

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

**WEDNESDAY, MARCH 19, 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
Jeanne Karatsu, Commissioner
Carolyn M. Smith Watts, Commissioner



Tara M. McLean, Acting Executive Director

FINISHED AGENDA AND DRAFT MINUTES

ROLL CALL

Tara M. McLean, Acting 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
Ken Walker, Personnel Operations Manager, Human Resources

Commissioners Jonathan Gotz, Carolyn M. Smith Watts, Jeanne Karatsu,
Present: Charles Hicks and Lawrence Keller

1. [14-049CS](#) **Recommendation to approve minutes:**
Regular Meeting of March 5, 2014

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

Yes: 5 - Jonathan Gotz, Carolyn M. Smith Watts, Jeanne Karatsu,
Charles Hicks and Lawrence Keller

CONSENT CALENDAR (2-6):

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: 5 - Jonathan Gotz, Carolyn M. Smith Watts, Jeanne Karatsu, Charles Hicks and Lawrence Keller

2. [14-050CS](#)

Recommendation to approve examination results:

Customer Service Representative (Established 3-12-14) - 3,640 Applied, 909 Qualified

Marina Supervisor - 35 Applied, 13 Qualified

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

3. [14-051CS](#)

Recommendation to receive and file retirements:

Edwin Davis/Chief Port Security Officer/Harbor (14 Yrs., 11 mos.)

Ronald Knopp/Firefighter/Fire (27 yrs. 10 mos.)

Elvia Delgadillo/Capital Projects Coordinator II/Harbor (7 yrs., 7 mos.)

Bryan Larson/Automatic Sprinkler Control Technician/Parks (31 yrs., 5 mos.)

Shirley Ligons/Marina Agent I/Parks (12 yrs., 3 mos.)

Carlos Urbina/Gas Instrument Technician II/Long Beach Gas & Oil (23 yrs., 11 mos.)

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

4. [14-052CS](#)

Recommendation to receive and file resignations:

Constanza Neyra-Nunez/Clerk Typist III/Police (7 yrs., 9 mos.)

Brian Wilson/Capital Projects Coordinator III/Harbor (4 mos., 23 days)

Guillermo Rodriquez/Special Services Officer III/Police (4 yrs., 7 mos.)

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

5. [14-053CS](#)

Recommendation to approve transfer:

Christopher Dannan/Special Services Officer III/Police to Special Services Officer III/Airport

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

6. [14-054CS](#)

Recommendation to reschedule hearings:

Dismissal Appeal 38-D-1213, Suggested Date April 9, 2014

Dismissal Appeal 37-D-1213, Suggested Date April 23, 2014

Dismissal Appeal 02-D-1314, Suggested Date May 21, 2014

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

NEW BUSINESS

Ken Walker, Manager, Personnel Operations, Human Resources, provided the Commission with an update from Norman Roberts on the recruitment for the Executive Director. He stated that the application process closed for filing on March 17, 2014, and that Mr. Roberts is in the process of screening the applications to determine the best qualified candidates, which he will provide to the Commission on April 2, 2014. At that time he will brief the Commission regarding the proposed process to be used for the interviews. The process will be discussed in open session and the Commission will review the resumes in a closed session. The interviews will be scheduled for April 23 & 24, 2014.

MANAGERS' REPORT

Melinda George, Deputy Director, provided the Commission with an update on the progress of current examinations being conducted, and stating that the Clerk Typist examination will be conducted at the Convention Center on March 31, 2014, for approximately 2500 candidates. She also acknowledged Deborah McCluster for her work on the Customer Service Representative examination. She also stated that staff went to the Parks and Recreation Department to assist the non-careers with filing on-line applications for the Maintenance Assistant examination.

The Secretary informed the Commission that staff continues to work on the backlog of examinations. She stated that the push for filing on-line applications paid off, in that out of almost 1000 applications received for Maintenance Assistant, about 80 were paper applications. She also informed the Commission that the wiring for the computer and scanner at the Front Counter is completed, and once they are set up, staff will be able to assist people with filing on-line applications.

President Hicks thanked staff for being proactive in working with departments regarding upcoming examinations, and stated that the Commission is getting great feedback from departments regarding Civil Service.

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

Stacey Lewis, Assistant Director of Human Resources, Harbor, thanked staff for their assistance with the Provisional Appointments for the Harbor Department.

ADJOURNMENT

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។