

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

**WEDNESDAY, NOVEMBER 14, 2018
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARDROOM, 8:00 AM**

Phyllis O. Arias, President
Carolyn M. Smith Watts, Vice President



Joen Garnica, Commissioner
Susana Gonzalez Edmond, Commissioner
Heather Morrison, Commissioner

David P. Honey, Interim Executive Director

FINISHED AGENDA & DRAFT MINUTES

President Arias called the meeting to order at 8:03 a.m.

FLAG SALUTE

President Arias asked Ken Bott, Director of Administration for the Water Department to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Susana Gonzalez Edmond, Heather Morrison, Carolyn M. Smith

Present: Watts and Phyllis O. Arias

Commissioners Joen Garnica

Absent:

David P. Honey, Interim Executive Director and Secretary
Crystal Slaten, Deputy Director, and Recruitment and Selection Officer
Caprice McDonald, Special Projects Officer
Maria Alamo, Special Projects Officer
Rose Katsuki, Special Projects Officer
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
Stanley Wang, Personnel Analyst
Carolyn Pen, Administrative Analyst
An Lan Pham-Jenkins, Assistant Administrative Analyst
Kris Ramos, Assistant Administrative Analyst
Maria Macias, Personnel Assistant
Keion Bryant, Sr., Administrative Analyst-NC
Gary Anderson, Principal Deputy City Attorney
Christopher J. Garner, General Manager, Water Department
Tai Tseng, Assistant General Manager of Operations, Water Department
Ken Bott, Director of Administration, Water Department

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

1. 18-220CS **Recommendation to approve minutes:**
Regular Meeting of November 7, 2018

President Arias made a motion to amend the minutes of November 7, 2018; specifically regarding Agenda Item #12.

President Arias advised that the minutes for Agenda Item #12, should clearly document the term duration of six months regarding the Harbor Department's request to use the Commercial Diver classification in the unclassified service on a temporary basis.

President Arias suggested the amended minutes should include the term duration in parentheses, and read as follows:

Recommendation for Exception to Civil Service Rules and Regulation - Article VIII, Section 115(3) - Request in Accordance with Article XI, Section 1102(a)(6) of the Long Beach City Charter, and Article VIII, Section 115(3) of the Civil Service Rules and Regulations, to Utilize the Commercial Diver Classification in the Unclassified Service on a Temporary Basis (six months) in the Harbor Department

A motion was made by President Arias, seconded by Commissioner Edmond, to amend the minutes as requested. The motion carried by the following vote:

Yes: 4 - Susana Gonzalez Edmond, Heather Morrison, Carolyn M. Smith Watts and Phyllis O. Arias

Absent: 1 - Joen Garnica

A motion was then made by Vice President Smith Watts, seconded by Commissioner Edmond, to approve the minutes of the November 7, 2018, meeting as amended. The motion carried by the following vote:

Yes: 4 - Susana Gonzalez Edmond, Heather Morrison, Carolyn M. Smith Watts and Phyllis O. Arias

Absent: 1 - Joen Garnica

CONSENT CALENDAR (2 – 4):

Passed the Consent Calendar

A motion was made by Commissioner Morrison, seconded by Vice President Smith Watts, to approve Consent Calendar Items. The motion carried by the following vote:

Yes: 4 - Susana Gonzalez Edmond, Heather Morrison, Carolyn M. Smith Watts and Phyllis O. Arias

Absent: 1 - Joen Garnica

2. 18-221CS

Recommendation to approve examination results:

Business Systems Specialist Test #08 (Established 11/08/18)

Civil Engineer Test #01 (Established 11/08/18)

Civil Engineering Assistant Test #01 (Established 11/06/18)

Combination Building Inspector Aide Test #01 (Established 11/06/18)

Plan Checker - Fire Prevention Test #01 (Established 11/06/18)

Special Services Officer Test #33 (Established 11/08/18)

Supervisor, Commercial Diving (Established 11/09/18)

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

3. 18-222CS **Recommendation to receive and file retirement(s):**
Robert Gallagher/Police Sergeant/Police (28 yrs., 7 mos.)
Luke McGee/Police Officer/Police (27 yrs., 11 mos.)
Edward Bonachea/Police Officer/Police (22 yrs., 9 mos.)
Barbara Wamsley/Clerk Typist III/Police (30 yrs., 9 mos.)
Michael Young/Parking Control Checker I/Public Works (26 yrs., 4 mos.)
Susan Parilla/Parking Control Supervisor/Public Works (16 yrs., 9 mos.)
Robert Wagner/Construction Inspector II/Energy Resources (27 yrs., 8 mos.)

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

4. 18-223CS **Recommendation to receive and file resignation(s):**
Joshua Escobedo/Police Officer/Police (5 mos., 25 days)
Kyle Alarid/Ambulance Operator/Fire (11 mos., 16 days)
Natalie Martin/Fire Recruit/Fire (1 yr., 6 mos.)

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

REGULAR AGENDA

5. 18-224CS **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD**
- (Amber Huard, Water Communications Dispatcher I)
Communication from Christopher J. Garner, General Manager, Water Department

Staff Report prepared by An Lan Pham-Jenkins, Assistant Administrative Analyst

Mr. Honey briefed the Commission on this request.

Ken Bott, Director of Administration, and Tai Tseng, Assistant General Manager of Operations with the Water Department were present to answer questions from the Commission.

A discussion followed with President Arias, Mr. Bott, Commissioner Gonzalez Edmond, and Mr. Tseng. It was confirmed that a second request to extend the probationary period of Ms. Huard will be necessary as the Water Distribution Operator certification that is required to hold the position of Water Communications Dispatcher is not scheduled to be given by the California State Water Resources Control Board until after Ms. Huard's initial probationary extension of three months has expired.

Mr. Bott and Mr. Tseng explained that study sessions are offered to assist employees in preparing for the complex Water Distribution Operator examination.

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

Yes: 4 - Susana Gonzalez Edmond, Heather Morrison, Carolyn M. Smith Watts and Phyllis O. Arias

Absent: 1 - Joen Garnica

6. 18-225CS **RECOMMENDATION FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS - Article VIII, Section 115(3) - *Request in Accordance with Article XI, Section 1102(a)(6) of the Long Beach City Charter, and Article VIII, Section 115(3) of the Civil Service Rules and Regulations, to Utilize Unclassified Positions on a Temporary Basis - Unclassified Water Utility Mechanics I-III, Unclassified Storekeeper I-II, and Unclassified Stock and Receiving Clerk, Water Department***

Staff report prepared by Sheree Valdoria, Personnel Analyst

Mr. Honey briefed the Commission on this request.

Ken Bott, Director of Administration, and Tai Tseng, Assistant General Manager of Operations with the Water Department were present to answer questions from the Commission.

A discussion followed with President Arias, Mr. Tseng, and Commissioner Gonzalez Edmond. President Arias inquired whether the Water Department's cost estimate of \$12 to \$15 million for a contractor to complete the Advanced Metering Infrastructure (AMI) project was over and above the Water Department's budget for the 14 unclassified positions identified in this request.

Mr. Tseng clarified that the \$12 to \$15 million cost estimate for a contractor to complete the AMI project was distinctly separate from the estimated amount budgeted by the Water Department to utilize unclassified employees for the AMI project.

The Commission understands the Water Department's request to utilize unclassified positions on a temporary basis for the AMI project. However, because the Commission has received a few requests recently, asking for an exception to the Civil Service rules and regulations, President Arias suggested that the term duration of two years be clearly documented in the title of this Agenda Item, to ensure the request to use unclassified positions can be tracked properly.

Mr. Tseng advised that the Water Department has no objection to including the term duration of two years to the request, and would come before the

Commission again should an extension beyond the timeframe of two years be necessary to complete the AMI project.

A brief discussion continued between President Arias and Commission Gonzalez Edmond to clarify the wording of the Agenda Item to read:

The Long Beach Water Department is requesting the Commission's approval to recruit and hire twelve (12) unclassified Water Utility Mechanics I-III, one (1) unclassified Storekeeper I-II, and one (1) unclassified Stock and Receiving Clerk on a temporary basis (**two years**), in accordance with Article XI, Section 1102 (a)(6) of the Long Beach City Charter and Article VIII, Section 115(3) of the Civil Service Rules and Regulations.

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

Yes: 4 - Susana Gonzalez Edmond, Heather Morrison, Carolyn M. Smith Watts and Phyllis O. Arias

Absent: 1 - Joen Garnica

7. 18-226CS

RECOMMENDATION FOR A TEMPORARY CHANGE IN CIVIL SERVICE MEETING DATES

Communication from David P. Honey, Interim Executive Director

As the first Civil Service Commission meeting for 2019 falls immediately after the January 1, 2019, New Year's Day holiday, and in addition to scheduling conflicts of key participants, it is recommended that the Civil Service Commission meetings for January 2019, be changed from January 2, 2019, and January 16, 2019, to Wednesday, January 9, 2019, and Wednesday, January 23, 2019.

The Civil Service Commission meetings will resume their regular schedule in February 2019, with meetings to occur on the first and third Wednesday of each month.

Mr. Honey briefed the Commission on this Agenda Item. The Commission approved the described changes to their January 2019 meeting schedule.

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

Yes: 4 - Susana Gonzalez Edmond, Heather Morrison, Carolyn M. Smith Watts and Phyllis O. Arias

Absent: 1 - Joen Garnica

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Recruitment & Selection

Ms. Slaten advised there was a good turnout at the November 9, 2018, Fire Recruit informational workshop that was held at the Main Library. Another informational workshop is scheduled for Saturday, December 1, 2018, at 10:30 a.m., again at the Main Library.

On November 28, 2018, Personnel Analyst Shellie Goings and LBFD staff will be attending an event in San Diego to expand their recruiting area and encourage attendees to apply for the Fire Recruit position.

On November 20, 2018, Assistant Administrative Analyst Kris Ramos will be facilitating a Pellet B examination for Police Recruit.

On Thursday, November 15, 2018, Ms. Slaten and Personnel Assistant Maria Macias will be representing the Civil Service Department at the 8th Annual Celebrating Women in Trade Luncheon, hosted by the Port of Long Beach and Long Beach Board of Harbor Commissioners. The luncheon provides an opportunity for women in executive roles to meet with young women in high school to share their experiences of success, and provide encouragement and support, while also gaining valuable perspective from the students point of view.

Special Projects

Ms. McDonald thanked Administrative Analyst-NC Keion Bryant, who has been working on a salary import project. Ms. McDonald explained that the Civil Service website lists salary information on job classifications. In the past, salary information was entered manually into each classification. Ms. McDonald has asked Keion to track the amount of time it takes him to develop the program to import the city's salary schedule data into job bulletins, as she anticipates this project to be very labor-intensive. Developing a program to import salaries will be invaluable to prospective applicants in providing them with accurate salary information when considering a career with the city of Long Beach.

Ms. McDonald has been working to automate the Transfer list, which will greatly assist the Administration Support Services Division, as the Transfer list is the last process that remains to be fully automated in that Division. Ms. McDonald explained the value and importance of automating the Transfer list as it will provide a mechanism for employees who are interested in transferring to positions in other city departments.

Administration Support Services

Ms. Alamo confirmed that automating the Transfer list would be very beneficial to Administration Support Services staff, the Recruitment and Selection Division, as well as to employees seeking to transfer within the city.

Ms. Alamo provided the FY18 budget report to the Commission.

Executive Director's Report

Mr. Honey advised that, at the request of Chief of Police Robert Luna, he and Ms. Slaten have been asked to attend the Greater Long Beach Interfaith Community Organization Partnership table, scheduled for Thursday, November 29, 2018, at 6:00 p.m. The roundtable event will provide a forum to discuss police hiring and recruiting efforts with community members.

Mr. Honey announced that Clerk Typist Sierrah Roberts was honored as one of the two City of Long Beach employees of the month for October 2018. Ms. Roberts will be recognized for this very distinguished honor at the City Council meeting on December 4, 2018, at 5:00 p.m. Mr. Honey encouraged everyone to attend the City Council meeting to congratulate Ms. Roberts.

Mr. Honey announced that Rose Katsuki is retiring on December 4, 2018.

UNFINISHED BUSINESS

President Arias wished to thank the crew of Fireboat #20, from the Long Beach Fire Department, for providing the Commissioners with an informative tour of the Long Beach Harbor on Wednesday, November 7, 2018.

The 3 ½ year-old grandson of President Arias, who was also approved to board Fireboat #20 for the Harbor tour came dressed in his full fire uniform. However, upon seeing the sheer enormity of the fireboat, he became overwhelmed and declined the tour.

President Arias said after the initial shock wore off, and Fireboat #20 was safely secured back to the dock after the Harbor tour, her grandson climbed on board and received a tour that will surely remain a memorable event for him.

President Arias also wished to acknowledge Firefighter Bill Ashmore of Fire Station #11, for being a hero and role model to her grandson, who has adopted his self-professed name, "Fireman Bill", in admiration of Firefighter Ashmore.

The Commissioners gained a deep appreciation of the immense responsibility shouldered by the crew of Fireboat #20 in protecting the Port of Long Beach.

NEW BUSINESS

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

President Arias acknowledged Chris Garner, General Manager of the Water Department for attending the Civil Service Commission meeting this morning in support of the two Water Department requests on today's agenda.

CLOSED SESSION – CONDUCT INTERVIEWS OF RECRUITING FIRMS TO FACILITATE CIVIL SERVICE COMMISSION SEARCH FOR EXECUTIVE DIRECTOR OF CIVIL SERVICE

ADJOURNMENT

After the conclusion of the Closed Session, President Arias adjourned the meeting at 10:42 a.m.

NO HEARING

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

Kung nais ang pagsasalin ng nakasulat na wika ng agenda ng Komisyon at ang minutes para sa mga taong hindi nagsasalita ng Ingles, mangyaring isagawa ang iyong hiling sa pamamagitan ng telepono sa Opisina ng Clerk ng Lungsod sa (562) 570-6101, 72 oras ng negosyo bago ang pagpupulong ng Commission.

Si desea obtener la traducción escrita en otro idioma de la agenda y actas de la comisión para personas que no hablan inglés, haga su solicitud por teléfono a la Oficina de la Secretaría Municipal al (562) 570-6101, 72 horas hábiles antes de la reunión de la comisión.

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