

Erik Frost Hollins, President

Christina Pizarro Winting, Executive Director



Joel Garnica, Commissioner
Robyn Gordon-Peterson, Commissioner
Jose Osuna, Commissioner

FINISHED AGENDA AND DRAFT MINUTES

CIVIL SERVICE COMMISSION

REGULAR MEETING

President Frost Hollins called the meeting to order at 9:15 a.m.

ROLL CALL

Commissioners Joel Garnica, Jose Osuna and Erik Frost Hollins

Present:

Commissioners Robyn Gordon-Peterson

Absent:

FLAG SALUTE

Maribel Nieves, representing Long Beach Utilities, led the flag salute.

1. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS REGARDING THE AGENDA.

There were no comments from the public.

2. [23-291CS](#)

Recommendation to approve minutes:

Regular Meeting of September 27, 2023

Dismissal Hearing Minutes (02-D-2122) of October 26, 2022

A motion was made by Commissioner Garnica, seconded by Commissioner Osuna, to approve regular meeting minutes of September 27, 2023. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Jose Osuna and Erik Frost Hollins

Absent: 1 - Robyn Gordon-Peterson

A motion was made by Commissioner Osuna, seconded by Commissioner Garnica, to approve hearing minutes 02-D-2122 of October 26, 2022. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Jose Osuna and Erik Frost Hollins

Absent: 1 - Robyn Gordon-Peterson

CONSENT CALENDAR (3 - 6):

Passed the Consent Calendar

A motion was made by Commissioner Garnica, seconded by Commissioner Osuna, to approve Consent Calendar Items 3 through 6. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Jose Osuna and Erik Frost Hollins

Absent: 1 - Robyn Gordon-Peterson

3. [23-292CS](#)

Recommendation to approve examination results:

Building Maintenance Engineer (I09NN-24) Test #04
Civil Engineering Associate (K13NN-24) Test #10
Engineering Technician I-II (K95AN-24) Test #1
Mechanical Engineer (K32NN-24) Test #1
Office Automation Analyst I-IV (NB0AN-24) Test #02
Personnel Analyst I-IV (E48AN-24B) Test #01
Plan Checker-Fire Prevention I-II (KA4NN-24) Test #02
Police Recruit (F63NN-23) Test #32 - AMENDED
Principal Building Inspector (K81NN-24)
Public Health Nurse I-III (G19AN-24B) Test #11
Public Safety Dispatcher I-IV: 911 Dispatcher (Entry Level - NTN Exam) (J45AN-24A) Test #54
Special Services Officer I-IV (F33AN-24) Test #75
Tree Trimmer I-II (J66AN-24) Test #01

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

4. [23-293CS](#)

Recommendation to receive and file retirement(s):

Renata Hawthorne, School Guard, Public Works, (15 yrs., 9 mos.)

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

5. [23-294CS](#)

Recommendation to receive and file disability retirement(s):

Mark Manor, Fire Engineer, Fire Department, (27 yrs., 10 mos.)
James Owen, Fire Captain, Fire Department, (22 yrs., 4 mos.)

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

6. [23-295CS](#)

Recommendation to receive and file resignation(s):

Jericho Balderian, Assistant Administrative Analyst II, Economic Development, (21 yrs., 1 mo.)

Nicholas West, Fire Recruit, Fire Department, (1 yr., 8 mos.)

Gelisa Ellazar-Torres, Clerk Typist II, Fire Department (10 mos., 8 days)

Ribeka Toda, Senior Traffic Engineer, Public Works (3 mos., 16 days)

Estella Vasconez, Customer Service Representative II, Financial Management (5yrs., 5 mos.)

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

REGULAR AGENDA

7. [23-296CS](#)

RECOMMENDATION TO APPROVE BULLETIN- Water Utility Mechanic I-III

Presentation by Levi Sinkler, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Sinkler, who briefed the Commission on this item.

A motion was made by Commissioner Osuna, seconded by Commissioner Garnica, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Jose Osuna and Erik Frost Hollins

Absent: 1 - Robyn Gordon-Peterson

8. [23-297CS](#)

RECOMMENDATION TO APPROVE BULLETIN- Port Security
System Operator I-II

Presentation by Salvador Barajas, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Barajas, who briefed the Commission on this item.

A motion was made by Commissioner Garnica, seconded by Commissioner Osuna, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Jose Osuna and Erik Frost Hollins

Absent: 1 - Robyn Gordon-Peterson

9. [23-298CS](#)

RECOMMENDATION TO APPROVE BULLETIN- Harbor
Maintenance Supervisor

Presentation by Salvador Barajas, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Barajas, who briefed the Commission on this item.

A motion was made by Commissioner Garnica, seconded by Commissioner Osuna, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Jose Osuna and Erik Frost Hollins

Absent: 1 - Robyn Gordon-Peterson

10. [23-299CS](#)

RECOMMENDATION FOR EXTENSION OF PROBATIONARY

PERIOD - Carolina Fernandes, Payroll/Personnel Assistant II

*Communication from Sandy Witz, Director of Human Services,
Harbor Department*

Staff report prepared by Salvador Barajas, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Barajas, who briefed the Commission on this item.

The Commission and department discussed the circumstances that caused Ms. Fernandez's extension and how the department will help Ms. Fernandez moving forward.

A motion was made by Commissioner Garnica, seconded by Commissioner Osuna, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Jose Osuna and Erik Frost Hollins

Absent: 1 - Robyn Gordon-Peterson

11. [23-300CS](#)

RECOMMENDATION FOR EXTENSION OF PROBATIONARY

PERIOD - Miyuki Azuma, Special Services Officer III

*Communication from Elsa Ramos, Personnel Administrator,
Police Department*

Staff report prepared by Maria Cano, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Cano, who briefed the Commission on this item.

A motion was made by Commissioner Garnica, seconded by Commissioner Osuna, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Jose Osuna and Erik Frost Hollins

Absent: 1 - Robyn Gordon-Peterson

12. [23-301CS](#)

RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD - Benjamin Landeros, Customer Service Representative III

Communication from Diana Tang, Assistant General Manager, Long Beach Utilities

Staff report prepared by Levi Sinkler, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Sinkler, who briefed the Commission on this item.

A motion was made by Commissioner Osuna, seconded by Commissioner Garnica, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Jose Osuna and Erik Frost Hollins

Absent: 1 - Robyn Gordon-Peterson

13. [23-302CS](#)

RECOMMENDATION FOR SELECTIVE CERTIFICATION - Administrative Aide I-II

Staff report prepared by Caprice McDonald, Employment Services Officer

Ms. Pizarro Winting introduced Ms. McDonald, who briefed the Commission on this item.

A motion was made by Commissioner Garnica, seconded by Commissioner Osuna, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Joen Garnica, Jose Osuna and Erik Frost Hollins

Absent: 1 - Robyn Gordon-Peterson

14. [23-303CS](#)

ELECTION OF COMMISSION VICE PRESIDENT

Item was pulled by President Frost Hollins for discussion at the next Civil Service Commission meeting.

This CS-Agenda Item was withdrawn.

15. [23-304CS](#) **DISCUSSION OF APPOINTMENT OF COMMISSIONER TO THE
RECRUITMENT AND SELECTION COMMITTEE**

Item was pulled by President Frost Hollins for discussion at the next Civil Service Commission meeting.

This CS-Agenda Item was withdrawn.

16. STANDING COMMITTEES

President Frost Hollins informed the Commission that the committee has not met since last meeting.

17. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division - Crystal Slaten

Laura Baeza reported on behalf of Ms. Slaten. Ms. Baeza informed the Commission on recent and future recruitment events staff has and will participate in. Ms. Baeza reported that the team met with the City's Communication Team to discuss social media branding; the team will be attending the NEOGOV conference; the team conducted Civil Service 101 training with Financial Management's Equity Advocates Mentoring Program; in partnership with LBCC, the team will be hosting a City Career Fair and Workshops at the Pacific Coast Campus on Thursday, November 2.

Commissioner Garnica recommended that the team add quotes from people currently in the positions that are being advertised to show the human aspect of employment. Staff acknowledged the request.

B. Employment Services Division - Caprice McDonald

Ms. McDonald updated the Commission on division staffing changes, exam activities, and the NEOGOV conference, as well as acknowledging Breast Cancer Awareness Month.

18. UNFINISHED BUSINESS

Commissioner Garnica inquired about COVID related items, and Ms. Pizarro Winting explained that we have not had any COVID related requests. Commissioner Garnica would like the Commission to receive a report on the number of items and the impact they had for financial purposes. Ms. Pizarro Winting acknowledged the request.

19. NEW BUSINESS

Ms. Pizarro Winting announced the City is moving from the current Granicus system to the new PrimeGov system, and the Commission will receive training on the new system before the next Commission meeting.

Ms. Pizarro Winting announced that Commissioner Victoria Love will join the Commission for her first meeting on October 25, 2023.

Commissioner Garnica acknowledged the closing of Latino Heritage Month, the start of Filipino Heritage Month, and acknowledged the hardships and brutalities happening in Israel and asked for a moment of silence for all the victims on both sides.

Commissioner Osuna would like to invite Francine Carridge, the new Director of Police Oversight, to provide a presentation on the work being done by her team. Staff acknowledged the request.

20. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION’S JURISDICTION.

There were no comments from the public.

ADJOURNMENT

In addition to the sentiments shared by the Commission, President Frost Hollins acknowledged Disability Awareness Month, LGBTQ Plus History Month, Sexual Assault Awareness, Public Natural Gas Week and adjourned the meeting at 9:55 a.m.

NO HEARING

I, Julia Smay, Executive Assistant, certify that the agenda was posted not less than 72 hours prior to the meeting.

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