

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
SEPTEMBER 22, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, September 22, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Jeanne Karatsu, Carolyn Smith Watts, Gerald Good

MEMBER EXCUSED: F. Phil Infelise, Charles Hicks Jr.,

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

Vice President Jeanne Karatsu presided.

MINUTES: It was moved by Commissioner Good, seconded by Commissioner Smith Watts and carried that the minutes of the regular meeting of September 15, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

Reduction Hearing 14-R-89 Minutes of September 1 & 8, 2010, were held over due to lack of a quorum to approve the minutes.

CONSENT CALENDAR (2-4): It was moved by Commissioner Good, seconded by Commissioner Smith Watts and carried to approve Consent Calendar Items 2-4. The motion carried by a unanimous roll call vote.

**REQUEST TO REAPPOINT
RESIGNED EMPLOYEE:**

**SHELIA CANNAN/POLICE SERVICES SPECIALIST/
POLICE**

Request from Jim McDonnell, Chief of Police to reappoint Shelia Cannan to the classification of Police Services Specialist in the Police Department and staff report prepared by Caprice McDonald, Personnel Analyst.

A motion was made to approve request on Consent Calendar.

EXTENSION OF EXPIRING LIST:

Request to extend Terminal Services Representative for an additional six months.

A motion was made to approve request on Consent Calendar.

RETIREMENT:

David Konkoly/Police Officer/Police

A motion was made to receive and file retirement on consent calendar.

RECOMMENDATION TO AMEND ANSWER KEY:

SPECIAL SERVICES OFFICER

The Secretary presented a staff report prepared by Melinda George, Deputy Director, requesting Commission approve the removal of five questions from the Special Services Officer written examination and amend the answer key to eliminate question numbers 40, 41, 42, 43 & 44. Ms. George briefed the Commission regarding this request. After discussion, it was moved by Commissioner Good, seconded by Commissioner Smith Watts and carried to approve the request. The motion carried by a unanimous roll call vote.

PROTEST OF WRITTEN EXAMINATION ITEMS:

POLICE PROPERTY & SUPPLY CLERK

The Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst, regarding the protested question from the Police Property & Supply examination, which was administered on September 9 & 13, 2010. Mr. Ambriz briefed the Commission regarding this protest. After discussion, it was moved by Commissioner Good, seconded by Commissioner Smith Watts and carried to approve the recommended disposition of the protested item. The motion carried by a unanimous roll call vote.

REQUEST FOR ORDER OF LAYOFF:

The Secretary presented an Order of Layoff to the Commission for the classifications of Accountant, Accounting Technician, Accounting Clerk, Administrative Analyst, Assistant Administrative Analyst, Customer Service Representative, Office Services Assistant, Planner, Senior Electrical Inspector, Carpenter, Locksmith, Painter, Equipment Operator, General Maintenance

Assistant, Maintenance Assistant, Microbiologist and General Librarian. In addition, the Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer. Ms. Dzodin briefed the Commission regarding the layoff. After discussion, it was moved by Commissioner Good, seconded by Commissioner Smith Watts and carried to approve the Order of Layoff as prepared and to forward it to the City Manager. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

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

Police Property and Supply Clerk – 7 Applied, 4 Qualified
Senior Civil Engineer – 12 Applied, 10 Qualified
Special Services Officer – 526 Applied, 296 Qualified

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, thanked staff for the assistance they provided in the preparation of the order of layoff. She also expressed thanks to former Civil Service Department staff members Leah Salgado and Paola Maldonado, Administrative Analysts, Parks, Recreation & Marine and Norma Sanchez, Assistant Administrative Analyst, Fire for their assistance.

Melinda George, Deputy Directory, informed the Commission that she conducted a Civil Service 101 Class for the Police Department's payroll and personnel staff on Tuesday. She also stated that the examination for Battalion Chief has been completed, and staff is preparing for the Police Lieutenant examination.

The Secretary informed the Commission that due to the budget shortfall, the mayor is requesting an additional \$19,677 cut from the Civil Service Department's budget. He stated that a request to amend the budget would be placed on next week's Commission agenda for approval.

NEW BUSINESS:

In an effort to reduce the hearing backlog, Commissioner Good requested the Commission consider beginning appeal hearings at 8:30 a.m. to Noon, break for lunch and resume at 1:00 p.m. – 4:30 p.m. or at the Commission's discretion to extend the time beyond 4:30 p.m. to complete a hearing.

The Secretary informed the Commission that after the budget is approved for next fiscal year, that he would like to revisit using hearing officers for appeals. He informed the Commission that dismissal appeals are being scheduled ahead of suspension hearings.

COMMENTS FROM PUBLIC:

Crystal Slaten, Administrative Analyst, Police Department, thanked the Commission and staff for the excellent service they provide to the Police Department.

ADJOURNMENT:

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



MARIO R. BEAS
Secretary

MRB:meh