

Chairman Supernaw and Honorable Committee members

We bring this public comment so you can all be aware of a situation within the city of Long Beach that would seem to fall under the purview of this Committee. Erik would also be doing a live public comment but unfortunately he has been selected as a jury member so he is serving on a Jury in the afternoons. We hope this written comment will suffice to make our issues known.

For the last 3 plus years myself, Michael Hallinan, Christopher Stuart and Robert Molinar have been talking to our management about our situation within the Technology and Innovation Department Wireless Division. All 4 as well as another employee at Wireless have been misclassified in our positions. Per the classification specifications approved in 2000 all of us should've been classified as Communication Specialists but instead we were all classified as System Technicians. When our issues went unaddressed we were forced to bring the issue to the Civil Service Commission who looked into the issue and forced HR and management to come to us with an upgrade that has fixed part of the issue, has not correctly classified all of us based on the work we actually do. Managements response to our continued disagreement on the level of classification for myself, Mike and Chris is that we should fill out P-30 forms. Should receive the P-30 form as an attachment so you can see what it is.

This is why we come to you today. As you will hear from Chris in public comment, the P-30 process is the crux of our issue with how things are done. Chris will talk about how, prior to being reclassified, he did a P-30 with HR. After over a year of waiting you will hear him talk about how he was denied any step increase with zero explanation. Robert Molinar also did a P-30 who's conclusion was that he was only a System Technician II, not a Communication Specialist. The process did not take into account what the actual classifications said, so we feel the process is not being done in good faith. If it was being done in good faith Human Resources would've notified the department about the misclassification and it would have

been addressed. Instead we were forced to bring the item to the Commission themselves to get the issue addressed.

Why is this important? Well the reason it's important is also the reason we come to you today. As can be seen on the attachment article 6 section 62 of civil service rules if an employee is working more than 25% of their hours outside of his classification it is the duty of the civil service commission, with their discretion to investigate said misclassification. That investigation is governed by the Long Beach City Charter article 11 section 1101 rule B; of which you should be able to see in that attachment. Nowhere in the charter does that state that it is the duty of Civil Service to allow for Human Resources to do that investigation instead, it is the duty of Civil Service. Beyond that, Rules G, H, and I state that there should be an appeals process that the Civil Service Commission should undertake, they and they alone are responsible to enforce and remedy rules violations and they are only subject to the oversight of the City Council. So even if Human Resources is allowed to do the legwork on the classification investigation, the Civil Service Commission should have final oversight in determining proper classifications not HR. We have brought this fact to the Commission and have yet to hear any sort of response on their take on the rules. Because of that we bring this to this committee so it can be looked into to make sure the proper procedure is being followed. All we would want is an open and transparent hearing where we can provide our evidence and testimony on why our classification should be changed. We feel the procedure that HR is doing is being made up as they go with no specific rules they have to go by and no requirement to justify their decisions. It's a behind closed doors process that does not allow for the charter mandated oversight of the Civil Service Commission. Because of this we ask the procedure to be changed to follow the charter correctly, not just for ourselves, but every other employee current or future that is in a similar situation.

We thank you for your time and attention to this important matter

Erik Maitland, Michael Hallinan, Christopher Stuart

## ARTICLE XI. - CIVIL SERVICE

## Section 1100. - ORGANIZATION.

The Civil Service Commission shall be composed of five (5) residents of the City.

## Sec. 1101. - POWERS AND DUTIES.

The powers and duties of the Civil Service Commission shall be:

- (a) Adopt and amend Civil Service Rules and Regulations, subject to the approval of the City Council;
- (b) Make independent investigations concerning the enforcement of this Article and the rules adopted;
- (c) Provide for the examination and certification for employment in the classified service;
- (d) Create classifications of employees in the classified service, subject to the power of the City Council to establish positions of employment;
- (e) Maintain eligible lists for classified positions, as needed;
- (f) Appoint an Executive Director to carry out the purposes of this Article and the policies of the Commission. The Executive Director shall execute this directive through the appointment and management of a professional staff;
- (g) Adjudicate appeals, subpoena and require the attendance of witnesses and the production of any documents pertinent to any Commission investigation or appeal, and to administer oaths to such witnesses;
- (h) Enforce and remedy violation of Commission rules;
- (i) Make final decisions in any matter properly brought before it, in the absence of action to the contrary by the City Council.

(Amended by Prop. U, 4-9-2002, eff. 6-10-2002)

## Sec. 1102. - CATEGORIES OF EMPLOYMENT.

The Civil Service of the City is hereby divided into the unclassified and classified service.

- (a) The unclassified service shall include:
  - (1) All officers elected by the people and all employees of such elected officers;
  - (2) Members of all appointive commissions;
  - (3) The City Manager and all employees of the City Manager's Department;
  - (4) The City Clerk and all employees of the City Clerk;
  - (5) Department heads, one assistant department head in each department, bureau heads, division heads, and one clerical position for each;
  - (6) Any classification which, at the discretion of the Commission, is of such a nature as to require unique and special flexibility for efficient administration;
  - (7) The Executive Secretary of the Board of Harbor Commissioners and Harbor Department Sales, Traffic and Promotion personnel, the Chief Wharfinger and all personnel intermittently employed in handling cargo and freight;
  - (8) All personnel serving in non-career positions, as defined by the Civil Service Rules and Regulations.

## DUTIES OF EMPLOYEE

**Sec. 62.** When an employee is performing the duties of the classification to which he/she was certified and appointed at least 75% of the time during a 30-day period, he/she shall be considered as properly performing the duties of the classification. However, if the employee is continually assigned duties that either belong to, or are more appropriately encompassed by, another classification more than 25% of the time and/or the employee is performing duties which are not in compliance with these Rules, the Commission may, at its discretion, make an

independent investigation of the matter pursuant to Section 1101(b) of the City Charter. Revised  
July 23, 1996

- (1) Should the investigation determine that the employee is continuously working outside his/her proper classification, the Commission may instruct the appropriate appointing authority to assign the employee to the duties for which the employee was examined and certified.
- (2) Should the investigation determine that a new classification is necessary to encompass the subject duties, then such a classification shall be created pursuant to Section 1101(d) of the City Charter and an examination held to create an eligible list for the new classification.
- (3) Should the investigation determine that permanent assignment to another classification is warranted, it shall be accomplished under the auspices of Section 67 of these Rules.



*City of Long Beach*  
Department of Human Resources  
**POSITION CLASSIFICATION QUESTIONNAIRE (P-30)**

The purpose of this questionnaire is to gather job-related information. Please read through the entire questionnaire before answering the questions. This questionnaire was developed to accommodate a wide range of work and, therefore, some questions may not apply. If a question does not apply, simply write N/A (not applicable).

Is this a request to audit an existing position or to review a new position?  **Position Audit**  **New Position**

## BACKGROUND INFORMATION

**Name:** \_\_\_\_\_

**Classification Title:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**Working Title** (if applicable): \_\_\_\_\_

**Department:** \_\_\_\_\_ **Bureau/Division:** \_\_\_\_\_

**Work Phone Number:** \_\_\_\_\_ **Work Email:** \_\_\_\_\_

**Check the boxes that apply to your position:**

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Full-Time | <input type="checkbox"/> Permanent                       |
| <input type="checkbox"/> Part-Time | <input type="checkbox"/> Temporary/Seasonal (Non-Career) |

**Work days/hours:** \_\_\_\_\_ **Worksite Location:** \_\_\_\_\_

**Length of Time in Present Job Assignment:** \_\_\_\_\_

**Name and Title of Immediate Supervisor/Manager:** \_\_\_\_\_

## 1. JOB PURPOSE

A. *Briefly summarize what you do. What are the **primary services or work results** you are responsible for providing? (**ATTACH AN ORGANIZATIONAL CHART**)*

B. *Why is this work done? How does it help your department accomplish its programs/goals?*

## 2. POSITION DUTIES AND RESPONSIBILITIES

Please list your responsibilities **in order of their importance** to your position, beginning with the most important first. Use additional sheets if needed.

List Responsibilities and Major Tasks Performed for Each	% Time (Approx)	Knowledge, Skills & Abilities Required	Degrees, Licenses, Certifications, Registration Required	Equipment/Tools/Technology/Materials Used
<i>Example: Obtain location data measurements on pipelines and vaults during installation.</i>	60%	<i>Basic land survey methods &amp; terminology; interpret engineering drawings &amp; plans; upload &amp; download data on computer; safety policies/procedures.</i>	<i>Class C driver's license</i>	<i>GPS data collection equipment and software; laptop computer; City truck.</i>

Percentages should add up to 100% on an annual basis

### 3. PHYSICAL/MENTALDEMANDS & ENVIRONMENTAL WORKING CONDITIONS

Think about the duties you perform **on a daily basis**, then check the applicable boxes for the Physical and Mental Demands and Environmental Conditions that are involved in carrying out those duties.

Physical Activity	Weight Lifted or Force Exerted in Pushing, Pulling or Throwing	Vision Requirements
<input type="checkbox"/> Standing: Particularly for sustained periods of time. <input type="checkbox"/> Walking: Moving about on foot to accomplish tasks, particularly for long distances. <input type="checkbox"/> Sitting: Sedentary work involves sitting most of the time. <input type="checkbox"/> Grasping: Applying pressure to an object with the fingers and palm. <input type="checkbox"/> Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling. <input type="checkbox"/> Reaching: Extending hand(s) and arm(s) in any direction. <input type="checkbox"/> Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers. <input type="checkbox"/> Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms. <input type="checkbox"/> Stooping: Bending body downward and forward by bending at the waist. <input type="checkbox"/> Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. <input type="checkbox"/> Kneeling: Bending legs at knee to come to a rest on knee or knees. <input type="checkbox"/> Crouching: Bending downward and forward by bending leg and spine. <input type="checkbox"/> Crawling: Moving about on hands and knees or hands and feet. <input type="checkbox"/> Feeling: Perceiving attributes of objects, such as size, temperature or texture by touching with skin particularly that of fingertips. <input type="checkbox"/> Crawling: Moving about on hands and knees or hands and feet. <input type="checkbox"/> Talking: Expressing or exchanging ideas by means of the spoken word. <input type="checkbox"/> Driving: operate a motor vehicle, indicate License Class Type:_____	<input type="checkbox"/> Up to 10 pounds unaided: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. <input type="checkbox"/> 11 to 20 pounds unaided: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects. <input type="checkbox"/> 20 to 50 pounds unaided: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. <input type="checkbox"/> 51 to 100 pounds, with assistance: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. <input type="checkbox"/> Over 100 pounds with assistance: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects. <input type="checkbox"/> Lifting: Raising Objects from a lower to a higher position or moving objects horizontally from position to position. <input type="checkbox"/> Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. <input type="checkbox"/> Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	<input type="checkbox"/> Close vision (20 inches or less) <input type="checkbox"/> Distance vision (20 feet or more) <input type="checkbox"/> Use of both eyes (field of vision) <input type="checkbox"/> Ability to distinguish basic colors and/or shades <input type="checkbox"/> Depth perception <input type="checkbox"/> Peripheral vision <input type="checkbox"/> Ability to adjust focus <input type="checkbox"/> The worker is required to have visual acuity to operate motor vehicles or heavy equipment. <input type="checkbox"/> The worker is required to have visual acuity to perform an activity such as: operating machines such as lathes, drill presses, power saws and mills where seeing job is at or within arm's reach; performing mechanical or skilled trades tasks of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. <input type="checkbox"/> The worker is required to have close visual acuity to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly of fabrication of parts at distances close to the eyes. <input type="checkbox"/> The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned (i.e. custodial, food services, general labor, etc.) or to make general observations (i.e. inspection, security guard, etc.)

Hearing Requirements	Mental Demands (learned mental skills, conditions that call for mental discipline)	Environmental (Working) Conditions
<input type="checkbox"/> Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound. <input type="checkbox"/> Ability to hear telephone conversations <input type="checkbox"/> Ability to hear in-person conversations under normal office conditions <input type="checkbox"/> Ability to hear signal warnings while operating and/or working around moving equipment <input type="checkbox"/> Ability to differentiate operating equipment sounds	<input type="checkbox"/> Oral communication <input type="checkbox"/> Written communication <input type="checkbox"/> Read documents or instruments <input type="checkbox"/> Analyze and solve problems <input type="checkbox"/> Interpret data, information or policies <input type="checkbox"/> Observe <input type="checkbox"/> Use math/mathematical reasoning <input type="checkbox"/> Learn and apply new information or skills <input type="checkbox"/> Perform highly detailed work <input type="checkbox"/> Changing, challenging deadlines <input type="checkbox"/> Constant interruptions <input type="checkbox"/> Multiple, concurrent tasks <input type="checkbox"/> Frequent contact with customers and/or the public <input type="checkbox"/> Respond to life-threatening, emergency situations <input type="checkbox"/> Deal with dissatisfied/abusive individuals	<input type="checkbox"/> Wet, humid conditions (non-weather) <input type="checkbox"/> Work near moving mechanical parts <input type="checkbox"/> Work near moving equipment <input type="checkbox"/> Work near heavy traffic <input type="checkbox"/> Work on ladders/scaffolding or in high, precarious places <input type="checkbox"/> Work in confined spaces <input type="checkbox"/> Exposure to fumes or airborne particles <input type="checkbox"/> Exposure to toxic or caustic chemicals <input type="checkbox"/> Exposure to biological hazards <input type="checkbox"/> Outdoor weather conditions <input type="checkbox"/> Extreme heat and cold <input type="checkbox"/> Risk of electrical shock <input type="checkbox"/> Risk of radiation <input type="checkbox"/> Exposure to equipment with heavy vibration <input type="checkbox"/> Loud or prolonged noise levels <input type="checkbox"/> Work on uneven or slippery surfaces <input type="checkbox"/> Exposure to disease/infestations <input type="checkbox"/> Exposure to disturbing behavior/traumatic events

**COMMENTS/DETAILED INFORMATION:**

**4. PROBLEM SOLVING AND DECISION-MAKING**

A. Describe briefly the typical problems you are responsible for analyzing, evaluating and resolving. What do you refer to (i.e., policies, guides, other people, etc.), in solving work problems?

B. Give examples of decisions you are allowed to make and ones on which your supervisor or manager must give final approval.



C. Explain the consequences to your department or the City if errors occur in your personal work or the work of staff you supervise.

D. In your opinion, what part of your job requires the highest level of skills and knowledge? (Describe duty or responsibility).

E. Describe any disagreeable conditions under which you may work. Also indicate any uncommon stress or job pressures experienced while on the job.

## 5. SUPERVISION EXERCISED

Check the statement that **best describes** your supervisory duties:

**No Supervisory Responsibilities**    (If NO, SKIP TO SECTION 6)

**Team/Group Lead**    Explain your lead role under additional comments below then move on to Section 6.

**Full Supervision**    Definition: Selects and trains new employees; plans, assigns, schedules and evaluates completed work; approves timesheets and overtime; prepares and signs performance evaluations; responds to grievances and takes disciplinary action, if necessary.

**How many employees do you supervise?**    # \_\_\_\_\_ Directly    # \_\_\_\_\_ Indirectly

**List the classification(s) you supervise:**

Employee Name	Classification	Directly or Indirectly	Full Time or Part Time

**ADDITIONAL COMMENTS:**

**6. SUPERVISION RECEIVED**

Check the statement below that **best describes** the type of supervision you receive in carrying out your assigned responsibilities.

- Detailed instructions on new types of assignments; most work is reviewed in progress for adherence to standards, guidelines, soundness of judgment and conclusions and accuracy.
- Purpose, desired results and general approach to assignments are outlined; changes from guidelines must be referred to supervisor; routine or recurring work reviewed on occasion; other work reviewed for adherence to standards, guidelines, soundness of judgment and conclusions and accuracy.
- Purpose and desired results are discussed at high level; changes from guidelines and procedures may be reviewed; recommendations on important issues are reviewed for policy considerations; subject matter instruction and direction are not given unless requested

**ADDITIONAL COMMENTS:**

**7. TYPES OF INTERPERSONAL CONTACTS**

Describe the types of contacts you have with other individuals across the City and with individuals not employed by the City. Briefly describe the purpose for the contacts, the level and complexity of the information dealt with and their frequency.

Types of Internal and External Contacts	Purpose of Contacts and Amount of Tact, Discretion or Tolerance Required	Frequency of Contacts
<i>Example: Developers and engineers from local public agencies</i>	<i>I provide information on the installation, relocation and removal of bus stops and shelters and to obtain encroachment permits, when required. Developers and engineers can be impatient and demanding; I must represent my Department calmly and professionally in all these situations.</i>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Other _____
		<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____
		<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____ _____

		<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____
		<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____

## 8. ADDITIONAL INFORMATION

*Please review your questionnaire to be sure it fully describes all the important aspects of your responsibilities and job requirements. **Provide additional information here (or on supplemental pages)** if there are any important parts of your position that are not adequately covered by the previous questions.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## 9. SUPERVISOR COMMENTS

*Please review the questionnaire to be sure it fully describes all the important aspects of the incumbent's responsibilities and job requirements. **Provide additional information here (or on supplemental pages)** if there are any important parts of this position that are not adequately covered by the employee's responses.*

\_\_\_\_\_  
Immediate Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head/Designee's Signature/Title

\_\_\_\_\_  
Date

**THANK YOU FOR COMPLETING THE POSITION CLASSIFICATION QUESTIONNAIRE!**

**Please keep a copy of the questionnaire for your records and submit a signed copy to your Department Administrative/Personnel Officer or Payroll/Personnel Office.**