

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

**WEDNESDAY, APRIL 16, 2014
333 WEST OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Charles Hicks Jr., President
Lawrence Keller, Vice President
Jonathan Gotz, Commissioner
Robin Perry, Commissioner
Carolyn M. Smith Watts, Commissioner



Tara M. McLean, Acting Executive Director

FINISHED AGENDA & DRAFT MINUTES

ROLL CALL

Tara M. McLean, Acting Director & Secretary
Marilyn Hall, Executive Assistant
Gary Anderson, Deputy City Attorney
Debbie McCluster, Personnel Analyst
Ken Walker, Personnel Operations Manager, Human Resources

Commissioners Jonathan Gotz, Charles Hicks, Lawrence Keller and Robin Perry
Present:

Commissioners Carolyn M. Smith Watts
Absent:

1. 14-067CS

Recommendation to approve minutes:

Regular Meeting of April 2, 2014

Dismissal Appeal 38-D-1213 Hearing of April 9, 2014

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

Yes: 4 - Jonathan Gotz, Charles Hicks, Lawrence Keller and Robin Perry

Absent: 1 - Carolyn M. Smith Watts

A motion was made by Commissioner Gotz, seconded by Commissioner Perry, to approve recommendation for Dismissal Appeal 38-D-1213 hearing minutes of April 9, 2014. The motion carried by the following vote:

Yes: 4 - Jonathan Gotz, Charles Hicks, Lawrence Keller and Robin Perry

Absent: 1 - Carolyn M. Smith Watts

CONSENT CALENDAR (2-7):

Passed The Consent Calendar

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

Yes: 4 - Jonathan Gotz, Charles Hicks, Lawrence Keller and Robin Perry

Absent: 1 - Carolyn M. Smith Watts

2. 14-068CS

Recommendation to approve examination results:

*Civil Engineering Associate - 147 Applied, 52 Qualified
Safety Specialist (Established 4/9/14)- 70 Applied, 13 Qualified
Senior Combination Building Inspector - 4 Applied, 4 Qualified
Senior Equipment Operator - Crane - 1 Applied, 1 Qualified
Surveyor - 44 Applied, 18 Qualified*

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

3. 14-069CS

Recommendation to receive and file retirements:

*Mark Flo/Equipment Mechanic II/Public Works (24 yrs., 3 mos.)
Linda Larmeu/Clerk Typist III/Police (40 yrs., 22 days)
Lucy Johnson/Administrative Analyst III/Police (7 yrs., 9 mos.)
Patrick Willis/Fire Captain/Fire (33 yrs., 27 days)*

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

4. 14-070CS

Recommendation to receive and file resignations:

*Sandra Saunders/Housing Specialist I/Health (5 mos., 20 days)
Laura Baeza/Housing Specialist II/Health (13 yrs., 3 mos.)
Joseph Lee/Forensic Specialist I/Police (5 yrs., 11 mos.)
Thomas Vassallo/Construction Inspector II/Harbor (4 yrs., 3 mos.)*

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

5. 14-071CS **Recommendation to approve transfers:**
Victor Huynh/Environmental Health Specialist III/Development Services to Environmental Health Specialist III/Health & Human Services
Ericka Rhyne/Clerk Typist II/Development Services to Clerk Typist II/Fire
Kjell Stava/Administrative Analyst II/Harbor to Administrative Analyst III/Development Services
- A motion was made to approve recommendation on the Consent Calendar.**
6. 14-072CS **Recommendation to reschedule hearings:**
Suspension Appeal 15-S-1213, Suggested Date April 23, 2014
Dismissal Appeal 37-D-1213, Suggested Date June 25, 2014
Dismissal Appeal 40-D-1213, Suggested Date July 9, 2014
- A motion was made to approve recommendation on the Consent Calendar.**
7. 14-073CS **Recommendation to withdraw appeal:**
Dismissal Appeal 39-D-1213
- A motion was made to approve recommendation on the Consent Calendar.**

REGULAR AGENDA

8. 14-074CS **RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**
Jacob Hill - Geographic Information Systems Technician I
Communication from Margaret Huebner, Director of Human Resources, Harbor Department
- A motion was made by Vice President Keller, seconded by Commissioner Gotz, to approve recommendation. The motion carried by the following vote:**
- Yes:** 4 - Jonathan Gotz, Charles Hicks, Lawrence Keller and Robin Perry
- Absent:** 1 - Carolyn M. Smith Watts

9. 14-075CS

RECOMMENDATION FOR PROVISIONAL APPOINTMENTS -

Francisco Aguiniga, Ryon Brown, Billy Mills, Kevin Owens, Marco Rodriguez, and Craig Williams - Refuse Operators
Communication from Cynthia Stafford, Personnel Officer, Public Works

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

Yes: 4 - Jonathan Gotz, Charles Hicks, Lawrence Keller and Robin Perry

Absent: 1 - Carolyn M. Smith Watts

10. 14-076CS

RECOMMENDATION TO REVERT TO CLASSIFIED SERVICE -

Joseph Balderian, Clerk Typist, Unclassified to Clerk Typist, Classified

- a. Communication from Jim McDonnell, Chief of Police
- b. Communication from Joseph Balderian, Clerk Typist

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

Yes: 4 - Jonathan Gotz, Charles Hicks, Lawrence Keller and Robin Perry

Absent: 1 - Carolyn M. Smith Watts

11. 14-077CS

REQUEST TO FILE LATE APPLICATION - *Maintenance Assistant*

- a. Communication from Tony Cumby
 - b. Staff report prepared by Melinda George, Personnel Analyst
- Mr. Cumby was present and addressed the Commission.

A motion was made by Vice President Keller, seconded by Commissioner Perry, to approve late application. The motion carried by the following vote:

Yes: 3 - Jonathan Gotz, Lawrence Keller and Robin Perry

No: 1 - Charles Hicks

Absent: 1 - Carolyn M. Smith Watts

12. 14-078CS **PROTEST OF WRITTEN EXAMINATION ITEM - Clerk Typist**
Staff report prepared by Caprice McDonald, Personnel Analyst
- A motion was made by Commissioner Gotz, seconded by Commissioner Perry, to approve recommendation. The motion carried by the following vote:**
- Yes:** 4 - Jonathan Gotz, Charles Hicks, Lawrence Keller and Robin Perry
- Absent:** 1 - Carolyn M. Smith Watts
-
13. 14-079CS **PROTEST OF WRITTEN EXAMINATION ITEM(S) - Construction Inspector**
Staff report prepared by Melinda George, Deputy Director
- This CS-Agenda Item was withdrawn.**
-
14. 14-080CS **RECOMMENDATION TO APPROVE BULLETINS:**
Staff report prepared by Tara M. McLean, Acting Executive Director
Customer Service Supervisor
Mechanical Supervisor
Police Property and Supply Clerk
- A motion was made by Commissioner Perry, seconded by Commissioner Gotz, to approve recommendation. The motion carried by the following vote:**
- Yes:** 4 - Jonathan Gotz, Charles Hicks, Lawrence Keller and Robin Perry
- Absent:** 1 - Carolyn M. Smith Watts

15. 14-081CS **ELECTION OF CIVIL SERVICE COMMISSION OFFICERS**

President Hicks request by affirmation to elect Larry Keller as President and Jonathan Gotz as Vice President of the Civil Service Commission.

A motion was made by Commissioner Perry, seconded by President Hicks, to approve recommendation by affirmation the election of Larry Keller as President and Jonathan Gotz as Vice President of the Civil Service Commission. The motion carried by the following vote:

Yes: 4 - Jonathan Gotz, Charles Hicks, Lawrence Keller and Robin Perry

Absent: 1 - Carolyn M. Smith Watts

NEW BUSINESS

President Hicks welcomed newly appointed Robin Perry to the Commission.

Commissioner Perry expressed his appreciation for the opportunity to serve on the Civil Service Commission and the community.

President Hicks stated that the Commission would like to have some time scheduled for Commissioner Perry to be introduced to department heads to get a better idea of what each department does. It was decided that a reception would be held for Commissioner Perry on May 7, 2014, to introduce him to City departments.

President Hicks thanked the Commission for the opportunity to serve as its President for the last year. He stated that he believes that the Civil Service Department is one of the best departments in the City, and expressed his appreciation for the great job they are doing.

Commissioner Hicks also stated that the Commission will be conducting interviews for the Executive Director of Civil Service on Wednesday, April 23, 2014, in a closed session.

MANAGERS' REPORT

The Secretary informed the Commission that staff continues to work at reducing the backlog of examinations and that the larger examinations have been completed. She expressed appreciation to departments for the assistance they provided for some of the larger examinations.

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

Ken Walker, Manager, Personnel Operations, Human Resources, provided the Commission with an update regarding the interview panel for the Executive Director of Civil Service. He also stated that there have been some changes in his position, in that he will now be focusing more on labor relations and that Cynthia Stafford, Personnel Officer, from Public Works will be working in Human Resources as the Manager of Employee Relations.

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