

**LONG BEACH CIVIL SERVICE COMMISSION
CAROLYN SMITH WATTS, PRESIDENT
MAY 16, 2012**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, May 16, 2012, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Jeanne Karatsu, Carolyn Smith Watts, Charles Hicks Jr., 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
Robert Pfingsthorn, 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 Keller, seconded by Commissioner Gotz and carried that the minutes of the regular meeting of May 2, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

CONSENT CALENDAR (2-8): It was moved by Commissioner Gotz, seconded by Commissioner Hicks 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.

Gardener - 139 Applied, 34 Qualified
Gas Field Service Representative – 491 Applied, 157 Qualified
Police Sergeant – 94 Applied, 50 Qualified
Recreation Assistant – 148 Applied, 62 Qualified

The motion was made to approve request on Consent Calendar.

RETIREMENTS:

Request to receive and file retirements.

Irene Valeriano/School Guard/Police
Fannie Townsend/Senior Records Clerk/Police
Rodney Williams/Equipment Operator III/Public Works
Dwight Schmalried/Police Officer/Police
Mark Doty/Maintenance Assistant I/Airport
Laura Renwick-Payan/Petroleum Operations Coordinator I
LBGO
Linda Thompson/Traffic Engineering Aide II/Public Works

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

RESIGNATIONS:

Request to receive and file resignations.

Ben Ethridge/School Guard/Police
Nima Farahani/Ambulance Operator/Fire

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

TRANSFER:

Request to approve transfer.

Sandra Rivas/Maintenance Assistant III/Public Works to
Maintenance Assistant III/Harbor

The motion was made to approve on Consent Calendar.

DOWNGRADE:

Request to approve downgrade (voluntary).

Clarence Jones/Maintenance Assistant II/Public Works to
Maintenance Assistant I/Parks

The motion was made to approve on Consent Calendar.

SCHEDULE FOR HEARINGS:

Request to approve hearing schedule.

Dismissal Appeal 15-D-1112, September 26, 2012
Dismissal Appeal 16-D-1112, October 3, 2012

The motion was made to approve on Consent Calendar.

WITHDRAWAL OF APPEAL:

Request to receive and file withdrawal of appeal.

Dismissal Appeal 22-D-910

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

REQUEST FOR SELECTIVE CERTIFICATION:

The Secretary presented a communication from John Gross, Director of Financial Management, requesting Commission authorization for the selective certification for individuals with budget analysis and collection and analysis of budget and revenue forecasting data necessary for labor relations skills from the Administrative Analyst eligible list. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the request be approved, pursuant to Section 28 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

REQUEST TO REAPPOINT RESIGNED EMPLOYEE:

MARY STEPHAN/CLERK TYPIST II

The Secretary presented a communication from Margaret Huebner, Director of Human Resources, Harbor, requesting Commission authorization to reappoint Mary Stephan to her former classification of Clerk Typist. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Karatsu and carried that the request be approved, pursuant to Section 45 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

REQUEST TO EXTEND NON-CAREER HOURS:

MAX JAMES-JOLLY/RECREATION LEADER SPECIALIST PARKS, RECREATION AND MARINE

The Secretary presented a communication from George Chapjian, Director of Parks, Recreation and Marine, requesting Commission approval to extend the non-career hours for Max James-Jolly, Recreation Leader Specialist, for an additional 120 hours. The Secretary informed the Commission that staff concurs with the request. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Hicks and carried that the non-career hours be extended for 120 hours, in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND
NON-CAREER HOURS:**

**TAMALYN SAYRE/RECREATION LEADER SPECIALIST
PARKS, RECREATION AND MARINE**

The Secretary presented a communication from George Chapjian, Director of Parks, Recreation and Marine, requesting Commission approval to extend the non-career hours for Tamalyn Sayre, Recreation Leader Specialist, for an additional 200 hours. The Secretary informed the Commission that staff concurs with the request. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Hicks and carried that the non-career hours be extended for 200 hours, in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

ITEMS 13 AND 14 WITHDRAWN

**REQUEST TO PARTICIPATE
IN EXAMINATION BY
DISMISSED EMPLOYEE:**

The Secretary presented a Request to File for Civil Service Examination(s) by Dismissed Employee from Robert Lutz. The Secretary advised the Commission that he would be eligible to apply for any future examinations should this request be approved. Mr. Lutz addressed the Commission. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the request be denied. The motion carried by a unanimous roll call vote.

**REQUEST TO PARTICIPATE
IN EXAMINATION BY
DISMISSED EMPLOYEE:**

The Secretary presented a Request to File for Civil Service Examination(s) by Dismissed Employee from Jamie Soltero. The Secretary advised the Commission that he would be eligible to apply for any future examinations should this request be approved. Mr. Soltero addressed the Commission. The Commission moved this item to the end of the agenda to be discussed in closed session.

**REQUEST TO PARTICIPATE
IN EXAMINATION BY
DISMISSED EMPLOYEE:**

The Secretary presented a Request to File for Civil Service Examination(s) by Dismissed Employee from Anthony Houston. The Secretary advised the Commission that he would be eligible to apply for any future examinations should this request be approved. Mr. Houston addressed the Commission. The Commission moved this item to the end of the agenda to be discussed in closed session.

REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS – ARTICLE VIII SECTION 115(3):

Requesting Exception to Article II, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements for Personnel Assistant, limiting Applications to City Employees and Laid Off City Employees

The Secretary presented a staff report, prepared by him, requesting Commission approval for an exception to Article II, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements, for Personnel Assistant, as an open-competitive examination, limiting applications to City employees and City employees terminated due to layoffs. The Secretary briefed the Commission regarding this request. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Keller and carried to approve the Exception to Civil Service Rules and Regulations, Section 115(3), Article II, Section 7 – Qualifications and Requirements. The motion carried by a unanimous roll call vote.

BULLETINS:

It was moved by Commissioner Karatsu, seconded by Commissioner Gotz and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Personnel Assistant
Petroleum Engineer

MANAGERS' REPORT:

Melinda George, Deputy Director, informed the Commission that the Police Sergeant's examination process was completed and list established. She thanked staff for the assistance they provided.

COMMENTS FROM PUBLIC:

Karen Owens, Administrator, Police Personnel, thanked Civil Service staff for the outstanding work in the administration of the Police Sergeant's examination.

Caprice McDonald, Personnel Analyst, thanked staff for their assistance in the administration of the Police Sergeant's examination.

CLOSED SESSION:

It was moved by Commissioner Hicks, seconded by Commissioner Gotz and carried to recess the meeting to a closed session, pursuant to Government Code 54957.8, to discuss the requests to participate in examination by dismissed employees. The motion carried by a unanimous roll call vote.

RECONVENE:

It was moved by Commissioner Hicks, seconded by Commissioner Gotz and carried to reconvene to the regular meeting.

**REQUEST TO PARTICIPATE
IN EXAMINATION BY
DISMISSED EMPLOYEE:**

It was moved by Commissioner Hicks, seconded by Commissioner Keller and carried to approve Jamie Soltero's request to participate in examination by dismissed employee. The motion carried by a unanimous roll call vote.

**REQUEST TO PARTICIPATE
IN EXAMINATION BY
DISMISSED EMPLOYEE:**

It was moved by Commissioner Hicks, seconded by Commissioner Keller and carried to approve Anthony Houston's request to participate in examination by dismissed employee. The motion carried by a unanimous roll call vote.

ADJOURNMENT:

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

MARIO R. BEAS
Secretary

MRB:meh