

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

**WEDNESDAY, SEPTEMBER 3, 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 & 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
Salvador Ambriz, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Personnel Analyst
Ken Walker, Manager, Labor Relations, Human
Resources

1. 14-180CS **Recommendation to approve minutes:**
Regular Meeting of August 20, 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

CONSENT CALENDAR (2-5):

Passed The Consent Calendar

A motion was made by Commissioner Smith Watts, seconded by Commissioner Hicks, 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. 14-181CS **Recommendation to approve examination results:**
Airport Operations Specialist - 91 Applied, 15 Qualified
Plumber (Established 8/26/14) - 78 Applied, 12 Qualified
Police Property & Supply Clerk (Established 6/11/14)
(Amended from 6/18/14) - 524 Applied, 259 Qualified

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

3. 14-182CS

Recommendation to receive and file retirements:

Richard Panek/Combination Building Inspector/Development Services (8 yrs., 11 mos.)

James Greenleaf/Special Services Officer IV/Harbor (34 yrs., 11 mos.)

Darryl Pratt/Maintenance Assistant III/Parks (29 yrs., 7 mos.)

Janet Bill/Assistant Administrative Analyst II/Harbor (26 yrs., 6 mos.)

Nance Neilan/Administrative Analyst II/Harbor (31 yrs., 2 mos.)

Tina Brown/Maintenance Assistant I/Harbor (30 yrs., 25 days)

Daniel Fisher/Fire Captain/Fire (30 yrs. 11 mos.)

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

4. 14-183CS

Recommendation to receive and file resignations:

Kenneth Huang/Civil Engineer/Development Services (7 yrs., 4 mos.)

Triniti Tran/Buyer I/Financial Management (2 mos. 7 days)

Jennifer Rowland/Animal Health Technician/Parks (2 yrs., 6 mos.)

Andrew Calderon/Police Officer/Police (9 yrs., 10 mos.)

Arnold Quirino-Castillo/Police Recruit/Police (2 mos., 17 days)

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

5. 14-184CS

Recommendation to approve schedule for hearing:

Suspension Appeal 13-S-1314, Suggested Dates October 29, 2014 & November 5, 2014

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

REGULAR AGENDA

6. 14-185CS **RECOMMENDATION FOR PROVISIONAL APPOINTMENT - Eric Woodson, Maintenance Planner**
Communication from Margaret Huebner, Director of Human Resources, Harbor

Sheryl Bender, Employee Outreach Administrator, Harbor Department, was present to answer Commission questions.

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

7. 14-186CS **RECOMMENDATION FOR SPECIAL ADMINISTRATION OF THE GAS DISTRIBUTION SUPERVISOR EXAMINATION - Michael McDougall**

- a. Communication from Michael McDougall
- b. Staff report prepared by Lourdes Ferrer, Personnel Analyst

Mr. McDougall was present and addressed the Commission, stating that he had a scheduled vacation prior to knowing the date of the appraisal interviews, for the Gas Distribution Supervisor examination, and requested that he be allowed a special administration.

A motion was made by Commissioner Hicks, seconded by Commissioner Smith Watts, to approve Mr. McDougall's request for a special administration of the Gas Distribution Supervisor examination. 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. 14-187CS **RECOMMENDATION TO APPROVE EXAMINATION RESULTS
FOR GAS DISTRIBUTION SUPERVISOR EXAMINATION
PENDING A DECISION FOR AGENDA ITEM (7)**

The Secretary requested that this item be pulled from the agenda based on the Commission decision on item 7.

9. 14-188CS **RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING
ELIGIBLE LISTS (6 months)**

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

Emergency Medical Educator
Department Librarian
Maintenance Assistant
Public Safety Dispatcher - Lateral
Special Services Officer

**A motion was made by Commissioner Smith Watts, 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

10. 14-189CS

RECOMMENDATION TO APPROVE BULLETINS

Staff report prepared by Kandice Taylor-Sherwood, Executive Director

Building Maintenance Engineer

Electrical Supervisor

Laboratory Assistant

Senior Mechanical Engineer

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

**DISCUSSION REGARDING THE DISABLITY RETIREMENT APPEAL HEARING
02-DR-1213**

The Secretary informed the Commission that Howard Z. Rosen, Attorney at Law, requested that this item be taken off the agenda for discussion.

MANAGERS' REPORT

Ms. George introduced Sigmund Jacoby, Janice Lee and Diana Lam-Brandt, employees from the Harbor Department who will be assisting the Civil Service Department with examinations for the Harbor Department.

The Secretary stated that staff will be transitioning to more on-line types of training and that staff is looking into Skyping and online interview sources as a means to conduct appraisal interviews for job applicants. However, she stated that security is a concern, and would have to be investigated.

Commissioner Smith Watts announced a Diversity in Leadership Conference will be held at the Hyatt Regency Hotel in Long Beach, October 23-24, 2014, and our own Director will be a panelist.

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 ជាសំណៅប្រែសម្រួលលាយលក្ខណ៍អក្សរទៅជាភាសារបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានសៀវភៅសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 អោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវប្រារព្ធធ្វើឡើង។