

CITY OF LONG BEACH  
CIVIL SERVICE COMMISSION  
MINUTES

WEDNESDAY, MAY 20, 2015  
333 WEST OCEAN BLVD., 7TH FLOOR  
CIVIL SERVICE BOARD ROOM, 8:00 AM

Robin Perry, President  
Rick McGilton-McGlamery, Vice President



Lawrence Keller, Commissioner  
Charles Hicks Jr., Commissioner  
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,  
Executive Director

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## FINISHED AGENDA & MINUTES

### ROLL CALL

**Commissioners** Lawrence Keller, Robin Perry, Charles Hicks and Carolyn M.

**Present:** Smith Watts

**Commissioners** Rick McGilton-McGlamery

**Absent:**

Kandice Taylor-Sherwood, Executive Director & Secretary  
Crystal Slaten, Recruitment & Selection Officer  
Robert Pflingsthor, Administrative Officer  
Caprice McDonald, Special Projects Officer  
Marilyn Hall, Executive Assistant  
Gary Anderson, Deputy City Attorney  
Salvador Ambriz, Personnel Analyst  
Debbie McCluster, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Personnel Analyst

### FLAG SALUTE

1. 15-100CS

**Recommendation to approve minutes:**

*Regular Meeting of May 6, 2015*

*Reduction Appeal 08-R-1314 Hearing of March 18, 2015 &  
May 6, 2015*

*Reduction Appeal 20-R-1314 Hearing of May 6 & 13, 2015*

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

**Yes:** 4 - Lawrence Keller, Robin Perry, Charles Hicks and Carolyn M.  
Smith Watts

**Absent:** 1 - Rick McGilton-McGlamery

**Reduction Appeal Hearing 08-R-1314, Minutes of March 18, 2015 &  
May 6, 2015 were held over due to lack of a quorum.**

**A motion was made by Commissioner Smith Watts, seconded by  
Commissioner Hicks, to approve recommendation for Reduction  
Appeal 20-R-1314, Minutes of May 6 & 13, 2015. The motion  
carried by the following vote:**

**Yes:** 4 - Lawrence Keller, Robin Perry, Charles Hicks and Carolyn M.  
Smith Watts

**Absent:** 1 - Rick McGilton-McGlamery

**CONSENT CALENDAR 2-5:**

Passed the Consent Calendar

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

2. 15-101CS

**Recommendation to approve examination results:**

*Department Librarian (Established 5/7/15) - 62 Applied, 6 Qualified*  
*Microbiologist (Established 5/6/15) - 2 Applied, 2 Qualified*  
*Payroll Specialist (Established 5/8/15) - 2 Applied, 2 Qualified*  
*Personnel Analyst (Established 5/15/15) - 128 Applied, 15 Qualified*

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

3. 15-102CS

**Recommendation to receive and file bulletins:**

*Environmental Specialist*  
*Port Security System Operator*  
*Senior Traffic Engineer*  
*Water Conservation Specialist*

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

4. 15-103CS

**Recommendation to receive and file retirements:**

*Melinda George/Deputy Director/Civil Service (24 yrs., 10 mos.)*  
*Charlotte McGinest-Hall/Clerk Typist III/Police (25 yrs., 8 mos.)*  
*Michael Slama/Capital Projects Coordinator IV/Public Works*  
*(24 yrs., 6 mos.)*  
*Ricardo Mendez/Water Utility Supervisor I/Water (32 yrs., 7 mos.)*

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

5. 15-104CS

**Recommendation to receive and file resignations:**

*Chun Tsui/Combination Building Inspector Aid I/Development Services (1 yr., 10 mos.)*

*Yesenia Suarez/Customer Services Supervisor I/Long Beach Gas & Oil (9 yrs., 2 mos.)*

*Eric Gonzaga/School Guard/Police (8 months)*

*Dan Hunt/School Guard/Police (2 yrs.)*

*Phillip Jefferson/Police Recruit/Police (9 days)*

*Edmund Meza/Police Recruit/Police (7 days)*

*Jonathon Montoya/Police Property and Supply Clerk I/Police (6 yrs., 1 mo.)*

*Kayno Plata/Police Recruit/Police (8 days)*

*Bertha Romain/Police Recruit/Police (9 days)*

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

**REGULAR AGENDA**

6. 15-105CS

**RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**

*Deirdre Llamas, Personnel Assistant*

*Communication from Deborah R. Mills, Director of Human Resources*

The Secretary briefed the Commission regarding this request.

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

**Yes:** 4 - Lawrence Keller, Robin Perry, Charles Hicks and Carolyn M. Smith Watts

**Absent:** 1 - Rick McGilton-McGlamery

7. 15-106CS

**RECOMMENDATION TO APPROVE PROTEST OF  
EXAMINATION ITEM(S) - Fire Engineer**

*Staff Report prepared by Donna de Araujo, Personnel Analyst*

Ms. de Araujo briefed the Commission regarding this request.

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

**Yes:** 4 - Lawrence Keller, Robin Perry, Charles Hicks and Carolyn M.  
Smith Watts

**Absent:** 1 - Rick McGilton-McGlamery

8. 15-107CS

**RECOMMENDATION TO APPROVE PROTEST OF  
EXAMINATION ITEM(S) - Permit Technician**

*Staff Report prepared by Deborah McCluster, Personnel Analyst*

**This CS-Agenda Item was withdrawn.**

9. 15-108CS

**RECOMMENDATION TO APPROVE PROPOSED LANGUAGE  
FOR JOB BULLETINS IN COMPLIANCE WITH THE  
“LANGUAGE ACCESS POLICY”**

*Staff report prepared by Lourdes Ferrer, Personnel Analyst*

The Secretary briefed the Commission regarding this request. She stated that based on a recent survey completed by Human Resources, positions have been identified that do not meet the "Point of Contact" definition as defined in the Language Access Policy. Civil Service and Human Resources staff have agreed that the following verbiage be added to job bulletins for "Point of Contact" positions: "*In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.*" She further stated that in addition to the language, staff has identified placement for the Language Access Policy statement on job opportunity bulletins at the bottom right side of the bulletin, which places it away from the Requirements to File and Desirable Qualifications sections.

The Commission thanked Civil Service and Human Resources staff for the excellent work they did identifying positions that did not meet the "Point of Contact" definition and the language to be used on the job opportunity bulletins.

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

**Yes:** 3 - Lawrence Keller, Robin Perry and Carolyn M. Smith Watts

**No:** 1 - Charles Hicks

**Absent:** 1 - Rick McGilton-McGlamery

**NEW BUSINESS**

## MANAGERS' REPORT

Ms. Slaten congratulated Donna de Araujo on the great job she is doing on the Fire Engineer examination, and invited the Commission to the performance exercise, to be conducted the week of June 2-4, 2015.

The Secretary informed the Commission that staff is very pleased with the National Testing Network (NTN) examination for Police Recruit and that it is a great model for utilizing our resources in getting the word out. She is very happy with the results of partnering with this vendor.

The Secretary congratulated Donna de Araujo, Personnel Analyst, for 25 years of service to the City and presented her with a 25-year service pin.

President Perry stated that he chairs a program call the Moot Court Project, with the assistance of Gary Anderson, for boys in the 8th - 12th grade. The program provides a group of boys with a legal fact pattern to study the fact patten and make arguments before lawyers and judges. This program takes place a week in June. The arguments take place at California State Long Beach. He stated that it is a free program and encourage anyone with boys to sign up.

The Commission requested that the Harbor Department provide a list of positions that are "Point of Contact" as defined by the Language Access Policy.

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

Dave Segura, Deputy Fire Chief, thanked Ms. de Araujo and Civil Service staff on the process for the Fire Engineer examination.

### **PRESENTATION BY INTERNS ON TECH-UP TO MOVE UP VIDEO**

The Secretary briefed the Commission regarding the presentation the interns would be making and provided a brief review of the internship program. She stated that the interns exceed expectations. As part of the Internship program they developed videos, conducted community workshops, and provided one-on-one assistance, created a TECH-UP to MOVE-UP video, which they will present to the Commission.

Natalie Phouvong, Yvonne Lizarraga and Keion L. Bryant Sr., introduced themselves to the Commission and provided a brief summary of what the program meant to them and their accomplishments, including the TECH-UP to MOVE-UP video, which they all had a part in creating.

The Secretary also acknowledged Rathsara Gunasekara, who was not able to be present today.

The Secretary thanked the interns and presented them with a Certificate of Appreciation and gift certificate for their outstanding contribution to the program.



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