

Robin Perry, President
Rick McGilton-McGlamery, Vice President



Lawrence Keller, Commissioner
Charles Hicks Jr., Commissioner
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & DRAFT MINUTES

ROLL CALL

Commissioners Charles Hicks, Lawrence Keller, Carolyn M. Smith Watts and
Present: Robin Perry

Commissioners Rick McGilton-McGlamery
Absent:

Kandice Taylor-Sherwood, Executive Director & Secretary
Crystal Slaten, Recruitment & Selection Officer
Robert Pfingsthorn, Administrative Officer
Caprice McDonald, Special Projects Officer
Marilyn Hall, Executive Assistant
Gary Anderson, Principal Deputy City Attorney
Lourdes Ferrer, Administrative Analyst
Debbie McCluster, Personnel Analyst
Donna de Araujo, Personnel Analyst
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
Stacey Lewis, Assistant Director of Human Resources, Harbor

FLAG SALUTE

1. 15-176CS **Recommendation to approve minutes:**
Regular Meeting of September 2, 2015

A motion was made by Keller, seconded by Hicks, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Charles Hicks, Lawrence Keller, Carolyn M. Smith Watts and Robin Perry

Absent: 1 - Rick McGilton-McGlamery

CONSENT CALENDAR (2-5):

Passed the Consent Calendar

A motion was made by Keller, seconded by Hicks, to approve Consent Calendar Items. The motion carried by the following vote:

Yes: 4 - Charles Hicks, Lawrence Keller, Carolyn M. Smith Watts and Robin Perry

Absent: 1 - Rick McGilton-McGlamery

2. 15-177CS **Recommendation to approve examination results:**
Harbor Maintenance Mechanic (Established 9/2/15) - 107 Applied, 4 Qualified
Senior Equipment Operator - Crane (Established 9/3/15) - 3 Applied, 2 Qualified
Senior Program Manager - Harbor (Established 8/28/15 & 9/8/15) - 1 Applied, 1 Qualified; 10 Applied, 10 Qualified
Special Services Officer (Established 9/4/15) - 107 Applied, 28 Qualified

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

3. 15-178CS **Recommendation to receive and file bulletins:**
Aquatics Supervisor
Plan Checker - Mechanical
Registered Nurse

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

4. 15-179CS **Recommendation to receive and file retirements:**
Lovell V. Williams/Gas Construction Worker III/Long Beach Gas & Oil (22 yrs., 10 mos.)
Gustavo A. Coto/Special Services Officer II/Police (24 yrs., 8 mos.)

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

5. 15-180CS **Recommendation to receive and file resignations:**
Heather Filbey-McCabe/Housing Assistance Coordinator/Health (17 yrs., 5 mos.)

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

REGULAR AGENDA

6. 15-181CS **RECOMMENDATION TO EXTEND NON-CAREER HOURS -**
William Downs, Electrician NC
Communication from Kevin L. Wattier, General Manager, Water

The Secretary briefed the Commission regarding this item.

A motion was made by Smith Watts, seconded by Keller, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Charles Hicks, Lawrence Keller, Carolyn M. Smith Watts and Robin Perry

Absent: 1 - Rick McGilton-McGlamery

NEW BUSINESS

President Perry stated that he attended Andy Street, an organization that works with Children in North Long Beach, where Commissioner Carolyn Smith Watts was honored with the Don Knaba Award for her work in the community. He congratulated Commissioner Smith Watts on receiving the award and the great work she is doing in the community.

Pursuant to Government Code Section 54956.5, the Secretary requested the Commission to consider a request received from the Police Department to update the requirements to file on the job opportunity bulletin for Police Officer - Lateral, as an emergency item.

The Secretary briefed the Commission regarding this request, stating that the Police Department is requesting the current Police Officer -Lateral job opportunity bulletin be updated to add an Option "C" to allow reserve officers in the State of California in possession of a POST Level 1 certificated issued by the State and completion of 2,000 paid or volunteer hours to meet the requirements to file.

No action was taken by the Commission because Gary Anderson, Principal Deputy City Attorney and Commission Advisor determined that the item did not qualify as an emergency.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

The Commissioners acknowledged Commissioner Keller for the outstanding work he did as a commissioner and as Commission President. They expressed their gratitude for his service to the City and citizens of Long Beach, and thanked him for his service to the commission.

The Secretary thanked Commissioner Keller for the support he provided to her as the Executive Director, and his contribution to the City and citizens of Long Beach.

On behalf of the Commission, the Secretary presented Commissioner Keller with a plaque and pen.

Commissioner Keller thanked the Commission, staff and the City for the opportunity to serve as a commissioner. He stated that it has been a great opportunity.

Ms. Slaten informed the Commission that two representatives from Chicago for Career Builders met with the staff last week and provided options they offer in recruitment areas. She also stated that the staff will be doing a different version of what the interns did highlighting a day in the life of a City employee, getting the City Manager and other departments involved.

The Secretary stated that the idea is to highlight what it looks like to be a Police Officer or a detective in the City of Long Beach. She informed the Commission that this will be a collaborative effort, with Civil Service partnering with Technology Services, who has agreed to provide the video crew, Arturo Sanchez, Deputy City Manager's team and the Police Department. She stated that she believes that this will be a strong recruitment tool.

Ms. McDonald, thanked Commissioner Keller for the support he provided to staff.

Mr. Pfungsthorh informed the Commission the City Council passed the City's budget, which included the Civil Service Department. He noted that the Civil Service Department's budget included the new organizational structure in Civil Service, Recruitment and Selections, Special Projects and Administrative Support, which will take effect October 1, 2015.

COMMENTS FROM PUBLIC – The Civil Service Commission will hear from members of the public on matters within the Commission’s jurisdiction.

Margaret Huebner, Director of Human Resources - Harbor, acknowledged Commissioner Keller for the excellent work accomplished in the Civil Service Department while serving as a commissioner, and thanked him for the service he provided.

ADJOURNMENT

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

Kung ang nakasulat na pagsasalín-wika ng adyenda at mga katitikan ng Komisyon ay hinahangad para sa mga taong hindi nagsasalita ng Ingles mangyaring gawin ang iyong kahilingan sa pamamagitan ng telepono sa Kagawaran ng Klerk ng Lunsod sa (562) 570-6101, 72 pitong oras bago ang pulong ng Komisyon.

Si desea obtener la traducción lingüística escrita de la agenda y las actas de la Comisión para las personas que no hablan inglés, realice su pedido por teléfono al Departamento de la Secretaría Municipal al (562) 570-6101, 72 horas antes de la reunión de la Comisión.

បើលោកអ្នកមិនចេះនិយាយភាសាអង់គ្លេស ហើយត្រូវការរបៀបវារៈនៃកិច្ចប្រជុំគណៈកម្មាធិការ និងរបាយការណ៍នៃកិច្ចប្រជុំគណៈកម្មាធិការ ជាសំណើប្រែសម្រួលលាយលក្ខណ៍អក្សរទៅជា ភាសារបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានសៀវភៅសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 អោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវប្រារព្ធធ្វើឡើង។

SURVEYOR

Recruitment Plan

Recruitment Strategy

- CareerBuilder.com
- Indeed.com (Cross Post)
- Governmentjobs.com
- Longbeach.gov
- E-blast
- Social Media (Twitter & Facebook)
- HTTV (Hometown television)
- 24-hour jobline

Filing Period

- 2 weeks with possibility of extension depending on applicant pool