

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
JUNE 30, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, June 30, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Jeanne Karatsu, Carolyn Smith Watts

MEMBER EXCUSED: Ahmed Saafir,

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President F. Phil Infelise presided.

MINUTES: It was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried that the minutes of the regular meetings of June 9, 2010, June 16, 2010 and June 23, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

PROTEST OF WRITTEN EXAMINATION ITEMS:

SENIOR SURVEY TECHNICIAN

The Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst, regarding the protested question from the Senior Survey Technician examination, which was administered on June 21, 2010. Mr. Ambriz briefed the Commission regarding this protest. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried to approve the recommended disposition of the protested item. The motion carried by a unanimous roll call vote.

**PROTEST OF WRITTEN
EXAMINATION ITEMS:**

ACCOUNTING CLERK

The Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst, regarding the protested question from the Accounting Clerk examination, which was administered on June 22-24, 2010. Ms. Ferrer briefed the Commission regarding this protest. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried to approve the recommended disposition of the protested item. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

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

Accounting Clerk – 370 Applied, 160 Qualified
Petroleum Engineering Associate – 4 Applied, 4 Qualified
Senior Survey Technician – 53 Applied, 24 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried that the following eligible lists be extended for an additional six months, with the exception of Construction Inspector, to be extended for three months. The motion carried by a unanimous roll call vote.

Administrative Analyst
Assistant Administrative Analyst
Civil Engineer (7/15/09 & 7/29/09)
Civil Engineering Assistant (7/8/09 & 7/22/09)
Construction Inspector (**3 months**)
Customer Service Representative
Environmental Specialist Associate
Public Health Nutritionist (1/13/10 & 7/22/09)
Recreation Assistant
School Guard
Senior Combination Building Inspector
Senior Program Manager – Water (7/8/09 & 7/15/09)
Special Services Officer (1/6/10 & 7/22/09)
Water Treatment Operator (7/15/09 & 7/22/09)

DISABILITY RETIREMENT:

DEBORAH CLARK/POLICE OFFICER/POLICE

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

RESIGNATION:

MICHAEL STAUFFER/SUPERVISOR STORES & PROPERTY/HARBOR

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

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, introduced new Management Assistants Sarah Johnson and Sarah Price to the Commission. Ms. Johnson informed the Commission that she graduated from Princeton University with a Master of Public Affairs, focus in Domestic Policy and Urban Policy. Ms. Price informed the Commission that she graduated from UCLA with a M.B.A. Real Estate Concentration.

Melinda George, Deputy Director, provided the Commission with an update on the status of the Firefighter Lateral and Police Officer Lateral applications.

Caprice McDonald and Rob Pfingsthor, Personnel Analysts, briefed the Commission on the job fair they attended for the City of Oakland Police Department. They indicated that it was very informative for the Oakland Police Department and there was some expressed interest in coming to Long Beach if layoffs occur.

The Secretary presented Certificates of Completion of the Long Beach Leadership Academy to Caprice McDonald, Rob Pfingsthor, Lourdes Ferrer and Sal Ambriz, Personnel Analysts, and congratulated them on completing the academy.

The Secretary presented a Certificate of Appreciation to Sherri Nixon-Joiner, in recognition of thirty-eight years of dedicated service to the City and citizens of Long Beach. He congratulated Ms. Joiner and acknowledged that she was an outstanding City employee and community leader.

The Secretary informed the Commission that the Charter Amendment Committee would be meeting on Tuesday, July 6, 2010, at 3:30 p.m. to discuss the merger of the Civil Service and Human Resources Departments and Long Beach Gas and Oil and Water Departments.

ADJOURNMENT:

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


MARIO R. BEAS
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
JULY 14, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, July 14, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Jeanne Karatsu, Carolyn Smith Watts

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Robert Pflingsthor, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President F. Phil Infelise presided.

MINUTES: It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the minutes of the regular meeting of June 30, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that suspension hearing 22-S-89 minutes of June 23, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

PROVISIONAL APPOINTMENT: The Secretary presented a communication from Curtis Tani, Director of Technology Services, requesting Commission authorization to appoint Jeff Kotch, to the classification of Systems Technician on a provisional basis. In addition, the Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu 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.

**REQUEST FOR SELECTIVE
CERTIFICATION:**

The Secretary presented a communication from Lori Ann Farrell, Director of Financial Management, requesting Commission authorization for the selective certification for individuals with Spanish/English bilingual skills from the Customer Services Supervisor eligible list. In addition, the Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried that the request be approved, pursuant to Section 28 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO RETURN TO
FORMER CLASSIFICATION &
TRANSFER:**

**JOSE PINEDA/HARBOR MAINTENANCE MECHANIC/
HARBOR TO EQUIPMENT OPERATOR/PUBLIC WORKS**

The Secretary presented communications from Cynthia Stafford, Personnel Services Officer, Public Works and Jose Pineda, Harbor Maintenance Mechanic, Harbor Department, requesting Commission authorization to return Mr. Pineda to his former classification of Equipment Operator and transfer to the Public Works Department. In addition, the Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the request be approved, pursuant to Sections 64 and 67 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST FOR EXCEPTION TO
CIVIL SERVICE RULES AND
REGULATIONS – ARTICLE VIII
SECTION 115(3)**

**Requesting Exception to Article IV, Section 27 of the
Civil Service Rules and Regulations – Certification
of City Employees and Non-Career Employees in all
Bands from the Office Services Assistant Eligible List**

The Secretary presented a communication from Patrick H. West, City Manager, requesting Commission approval for an exception to Article IV, Section 27 of the Civil Service Rules and Regulations – Certification from Open Eligible Lists, specifically certification of all City employees, including non-career employees on the Office Services Assistant eligible list. In addition, the Secretary presented a staff report, prepared by him. The Secretary briefed the Commission on three options provided for it to consider. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried to

approve option 3, to certify all existing permanent and non-career employees resulting in the certification of three individuals in Band B and two individuals in Band C. The motion carried by a unanimous roll call vote.

**REQUEST TO REINSTATE
ELIGIBLE LIST:**

ANIMAL HEALTH TECHNICIAN

The Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer, requesting Commission approval to reinstate the Animal Health Technician eligible list. Ms. Dzodin briefed the Commission regarding this request. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried to approve the request to reinstate the Animal Health Technician eligible list for six months, pursuant to Section 26 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

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

Airport Operations Specialist – 32 Applied, 3 Qualified
Police Officer – Lateral – 78 Applied, 49 Qualified
Program Scheduler – 50 Applied, 9 Qualified
Senior Electrical Inspector – 12 Applied, 2 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Events Coordinator
Transportation Planner

RETIREMENT:

DONALD CLARK/SCHOOL GUARD/POLICE

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

RESIGNATION:

CRAIG MILLER/POLICE OFFICER/POLICE

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

MANAGERS' REPORT:

Melinda George, Deputy Director, informed the Commission that approximately 800 Firefighter Lateral applications had been received from all over the states, and that the results will be coming to the Commission next week.

Ms. George presented Quarterly Award Certificates to Donnell Russell and Judith Dias, Clerk Typists, for exceptional service for exam support.

The Secretary acknowledged the following employees for Perfect Quarterly Attendance:

Judith Dias	Sharon Hamilton
Caprice McDonald	Lourdes Ferrer
Melinda George	Marilyn Hall
Suanne Swan	Diane Dzodin

Commissioner Smith Watts congratulated staff for the excellent customer service they provide at the front counter.

NEW BUSINESS:

Commissioner Smith Watts inquired on the status of FAXED applications.

ADJOURNMENT:

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



MARIO R. BEAS
Secretary

MRB:meh