

CITY OF LONG BEACH  
CIVIL SERVICE COMMISSION  
MINUTES

WEDNESDAY, FEBRUARY 4, 2015  
333 WEST OCEAN BLVD., 7TH FLOOR  
CIVIL SERVICE BOARD ROOM, 8:00 AM

Lawrence Keller, President  
Robin Perry, Vice President



Charles Hicks Jr., Commissioner  
Rick McGilton-McGlamery, Commissioner  
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,  
Executive Director

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## FINISHED AGENDA & DRAFT MINUTES

### ROLL CALL

**Commissioners** Lawrence Keller, Robin Perry, Charles Hicks, Rick  
**Present:** McGilton-McGlamery and Carolyn M. Smith Watts

Kandice Taylor-Sherwood, Executive Director & Secretary  
Melinda George, Deputy Director  
Marilyn Hall, Executive Assistant  
Gary Anderson, Deputy City Attorney  
Salvador Ambriz, Personnel Analyst  
Debbie McCluster, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Personnel Analyst  
Cynthia Stafford, Manager, Personnel Operations, Human Resources  
Stacey Lewis, Assistant Director of Human Resources, Harbor

1. 15-017CS      **Recommendation to approve minutes:**  
*Regular Meeting of January 21, 2015*

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

**CONSENT CALENDAR (2-7):**

Passed The Consent Calendar

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

**2. 15-018CS**

**Recommendation to approve examination results:**

*Combination Building Inspector (Established 1/29/15) -*

*67 Applied, 2 Qualified*

*Maintenance Planner- 2 Applied, 2 Qualified*

*Marine Safety Officer - 79 Applied, 23 Qualified*

*Port Planner (Established 1/30/15) - 106 Applied, 64 Qualified*

*Public Safety Dispatcher - 29 Applied, 29 Qualified*

*Public Safety Dispatcher - Lateral - 2 Applied, 2 Qualified*

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

**3. 15-019CS**

**Recommendation to receive and file retirement:**

*Noony Nasiha/Refuse Operator II/Public Works (18 yrs., 8 mos.)*

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

**4. 15-020CS**

**Recommendation to receive and file resignations:**

*Jason Frank/Police Officer/Police (7 mos., 16 days)*

*Jacqueline Hampton/Public Health Professional III/Health (16 yrs., 3 mos.)*

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

5. 15-021CS      **Recommendation to approve reschedule for hearings:**  
*Dismissal Appeal 18-D-1314, Suggested Date February 18, 2015*  
*Dismissal Appeal 15-D-1314, Suggested Dates February 25,*  
*March 4, 11, 2015*  
*Reduction Appeal 08-R-1314, Suggested Date March 18, 2015*

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

6. 15-022CS      **Recommendation to receive and file withdrawal of appeal:**  
*Reduction Appeal 35-R-1314*

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

7. 15-023CS      **Recommendation to receive and file withdrawal of appeal:**  
*Dismissal Appeal 19-D-1314*

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

**REGULAR AGENDA**

8. 15-024CS      **RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**  
Patrick Marsh, Port Financial Analyst III  
*Communication from Margaret Huebner, Director of Human*  
*Resources, Harbor*

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

9. 15-025CS

**RECOMMENDATION TO APPROVE PROTEST OF  
EXAMINATION ITEMS - Police Sergeant**

*Staff report prepared by Caprice McDonald, Personnel Analyst*

Ms. McDonald, briefed the Commission regarding the protests.

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick  
McGilton-McGlamery and Carolyn M. Smith Watts

10. 15-026CS

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

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

Business Systems Specialist  
General Librarian  
Plumber (8/6/14; 8/26/14)  
~~Port Security Systems Operator~~  
Police Recruit ( 3 months)  
Public Safety Dispatcher  
Public Safety Dispatcher - Lateral  
~~Senior Equipment Operator - Crane~~  
Survey Technician  
Traffic Engineering Associate

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick  
McGilton-McGlamery and Carolyn M. Smith Watts

11. 15-027CS

**RECOMMENDATION TO APPROVE BULLETINS**

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

Office Services Supervisor  
Painter  
Payroll/Personnel Assistant

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

12. 15-028CS

**RECOMMENDATION FOR CONSIDERATION OF HEARING**

**OFFICER'S REPORT - Suspension Appeal 06-S-1314**  
(Mailed to CSC January 22, 2015)

*Report prepared by Stephen Biersmith, Attorney at Law*

**A motion was made by Commissioner Hicks, seconded by Commissioner McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:**

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

13. 15-029CS      **EXECUTIVE SESSION - (Pursuant to Paragraph (b)(1) of Section 54957 of the California Government Code)**

It was moved by Commissioner Hicks, seconded by Vice President Perry to approve a 2% merit increase for the Executive Director, effective February 1, 2015. At the meeting of February 18, 2015, the Commission will approve minutes from today's Executive Session for the Executive Director 2% merit increase, retroactively to February 1, 2015. The motion carried by a unanimous roll call vote.

The Commission reconvened to the regular meeting and announced the Commission's decision.

**A motion was made by Commissioner Hicks, seconded by Vice President Perry, to approve a 2% merit increase for the Executive Director, effective February 1, 2015. The motion carried by the following vote:**

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

## MANAGERS' REPORT

Melinda George, Deputy Director informed the Commission that Sal Ambriz, Personnel Analyst, conducted the oral examination for Marine Safety Officer, which, at the request of the Police Department, used a community member on each panel. She also stated that Caprice McDonald, Personnel Analyst, will be conducting the Sergeant Tactical examination the week of March 16-20. Commissioner Hicks offered use of the law school to conduct this examination. Ms. George also stated that she will be conducting two sessions of Civil Service 101 this month for the Administrative Officers.

The Secretary informed the Commission that per the Language Access Policy, the following language has been included on the bulletins : *In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.*

Commissioner McGilton-McGlamery questioned the need for such language on a bulletin as it was not a measure or weight for the minimum qualifications.

Cynthia Stafford informed the Commission that in 2013, City Council adopted a Language Access Policy applicable to all City departments. She stated that because Long Beach is such a diverse community, the constituents and several councilmembers believe that non-English speaking constituents didn't have fair access to City services, because in their opinions we didn't have any bilingual mechanisms in place. She stated that three primary languages were identified (Spanish, Khmer and Tagalog), which they City have almost no Tagalog and Khmer speakers. Council had a certain criteria they wanted to adopt, one being to encourage bi-lingual applicants. One criteria very specifically outlined in the Council policy is to encourage bilingual applicants on all City Job Bulletins. She stated that the language Melinda came up with is very appropriate and she has no problem with it.

The Secretary stated that we will start putting this language on Job Bulletins.

The Secretary also informed the Commission that she met with Commissioner McGilton-McGlamery at the LGBTQ Center looking at options for testing locations, and to hold workshops for the community on online applications.

The Secretary encouraged Administrative Officers and managers to manage the Civil Service Master plan and communicate any changes in status of their examinations to limit impact on other departments. She thanked Meg Rau, Administrative Officer, Development Services for the suggested changes she made for improving a Civil Service form.

Civil Service will be participating in the Criminal Justice Job Fair in March.

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