

Susana Gonzalez Edmond, President



Phyllis O. Arias, Commissioner
Brandon Dowling, Commissioner
Joel Garnica, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND MINUTES

**CIVIL SERVICE COMMISSION MEETINGS ARE HELD VIA
TELECONFERENCE PURSUANT TO EXECUTIVE ORDER N-29-20
ISSUED BY GOVERNOR GAVIN NEWSOM.**

THE CIVIC CHAMBERS WILL BE CLOSED TO THE PUBLIC.

President Gonzalez Edmond called the meeting to order at 8:31 a.m.

FLAG SALUTE

President Gonzalez Edmond asked Commissioner Arias to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Phyllis O. Arias, Brandon Dowling, Joel Garnica and Susana
Present: Gonzalez Edmond

- 1. COMMENTS FROM THE PUBLIC – PUBLIC WILL HAVE THE OPPORTUNITY TO ADDRESS THE COMMISSION BY SUBMITTING WRITTEN COMMENTS VIA EMAIL TO MARLA.CAMERINO@LONGBEACH.GOV.**

There were no public comments received.

- 2. [21-070CS](#) Recommendation to approve minutes:
*Regular Meeting of February 17, 2021***

A motion was made by Commissioner Garnica, seconded by Commissioner Arias, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

CONSENT CALENDAR (3 – 10):

Commissioner Arias pulled Agenda Item 4 for a separate discussion.

Passed the Consent Calendar

A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, to approve Consent Calendar Items (3, 5-10), except for Item 4. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

3. [21-071CS](#)

Recommendation to approve examination results:

Civil Engineer Test #20 (Established 02/23/21)

Equipment Operator (Established 02/25/21)

Garage Supervisor (Established 02/25/21)

Police Officer - Lateral Test #19 (Established 02/24/21)

Senior Program Manager - Harbor Test #02 (Established 02/24/21)

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

4. [21-072CS](#)

Recommendation to approve bulletin(s):

Construction Inspector

Fire Engineer

A brief discussion ensued with Commissioner Arias, Ms. Pizarro Winting and Mr. Hogan regarding using provisional appointments to train current Fire Department employees to become Fire Engineers. It was discussed that they are not using provisional appointments. This recruitment will be a promotional opportunity. The department has now built in an Engineers Academy as part of its recruitment process to help train current Fire Department employees.

A motion was made by Commissioner Dowling, seconded by Commissioner Arias, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

5. [21-073CS](#)

Recommendation to receive and file retirement(s):

Ray Alexander, Police Sergeant, Police Department (28 yrs., 6 mos.)

Andre Bailey, Parking Control Checker, Public Works Department (19 yrs., 3 mos.)

Steven Johns, Painter II, Airport, (30 yrs., 11 mos.)

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

6. [21-074CS](#)

Recommendation to receive and file resignation(s):

Jeremy-Andrew Mabini, Police Officer, Police Department (1 yr., 5 mos.)

Luc Wechsung, Firefighter, Fire Department (4 mos. 11 days)

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

7. [21-075CS](#)

Recommendation to approve transfer(s):

Michael Fratino - Community Information Specialist I, Parks, Recreation and Marine to Community Information Specialist II, Library Services

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

8. [21-076CS](#) **COVID-19 RELATED: Recommendation to Extend Non-Career Hours** - Dylan Bent, Combination Building Inspector Aide II
Communication from Francisco Davila, Administrative Officer, Development Services
Staff report prepared by Sylvana Tamura, Personnel Analyst

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

9. [21-077CS](#) **COVID-19 RELATED: Recommendation to Extend Non-Career Hours** - Rachel Rivera, Customer Service Representative II
Communication from Francisco Davila, Administrative Officer, Development Services
Staff report prepared by Sylvana Tamura, Personnel Analyst

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

10. [21-078CS](#) **Recommendation to Approve Extension of Expiring Eligible Lists (6 months)**
Staff report prepared by Christina Pizarro Winting, Executive Director

Business Systems Specialist (H67AN-19) Test #12 (3/21/2019) - 4 months
Business Systems Specialist (H67AN-19) Test #15 (9/20/2019) - 4 months
Business Systems Specialist (H67AN-20) Test #21 (9/9/2020)
Capital Projects Coordinator (EC6AN-20) Test #01 (9/18/2020)
Civil Engineer (K11NN-19) Test #08 (9/25/2019) - 2 months
Civil Engineer (K11NN-20) Test #17 (9/18/2020)
Civil Engineering Associate (K13NN-20) Test #10 (3/3/2020)
Civil Engineering Associate (K13NN-20) Test #11 (3/18/2020)
Communication Specialist (H68AN-19) Test #03 (3/27/2019)
Communication Specialist (H68AN-19) Test #04 (5/2/2019)

Communication Specialist (H68AN-19) Test #05 (5/28/2019)
Communication Specialist (H68AN-19) Test #06 (9/19/2019)
Criminalist (F06AN-20) Test #01 (3/6/2020)
Electrician (I15NN-20) Test #04 (1/27/2020) - 4 months
Electrician (I15NN-20) Test #05 (3/24/2020) - 4 months
Environmental Health Specialist (G43AN-20) Test #02 (9/15/2020)
Environmental Health Specialist (G43AN-20) Test #03 (9/23/2020)
General Maintenance Supervisor (J78AN-19) Test #01 (9/3/2019)
Hazardous Materials Specialist (G42AN-20) Test #01 (9/10/2020)
Hazardous Materials Specialist (G42AN-20) Test #02 (9/23/2020)
Licensed Vocational Nurse (G05NN-20) Test #01 (9/30/2020)
Painter Supervisor (I35NN-18) (9/25/2018)
Permit Center Supervisor (ED9NN-20) (3/3/2020)
Plan Checker - Fire Prevention (KA4NN-19) Test #06 (5/8/2019)
Plan Checker - Fire Prevention (KA4NN-20) Test #07 (10/11/2019)
Plan Checker - Fire Prevention (KA4NN-20) Test #08 (1/14/2020)
Plan Checker - Fire Prevention (KA4NN-20) Test #09 (3/3/2020)
Police Officer - Lateral (F23NN-20) Test #15 (9/2/2020)
Police Recruit (F63NN-19) Test #12 (9/6/2019) - 4 months
Port Planner (N55AN-20) Test #01 (9/3/2020)
Public Health Nurse (G19AN-20) Test #07 (9/8/2020)
Public Safety Dispatcher - NTN Exam (J45AN-20A) Test #15 (9/23/2020)
Public Safety Dispatcher - Post Waiver (J45AN-20B) Test #16 (9/4/2020)
Public Safety Dispatcher - Post Waiver (J45AN-20B) Test #17 (9/24/2020)
Refuse Operator (JA2AN-20) Test #25 (3/23/2020)
Senior Civil Engineer (K52NN-19) Test #04 (3/13/2019) - 3 months

Senior Electrical Engineer (NG0NN-18) Test #01 (9/6/2018)
Senior Electrical Inspector (K56NN-20) Test #03 (3/10/2020)
Senior Program Manager - Water (MC5NN-19) Test #01
(3/11/2019) - 1 month
Senior Program Manager - Water (MC5NN-19) Test #02
(3/27/2019) - 1 month
Senior Traffic Engineer (K68NN-20) Test #06 (3/10/2020)
Senior Traffic Engineer (K68NN-20) Test #09 (9/18/2020)
Special Services Officer (F33AN-19) Test #36 (3/19/2019)
Special Services Officer (F33AN-20) Test #46 (9/4/2020)
Systems Technician (H70AN-19) Test #05 (9/17/2019)
Traffic Engineering Associate (K79NN-20) (3/10/2020)
Water Treatment Operator (MA1AN-20) Test #04 (3/9/2020)

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

REGULAR AGENDA

11. [21-079CS](#) DIVERSITY RECRUITMENT UPDATES FROM THE LONG BEACH FIRE DEPARTMENT

Battalion Chief Jason Hosea of the Long Beach Fire Department provided an overview on the Fire Department's diversity recruitment efforts.

A brief discussion ensued with President Gonzalez Edmond, Commissioner Arias, Commissioner Garnica, Battalion Chief Hosea and Deputy Fire Chief Buchanan regarding information provided in the presentation. It was discussed that out of the 14 points outlined in the Racial Equity and Reconciliation Initiative report, 12 of them have been completed. It was also discussed that information will be provided regarding the statistics of those who applied and are ultimately hired.

The Commission thanked the Fire Department for their presentation.

A motion was made by Commissioner Arias, seconded by Commissioner Garnica, to receive and file the presentation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

12. [21-080CS](#)

RECOMMENDATION FOR EXTENSION OF PROVISIONAL APPOINTMENT - Elvia Cuellar Diaz and Mike Reyes, Survey Technicians
Staff report prepared by Sheree Valdoria, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Valdoria who briefed the Commission regarding this item.

Representatives from the Harbor Department were on the call to answer questions.

A discussion ensued with President Gonzalez Edmond, Commissioner Arias, Ms. Pizarro Winting, Ms. McDonald and Ms. Valdoria regarding the length of the extension. It was discussed that the 150 days extension is the typical timeframe requested. There are new processes in place and staff wanted enough time to complete it. Once the recruitment process has been completed, the provisional appointment will end. It was discussed that individuals who are appointed to a provisional position are made aware of the terms regarding their appointment.

A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

13. [21-081CS](#)

RECOMMENDATION TO ADOPT NEW CLASSIFICATION AND NEW CLASSIFICATION SPECIFICATION - Electrical and Instrumentation Technician I-II
Communication from Fred Verdugo, Acting Director, Human Resources Department
Staff report prepared by Sylvana Tamura, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Tamura who briefed the

Commission regarding this item.

Representatives from the Water and Human Resources Departments were on the call to answer questions.

A brief discussion ensued with President Gonzalez Edmond, Ms. Stoudenmire and Ms. Zhang regarding the minimum qualification to have experience in the water industry. It was discussed that the preference would be to have experience in the water industry; however, the department understands that they may need to revise the classification specification if there are not enough candidates who meet the qualifications.

A motion was made by Commissioner Arias, seconded by Commissioner Garnica, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

14. [21-082CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Housing Aide I-II

Communication from Fred Verdugo, Acting Director, Human Resources Department

Staff report prepared by Elsa Ramos, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Ramos who briefed the Commission regarding this item.

Representatives from the Health and Human Services and Human Resources Departments were on the call to answer questions.

A discussion ensued with President Gonzalez Edmond, Commissioner Arias, Commissioner Dowling, Ms. Pizarro Winting and Ms. McDonald regarding why a high school diploma or GED is not a requirement on bulletins or classification specifications. It was discussed that staff will conduct a study session while looking through an equity lens. It was discussed that staff have been complying with some of the practices as a result of a Supreme Court decision that took place in 1971 where it found it was discriminatory to ask for a diploma. Commissioner Arias asked about accepting a GED and it was discussed that staff view a diploma and GED the same. It was discussed that staff will look at previous recruitments to

see where it aligns with the minimum qualifications in terms of a diploma, GED or college degree.

A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

15. [21-083CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Housing Specialist I-III

Communication from Fred Verdugo, Acting Director, Human Resources Department

Staff report prepared by Elsa Ramos, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Ramos who briefed the Commission regarding this item.

Representatives from the Health and Human Services and Human Resources Departments were on the call to answer questions.

Commissioner Arias expressed her same concern with this item as discussed in Agenda Item 14.

A motion was made by Commissioner Garnica, seconded by Commissioner Arias, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

16. [21-044CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Motor Sweeper Operator

Communication from Fred Verdugo, Acting Director, Human Resources Department

Staff report prepared by Shellie Goings, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Goings who briefed the Commission regarding this item.

Representatives from the Human Resources Departments were on the call

to answer questions.

A motion was made by Commissioner Arias, seconded by Commissioner Garnica, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

17. [21-084CS](#)

RECOMMENDATION TO APPROVE BULLETIN(S):

Electrical and Instrumentation Technician I-II
Housing Aide I-II
Housing Specialist I-III

A discussion took place with President Gonzalez Edmond, Commissioner Arias and Ms. Pizarro Winting regarding the concerns expressed in Agenda Item 14. It was discussed that staff is submitting the revised classification specification in tandem with bulletins. It was discussed that revised classifications specifications can be revised at any time. It was discussed that this is important as we look through an equity lens.

Commissioner Arias recommended that the Recruitment and Selection Committee work with staff to conduct preliminary research that provides historical data regarding her concerns about including the high school diploma or GED as a minimum or desirable qualification in most job specifications. She asked staff to bring back a report to the full Commission. Commissioner Dowling agreed on behalf of the Recruitment and Selection Committee.

A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

18. [21-085CS](#)

APPOINTMENT OF COMMISSIONER GARNICA TO VICE PRESIDENT

President Gonzalez Edmond briefed the Commission regarding this item.

Commissioner Garnica stated that she is happy to serve.

A motion was made by Commissioner Arias, seconded by Commissioner Dowling, to appoint Commissioner Garnica to Vice President of the Commission. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

19. STANDING COMMITTEES

President Gonzalez Edmond would like the Commission to think about the placement of commissioners to standing committees as there are now two vacancies that were previously filled by former Vice President Morrison. She stated that Commissioner Garnica would be part of the Executive Committee since she was just appointed as Vice President and next in line to become President of the Commission. She also recommends that the new commissioner be appointed to the Recruitment and Selection Committee. President Gonzalez Edmond would like this to be placed on the next Commission agenda.

A. Executive Committee

The Executive Committee did not have any updates.

B. Recruitment and Selection Committee

The Recruitment and Selection Committee did not have any updates.

C. Special Projects Committee

Commissioner Arias directed staff to schedule the next mock hearing as soon as possible.

20. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten informed the Commission that she and Ms. Cano will be conducting the Race Equity 101 training on March 15th to department staff.

B. Employment Services Division - Caprice McDonald

Ms. McDonald did not have any updates to report.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo provided an update on the new financial and human resource system. She believes phase 2 of the system which is the Human Resources portion will be implemented sometime in 2022.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting provided updates to the Commission. She first thanked the Fire Department for their presentation. She stated that we are excited for the upcoming Equity 101 training. Staff will also be taking part in a planning meeting on Monday to discuss last year's accomplishments as well as what it will look like for the remainder of this year. Ms. Pizarro Winting stated that she is grateful for the work that is being done and provided statistics.

Ms. Pizarro Winting stated that she will keep the Commission updated regarding the status of the newly appointed commissioner.

President Gonzalez Edmond applauded the Fire Department as they have come a long way with their recruitment efforts.

21. UNFINISHED BUSINESS

Ad Hoc Subcommittees:

A. Subcommittee to Develop Civil Service Commission Policy regarding requests to Utilize Classified Positions in the Unclassified Service

Ms. Pizarro Winting stated that she will reach out to the Human Resources Department for an update.

22. NEW BUSINESS

President Gonzalez Edmond asked Commissioner Dowling to work with staff to conduct preliminary research regarding the Minimum Qualifications as it relates to GEDs and diplomas. Commissioner Dowling stated that he looks forward to working with Ms. Pizarro Winting and staff. President Gonzalez Edmond would like a report brought back to the Commission within 60 days.

President Gonzalez Edmond would like to schedule a working session to welcome the new commissioner. She stated that it would be a good opportunity to review where we are with the Commission and the department. She wanted to know if she was still in the onboarding process. Ms. Pizarro Winting responded that she is still in the onboarding process and does not have a start date yet.

Commissioner Garnica wanted to remind staff that the Commission is still waiting on the demographics regarding the recruitment process for the Police and Fire Departments.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 10:04 a.m.

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.

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