

**LONG BEACH CIVIL SERVICE COMMISSION  
CAROLYN SMITH WATTS, PRESIDENT  
OCTOBER 17, 2012**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, October 17, 2012, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Carolyn Smith Watts, Charles Hicks Jr., Jeanne Karatsu, Jonathan Gotz, Larry Keller

**MEMBER EXCUSED:**

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Marilyn Hall, Executive Assistant  
Christina Checél, Senior Deputy City Attorney  
Salvador Ambriz, Personnel Analyst  
Debbie McCluster, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President Carolyn Smith Watts presided.**

**MINUTES:** It was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the minutes of the regular meeting of October 3, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Karatsu, seconded by Commissioner Gotz and carried that the Dismissal Appeal hearing minutes of October 10, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

**CONSENT CALENDAR (2-5):** It was moved by Commissioner Gotz, seconded by Commissioner Keller and carried that the Consent Calendar items be approved. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:** Request to approve examination results.

Registered Nurse – Occupational Health (10/3/12)  
Senior Records Clerk

**The motion was made to approve request on Consent Calendar.**

**RETIREMENTS:**

Request to receive and file retirements.

Michael McNerney/Business Systems Specialist  
V/Technology Services (27 yrs., 26 days)

Frederick Wagner/Business Systems Specialist  
III/Technology Services (13 yrs., 4 mos.)

Curtis Blackburn/Police Services Specialist II/Police  
(37 yrs., 4 mos.)

Sarah Estes/Police Services Specialist II/Police  
(22 yrs., 2 mos.)

William Money/Special Services Officer IV-Armed/Police  
(31 yrs., 8 mos.)

Michael Whitcomb/Police Officer/Police (20 yrs., 6 mos.)

John Williams/Police Officer/Police (27 yrs., 16 days)

**The motion was made to receive and file on Consent Calendar.**

**DISABILITY RETIREMENT:**

Request to receive and file disability retirement.

Dana Smith/Police Officer/Police (21 yrs., 2 mos.)

**The motion was made to receive and file on Consent Calendar.**

**RESIGNATIONS:**

Request to receive and file resignations.

Kameil Moore/Public Safety Dispatcher II/Police  
(7 yrs., 7 mos.)

Yvonne Lucas/Buyer I/Financial Management  
(4 yrs., 8 mos.)

**The motion was made to receive and file on Consent Calendar.**

**REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED:**

**EUGENE FONG, TREASURY OPERATIONS OFFICER  
FINANCIAL MANAGEMENT TO ADMINISTRATIVE  
ANALYST, TECHNOLOGY SERVICES**

The Secretary presented a communication from Curtis Tani, Director of Technology Services, requesting Commission authorization to return Eugene Fong, from unclassified Treasury Operations Officer, Financial Management and

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transfer to his former classification of classified Administrative Analyst, Technology Services. After discussion, it was moved by Commissioner Gotz seconded by Commissioner Karatsu and carried that the request be approved, pursuant to Sections 69 and 64 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND:  
PROVISIONAL APPOINTMENT:**

**MARIE BARNIDGE MCINTYRE, PARK NATURALIST**

The Secretary presented a staff report prepared by Deborah McCluster, Personnel Analyst, requesting Commission authorization to extend the provisional appointment of Marie Barnidge McIntyre, Park Naturalist, for 60 days, to allow staff sufficient time to conduct the examination for Park Naturalist. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Gotz and carried that the request be granted in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND  
PROBATION:**

**ERIC J. AVILA AND JIMMY A. OPORTA/HOUSING  
SPECIALISTS**

The Secretary presented a communication from Ronald R. Arias, Director of Health and Human Services, requesting Commission approval to extend the probationary period of Eric J. Avila and Jimmy A. Oporta, Housing Specialists for 90 days. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Hicks and carried that the request to extend probation be approved in accordance with Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Commission Policies and Procedures. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE  
LATE APPLICATION:**

The Secretary presented a communication from David Dougherty, requesting Commission approval to file a late application for the Police Recruit examination. In addition, the Secretary presented a staff report prepared by Donna de Araujo, Assistant Administrative Analyst. Mr. Dougherty was present and addressed the Commission. After discussion, it was moved by Commissioner Hicks seconded by Commissioner Gotz and carried that the request to file late application for Police Recruit be approved. The motion carried by a unanimous roll call vote:

**REQUEST TO RECONSIDER  
ORDER OF LAYOFF:**

The Secretary presented a communication from Deborah Mills, Director of Human Resources, requesting the Commission to reconsider its determination of the Order of Layoff as it related to the reversion of a Gas Field Service Representative, to Customer Service Representative, Selective Certification. The Secretary addressed the Commission regarding this request. Ken Walker, on behalf of Deborah Mills, requested the Commission reconsider the Order of Layoff approved on October 10, 2012 for Gas Field Service Representative (GFSR). An impacted employee, Scotty Smith, a probationary GFSR, has previous status as a selectively certified (Spanish speaking skills) Customer Service Representative (CSR). Mr. Walker stated that Mr. Smith should go back to the general classification of CSR rather than to a selectively certified CSR position as specified on the Order of Layoff. Christina Checel, Senior Deputy City Attorney and Commission Advisor, stated that there is no Civil Service Rules and Regulations that specifically addresses an employee appointed through Commission approved selective certification, promoted to another classification and subsequently laid off and returned to his/her previous classification in which he or she was selectively certified. Therefore, the Commission has the discretion to return Mr. Smith to a selectively certified position or to the general CSR classification. Craig Beck, Manager, Business Operations Bureau, Long Beach Gas and Oil, answered Commission Questions. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Gotz and carried to approve the request for reconsideration and directed that Mr. Smith be returned to the general Customer Service Representative classification for the purposes of calculating the Order of Layoff. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE LATE APPEAL:** The Secretary presented a communication from Ms. Crooks, requesting that she be allowed to file a late appeal in the matter of her step reduction. Janet Wright, Business Representative, IAM and Ms. Crooks addressed the Commission regarding this matter. After discussion, it was moved by Commissioner Keller, seconded by Commission Karatsu and carried to allow Ms. Crooks to file a late appeal. The motion failed by the following roll call vote:

AYE: Larry Keller  
Jeanne Karatsu

NAY: Charles Hicks Jr.  
Jonathan Gotz  
Carolyn Smith Watts

**NEW BUSINESS:**

Commissioner Hicks stated that City departments are our customers and we are here to meet the needs of our customers within the scope of the confines of Civil Service Rules and Regulations. He stated that City employees are our number one priority and that we should make every effort to ensure they are taken care of and securing their positions. However, when the budget calls for laying people off, we should make sure that we are doing what is right for them as fast and efficient as possible.

President Smith Watts requested that the Director schedule a meeting with Human Resources to discuss and prioritize revisions to Civil Rules and Regulations and report back to the Commission by the end of this calendar year.

Commissioner Hicks stated that it would be important to have a Commissioner be a part of any discussion that occurs between Civil Service and Human Resources as it relates to identifying which rules need to be considered.

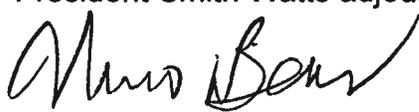
President Smith Watts suggested that a member of the Commission, who is available, should attend the meetings when they are scheduled.

**MANAGERS' REPORT:**

Melinda George, Deputy Director, provided the Commission an update on the Police Recruit examination, and informed them that staff would be conducting the second Police Recruit examination Thursday, October 18, 2012, at the Convention Center.

**ADJOURNMENT:**

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



MARIO R. BEAS  
Secretary

MRB:meh