

**LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
SEPTEMBER 9, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, September 9, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Jeanne Karatsu, Douglas Haubert

MEMBER EXCUSED: Ahmed Saafir

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Mary Islas presided.

MINUTES: It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the minutes of the regular meeting of September 2, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST FOR EXCEPTION
TO CIVIL SERVICE RULES AND
REGULATIONS SECTION 115(3):**

CIVIL ENGINEERING ASSOCIATE

The Secretary presented a staff report, prepared by him, requesting Commission approval to an exception to Article IV, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements, in accordance with Article VIII, Section 115(3) of the Civil Service Rules and Regulations, to approve the upcoming selection process for Civil Engineering Associate as an open-competitive examination, but limit the candidate pool to current City employees. The Secretary briefed the Commission regarding the request to conduct the examination open-competitive to City employees rather than open competitive. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried to approve the Exception to Civil Service Rules and Regulations Section 115(3), Article IV, Section 7 – Qualification and Requirements. The motion carried by a unanimous roll call vote.

REQUEST FOR ORDER OF LAYOFF:

The Secretary presented an Order of Layoff to the Commission for the Administrative Analyst, Real Estate Technician, Principal Building Inspector and Cultural Program Supervisor classifications, as requested by Patrick H. West, City Manager, which included the impacted classifications of Senior Combination Building Inspector, Carpenter, General Maintenance Assistant, Maintenance Assistant, and Combination Building Inspector Aide. In addition, the Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer. Ms. Dzodin briefed the Commission regarding the layoffs. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried to approve the Order of Layoff as prepared and to forward it to the City Manager. The motion carried unanimously.

BULLETIN:

CIVIL ENGINEERING ASSOCIATE

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

EXTENSION OF EXPIRING ELIGIBLE LISTS:

It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Carpenter
Library Clerk

RETIREMENTS:

It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Eugene Knight/Gas Field Service Representative II/Long Beach Gas & Oil
Greg Adamson/Electrician/Public Works
Herbert Brown/Gas Field Service Representative II/Long Beach Gas & Oil

RESIGNATION:

RUTH PRYOR/HOUSING SPECIALIST I/COMMUNITY DEVELOPMENT

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the subject resignation be received and filed. The motion carried by a unanimous roll call vote.

TRANSFERS:

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the following transfers between departments be approved. The motion carried by a unanimous roll call vote.

Omar Dubon/Maintenance Assistant II/Library to
Maintenance Assistant II/Airport
Bernita Harrison/Maintenance Assistant I/Health to
Maintenance Assistant I/Library
Matheresa Alfonso/Administrative Analyst III/Airport to
Administrative Analyst III/Public Works

SCHEDULE FOR HEARINGS:

It was moved by Commissioner Haubert, seconded by Commissioner Infelise and carried that the following hearing schedule be approved. The motion carried by a unanimous roll call vote.

Suspension Appeal 21-S-89, October 17, 2009
Disability Retirement Appeal 16-DR-89, November 12,
2009

RESCHEDULE FOR HEARING:

SUSPENSION APPEAL 2-S-89, OCTOBER 16, 2009

It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the subject hearing reschedule be approved. The motion carried by a unanimous roll call vote.

CONSIDERATION OF HEARING OFFICER'S REPORT:

SUSPENSION HEARING 31-S-78

The Secretary presented a report prepared by Hearing Officer Joseph Heath, Attorney at Law, to the Commission, regarding the subject hearing which was conducted on July 23, 2009. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the hearing officer's report be approved as prepared. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, thanked staff for their assistance on the order of layoff.

Melinda George, Deputy Director, congratulated Lourdes Ferrer, Personnel Analyst and Donna deAraujo, Assistant Administrative Analyst for completing the CPS HR Academy.

The Secretary informed the Commission that he attended the Budget Oversight Committee and City Council meetings on Tuesday, September 8, 2009. He stated the Budget Oversight Committee recommended to the City Council cutting the vacant Personnel Analyst position in the Civil Service Department to provide additional savings. He stated that at the regular City Council meeting, City Council approved the recommendation and cut the position, increasing the department budget reduction to approximately 12% of its budget, rather than 6% as requested by the City Manager. He stated that eliminating this position out of the department budget would adversely affect Civil Service Commission core services, and Charter mandated responsibilities.

ADJOURNMENT:

There being no further business before the Commission, President Islas adjourned the meeting.



MARIO R. BEAS
Secretary

MRB:meh

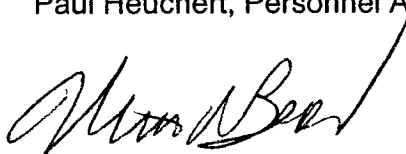
**LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
SEPTEMBER 16, 2009**

The regular meeting of the Civil Service Commission of September 16, 2009, was cancelled due to lack of a quorum.

MEMBERS PRESENT: F. Phil Infelise, Jeanne Karatsu

MEMBERS ABSENT: Mary Islas, Ahmed Saafir, Douglas Haubert

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pflingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Paul Heuchert, Personnel Analyst, Human Resources



MARIO R. BEAS
Secretary

MRB:meh

Laura H. Brassler, Commissioner
Shannon Carmack, Commissioner
Irma Hernandez, Commissioner
Karen Highberger, Commissioner



Louise Ivers, Commissioner
Harvey Keller, Commissioner
Richard Powers, Commissioner

FINISHED AGENDA AND MINUTES

CALL TO ORDER

At 5:35 p.m., Derek Burnham, Current Planning Officer, called the meeting to order.

ROLL CALL

Boardmembers Karen L. Highberger, Shannon Carmack, Louise Ivers and
Present: Harvey Keller

Boardmembers Laura H. Brassler, Irma Hernandez and Richard Powers
Absent:

Also present: Derek Burnham, Current Planning Officer; Scott Kinsey, Project Planner; Lynette Ferenczy, Project Planner; Pat Garrow, Project Planner; Heidi Eidson, Bureau Secretary.

FLAG SALUTE

Commissioner Carmack led the flag salute.

REGULAR AGENDA

1. 09-001CH Recommendation to elect Chair and Vice-Chair.

Derek Burnham, Current Planning Officer, asked that the item be laid over to the September Cultural Heritage meeting.

2. 09-002CH Recommendation to discuss Legistar program.

Derek Burnham, Current Planning Officer, introduced Scott Kinsey, Project Planner.

Scott Kinsey provided training on how to navigate thru the City's website and the Legistar program.

3. 09-003CH Recommendation to discuss historic home moves.
- Derek Burnham, Current Planning Officer, introduced Tony Foster of the Redevelopment Agency who discussed the historic home relocation project for four homes in the Drake Park/Willmore City Historic District.
- Mr. Foster responded to queries from the Commission.
4. 09-004CH Recommendation to discuss the Historic Element of the General Plan.
- Derek Burnham, Current Planning Officer, introduced Pat Garrow, Project Planner, who discussed the Historic Element of the City's General Plan.
- Pat Garrow responded to queries from the Commission.
5. 09-005CH Recommendation to discuss upcoming items for the September 2009 agenda.
- Derek Burnham, Current Planning Officer, introduced Lynette Ferenczy, Project Planner, who discussed items for the upcoming September 14, 2009 Cultural Heritage Commission agenda.

PUBLIC PARTICIPATION

John Thomas, Long Beach Heritage, introduced himself to the Commission.

Mr. Thomas discussed Long Beach Heritage's role in providing staff assistance in the absence of a Historic Preservation Officer and responded to queries from the Commission.

Derek Burnham, Current Planning Officer, thanked Mr. Thomas for the help provided by Long Beach Heritage.

COMMENTS FROM CULTURAL HERITAGE COMMISSION MEMBERS

There were no matters from the Commission.

ADJOURNMENT

At 6:19 p.m., the Cultural Heritage Commission meeting was adjourned.

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