

**LONG BEACH CIVIL SERVICE COMMISSION  
JEANNE KARATSU, PRESIDENT  
APRIL 1, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, April 1, 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  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Patrick H. West, City Manager  
Suzanne Mason, Director of Human Resources  
Ken Walker, Personnel Operations Manager, Human Resources

**President Jeanne Karatsu presided.**

**MINUTES:** It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of March 25, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

**UPDATE AND CONSIDERATION OF SUSPENSION OF SECTION 27 OF THE CIVIL SERVICE RULES AND REGULATIONS:** The Secretary presented an update regarding City Manager Patrick West's request to suspend Section 27 of the Civil Service Rules and Regulations, and a memo from the City Attorney's office regarding the Commission's authority to suspend its rules. In the Secretary's update, he provided the Commission with two options it may wish to consider to accommodate the City Manager's request, as provided by a legal opinion from the City Attorney's office. The Secretary acknowledged the presence of City Manager Patrick West, City Attorney Robert Shannon and Deputy City Attorney Christina Checel to address the Commission and provide additional insight to the Commission. The Secretary briefed the Commission regarding the update and the options he provided to it. He also provided the Commission with a correspondence received from Janet Schabow, Business Representative,

IAMW DL947 addressing the concerns of the employees represented by them. Mr. West addressed the Commission, expressing the urgency of the request due to the City's current financial status, in order to retain current City employees to fill critical positions, and to avoid the laying off of employees. He stated that he would like the Commission to amend Section 115, which would allow more flexibility regarding other sections of the Civil Service Rules and Regulations in these challenging times. He stated that the City is looking for ways to help City employees. He stated that he is in no way interested in eliminating the merit system. Mr. West also stated that he appreciated Mr. Beas working with the City Attorney to consider appropriate wording to amend the rules. He stated that stringent measures to reduce the budget deficit are required and an amendment would allow the City the flexibility to hire current City employees who would be affected by layoffs. Suzanne Mason, Director of Human Resources also addressed the Commission stating that more flexibility is needed to hire City employees only. She stated that there are some critical positions in the City that need to be filled at this time, but cannot be filled due to City employees not being reachable on the eligibility lists. An amendment to Section 115 would allow for more flexibility. Commissioner Islas stated that not all City employees qualify for all City jobs. Ms. Mason stated that the Civil Service Rules and Regulations would be adhered to by starting with City employees in Band "A" of an eligible list. Ms. Schabow addressed the employees concerns of how the process would affect them and that they might be passed over for appointments. Mr. Shannon informed the Commission that an amendment to Section 115 would not remove any of the Commission's authority, In fact, he stated that it would broaden its authority to amend other sections of the rules, and the final decision regarding any request would rest with it. However, Mr. Shannon did recommend that the quote "Fiscal Emergency" be removed from the suggested language under Section 27. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Islas and carried to request the City Attorney to prepare language for additions to Section 27 and any other relevant section to protect Commission action based on the rules. The motion carried by a unanimous roll call vote.

**REQUEST FOR RECLASSIFICATION AND PERMANENT REASSIGNMENT:** The Secretary presented a communication from Cynthia Stafford, Personnel Services Officer, Public Works, requesting Commission authorization to reclassify and permanently reassign Linda Thompson from the classification of Administrative Aide to Traffic Engineering Aide. In addition, the Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst. Melinda George, Deputy Director, brief the Commission regarding this request. David Roseman, City Traffic Engineer, Public Works, addressed the Commission regarding this request. Ms. Stafford also addressed the Commission. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the request to reclassify Linda Thompson's classification from Administrative Aide to Traffic Engineering Aide be approved. The motion carried by a unanimous roll call vote. After further discussion, It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried to permanently reassign Linda Thompson from Administrative Aide to Traffic Engineering Aide be approved. The motion carried unanimously.

**BULLETINS:**

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

Office Automation Analyst  
Office Systems Analyst

**EXAMINATION RESULTS:**

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

Animal Health Technician – 2 Applied, 1 Qualified  
Port Financial Analyst – 27 Applied, 9 Qualified  
Water Treatment Operator – 18 Applied, 2 Qualified  
Water Treatment Operator Test 11 (Amended)  
29 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. The motion carried by a unanimous roll call vote.

Airport Operations Assistant  
Animal Control Officer  
Aquatics Supervisor  
Civil Engineer (10/8/08, 4/9/08, 4/23/08)  
Helicopter Mechanic  
Laboratory Assistant  
Senior Civil Engineer (10/8/08, 4/30/08)  
Traffic Engineering Associate (4/9/08)  
Water Conservation Specialist (10/8/08, 10/15/08)

**RETIREMENTS:**

It was moved by Commissioner Islas, seconded by Commissioner Saafir and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Loi Pham/Business Systems Specialist II/Technology Services  
Patricia Smithson/Customer Service Representative III/Financial Management

**RESIGNATIONS:**

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Harry Hampton/Police Officer/Police  
Richard Licon/Ambulance Operator/Fire  
James Silva/Gas Field Service Representative III/Energy

**WITHDRAWAL OF APPEAL:**

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried to receive the withdrawal of Reduction Appeal 13-R-78. The motion carried by a unanimous roll call vote.

**MANAGERS' REPORT:**

Melinda George, Deputy Director, thanked Teresa Corrigan, Clerk Typist, for the excellent work she has provided to the Civil Service Department and presented her with a Certificate of Appreciation.

The Secretary informed the Commission that he had conducted four training sections each for the Supervisor Leadership Academy on Performance Appraisals and Civil Service Rules and Regulations, and Melinda George, Deputy Director, will be conducting four sessions on Effective Selection Interviewing.

**COMMENTS FROM PUBLIC:**

Ms. Mason thanked Civil Service for its participation in the training and said the training is very beneficial to City employees who are currently supervisors or potential supervisors.

**RECESS:**

President Karatsu requested a five-minute recess.

**RECONVENE:**

President Karatsu reconvened the meeting to a Personnel Session.

**CLOSED SESSION (Gov. Code 54957.8)**

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried to recess the meeting to a Closed Session, pursuant to Government Code 54957.8. The motion carried by a unanimous roll call vote.

After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried to reconvene the regular meeting.

It was moved by Commissioner Infelise, seconded by Commissioner Islas and carried to authorize Suzanne Mason, Director of Human Resources to negotiate on behalf of the Commission for all Civil Service employees. The motion carried by a unanimous roll call vote.

**ADJOURNMENT:**

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



MARIO R. BEAS  
Secretary

MRB:meh