

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

**WEDNESDAY, SEPTEMBER 6, 2017
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

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



Charles Hicks Jr., Commissioner
Rick McGilton-McGlamery, Commissioner
Robin Perry, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & DRAFT MINUTES

FLAG SALUTE

ROLL CALL

Commissioners Charles Hicks, Robin Perry, Carolyn M. Smith Watts and Phyllis

Present: Arias

Commissioners Rick McGilton-McGlamery

Absent:

Kandice Taylor-Sherwood, Executive Director & Secretary
Crystal Slaten, Recruitment & Selection Officer, Acting Secretary
Maria Alamo, Executive Assistant
Monica Kilaita, Deputy Attorney
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
Stacey Lewis, Director of Human Resources, Harbor
Glendy Martinez, Personnel Analyst, Human Resources
Alejandrina Basquez, Director of Human Resources, Human Resources
Amber Ahlo, Administrative Officer, Library Services
Sandra Kennedy, Administrative Officer, Financial Management
Meg Rau, Human Resources Officer, Human Resources
Jessica Stoudenmire, Administrative Analyst, Water Department
Paula Gallegos, Personnel Administrator, Police

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

Ms. Taylor-Sherwood informed that on the last Commission meeting, Commissioner Hicks requested to agendize the status of Special Services Officer position. Ms. Taylor-Sherwood informed that the item is not agendize for this commission meeting, and it will be agendize for the commission meeting on September 20, 2017. Ms. Taylor-Sherwood also informed that at the end of today’s meeting, the Human Resources Department will be given the opportunity to update the commission regarding the status of the Special Services Officer position.

1. 17-172CS **Recommendation to approve minutes:**
Regular Meeting of August 16, 2017

A motion was made by Commissioner Hicks, seconded by Commissioner Perry, to approve a discussion on this item. The motion carried by the following vote:

Yes: 4 - Charles Hicks, Robin Perry, Carolyn M. Smith Watts and Phyllis Arias

Absent: 1 - Rick McGilton-McGlamery

Commissioner Perry stated in reviewing the minutes there is a slight error in the motion. The motion indicates that it was moved to approve recommendation; that is accurate, but it was moved to approve recommendation with the exception made by the commission. Commissioner Perry requested the motion to agenda item No. 17-171 CS reflects the exception of omitting item 7.

A motion was made by Commissioner Perry, seconded by Vice President Smith Watts, to approve the recommendation of the minutes of Civil Service Commission meeting for August 16, 2017 with the exception made by the Commissioners.

Therefore, Commissioner Perry moved to approve the minutes with that modification The motion carried by the following vote:

Yes: 4 - Charles Hicks, Robin Perry, Carolyn M. Smith Watts and Phyllis Arias

Absent: 1 - Rick McGilton-McGlamery

CONSENT CALENDAR (2-7):

Passed the Consent Calendar

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

Yes: 4 - Charles Hicks, Robin Perry, Carolyn M. Smith Watts and Phyllis Arias

Absent: 1 - Rick McGilton-McGlamery

2. 17-173CS

Recommendation to approve examination results:

Animal Control Officer (Established 8/18/17)

Chief Surveyor (Established 9/1/17)

Deputy Chief Harbor Engineer Test #02 (Established 8/21/17)

Gas Field Service Representative (Established 8/22/17)

Hazardous Materials Specialist Test #01 (Established 8/30/17)

Maintenance Planner (Established 8/23/17)

Police Officer - Lateral Test #08 (Established 8/14/17)

Refuse Operator Test #05 (Established 8/28/17)

*Systems Technician Test #01 - **AMENDED** (Established 8/8/17)*

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

3. 17-174CS **Recommendation to receive and file bulletin(s):**

Clerk Typist
Customer Services Supervisor
Senior Engineering Technician
Senior Program Manager - Water
Terminal Services Representative
Water Utility Supervisor

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

4. 17-175CS **Recommendation to receive and file retirement(s):**

Wanda Miller/Clerk Supervisor/Police (20 yrs., 1 day)
Ollie Washington/Clerk Typist III/Police (39 yrs., 18 days)
Sue Yandall/Police Property & Supply Clerk I/Police (35 yrs., 6 mos.)
Michael Jackson/Police Officer/Police (24 yrs., 11 mos.)
Julie Anderson/Police Sergeant (23 yrs., 9 mos.)

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

5. 17-176CS **Recommendation to receive and file resignation(s):**

Leonard Baca/Senior Librarian/Library Services (6 mos., 11 days)
Sean Saxton/Electrician/Water (1 yr., 1 day)
*Christine Hardy Public Safety Dispatcher/Disaster Preparedness
and Emergency Communications (2 yrs., 10 mos.)*
*Kevin Riley/Traffic Engineering Associate II/Public Works (7 yrs., 2
mos.)*

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

6. 17-177CS **Recommendation to approve transfer(s):**
*Adela Rodriguez/Senior Accountant/Airport to Senior
Accountant/Health*

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

7. 17-178CS **Recommendation to approve downgrade (voluntary):**
*Sedonia Davidson/Special Services Officer III/Police to Special
Services Officer II/Police*

REGULAR AGENDA

8. 17-179CS **RECOMMENDATION FOR PROVISIONAL APPOINTMENT - Roger**
Estrada, Office Services Assistant III
Communication from Glenda Williams, Director of Library Services,
Library

The Secretary briefed the Commission regarding this request.

Ms. Ahlo was present to answer any questions.

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

Yes: 4 - Charles Hicks, Robin Perry, Carolyn M. Smith Watts and
Phyllis Arias

Absent: 1 - Rick McGilton-McGlamery

9. 17-180CS **RECOMMENDATION TO EXTEND NON-CAREER HOURS** (Nicholas Cedeno, Special Services Officer II
Communication from Stacey Lewis, Director of Human Resources, Harbor

The Secretary briefed the Commission regarding this request.

A representative from the Harbor Department was present to answer any questions.

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

Yes: 4 - Charles Hicks, Robin Perry, Carolyn M. Smith Watts and Phyllis Arias

Absent: 1 - Rick McGilton-McGlamery

10. 17-181CS **RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE** - Brian Lam, Safety Specialist III
Communication from Stacey Lewis, Director of Human Resources, Harbor

The Secretary briefed the Commission regarding this request.

A representative from the Harbor Department was present to answer any questions.

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

Yes: 4 - Charles Hicks, Robin Perry, Carolyn M. Smith Watts and Phyllis Arias

Absent: 1 - Rick McGilton-McGlamery

11. 17-182CS

**RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING
ELIGIBLE LISTS (6 months)**

*Staff report prepared by Kandice Taylor-Sherwood, Executive
Director*

Airport Public Affairs Assistant (EF3NN-17) (3/21/2017) - 3 months
Business Systems Specialist (H67AN-16) Test #5 (9/23/2016)
Business Systems Specialist GIS (H67AN-17A) Test #2 (3/3/2017)
Business Systems Specialist -WEB DESIGNER (H67AN-17B) Test
#2 (3/3/2017)
Communication Specialist (H68AN-16) Test #2 (9/15/2016)
Criminalist (F06AN-17) Test #1 (3/7/2017)
Maintenance Assistant (JA3AN-17) Test #1 (3/28/2017)
Permit Center Supervisor (ED9NN-16) (9/28/2016) - 3 months
Petroleum Engineering Associate (K37AN-17) Test #1 (3/17/2017)
Petroleum Operations Coordinator (K45AN-16) Test #1 (9/13/2016)
Police Officer - Lateral (F23NN-16B) Test #4 (3/7/2017)
Public Safety Dispatcher (J45AN-17A) Test #2 (3/7/2017)
Public Safety Dispatcher (J45AN-17A) Test #3 (3/23/2017)
Public Safety Dispatcher-LATERAL (J45AN-17C) Test #6 (3/23/2017)
Public Safety Dispatcher-POST WAIVER (J45AN-17B) Test #3
(3/7/2017)
Senior Combination Building Inspector (K90NN-17 Test #1
(3/30/2017)
Special Services Officer (F33AN-16A) Test #14 (3/21/2017)
Systems Support Specialist (H69AN-16) Test #2 (9/13/2016) - 3
months
Systems Support Specialist (H69AN-16) Test #3 (9/23/2016) - 3
months
Senior Accountant (C32NN-16) (7/6/2016) - 3 months Retroactive
7/5/2017

The Secretary informed that departments have requested a 3 months extension approval for Airport Public Affairs Assistant, Permit Center Supervisor, Systems Support Specialist classifications, and a 3 months retroactive extension for Senior Accountant classification. The Secretary informed that the departments have requested a 6 months extension approval for all the other classifications.

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

Yes: 4 - Charles Hicks, Robin Perry, Carolyn M. Smith Watts and Phyllis Arias

Absent: 1 - Rick McGilton-McGlamery

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Recruitment & Selection:

Ms. Slaten informed the Commission that the Harbor Department hired a non-career employee to assist the Civil Service Department, and Ms. Carolyn Pen was selected for that position.

Ms. Slaten thanked Ms. McDonald for her assistance with Senior Program Manager job classification.

Ms. Slaten thanked Administration Support Division for their assistance.

Executive Director:

Ms. Taylor-Sherwood thanked Ms. Alamo for her assistance in the budget process. Ms. Taylor-Sherwood thanked Human Resources Department as well as the Financial Management Department for providing on-the-job training for Ms. Alamo.

Ms. Taylor-Sherwood updated the status of the Performance Management Evaluation System project for Civil Service Department which was started a year ago. Ms. Taylor-Sherwood requested directions from the Commissioners to move forward with the implementation of the project. Commissioner Hicks suggested that this item to be agendize for the next commission meeting on September 20, 2017.

Commissioner Perry requested information on Meet and Confer process.

UNFINISHED BUSINESS

Ms. Basquez updated the Commission regarding the status of the Special Services Officer classification. Commissioner Hicks requested that the item be agendize for the next Commission meeting on September 20, 2017.

NEW BUSINESS

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

Vice President of the IAM was present to answer any questions, and thanked the Commission for evaluating the Special Services Officer position.

Commissioner Watts thanked the public for being present at the Commission meeting for Special Services Officer position.

ADJOURNMENT

HEARING – 17-D-1617

Hearing rescheduled.

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.

បើមានការចង់បានឱ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ: នឹងកំណត់ហេតុឱ្យអ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។