

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

**WEDNESDAY, NOVEMBER 5, 2014
333 WEST 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 & DRAFT MINUTES

ROLL CALL

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

Commissioners Robin Perry

Absent:

Kandice Taylor-Sherwood, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Gary Anderson, Deputy City Attorney
Robert Pfingsthorn, Administrative Analyst
Caprice McDonald, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Salvador Ambriz, Personnel Analyst
Donna de Araujo, Personnel Analyst
Janice Lee, Administrative Analyst
Sigmud Jacoby, Administrative Analyst
Diana Lam-Brandt, Administrative Analyst
Cynthia Stafford, Personnel Operations Manager, Human Resources

1. 14-216CS **Recommendation to approve minutes:**
Regular Meeting of October 15, 2014
Dismissal Appeal 10-D-1314 Hearing Minutes of August 13 & 20,
September 17 & 24, 2014
Dismissal Appeal 11-D-1314 Hearing Minutes of
October 1 & 8, 2014
Dismissal Appeal 04-D-1314 Hearing Minutes of
October 15 & 22, 2014

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

Yes: 4 - Lawrence Keller, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Absent: 1 - Robin Perry

A motion was made by Commissioner Hicks, seconded by Commissioner McGilton-McGlamery, to approve Dismissal Appeal 10-D-1314 Hearing Minutes. The motion carried by the following vote:

Yes: 3 - Lawrence Keller, Charles Hicks and Rick McGilton-McGlamery

Abstain: 1 - Carolyn M. Smith Watts

Absent: 1 - Robin Perry

A motion was made by Commissioner Hicks, seconded by Commissioner McGilton-McGlamery, to approve Dismissal Appeal 11-D-1314 Hearing Minutes. The motion carried by the following vote:

Yes: 3 - Lawrence Keller, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Abstain: 1 - Charles Hicks

Absent: 1 - Robin Perry

A motion was made by Commissioner Smith Watts, seconded by Commissioner McGilton-McGlamery, to approve Dismissal Appeal 04-D-1314 Hearing Minutes. The motion carried by the following vote:

Yes: 3 - Lawrence Keller, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Abstain: 1 - Charles Hicks

Absent: 1 - Robin Perry

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: 4 - Lawrence Keller, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Absent: 1 - Robin Perry

2. 14-217CS

Recommendation to approve examination results:

Building Maintenance Engineer (Established 10/31/14) -

32 Applied, 3 Qualified

Business Systems Specialist (Established 10/27/14) -

29 Applied, 21 Qualified

Civil Engineer (Established 10/17/14) - 51 Applied, 19 Qualified

Electrical Engineer (Established 10/27/14) - 5 Applied, 5 Qualified

Equipment Operator (Established 10/21/14) -

180 Applied, 22 Qualified

Gardener (Established 10/17/14) - 146 Applied, 42 Qualified

Machinist - 46 Applied, 9 Qualified

Neighborhood Services Specialist (Established 10/24/14) -

118 Applied, 40 Qualified

Office Systems Analyst (Established 10/21/14) -

30 Applied, 30 Qualified

Plan Checker - Fire Prevention - 7 Applied, 7 Qualified

Public Safety Dispatcher (Established 10/21/14) -

50 Applied, 50 Qualified

Senior Civil Engineer (Established 10/21/14) -

42 Applied, 42 Qualified

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

3. 14-218CS

Recommendation to receive and file disability retirements:

William Wendt/Police Officer/Police (11 yrs., 9 mos.)

Philip Golia/Police Officer/Police (16 yrs., 5 mos.)

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

4. 14-219CS **Recommendation to receive and file retirement(s):**
Constance Phillips/Maintenance Assistant III/Airport
(25 yrs., 10 mos.)
Hajime Sugita/Accountant III/Financial Management
(13 yrs., 10 days)
Delilah Brown/Clerk Typist III/Health
(34 yrs., 8 mos.)
Cecile Walters/Development Project Manager II/Human Resources
(32 yrs., 4 mos.)
Craig Flannery/Gas Construction Worker III/Long Beach Gas & Oil
(29 yrs., 3 mos.)
Stephen Bos/Capital Projects Coordinator I/Public Works
(5 yrs., 10 mos.)
Floyd Bramlett/Refuse Supervisor/Public Works (33 yrs., 2 mos.)
Diana Garafano/Clerk Typist II/Public Works (37 yrs., 9 mos.)
Christopher Polk/Motor Sweeper Operator/Public Works
(36 yrs., 1 mos.)
Vince Saner/Equipment Mechanic I/Public Works (9 yrs., 2 mos.)
On behalf of the Commission, the Secretary presented Certificates of Appreciation to Floyd Bramlett (33 years), Public Works, Cecile Waters (32 years), Human Resources and Constance Phillips (25 years), Airport. The Commission thanked them for their service to the City and congratulated them on their retirement.
- A motion was made to approve recommendation on the Consent Calendar.**
5. 14-220CS **Recommendation to approve transfer:**
Nickolas Colbert/Special Services Officer III/Police to Special
Services Officer III/Airport
A motion was made to approve recommendation on the Consent Calendar.

REGULAR AGENDA

6. 14-221CS **RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**
Harold Roberts, Office Services Supervisor
*Communication from Christopher Wildling, Interim Director of
Technology Services*

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

Yes: 4 - Lawrence Keller, Charles Hicks, Rick McGilton-McGlamery
and Carolyn M. Smith Watts

Absent: 1 - Robin Perry

7. 14-222CS **RECOMMENDATION FOR SELECTIVE CERTIFICATION -**
Business Systems Specialist
*Communication from John Gross, Director of Financial
Management*

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

Yes: 4 - Lawrence Keller, Charles Hicks, Rick McGilton-McGlamery
and Carolyn M. Smith Watts

Absent: 1 - Robin Perry

8. 14-223CS **RECOMMENDATION TO APPROVE PROTEST OF**
EXAMINATION ITEM(S) - Machinist
Staff report prepared by Donna de Araujo, Personnel Analyst

This CS-Agenda Item was withdrawn.

9. 14-224CS **RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING
ELIGIBLE LISTS (6months)**

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

Aquatics Supervisor
Civil Engineering Assistant
Clerk
Clerk Typist
Emergency Medical Educator
Fire Recruit
Garage Service Attendant
License Inspector
Police Recruit
Public Safety Dispatcher (3 months)
Public Safety Dispatcher - Lateral (3 months)

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

Yes: 4 - Lawrence Keller, Charles Hicks, Rick McGilton-McGlamery
and Carolyn M. Smith Watts

Absent: 1 - Robin Perry

10. 14-225CS **RECOMMENDATION TO APPROVE BULLETINS**

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

Animal Control Officer
Clerk Supervisor
Community Services Supervisor
Deputy Chief Harbor Engineer
Marine Safety Officer
Parking Meter Technician
Public Safety Dispatcher - Lateral

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

Yes: 4 - Lawrence Keller, Charles Hicks, Rick McGilton-McGlamery
and Carolyn M. Smith Watts

Absent: 1 - Robin Perry

11. 14-226CS

RECOMMENDATION FOR CONSIDERATION OF HEARING

OFFICER'S REPORT - Suspension Appeal 15-S-1213

(Mailed to CSC October 22, 2014)

Report prepared by Lisa Miller, Attorney at Law

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

Yes: 4 - Lawrence Keller, Charles Hicks, Rick McGilton-McGlamery
and Carolyn M. Smith Watts

Absent: 1 - Robin Perry

MANAGERS' REPORT

Ms. George thanked staff for their support with the Administrative Analyst examination.

The Secretary informed the Commission that several agencies assisted with the process for the Administrative Analyst examination, and that staff would be sending out thank you notes along with a link to a survey to get feedback from rater on our process.

She acknowledged three of the four new interns (Jose Fagoaga, Natalie Phouvong and Yvonne Lizarrage), who have not had the opportunity to attend a Commission meeting due to their school schedules. Highlights of some of the things they are doing: Assisted walk-ins to the Civil Service Department with creating their profiles, will be meeting with Administrative Officer to determine the best way to support each department; developed mini workshops/powerpoints on resume building and interviewing skills, and working on videos to put on the website where people can be able to watch viedos on the same topics.

The Secretary thanked Glenda Williams, Director of Library Services her Manager Darla Wegner, for identifying possible rooms that could be used for Civil Service testing and interviewing. She also thanked the departments she met with on Monday, that are collobarating with Civil Service and Ergo-metrics to develop a new test to assess competencies skill sets required for Customer Service Representative. She thanked the Long Beach Fire Department for the opportunity to attend Fire Ops 101.

The Secretary thanked Civil Service staff for the hard work they are doing in getting things done with the examinations, as evidenced by the 12 examination results and seven new job bulletins on today's Commission agenda. She stated that she has looked at the backlog and is still working on getting it reduced. She stated that she will be sending a memo to the Administrative Officer regarding the back log for them to list their current priorities in the order of first through the last, for any requisitions they have in the Civil Service Department.

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

Commissioner Hicks congratulated Jim McDonnell, Chief of Police on his election as the Sheriff of Los Angeles County.

Tristan Balsillie, Marine Safety Officer, addressed the Commission regarding his disqualification from the Marine Safety Officer - Boat Operator examination process due to years of service.

Gary Anderson, Deputy City Attorney and Commission's Advisor, informed the Commission this item would have to be agendaized to be considered.

On behalf of the Fire Chief and himself, David Segura, Deputy Fire Chief, thanked Civil Service Department for the hard work they have done in conducting Fire Department examinations. He stated that Public Safety Dispatchers for the Fire Department, are two positions away from being totally full. He also stated that the Police Department has 13 new hires for Public Safety Dispatcher that are currently in training. He also stated that after five weeks of the new Fire Recruit Academy, 28 Fire Recruits are still in the academy.

ADJOURNMENT

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 ជាសំណើប្រែសម្រួលលាយលក្ខណ៍អក្សរទៅជា ភាសារបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានស្មៀនសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 អោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវបានធ្វើឡើង។