

**LONG BEACH CIVIL SERVICE COMMISSION  
MARY ISLAS, PRESIDENT  
MAY 27, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, May 27, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

**MEMBER EXCUSED:** F. Phil Infelise

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Debbie McCluster, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President Mary Islas presided.**

**MINUTES:** It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of May 20, 2009, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Haubert abstained from voting as he was not present.

**REQUEST TO EXTEND  
NON-CAREER APPOINTMENT:**

**ERIKA MARTIN/ADMINISTRATIVE ANALYST  
DEVELOPMENT SERVICES**

The Secretary presented a communication from Craig Beck, Director of Development Services, requesting Commission approval to extend the non-career appointment for Erika Martin, Administrative Analyst for 250 hours. In addition, the Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the request to extend non-career hours be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST FOR EXCEPTION  
TO CIVIL SERVICE RULES AND  
REGULATIONS SECTION 115(3):**

**CUSTOMER SERVICE REPRESENTATIVE**

The Secretary presented a communication from Patrick H. West, City Manager, requesting Commission approval to an exception to Article IV, Section 27 of the Civil Service Rules and Regulations – Certification from Open Eligible Lists, in accordance with Article VIII, Section 115(3) of the Civil Service Rules and Regulations for Customer Service Representative. In addition, the Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst. The Secretary addressed the Commission, stating that the City Manager stated that his intent when he requested suspension of Section 27 of the Civil Service Rules and Regulations was to address the City's current financial situation by limiting departments to filling critical positions and shrinking the City's workforce to avoid future layoff. He stated that to include non-career employees in the request to make an exception to Civil Service Commission Rules and Regulations, Section 27, would not address the issue of shrinking the City's workforce, as non-careers are not permanent employees. He also stated that the Commission has no jurisdiction over non-career employees, or any knowledge of the recruitment and selection process departments use to hire non-career employees. He requested that the Commission provide only permanent City employees in Bands B & C to the department for consideration. Ken Walker, Manager, Personnel Operations – Human Resources, spoke on behalf of the City Manager, stating that non-careers are a part of the City's budget and a vital part of the workforce. He also stated they have demonstrated their ability by competing and being placed on the eligible list. He stated that the number of permanent City employees on the list did not meet the required number to be certified for the number of vacancies. Pamela Horgan, Manager, Commercial Services Bureau, Financial Management, addressed the Commission, stating that there are three vacant billing positions, and that the reason additional names are needed is that the individuals available for certification may or may not feel comfortable handling cash, which is a core function of these positions. She stated that the non-careers have been trained to meet the core responsibilities, and requested that they be considered in the certification of City employees. Sherri Nixon-Joiner, General Superintendent, Parks, Recreation and Marine, addressed the Commission, indicating that

non-career employees should be given the opportunity to compete. Ken Walker suggested that since this is the first time the Commission will be considering a request for exception to the rules, to hold the matter over for one week and request that Michael Mais, Assistant City Attorney, be present to provide direction to the Commission. The Secretary stated that this was not a legal matter that would require a legal opinion of the City Attorney. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu to grant an exception to Article VIII, Section 115(3) for permanent City employees in Bands B & C to be certified to the Financial Department. In a substitute motion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu to certify current full-time City employees and the four non-career names in Band B. The substitute motion failed by the following roll call vote:

AYE: Douglas Haubert  
Jeanne Karatsu

NO: Ahmed Saafir  
Mary Islas

The Commission returned to the original motion to certify permanent City employees in Bands B & C. The motion failed by the following roll call vote:

AYE: Ahmed Saafir  
Mary Islas

NO: Douglas Haubert  
Jeanne Karatsu

In a subsequent motion, Commissioner Saafir moved to certify permanent classified employees in Band B. The motion died due to lack of a second.

In a subsequent motion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu to certify Table "A" – current classified City Employees, and Table "B" – non-career employees on the list in Bands "B" and "C", for discussion only. The motion failed by the following roll call vote:

AYE: Douglas Haubert

NO: Ahmed Saafir  
Jeanne Karatsu  
Mary Islas

In a subsequent motion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu to certify permanent City employees only. The motion carried by the following roll call vote:

AYE: Ahmed Saafir  
Jeanne Karatsu  
Mary Islas

NO: Douglas Haubert

**REQUEST FOR EXCEPTION  
TO CIVIL SERVICE RULES AND  
REGULATIONS SECTION 115(3):**

**PARKING CONTROL CHECKER**

The Secretary presented a communication from Patrick H. West, City Manager, requesting Commission approval to an exception to Article IV, Section 27 of the Civil Service Rules and Regulations – Certification from Open Eligible Lists, in accordance with Article VIII, Section 115(3) of the Civil Service Rules and Regulations for Parking Control Checker. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. The Secretary provided the Commission with an overview of this request and staff's recommendation. He stated that there are two City employees in Band "A" that have been certified to the department. Cynthia Stafford, Personnel Services Officer, Public Works, addressed the Commission, stating that Public Works has a total of seven vacancies, and City employees in Band "A" do not provide a sufficient number of candidates. She also stated that departments underfill positions with non-career employees for different reasons, and non-careers are hired with the understanding that they have an opportunity to be considered for full-time City employment. She stated that because they have taken the Civil Service test and are on the eligible list and that they should be considered. She would like full-time City employees and non-career employees on the eligible list to be certified. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Saafir to certify all of the candidates in Table "A" – classified City employees in Band A and B, and Table "B" – non-career Parking Control

Checker candidates, for discussion only. The motion failed by the following roll call vote:

Aye: Douglas Haubert

NO: Ahmed Saafir  
Jeanne Karatsu  
Mary Islas

In a subsequent motion, it was moved by Commissioner Saafir, seconded by Commissioner Islas and carried to certify current classified employees in Table "A" – classified City employees in Bands A & B. The motion carried by the following roll call vote:

AYE: Ahmed Saafir  
Jeanne Karatsu  
Mary Islas

NO: Douglas Haubert

**REQUEST FOR CONSIDERATION  
OF BUDGET CUTS FOR CIVIL  
SERVICE DEPARTMENT:**

The Secretary presented a staff report prepared by him. with an outlined recommended proposed Civil Service Department budget reduction of 6%. The Secretary briefed the Commission regarding the recommended cuts, providing four options. He stated that Financial Management has requested departments to enter their proposed budget reductions into the Financial Management reporting systems by June 3, 2009. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu for the Director to continue to move forward with budget reductions of 6% as identified in the staff report for Commission approval. The motion carried by a unanimous roll call vote.

**BULLETINS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Events Coordinator  
Recreation Assistant

**EXAMINATION RESULTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Administrative Aide – 126 Applied, 47 Qualified  
Geographic Information Systems Technician – 30 Applied, 30 Qualified  
Public Health Nutritionist – 12 Applied, 3 Qualified

**EXTENSION OF EXPIRING ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months, with the exception of Accountant and Senior Equipment Operator – Backhoe, amended to be extended for one month. The motion carried by a unanimous roll call vote.

Accountant (1 month)  
Civil Engineering Assistant (6/11/08, 6/18/08 & 12/17/08)  
Personnel Assistant  
Police Recruit  
Port Financial Analyst  
Public Health Nutritionist  
Public Health Physician  
Public Health Professional  
Senior Equipment Operator – Backhoe (1 month)  
Storekeeper  
Systems Support Specialist (12/10/08 & 12/17/08)  
Systems Technician (12/17/08)  
Water Utility Mechanic

**RETIREMENT:**

**JAMES JONES/COMMUNITY SERVICES  
SUPERVISOR/PARKS, RECREATION & MARINE**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

**DISABILITY RETIREMENT:**

**WAYNE COLLINS/POLICE LIEUTENANT/POLICE**

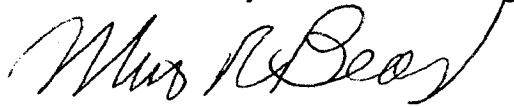
It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the subject disability retirement be received and filed. The motion carried by a unanimous roll call vote.

**MANAGERS' REPORT:**

Melinda George, Deputy Director, thanked Rob Pfingsthorn, Personnel Analyst, for the excellent job he did in the administration of the Administrative Aide examination.

**ADJOURNMENT:**

There being no further business before the Commission, President Islas adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario R. Beas". The signature is written in a cursive style with a long, sweeping flourish extending upwards and to the right.

MARIO R. BEAS  
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION  
MARY ISLAS, PRESIDENT  
JUNE 3, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, June 3, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

**MEMBER EXCUSED:**

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Debbie McCluster, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna deAraujo, Assistant Administrative Analyst  
Beverly Nieves, Personnel Analyst, Human Resources

**President Mary Islas presided.**

**MINUTES:** It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of June 3, 2009, be approved as prepared. President Islas indicated some additions she wished to add to the minutes. In a substitute motion, it was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried to hold the minutes of the regular meeting of June 3, 2009, over for one week. The motion carried by a unanimous roll call vote.

**PROVISIONAL APPOINTMENT:** The Secretary presented a communication from Christopher Garner, Director of Long Beach Gas and Oil, requesting Commission authorization to appoint Jimmy Brown, to the classification of Gas Construction Worker on a provisional basis. In addition, the Secretary presented a staff report prepared by Donna deAraujo, Assistant Administrative Analyst. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.



**BULLETIN:**

**SCHOOL GUARD**

It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Public Health Nutritionist – 4 Applied, 2 Qualified  
Special Services Officer – 28 Applied, 20 Qualified

**TRANSFERS:**

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the following transfers between departments be approved. The motion carried by a unanimous roll call vote.

Maricela Magallanes/Clerk III/Health to Clerk III/Financial Management  
Luis Felix/Equipment Operator II/Harbor to Equipment Operator II/Public Works

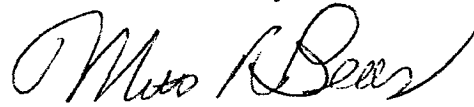
**MANAGERS' REPORT:**

Diane Dzodin, Administrative Officer, informed the Commission that she attended an Emergency Preparedness Meeting at the Emergency Operator Center on Wednesday, May 27, 2009, regarding the policy of what to do in the event of an earthquake. She also stated that Melinda George, Deputy Director was at the Water Department conducting a Civil Service 101 class for Water Department employees.

The Secretary informed the Commission that the Personnel and Civil Service Committee will meet on Monday, June 8, 2009, and there are no commission appointments on the agenda. He also stated that departments have been requested to prepare a short presentation for Tuesday, June 9, 2009, City Council meeting outlining the proposed 6% cuts from their budgets.

**ADJOURNMENT:**

There being no further business before the Commission,  
President Islas adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario R. Beas". The signature is fluid and cursive, with the first name "Mario" and last name "Beas" clearly distinguishable.

MARIO R. BEAS  
Secretary

MRB:meh

