

CITY OF LONG BEACH
CIVIL SERVICE COMMISSION
MINUTES

WEDNESDAY, DECEMBER 17, 2014
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM

Lawrence Keller, President
Robin Perry, Vice President



Charles Hicks Jr., Commissioner
Rick McGilton-McGlamery, Commissioner
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & MINUTES

ROLL CALL

Commissioners Lawrence Keller, Robin Perry, Charles Hicks, Rick
Present: McGilton-McGlamery and Carolyn M. Smith Watts

Kandice Taylor-Sherwood, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Gary Anderson, 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, Personnel Analyst
Cynthia Stafford, Manager, Personnel Operations, Human Resources
Margaret Huebner, Director of Human Resources, Harbor
Stacey Lewis, Assistant Director of Human Resources, Harbor

FLAG SALUTE

1. 14-249CS **Recommendation to approve minutes:**
 - a. *Regular Meeting of December 3, 2014*
 - b. *Dismissal Appeal 12-D-1314 Hearing of December 3 & 10, 2014*

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

Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

This item was held over to January 7, 2015.

CONSENT CALENDAR (2-5):

Passed The Consent Calendar

A motion was made by Commissioner Hicks, seconded by Commissioner McGilton-McGlamery, to approve Consent Calendar Items. The motion carried by the following vote:

Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

2. 14-250CS

Recommendation to approve examination results:

Animal Health Technician - 2 Applied, 2 Qualified
Building Maintenance Engineer (Established 12/9/14) - 28 Applied, 3 Qualified
Business Systems Specialist - 19 Applied, 10 Qualified
Combination Building Inspector - 12 Applied, 8 Qualified
Deputy Chief Harbor Engineer (Established 12/9/14) - 27 Applied, 18 Qualified
Engineering Technician - 106 Applied, 30 Qualified
Gas Maintenance Supervisor - 14 Applied, 13 Qualified
Plan Checker - Fire Prevention - 2 Applied, 2 Qualified
Public Safety Dispatcher - 58 Applied, 58 Qualified
Public Safety Dispatcher - Lateral - 2 Applied, 2 Qualified

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

3. 14-251CS

Recommendation to receive and file retirements:

Richard Fallon/Senior Plumbing Inspector/Development Services (28 yrs., 2 mos)
Dan Rodgers/Senior Mechanical Inspector/Development Services (23 yrs., 8 mos)
Kimball Young/Customer Service Representative II/Financial Management (10 yrs., 11 mos)
Charles Jensen/Maintenance Assistant III/Parks (22 yrs., 4 mos)
Gerardo Razo/Maintenance Assistant III/Parks (29 yrs., 22 days)
Leila Manboard/Clerk Typist III/Police (19 yrs., 1 mo)
Vu Nguyen/Special Services Officer II/Police (22 yrs., 9 mos)
Jess Baugh/Engineering Technician I/Public Works (14 yrs., 4 mos)
Daniel Griego/Refuse Operator III/Public Works (28 yrs., 3 mos)
Michael Mc Donald/Communication Specialist II/Technology Services (30 yrs., 5 mos)
Melissa Keyes/Administrative Analyst III/Water (29 yrs., 8 mos)

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

4. 14-252CS **Recommendation to receive and file resignations:**
Cameron Peters/Ambulance Operator/Fire (5 yrs., 6 mos)
A motion was made to approve recommendation on the Consent Calendar.
5. 14-253CS **Recommendation to reschedule hearings:**
Suspension Appeal 06-S-1314 - Suggested Date January 16, 2015 (HO)
Dismissal Appeal 37-D-1213, Suggested Dates April 22 & 29, 2015
A motion was made to approve recommendation on the Consent Calendar.

REGULAR AGENDA

6. 14-254CS **RECOMMENDATION TO RETURN TO CLASSIFIED SERVICE -**
Robert Klang, Ambulance Operator - Non Career to Ambulance Operator
Communication from Michael A. DuRee, Fire Chief
The Secretary briefed the Commission regarding this request.
A motion was made by Vice President Perry, seconded by Commissioner McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:
Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts
7. 14-255CS **RECOMMENDATION TO FILE LATE APPLICATION - Office Systems Analyst**
a. Communication from Luis Navarro
b. Staff report prepared by Lourdes Ferrer, Personnel Analyst
Ms. Ferrer briefed the Commission regarding this request.

Mr. Navarro was present and addressed the Commission.
A motion was made by Commissioner Hicks, seconded by Commissioner McGilton-McGlamery, to deny. The motion carried by the following vote:
Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

8. 14-256CS

RECOMMENDATION TO FILE LATE APPLICATION - *Deputy Chief Harbor Engineer*

- a. Communication from Joseph Mulvihill
 - b. Staff report prepared by Deborah McCluster, Personnel Analyst
- The Secretary briefed the Commission regarding this request.

Mr. Mulvihill was present and addressed the Commission.

A motion was made by Commissioner Hicks, seconded by Commissioner McGilton-McGlamery, to deny. The motion carried by the following vote:

Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

9. 14-257CS

RECOMMENDATION TO PARTICIPATE IN EXAMINATION - *Electrical Supervisor*

- a. Communication from Duc Nang Vu
 - b. Staff report prepared by Deborah McCluster, Personnel Analyst
- Ms. McCluster briefed the Commission regarding this request.

Mr. Vu was present and addressed the Commission.

A motion was made by Commissioner McGilton-McGlamery, seconded by Commissioner Hicks, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Robin Perry, Charles Hicks and Rick McGilton-McGlamery

No: 2 - Lawrence Keller and Carolyn M. Smith Watts

10. 14-258CS

**RECOMMENDATION TO REVISE CLASSIFICATION
SPECIFICATIONS**

Commercial Diver I-II and Supervisor and Commercial Diving

- a. Communication from Margaret Huebner, Director of Human Resources, Harbor
- b. Staff report prepared by Lourdes Ferrer & Donna de Araujo, Personnel Analysts

The Secretary briefed the Commission on the revision to this request.

Stacey Lewis, Assistant Director of Human Resources, Harbor, addressed the Commission, stating that all parties were in agreement with the revised classification specification. She also stated that the concerns of the Commission regarding the experience for the different levels had been addressed and changed. She thanked the Secretary and IAM representative for their collaborative efforts in addressing these changes.

A motion was made by Commissioner Smith Watts, seconded by Vice President Perry, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

11. 14-259CS

RECOMMENDATION TO APPROVE BULLETINS

Staff report prepared by Kandice Taylor-Sherwood, Executive Director

Commercial Diver
Communication Specialist
Police Sergeant
Registered Nurse
Supervisor, Commercial Diving
Systems Support Specialist
Systems Technician

A motion was made by Commissioner Hicks, seconded by Vice President Perry, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

12. 14-260CS **RECOMMENDATION TO REVISE THE JOB ANNOUNCEMENT
APPROVAL PROCESS**

*Staff report prepared by Kandice Taylor-Sherwood, Executive
Director*

The Secretary briefed the Commission regarding this request, stating that staff will submit job bulletins to the Commission by Noon on Fridays for review, and if there are no issues the job bulletins would be placed on the next Commission Agenda under the Consent Calendar. However, if there is an issue, the Commission would let staff know by 10:00 a.m. on Monday, and the job bulletin would be placed on the next Commission Agenda for discussion and approval.

Commissioner Perry requested the deadline on Monday be extended to Noon.

**A motion was made by Vice President Perry, seconded by
Commissioner McGilton-McGlamery, to approve recommendation.
The motion carried by the following vote:**

Yes: 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick
McGilton-McGlamery and Carolyn M. Smith Watts

MANAGERS' REPORT

The Secretary acknowledged Sal Ambriz, Personnel Analyst for his extra effort in opening several examinations this week. She also acknowledged the Public Counter staff for the excellent customer service they are providing. She stated that she did a revamping of the Public Counter service evaluation cards and got some very positive feedback from the customers.

The Secretary informed the Commission that management staff has completed the Master Plan for getting caught with the backlog of examination and will be putting the plan into action. She also stated that departments have indicated their priorities, beginning with the highest to the lesser. Staff analyst will have a workload of five opened examinations each.

The Secretary also informed the Commission that a kickoff meeting for looking at revision to the Civil Service Rules and Regulations has been scheduled for January 15, 2015.

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

Commander Randy Allen thanked the Commission and staff for all their work in administering the examination for Police Recruit.

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 City Clerk Department at (562) 570-6101, 72 hours prior to the Commission meeting.

Kung ang nakasulat na pagsasalin-wika ng adyenda at mga katitikan ng Komisyon ay hinahangad para sa mga taong hindi nagsasalita ng Ingles mangyaring gawin ang iyong kahilingan sa pamamagitan ng telepono sa Kagawaran ng Klerk ng Lunsod sa (562) 570-6101, 72 pitong oras bago ang pulong ng Komisyon.

Si desea obtener la traducción lingüística escrita de la agenda y las actas de la Comisión para las personas que no hablan inglés, realice su pedido por teléfono al Departamento de la Secretaría Municipal al (562) 570-6101, 72 horas antes de la reunión de la Comisión.

បើលោកអ្នកមិនចេះនិយាយភាសាអង់គ្លេស ហើយត្រូវការរបៀបវារៈនៃកិច្ចប្រជុំគណៈកម្មាធិការ និងរបាយការណ៍នៃកិច្ចប្រជុំគណៈកម្មាធិការ ជាសំណៅប្រែសម្រួលលាយលក្ខណ៍អក្សរទៅជា ភាសារបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានសៀវភៅសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 អោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវប្រារព្ធធ្វើឡើង។