

**LONG BEACH CIVIL SERVICE COMMISSION  
MARY ISLAS, PRESIDENT  
JUNE 24, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, June 24, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu

**MEMBER EXCUSED:** Douglas Haubert

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Debbie McCluster, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President Mary Islas presided.**

**MINUTES:** It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of June 10, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of June 17, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND  
PROVISIONAL APPOINTMENTS:**

**KAMERON BELZAIRE, ANDREAN BROWN, KAREN  
GEIB, KEVIN KETCHUM, JAY LOPEZ, AND ANTHONY  
O'DELL, RECREATION ASSISTANTS**

The Secretary presented a staff report prepared by Deborah McCluster, Personnel Analyst, requesting Commission approval to extend the provisional appointments for Kameron Belizaire, Andrean Brown, Karen Geib, Kevin Ketchum, Jay Lopez and Anthony O' Dell, Recreation Assistants for 75 days, until an eligible list is established. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the request to extend the provisional appointments for Kameron Belizaire, Andrean Brown,

Karen Geib, Kevin Ketchum, Jay Lopez and Anthony O' Dell be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST TO EXTEND  
PROVISIONAL APPOINTMENT:**

**JOSE RODRIGUEZ, GARAGE SERVICE ATTENDANT**

The Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst, requesting Commission approval to extend the provisional appointment for Jose Rodriguez, Garage Service Attendant for 150 days, until an eligible list is established. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the request to extend the provisional appointment for Jose Rodriguez be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST FOR ORDER OF  
LAYOFF:**

The Secretary presented a communication from Patrick H. West, City Manager, requesting an Order of Layoff. The Secretary informed the Commission that at their direction staff would prepare the Order of Layoff. Commissioner Saafir addressed concerns regarding the request to reduce from full-time to part-time the Public Health Professional (Selective Certification-Role of Men Program Supervisor) classification. He requested in the order of layoff staff address how this process was conducted in the past. Roberto Uranga, Personnel Services Officer, Health and Human Services, stated that the request to reduce to part-time is based on grant funding and budget consideration. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried to refer the Order of Layoff to staff to prepare the Order of Layoff to include background information regarding the job announcement for the Public Health Professional (Selective Certification-Role of Men Program Supervisor) and documented evidence where approval from full-time to part-time has been handled in the past. The motion carried by a unanimous roll call vote.

**DISCUSSION ON SELECTION  
PROCESS ON NON-CAREER  
EMPLOYEES:**

It was moved by Commissioner Saafir and seconded by Commissioner Karatsu and carried that this item be removed from the agenda. The motion carried by a unanimous roll call vote.

**BULLETIN:**

**GARAGE SERVICE ATTENDANT**

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

**EXAMINATION RESULTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Environmental Specialist Associate – 15 Applied,  
5 Qualified  
Public Health Nutritionist – 1 Applied, 1 Qualified  
Special Services Officer – 13 Applied, 13 Qualified  
Water Treatment Operator – 15 Applied, 4 Qualified

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months, with the exception of Accountant, to be extended for three months, and Senior Equipment Operator-Backhoe, to be extended for five months. The motion carried by a unanimous roll call vote.

Accountant (07/09/08, 06/04/08) - (3 months)  
Animal Control Officer  
Civil Engineering Assistant (07/09/08, 07/16/08, 07/30/08)  
Senior Combination Building Inspector  
Senior Equipment Operator – Backhoe (5 months)  
Systems Support Specialist (01/07/09, 01/14/09)  
Water Treatment Operator

**RETIREMENT:**

**EVANNA VALLIER/SPECIAL SERVICES OFFICER/  
II/PUBLIC WORKS**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

**TRANSFER:**

**WILLIE BROOKS/SPECIAL SERVICES OFFICER  
II/PUBLIC WORKS TO SPECIAL SERVICES OFFICER II  
POLICE**

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

**MANAGERS' REPORT:**

Diane Dzodin, Administrative Officer, stated that she completed the Civil Service Department's Budget Chapter for the Budget Book, and that the Civil Service Department Budget would be forwarded to the Mayor on July 1, 2009.

Melinda George, Deputy Director, stated that staff is going through basic Neo-Gov training, as the department is moving toward more online notification of examinations.

The Secretary thanked Ms. Dzodin for the excellent job she did preparing the department's budget.

**NEW BUSINESS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to direct staff to study on how non-career employees are hired and report back to the Commission in 90 days. The motion carried by a unanimous roll call vote.

**ADJOURNMENT:**

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



MARIO R. BEAS  
Secretary

MRB:meh