

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

**WEDNESDAY, AUGUST 30, 2023
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM**

Erik Frost Hollins, President
Susana Gonzalez Edmond, Vice President



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

Christina Pizarro Winting, Executive Director

FINAL AGENDA AND DRAFT MINUTES

CIVIL SERVICE COMMISSION

REGULAR MEETING

President Frost Hollins called the meeting to order at 9:03 a.m.

ROLL CALL

Commissioners Robyn Gordon-Peterson, Jose Osuna, Susana Gonzalez

Present: Edmond and Erik Frost Hollins

Commissioners Joel Garnica

Absent:

FLAG SALUTE

Brenda Cubillo, representing Public Works, 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.

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2. 23-248CS **Recommendation to approve minutes:**
Regular Meeting of August 16, 2023

**A motion was made by Commissioner Gordon-Peterson,
seconded by Commissioner Osuna, to approve
recommendation. The motion carried by the following vote:**

Yes: 3 - Robyn Gordon-Peterson, Jose Osuna and Erik Frost Hollins

Absent: 2 - Joen Garnica and Susana Gonzalez Edmond

CONSENT CALENDAR (3 - 6):

Ms. Pizarro Winting pulled item number 3 for discussion.

Passed the Consent Calendar

**A motion was made by Commissioner Gordon-Peterson,
seconded by Commissioner Osuna, to approve Consent
Calendar Items 4, 5, and 6, except for item 3. The motion
carried by the following vote:**

Yes: 3 - Robyn Gordon-Peterson, Jose Osuna and Erik Frost Hollins

Absent: 2 - Joen Garnica and Susana Gonzalez Edmond

3. 23-249CS

Recommendation to approve examination results:

Business Systems Specialist I-VII (GIS Analyst) (H67AN-23G) Test #07

Combination Building Inspector (K87NN-23) Test #08

Fire Engineer (F10NN-23)

Police Officer (Academy Graduate) (F23NN-23B) Test #3

Police Recruit (F63NN-23) Test #32

Public Health Nurse I-III (G19AN-23B) Test #08

Public Safety Dispatcher I-IV: 9-1-1 Dispatcher (Entry Level - NTN Exam)

(J45AN-23A) Test #51

Public Safety Dispatcher I-IV: 9-1-1 Dispatcher (Entry Level - POST Waiver)

(J45AN-23B) Test #35

Refuse Operator I-III (JA2AN-23) Test #46

Registered Nurse I-II (G11AN-23) Test #05

School Guard (F31N1-23) Test #05

Special Services Officer I-IV (F33AN-23) Test #74

Ms. Pizarro Winting introduced Fay Carter, Communications Coordinator with Disaster Preparedness and Emergency Communications, to provide information regarding the Public Safety Dispatcher recruitment. Further discussion between the Commission and staff took place regarding the hiring process timeline and suggestions on how that time can be shortened to improve recruitment.

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

Yes: 4 - Robyn Gordon-Peterson, Jose Osuna, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 1 - Joen Garnica

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4. 23-250CS

Recommendation to receive and file retirement(s):

Rommel Chavez, Police Officer, Police Department, (25 yrs., 2 mos.)

Sean Deaton, Police Officer, Police Department, (28 yrs., 11 mos.)

Salvador Solorzano, Police Sergeant, Police Department, (29 yrs., 4 mos.)

Louise Dubois, Animal Control Officer, Parks, Recreation, and Marine, (30 yrs., 10 mos.)

James Danno, Maintenance Assistant III, Public Works, (8 yrs., 6 mos.)

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

5. 23-251CS

Recommendation to receive and file resignation(s):

Ruben Gonzalez, Garage Service Attendant II, Financial Management, (5 yrs., 1 mo.)

Odalys Cruz, Permit Technician II, Development Services, (1 yr., 8 mos.)

Robert Tinsley, Plan Checker-Fire Prevention I, Development Services, (9 yrs., 6 mos.)

Sandra Barajas, Clerk Typist III, Health and Human Services, (20 yrs., 4 mos.)

Cleveland Etter, Refuse Operator II, Public Works, (21 days)

Kevin Johnson, Water Treatment Operator II, Long Beach Utilities, (3 yrs., 11 mos.)

Wilbur Olivera, Business Systems Specialist II, Long Beach Utilities, (3 yrs., 10 mos.)

Karen Mata, Permit Center Supervisor, Development Services, (1 mo., 8 days)

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

6. 23-252CS

Recommendation to Approve Extension of Expiring Eligible Lists (6 months)

Staff report prepared by Christina Pizarro Winting, Executive Director

ACCOUNTING TECHNICIAN (C50NN-22) 3/16/2022 *Extend 2 Months**

ANIMAL HEALTH TECHNICIAN (REGISTERED VETERINARY TECHNICIAN) (J79NN-23) TEST #05 3/15/2023

BUSINESS SYSTEMS SPECIALIST I-VII (DIGITAL SERVICES SPECIALIST) (H67AN-22A) TEST #01 3/16/2022

BUSINESS SYSTEMS SPECIALIST I-VII (DIGITAL SERVICES SPECIALIST) (H67AN-22A) TEST #02 3/30/2022

BUSINESS SYSTEMS SPECIALIST I-VII (ERP FINANCIAL SYSTEMS SUPERVISOR) (H67AN-22B) TEST #01 3/30/2022

BUSINESS SYSTEMS SPECIALIST I-VII (GIS ANALYST) (H67AN-22G) TEST #01 3/16/2022

BUSINESS SYSTEMS SPECIALIST I-VII (GIS ANALYST) (H67AN-22G) TEST #02 3/30/2022

BUSINESS SYSTEMS SPECIALIST I-VII (GIS PROGRAM MANAGER) (H67AN-22H) TEST #01 3/30/2022

BUSINESS SYSTEMS SPECIALIST I-VII (PERMITTING SYSTEMS ADMINISTRATOR) (H67AN-22F) TEST #01 3/30/2022

BUSINESS SYSTEMS SPECIALIST I-VII (PERMITTING SYSTEMS ANALYST) (H67AN-22E) TEST #01 3/30/2022

BUSINESS SYSTEMS SPECIALIST I-VII (SOFTWARE DEVELOPER) (H67AN-22D) TEST #01 3/16/2022

BUSINESS SYSTEMS SPECIALIST I-VII (SOFTWARE DEVELOPER) (H67AN-22D) TEST #02 3/30/2022

BUSINESS SYSTEMS SPECIALIST I-VII (WEB SOLUTIONS ENGINEER) (H67AN-22C) TEST #01 3/16/2022

BUSINESS SYSTEMS SPECIALIST I-VII (WEB SOLUTIONS ENGINEER) (H67AN-22C) TEST #02 3/30/2022

CAPITAL PROJECTS COORDINATOR I-IV (EC6AN-23) TEST #04 3/15/2023

CHIEF CONSTRUCTION INSPECTOR (K08NN-21) 3/17/2021

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CIVIL ENGINEER (K11NN-22) TEST #28 3/16/2022 **Extend 3 Months***

CIVIL ENGINEER (K11NN-23) TEST #31 3/15/2023

CIVIL ENGINEERING ASSOCIATE (K13NN-23) TEST #04
3/15/2023

COMBINATION BUILDING INSPECTOR (K87NN-22) TEST
#01 9/14/2022 **Extend 3 Months***

ELECTRICAL AND INSTRUMENTATION TECHNICIAN I-II
(MG6AN-21) TEST #01 6/9/2021

ELECTRICAL AND INSTRUMENTATION TECHNICIAN I-II
(MG6AN-22) TEST #04 3/30/2022

ELECTRICAL ENGINEER (K89NN-21) TEST #01 3/31/2021

Emergency Medical Educator (G44NN-23) Test #01 3/29/2023

ENVIRONMENTAL HEALTH SPECIALIST I-IV (G43AN-22)
TEST #02 9/28/2022

GARAGE SERVICE ATTENDANT I-III (J23AN-23) Test #01
3/15/2023

HARBOR PATROL OFFICER I-III (NM4AN-21) TEST #03
9/15/2021 **Extend 5 Months***

LABORATORY ANALYST I-III (M13AN-21) 9/15/2021 **Extend 3 Months***

MECHANICAL EQUIPMENT STOCK CLERK I-II (D19AN-21)
6/23/2021 **Extend 2 Months***

MICROBIOLOGIST I-III (G08AN-22) TEST #01 3/16/2022

OFFICE SYSTEMS ANALYST I-IV (CYBERSECURITY
ENGINEER) (ND4AN-22A) TEST #01 3/30/2022

OFFICE SYSTEMS ANALYST I-IV (ENTERPRISE
ARCHITECT) (ND4AN-23C) TEST #03 3/15/2023

OFFICE SYSTEMS ANALYST I-IV (SENIOR
CYBERSECURITY ENGINEER) (ND4AN-23E) TEST #02
3/29/2023

PARKING METER TECHNICIAN I-II (I36AN-23) TEST #01
3/15/2023

PAYROLL/PERSONNEL ASSISTANT I-III (D65AN-23) TEST
#02 3/15/2023

POLICE OFFICER - LATERAL (F23NN-21) TEST #22
9/29/2021

POLICE OFFICER - LATERAL (F23NN-22) TEST #27

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3/30/2022
POLICE RECRUIT (F63NN-22) TEST #05 3/2/2022
POLICE RECRUIT (F63NN-22) TEST #06 3/30/2022
POLICE RECRUIT (F63NN-22) TEST #13 9/14/2022
POLICE RECRUIT (F63NN-22) TEST #14 9/28/2022
POLICE RECRUIT (F63NN-23) TEST #22 3/15/2023
POLICE RECRUIT (F63NN-23) TEST #23 3/29/2023
PUBLIC HEALTH NURSE I-III (G19AN-22) TEST #04
9/28/2022
PUBLIC HEALTH NURSE SUPERVISOR (G20NN-23) TEST
#01 3/15/2023
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM (J45AN-
21A) TEST #25 9/15/2021
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-22A) TEST #32 8/3/2022
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM (J45AN-
22A) TEST #34 9/28/2022
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-23A) TEST #42 3/29/2023
PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
(J45AN-21B) TEST #21 3/17/2021
REFUSE OPERATOR I-III (JA2AN-22) TEST #35 9/14/2022
REFUSE OPERATOR I-III (JA2AN-23) TEST #38 3/15/2023
SENIOR EQUIPMENT OPERATOR - CRANE (J75NN-22)
TEST #01 9/28/2022
SENIOR EQUIPMENT OPERATOR - CRANE (J75NN-23)
TEST #03 3/15/2023
SPECIAL SERVICES OFFICER I-IV (F33AN-21) TEST #51
3/17/2021
SPECIAL SERVICES OFFICER I-IV (F33AN-21) TEST #52
4/14/2021
SPECIAL SERVICES OFFICER I-IV (F33AN-21) TEST #53
5/12/2021
SPECIAL SERVICES OFFICER I-IV (F33AN-21) TEST #56
9/15/2021
SPECIAL SERVICES OFFICER I-IV (F33AN-21) TEST #57
9/29/2021
SPECIAL SERVICES OFFICER I-IV (F33AN-22) TEST #62
3/30/2022

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*SPECIAL SERVICES OFFICER I-IV (F33AN-22) TEST #66
9/14/2022*

SURVEYOR (K73NN-23) TEST #01 3/29/2023

*WATER TREATMENT OPERATOR I-IV (MA1AN-22) TEST
#01 3/16/2022 **Extend 2 Months****

*WATER TREATMENT OPERATOR I-IV (MA1AN-22) TEST
#02 3/30/2022 **Extend 2 Months****

*WATER TREATMENT OPERATOR I-IV (MA1AN-22) TEST
#03 4/27/2022 **Extend 2 Months****

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

REGULAR AGENDA

7. 23-253CS **RECOMMENDATION TO APPROVE BULLETIN-** Office
Automation Analyst I-IV
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 Gordon-Peterson,
seconded by Commissioner Osuna, to approve
recommendation. The motion carried by the following vote:**

Yes: 4 - Robyn Gordon-Peterson, Jose Osuna, Susana Gonzalez
Edmond and Erik Frost Hollins

Absent: 1 - Joen Garnica

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- 8. 23-254CS **RECOMMENDATION TO APPROVE BULLETIN-** Gas**
Maintenance Supervisor I-II
Presentation by Levi Sinkler, Personnel Analyst

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

The Commission requested information about the impact the equity and inclusion language is having on recruitment, and Ms. Pizarro Winting informed the Commission that Civil Service will be discussing this with Human Resources at their next scheduled meeting and will provide information to the Commission following the meeting.

A motion was made by Commissioner Gordon-Peterson, seconded by Vice President Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Robyn Gordon-Peterson, Jose Osuna, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 1 - Joen Garnica

- 9. 23-255CS **RECOMMENDATION TO APPROVE BULLETIN-** Personnel**
Analyst I-IV
Presentation by Tarsha Moses, Personnel Analyst

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

The Commission and staff discussed how names are being selected from the eligible list by departments and whether departments are aware of how this process works. Ms. Pizarro Winting explained that Civil Service continues to educate departments on how to use the eligible list.

A motion was made by Vice President Gonzalez Edmond, seconded by Commissioner Osuna, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Robyn Gordon-Peterson, Jose Osuna, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 1 - Joen Garnica

10. 23-256CS RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE

- Edgar Mijares, Refuse Operator II
*Communication from Dawn Henderson, Personnel Officer,
Public Works
Staff report prepared by Tarsha Moses, Personnel Analyst*

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

A motion was made by Vice President Gonzalez Edmond, seconded by Commissioner Osuna, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Robyn Gordon-Peterson, Jose Osuna, Susana Gonzalez Edmond and Erik Frost Hollins

Absent: 1 - Joen Garnica

11. STANDING COMMITTEES

Vice President Gonzalez Edmond asked about the next labor management meeting and Mrs. Smay responded that a request for availability was set to close today and will have a final date for the meeting in the next few days.

12. REPORTS FROM MANAGERS

Administration and Support Services Division - Maria Alamo

Ms. Alamo informed the Commission of the closing of the current fiscal year; recruitment for the division's Administrative Analyst position; and the information on the budget adoption of 2024 and the presentation that will come to the Commission in a future meeting.

Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting informed the Commission on the evaluation of the one-day hiring events and the upcoming Civil Service Commission and Staff Team Building meeting. The Commission and Ms. Pizarro Winting discussed eligible lists and recruitment on the school guard classification.

13. UNFINISHED BUSINESS

No unfinished business to discuss.

14. NEW BUSINESS

President Frost Hollins shared that Ms. Pizarro Winting has proposed new dates for the Civil Service Commission meetings scheduled in November and December. The new dates will be November 15th and December 13th, and Mrs. Smay will send the organization communication of the new dates.

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

Ms. McDonald thanked Battalion Chief Farley and Civil Service Analyst Stephanie Herrera for their work on the fire promotional exams, and Battalion Chief Farley returned the compliments and thanked everyone for their work.

- 16. 23-257CS** **CLOSED SESSION** - Pending Litigation - closed session conference with legal counsel relating to pending litigation pursuant to Paragraph (2) of subdivision (d) and paragraph (3) of subdivision (e) of Section 54956.9 of the California Government Code [EMPLOYEE APPEAL ITEM 04-D-1819]

President Frost Hollins announced that the Commission was going into closed session for item 16 - Pending Litigation - closed session conference with legal counsel relating to pending litigation pursuant to Paragraph (2) of subdivision (d) and paragraph (3) of subdivision (e) of Section 54956.9 of the California Government Code [EMPLOYEE APPEAL ITEM 04-D-1819] at 9:47 a.m.

The Commission returned from closed session at 10:11 a.m. with nothing to report.

ADJOURNMENT

President Frost Hollins adjourned the meeting at 10:11 a.m.

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NO HEARING

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

Note: A digital recording of this meeting will be available in the City Clerk Department. The City of Long Beach provides reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if an agenda is needed in an alternative format, please call the City Clerk Department, 48 hours prior to the meeting at (562) 570-6101. The City Clerk Department email at cityclerk@longbeach.gov is available for correspondence purposes.

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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 Office of the City Clerk at (562) 570-6101, 72 business hours prior to the Commission meeting.

Kung nais ang pagsasalin ng nakasulat na wika ng agenda ng Komisyon at ang minutes para sa mga taong hindi nagsasalita ng Ingles, mangyaring isagawa ang iyong hiling sa pamamagitan ng telepono sa Opisina ng Clerk ng Lungsod sa (562) 570-6101, 72 oras ng negosyo bago ang pagpupulong ng Commission.

Si desea obtener la traducción escrita en otro idioma de la agenda y actas de la comisión para personas que no hablan inglés, haga su solicitud por teléfono a la Oficina de la Secretaría Municipal al (562) 570-6101, 72 horas hábiles antes de la reunión de la comisión.

**បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ: និងកំណត់ហេតុឲ្យ
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