Edmond and Erik
Present: Frost Hollins

Commissioners Joen Garnica and Jose Osuna
Absent:

FLAG SALUTE

Vice President Gonzalez Edmond led the flag salute.

1. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS REGARDING THE AGENDA.

There were no comments from the public.

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2. 23-274CS Recommendation to approve minutes:
Regular Meeting of September 13, 2023

A motion was made by Vice President Gonzalez Edmond, seconded by Commissioner Gordon-Peterson, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Robyn Gordon-Peterson, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 2 - Joen Garnica and Jose Osuna

CONSENT CALENDAR (3 - 8):

Passed the Consent Calendar

Vice President Gonzalez Edmond requested item 3 be pulled for discussion.

A motion was made by Vice President Gonzalez Edmond, seconded by Commissioner Gordon-Peterson, to approve Consent Calendar Items 4, 5, 6, 7, 8, except for item 3. The motion carried by the following vote:

Yes: 3 - Robyn Gordon-Peterson, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 2 - Joen Garnica and Jose Osuna

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3. 23-275CS **Recommendation to approve examination results:**

Assistant Administrative Analyst I-II (E03AN-23)
Office Automation Analyst I-IV (NB0AN-23) Test #01
Office Systems Analyst I-IV (Senior Cybersecurity Engineer)
(ND4AN-23E) Test #04
Permit Technician I-II (ED6AN-23) Test #07
Planner I-V (F53AN-23)
Police Officer (Academy Graduate) (F23NN-23B) Test #04
Police Officer - Lateral (F23NN-23) Test #30
Public Health Nurse I-III (G19AN-23B) Test #10
Public Safety Dispatcher I-IV: 911 Dispatcher (Entry-Level - NTN Exam) (J45AN-23A) Test #53
Refuse Operator (JA2AN-23) Test #47
School Guard Test #07

Vice President Gonzalez Edmond asked for an update on the ongoing recruitment efforts for School Guard classification. Staff explained that there are candidates currently onboarding and they advised the Commission that the "Selected" column will be changed to "Vacancy Filled" to more accurately reflect when a vacancy is filled.

A motion was made by Vice President Gonzalez Edmond, seconded by Commissioner Gordon-Peterson, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Robyn Gordon-Peterson, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 2 - Joen Garnica and Jose Osuna

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4. 23-276CS **Recommendation to receive and file retirement(s):**
Michael Deprete, Police Lieutenant, Police Department, (30 yrs., 7 mos.)
James Adair, Principal Construction Inspector, Harbor Department, (18 yrs., 2 mos.)
Carmen Martinez, Maintenance Assistant III, Airport Department, (22 yrs., 2 mos.)
Doreen Savolskis, Accounting Technician, Financial Management, (5 yrs., 4 mos.)
Patricia Polichetti, Administrative Analyst II, Harbor Department, (19 yrs., 29 days)

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

5. 23-277CS **Recommendation to receive and file disability retirement(s):**
Danielle Caldwell, Marine Safety Officer, Fire Department, (8 yrs., 3 mos.)
Joseph Webb, Fire Engineer, Fire Department, (8 yrs., 10 mos.)

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

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6. 23-278CS Recommendation to receive and file resignation(s):

Catherine Rayel, General Librarian, Library Services, (15 yrs., 1 mo.)
Julio Recinos, Parking Control Supervisor, Public Works, (5 yrs., 2 mos.)
Edgar Sanchez, Refuse Operator II, Public Works, (6 days)
Jamie Stroud, Permit Technician I, Development Services, (3 days)
Jessica Drew, Clerk Typist III, Police Department, (18 yrs., 4 days)
Yetunde Abass, Ambulance Operator, Fire Department, (3 mos., 15 days)
Luke Watts, Ambulance Operator, Fire Department, (2 mos., 11 days)

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

7. 23-279CS Recommendation to approve transfer(s):

Marco Mere Moron - Maintenance Assistant I, Parks, Recreation, and Marine to Maintenance Assistant I, Airport

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

8. 23-280CS **Recommendation to Approve Extension of Expiring Eligible Lists (6 months)**

Staff report prepared by Christina Pizarro Winting, Executive Director

AQUATICS SUPERVISOR I-II (H31AN-23) TEST #02

10/26/2022

*BUSINESS SYSTEMS SPECIALIST I-VII (GIS ANALYST)
(H67AN-23G) TEST #04 4/26/2023*

*BUSINESS SYSTEMS SPECIALIST I-VII (GIS PROGRAM
MANAGER) (H67AN-22H) TEST #02 4/27/2022*

*BUSINESS SYSTEMS SPECIALIST I-VII (SOFTWARE
DEVELOPER) (H67AN-22D) TEST #03 4/27/2022*

*BUSINESS SYSTEMS SPECIALIST I-VII (SOFTWARE
DEVELOPER) (H67AN-23D) TEST #05 10/26/2022*

*BUSINESS SYSTEMS SPECIALIST I-VII (WEB SOLUTIONS
ENGINEER) (H67AN-22C) TEST #03 4/27/2022*

*BUSINESS SYSTEMS SPECIALIST I-VII (WEB SOLUTIONS
ENGINEER) (H67AN-23C) TEST #05 10/26/2022*

*BUYER I-II (C13AN-23) 10/26/2022 **Extend 3 Months****

*CIVIL ENGINEERING ASSOCIATE (K13NN-23) TEST #01
10/26/2022*

*CIVIL ENGINEERING ASSOCIATE (K13NN-23) TEST #05
4/19/2023*

CRIMINALIST SUPERVISOR (F66NN-22) TEST #01 4/13/2022

*CRIMINALIST SUPERVISOR (F66NN-23) TEST #03
10/26/2022*

ELECTRICIAN (I15NN-23) TEST #04 4/19/2023

Emergency Medical Educator (G44NN-23) Test #02 4/26/2023

*ENVIRONMENTAL HEALTH SPECIALIST I-IV (G43AN-23)
TEST #03 10/26/2022 **Extend 5 Months****

*ENVIRONMENTAL HEALTH SPECIALIST I-IV (G43AN-23)
TEST #06 4/19/2023*

LABORATORY ASSISTANT I-III (J28AN-23) 10/12/2022

*MECHANICAL ENGINEERING ASSOCIATE (K33NN-22)
TEST #01 4/13/2022 **Extend 3 Months****

*MECHANICAL ENGINEERING ASSOCIATE (K33NN-22)
TEST #02 5/11/2022 **Extend 3 Months****

MICROBIOLOGIST I-III (G08AN-23) TEST #04 10/26/2022

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**OFFICE SYSTEMS ANALYST I-IV (ENTERPRISE
ARCHITECT) (ND4AN-23C) TEST #01 10/26/2022**
**OFFICE SYSTEMS ANALYST I-IV (SENIOR
CYBERSECURITY ENGINEER) (ND4AN-23E) TEST #01
10/26/2022**
**PARKING METER TECHNICIAN I-II (I36AN-23) TEST #02
4/19/2023**
**PETROLEUM ENGINEERING ASSOCIATE I-II (K37AN-22)
TEST #01 4/13/2022**
**POLICE OFFICER - LATERAL (F23NN-22) TEST #23
10/27/2021**
POLICE RECRUIT (F63NN-23) TEST #15 10/26/2022
POLICE RECRUIT (F63NN-23) TEST #24 4/26/2023
**PUBLIC HEALTH NURSE I-III (G19AN-23) TEST #05
10/26/2022 ***Extend 5 Months******
**PUBLIC HEALTH NURSE I-III (HOMELESS SERVICES)
(G19AN-23A) TEST #05 4/19/2023**
**PUBLIC SAFETY DISPATCHER I - IV - LATERAL
(J45AN-22C) TEST #11 10/27/2021**
**PUBLIC SAFETY DISPATCHER I - IV - LATERAL
(J45AN-22C) TEST #12 4/13/2022**
**PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-21A) TEST #21 4/14/2021**
**PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-22A) TEST #27 4/27/2022**
**PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-23A) TEST #35 10/26/2022**
**PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-23A) TEST #43 4/19/2023**
**PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
(J45AN-21B) TEST #22 4/28/2021**
**PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
(J45AN-23B) TEST #29 4/19/2023**
REFUSE OPERATOR I-III (JA2AN-23) TEST #39 4/19/2023
REGISTERED NURSE I-II (G11AN-23) TEST #01 4/19/2023
SENIOR CIVIL ENGINEER (K52NN-22) TEST #01 4/27/2022
Extend 3 Months*
**SENIOR EQUIPMENT OPERATOR - CRANE (J75NN-23)
TEST #04 4/26/2023**

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SENIOR LIBRARIAN (E31NN-23) TEST #03 4/19/2023

SENIOR TRAFFIC ENGINEER (K68NN-23) TEST #03

4/19/2023

WELDER (I50NN-22) 4/27/2022

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

REGULAR AGENDA

**9. 23-281CS RECOMMENDATION TO APPROVE BULLETIN- Carpenter
Presentation by Stephanie Herrera, Personnel Analyst**

Ms. Pizarro Winting introduced Ms. Herrera, who briefed the Commission on this item.

President Frost Hollins commented that the salary seemed low for a skilled labor position, and staff explained that the department is moving forward with filling the position at the current salary. Human Resources is currently in negotiations with the Union regarding this matter.

**A motion was made by Vice President Gonzalez Edmond,
seconded by Commissioner Gordon-Peterson, to approve
recommendation. The motion carried by the following vote:**

Yes: 3 - Robyn Gordon-Peterson, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 2 - Joen Garnica and Jose Osuna

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10. 23-282CS **RECOMMENDATION TO APPROVE BULLETIN-** Senior Animal Control Officer
Presentation by Stephanie Herrera, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Herrera, who briefed the Commission on this item.

Vice President Gonzalez Edmond had questions regarding the lack of animal technician experience required for this classification and staff explained that the requirements to file for this classification do tie in with Animal Control Officer where animal care duties are performed.

A motion was made by Vice President Gonzalez Edmond, seconded by Commissioner Gordon-Peterson, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Robyn Gordon-Peterson, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 2 - Joen Garnica and Jose Osuna

11. 23-283CS **RECOMMENDATION TO APPROVE BULLETIN-** Gas Field Service Representative I-III
Presentation by Levi Sinkler, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Sinkler, who briefed the Commission on this item.

A motion was made by Vice President Gonzalez Edmond, seconded by Commissioner Gordon-Peterson, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Robyn Gordon-Peterson, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 2 - Joen Garnica and Jose Osuna

12. 23-285CS

RECOMMENDATION TO APPROVE BULLETIN- Public Affairs

Assistant

Presentation by Tarsha Moses, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Moses, who briefed the Commission on this item.

Vice President Gonzalez Edmond asked about requiring a bachelor's degree for this role and staff explained that there is a substitution of experience for education statement on the bulletin. President Frost Hollins asked about having a writing exam for this classification, and staff explained that there is no writing exercise for this examination process.

A motion was made by Commissioner Gordon-Peterson, seconded by Vice President Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Robyn Gordon-Peterson, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 2 - Joen Garnica and Jose Osuna

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13. 23-286CS RECOMMENDATION FOR EXTENSION OF PROBATIONARY

PERIOD - Jonathan Beltran, Special Services Officer III

*Communication from Elsa Ramos, Personnel Administrator,
Police Department*

Staff report prepared by Maria Cano, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Cano, who briefed the Commission on this item.

Commissioner Gordon Peterson asked why the class has not been taken earlier so that the employee can complete his probation on time. Staff explained that the class is conducted by an outside agency and the date for the class was the closest available date to the time of the appointment, and that the employee has been informed that the probationary period has been extended.

**A motion was made by Commissioner Gordon-Peterson,
seconded by Vice President Gonzalez Edmond, to approve
recommendation. The motion carried by the following vote:**

Yes: 3 - Robyn Gordon-Peterson, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 2 - Joen Garnica and Jose Osuna

14. 23-287CS RECOMMENDATION FOR EXTENSION OF PROBATIONARY

PERIOD - Mervin Hernandez, Special Services Officer III

*Communication from Elsa Ramos, Personnel Administrator,
Police Department*

Staff report prepared by Maria Cano, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Cano, who briefed the Commission on this item.

**A motion was made by Commissioner Gordon-Peterson,
seconded by Vice President Gonzalez Edmond, to approve
recommendation. The motion carried by the following vote:**

Yes: 3 - Robyn Gordon-Peterson, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 2 - Joen Garnica and Jose Osuna

15. 23-288CS RECOMMENDATION FOR EXTENSION OF PROBATIONARY

PERIOD - Christian Tamer, Special Services Officer III

*Communication from Elsa Ramos, Personnel Administrator,
Police Department*

Staff report prepared by Maria Cano, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Cano, who briefed the Commission on this item.

Vice President Gonzalez Edmond asked whether testing for these requests involve the federal government as there was a possible closing of the federal government, and staff explained that these are LAPD trainings and do not involve the federal government.

Commissioner Gordon-Peterson pointed out that the employee had not signed the evaluation and wanted to know if the employee was aware that an evaluation was completed. Staff explained that the employee did not sign the evaluation because he is currently in training, and it will be signed when he returns, however he has been made aware of the evaluation and its content.

A motion was made by Commissioner Gordon-Peterson, seconded by Vice President Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Robyn Gordon-Peterson, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 2 - Joen Garnica and Jose Osuna

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**16. 23-289CS RECOMMENDATION TO APPROVE PROVISIONAL
APPOINTMENT** - Emmanuella Skopek-Pena, Port Security
Systems Operator II
*Communication from Sandy Witz, Director of Human
Resources, Harbor Department*
Staff report prepared by Salvador Barajas, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Barajas, who briefed the Commission on this item.

A motion was made by Commissioner Gordon-Peterson, seconded by Vice President Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Robyn Gordon-Peterson, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 2 - Joen Garnica and Jose Osuna

17. 23-290CS RECOGNITION OF VICE PRESIDENT SUSANA GONZALEZ EDMOND

President Frost Hollins introduced Ms. Pizarro Winting, who provided a summary of Vice President Gonzalez Edmond's time with the Civil Service Commission.

The Commission thanked Vice President Gonzalez Edmond for all her work throughout her time with the Commission, and Vice President Gonzalez Edmond expressed gratitude for her time with Civil Service and looks forward to seeing great things from the Civil Service Commission and staff in the future.

18. STANDING COMMITTEES

Vice President Gonzalez Edmond stated that a meeting with the labor management group is scheduled for September 29th and it will be the last meeting conducted by Vice President Gonzalez Edmond.

19. REPORTS FROM MANAGERS

A. Administration and Support Services Division - Maria Alamo

Ms. Alamo provided an update on all activities relating to the closing of fiscal year 2023 and the work being done by the staff.

B. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting informed the Commission that Mrs. Smay was selected as the Employee of the Month by the department and will be recognized at an upcoming City Council meeting.

20. UNFINISHED BUSINESS

Vice President Gonzalez Edmond thanked the Recruitment and Outreach team for the detailed recruitment plans for all bulletins.

21. NEW BUSINESS

President Frost Hollins requested that the election of officers and reorganization of the Recruitment and Selection committee be added to the next Civil Service Commission agenda.

22. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION’S JURISDICTION.

There were no comments from the public.

ADJOURNMENT

President Frost Hollins acknowledged Hispanic Heritage Month and adjourned the meeting at 10:05 a.m.

NO HEARING

I, Julia Smay, Executive Assistant, certify that the agenda was posted not less than 72 hours prior to the meeting.

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NOTE:

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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.

ເບີມາດກາຮັດຊາດເງົາມາດກາບກັບປະກາສາຮັດຕີງບັນດາ: ສີນກົ່ມດັກຄ້າເກົ່າ
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ດັບເຜົ່າມເບີກຄືດູບຜຸ່ຕະພາກມູນກາຮັດມູນຊຸດ)