

Susana Gonzalez Edmond, President



Phyllis O. Arias, Commissioner
Brandon Dowling, Commissioner
Joel Garnica, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND DRAFT MINUTES

**CIVIL SERVICE COMMISSION MEETINGS ARE HELD VIA
TELECONFERENCE PURSUANT TO EXECUTIVE ORDER N-29-20
ISSUED BY GOVERNOR GAVIN NEWSOM.**

THE CIVIC CHAMBERS WILL BE CLOSED TO THE PUBLIC.

President Gonzalez Edmond called the meeting to order at 8:30 a.m.

FLAG SALUTE

President Gonzalez Edmond asked Commissioner Dowling to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Brandon Dowling, Joel Garnica and Susana Gonzalez Edmond

Present:

Commissioners Phyllis O. Arias

Absent:

- 1. COMMENTS FROM THE PUBLIC – PUBLIC WILL HAVE THE OPPORTUNITY TO ADDRESS THE COMMISSION BY SUBMITTING WRITTEN COMMENTS VIA EMAIL TO MARLA.CAMERINO@LONGBEACH.GOV.**

There were no public comments received.

- 2. [21-046CS](#) Recommendation to approve minutes:**

Regular Meeting of February 3, 2021

A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Brandon Dowling, Joen Garnica and Susana Gonzalez
Edmond

Absent: 1 - Phyllis O. Arias

CONSENT CALENDAR (3 – 13):

Commissioner Garnica pulled Agenda Item 9 for a separate discussion.

Passed the Consent Calendar

A motion was made by to approve Consent Calendar Items, except for items. The motion carried by the following vote:

Yes: 3 - Brandon Dowling, Joen Garnica and Susana Gonzalez
Edmond

Absent: 1 - Phyllis O. Arias

3. [21-047CS](#)

Recommendation to approve examination results:

Civil Engineer Test #19 (Established 02/10/21)

Electrician Test #10 (Established 02/10/21)

Gas Construction Worker (Established 02/04/21)

Public Health Nurse Test #12 (Established 02/10/21)

Safety Specialist (Established 02/03/21)

Special Services Officer Test #50 (Established 02/10/21)

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

4. [21-048CS](#)

Recommendation to receive and file disability retirement(s):

Scott Miller, Police Officer, Police Department (17 yrs., 6

mos.)

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

5. [21-049CS](#)

Recommendation to receive and file resignation(s):

Louie Rodriguez, Motor Sweeper Operator, Department of Public Works (4 yrs., 5 mos.)

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

6. [21-050CS](#)

COVID-19 RELATED: Recommendation to Extend Non-Career

Hours - Armando Lomeli, Maintenance Assistant
Communication from Jodie Griner, Administrative Officer, Department of Health and Human Services
Staff report prepared by Elsa Ramos, Personnel Analyst

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

7. [21-051CS](#)

COVID-19 RELATED: Recommendation to Extend

Non-Career Hours - John Balagtas, Administrative Analyst
Communication from Meg Rau, Administrative Officer, Fire Department
Staff report prepared by Shellie Goings, Personnel Analyst

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

8. [21-052CS](#)

COVID-19 RELATED: Recommendation to Extend

Non-Career Hours - Omar Monroy, Lifeguard
Communication from Meg Rau, Administrative Officer, Fire Department
Staff report prepared by Shellie Goings, Personnel Analyst

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

9. [21-053CS](#)

COVID-19 RELATED: Recommendation to Extend Non-Career Hours (Exceeded Hours) - Javier Aguilar, Andre Balanji, Marc Barcelos, Amairani Cortez, Julia Couto, Soledad Jacot, Francisca Orozco, Public Health Associate
Communication from Jodie Griner, Administrative Officer, Department of Health and Human Services
Staff report prepared by Elsa Ramos, Personnel Analyst

Commissioner Garnica asked staff to explain why the request is coming to the Commission after the employees exceeded their hours. Ms. Pizarro Winting responded that it was an oversight by the Department of Health and Human Services due to the volume of work that they are managing since the pandemic. She stated that staff has been working with the department and a plan is in place moving forward to assist all departments with the monitoring of non-career hours.

A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Absent: 1 - Phyllis O. Arias

10. [21-054CS](#)

COVID-19 RELATED: Recommendation to Extend Non-Career Hours (Close to Exceeding Hours) - Tristan Bigornia, Diane Brown, Trixie Dar Santos, Yusra Daya, Travis Liberman, Niklas Lombardi, David Lowe, Robert Luna, Nafis Muhammed, Sasha Nielsen, Jacob Parra, Esteban Prado, Romero Rodriguez, Kyle Stone, Christina Waddington, John Zabukovec, Public Health Associate
Communication from Jodie Griner, Administrative Officer, Department of Health and Human Services
Staff report prepared by Elsa Ramos, Personnel Analyst

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

11. [21-055CS](#)

COVID-19 RELATED: Recommendation to Extend Non-Career Hours (Expected to Exceed Hours) - James Admondson, Claudia Diaz, Matthew Deforest, Anthony Ellison, Alexis Esparza, Austin Grego, Antonio Jorgenson, Andrew Olivares, Vanessa Solorzano, Brieda Velez Quesada, Cyan Wedgeworth, Public Health Associate
Communication from Jodie Griner, Administrative Officer, Department of Health and Human Services
Staff report prepared by Elsa Ramos, Personnel Analyst

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

12. [21-056CS](#)

Recommendation to Transfer from Unclassified to Classified Service - Ian Wilmott, Ambulance Operator, Fire Department
Communication from Meg Rau, Administrative Officer, Fire Department
Staff report prepared by Shellie Goings, Personnel Analyst

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

13. [21-057CS](#)

Recommendation to Approve Provisional Appointment - Brian Gutierrez-Hernandez, Stock and Receiving Clerk
Communication from Sandra Aguilar, Personnel Officer, Energy Resources Department
Staff report prepared by Elsa Ramos, Personnel Analyst

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

REGULAR AGENDA

14. [21-058CS](#)

RECOMMENDATION TO REQUEST PROVISIONAL APPOINTMENT - Payroll/Personnel Assistant II

Communication from Ken Walker, Acting Personnel

Administrator, Police Department

Staff report prepared by Sheree Valdoria, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Valdoria who briefed the Commission regarding this item.

Representatives from the Police Department were on the call to answer questions.

A motion was made by Commissioner Dowling, seconded by Commissioner Garnica, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Absent: 1 - Phyllis O. Arias

15. [21-059CS](#)

RECOMMENDATION TO REQUEST PROVISIONAL APPOINTMENT - Petroleum Engineer

Communication from Sandra Aguilar, Personnel Officer,

Energy Resources Department

Staff report prepared by Elsa Ramos, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Ramos who briefed the Commission regarding this item.

A representative from the Energy Resources Department were on the call to answer questions.

A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Absent: 1 - Phyllis O. Arias

16. [21-060CS](#)

RECOMMENDATION TO REQUEST PROVISIONAL

APPOINTMENT - Storekeeper
*Communication from Ken Walker, Acting Personnel
Administrator, Police Department*
Staff report prepared by Sheree Valdoria, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Valdoria who briefed the Commission regarding this item.

Representatives from the Police Department were on the call to answer questions.

A motion was made by Commissioner Dowling, seconded by Commissioner Garnica, to approve recommendation. The motion carried by the following vote:

17. [21-061CS](#)

COVID-19 RELATED: REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS AND RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD - Christopher Khim, Special Services Officer III-Armed
*Communication from Stacey V. Lewis, Human Resources
Director, Harbor Department*
Staff report prepared by Sheree Valdoria, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Valdoria who briefed the Commission regarding this item.

Representatives from the Harbor Department were on the call to answer questions.

A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Brandon Dowling, Joen Garnica and Susana Gonzalez
Edmond

Absent: 1 - Phyllis O. Arias

18. [21-062CS](#)

COVID-19 RELATED: REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS AND RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD - Ismael Tafolla, Special Services Officer III-Armed

*Communication from Stacey V. Lewis, Human Resources
Director, Harbor Department
Staff report prepared by Sheree Valdoria, Personnel Analyst*

Ms. Pizarro Winting introduced Ms. Valdoria who briefed the Commission regarding this item.

Representatives from the Harbor Department were on the call to answer questions.

A motion was made by Commissioner Dowling, seconded by Commissioner Garnica, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Absent: 1 - Phyllis O. Arias

19. [21-063CS](#)

COVID-19 RELATED: REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS AND RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD - Jose Terrones, Special Services Officer III-Armed
*Communication from Stacey V. Lewis, Human Resources
Director, Harbor Department
Staff report prepared by Sheree Valdoria, Personnel Analyst*

Ms. Pizarro Winting introduced Ms. Valdoria who briefed the Commission regarding this item.

Representatives from the Harbor Department were on the call to answer questions.

President Gonzalez Edmond asked if the Exception to the Rule policy will help departments to minimize these types of requests. Ms. Pizarro Winting commented that the policy is geared to ensure that the rule is not used extensively for long periods of time.

A motion was made by Commissioner Dowling, seconded by Commissioner Garnica, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Absent: 1 - Phyllis O. Arias

20. [21-064CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Accountant I-III

Communication from Fred Verdugo, Acting Director, Human Resources Department

Staff report prepared by Desiree Davalos, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Valdoria who briefed the Commission regarding this item.

Representatives from user departments as well as the Human Resources Department were on the call to answer questions.

A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Absent: 1 - Phyllis O. Arias

21. [21-065CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Combination Building Inspector

Communication from Fred Verdugo, Acting Director, Human Resources Department

Staff report prepared by Sylvana Tamura, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Tamura who briefed the Commission regarding this item.

Representatives from the Human Resources and Development Services Departments were on the call to answer questions.

A motion was made by Commissioner Dowling, seconded by Commissioner Garnica, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Absent: 1 - Phyllis O. Arias

22. [21-066CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Electrical Engineer

Communication from Fred Verdugo, Acting Director, Human Resources Department

Staff report prepared by Sheree Valdoria, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Valdoria who briefed the Commission regarding this item.

Representatives from the Harbor and Human Resources Departments were on the call to answer questions.

President Gonzalez Edmond commented that she wants Civil Service to be mindful of the reconciliation report in case some individuals may have been unintentionally left out. Ms. Pizarro Winting stated that we are using the reconciliation equity lens to ensure we are making it more accessible.

A brief discussion ensued with Commissioner Garnica and Ms. Valdoria regarding the revisions under Knowledge, Skills and Abilities related to the driving record. It was discussed that the specifics related to a driving record is not listed on the classification specification. This information is typically placed on the bulletin.

A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Absent: 1 - Phyllis O. Arias

23. [21-067CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Water Utility Supervisor

Communication from Fred Verdugo, Acting Director, Human

Resources Department

Staff report prepared by Sylvana Tamura, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Tamura who briefed the Commission regarding this item.

Representatives from the Human Resources and Water Departments were on the call to answer questions.

Commissioner Dowling thanked staff from Civil Service as well as the departments for their diligence and work on this item and the other items on today's agenda. He stated that it is clear our workforce has progressed as some of the classification specifications have not been updated in more than 20 years and looks forward to seeing more.

President Gonzalez Edmond agreed with Commissioner Dowling's comments.

A motion was made by Commissioner Dowling, seconded by Commissioner Garnica, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Absent: 1 - Phyllis O. Arias

24. [21-068CS](#)

RECOMMENDATION TO APPROVE BULLETIN(S):

Accountant I-III
Combination Building Inspector
Electrical Engineer
Water Utility Supervisor

Ms. Pizarro Winting briefed the Commission regarding this item.

Going back to Commissioner Garnica's question regarding the driving record, President Gonzalez Edmond wanted to clarify requirements will be placed on the bulletin. Ms. Pizarro Winting responded that it would.

A motion was made by Commissioner Dowling, seconded by Commissioner Garnica, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Absent: 1 - Phyllis O. Arias

25. [21-069CS](#)

RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION - Geographic Information Systems Technician
Communication from Fred Verdugo, Acting Director, Human Resources Department
Staff report prepared by Sheree Valdoria, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Valdoria who briefed the Commission regarding this item.

Representatives from the Harbor and Human Resources Departments were on the call to answer questions.

President Gonzalez Edmond stated that a lot of work went into preparing staff reports and thanked everyone for their work.

A motion was made by Commissioner Dowling, seconded by Commissioner Garnica, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Brandon Dowling, Joen Garnica and Susana Gonzalez Edmond

Absent: 1 - Phyllis O. Arias

26. STANDING COMMITTEES

A. Executive Committee

There were no updates from the Executive Committee.

B. Recruitment and Selection Committee

There were no updates from the Recruitment and Selection Committee.

C. Special Projects Committee

Commission Garnica reported that a mock hearing is scheduled for later this morning.

27. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten provided updates regarding recruitment outreach efforts with staff from the Department of Health and Human Service's Housing Authority division. She thanked Ms. Cano and Employment Services for their work.

She announced that the Fire Department is hosting another webinar.

B. Employment Services Division - Caprice McDonald

Ms. McDonald thanked the Commission for their comments. She provided updates regarding the work being done within the Employment Services Division. She provided information on the work being done with the various revised classification specifications and thanked staff for their work.

President Gonzalez Edmond thanked Ms. McDonald for her leadership.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo did not have any updates.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting thanked Ms. McDonald for her information regarding the revised classification specifications. She stated that the amount of work being done by staff is amazing. She stated that the responsibility of updating the classification specifications is shared with the Human Resources Department and appreciates their willingness to work with Civil Service in getting them updated. She also thanked staff for their work on the staff reports that were on the Consent Calendar as well as the Regular Agenda.

Ms. Pizarro Winting announced that the Civil Service has a newly appointed commissioner. She will keep the Commission updated on when she will be able to

attend her first meeting.

President Gonzalez Edmond thanked Ms. Pizarro Winting for her leadership and for the management team.

Commissioner Garnica thanked staff for all their hard work.

28. UNFINISHED BUSINESS

Ad Hoc Subcommittees:

A. Subcommittee to Develop Civil Service Commission Policy regarding requests to Utilize Classified Positions in the Unclassified Service

Ms. Pizarro Winting stated that we are waiting on completion of the Meet and Confer process that is being coordinated by Human Resources.

29. NEW BUSINESS

A brief discussion took place with President Gonzalez Edmond, Ms. Pizarro Winting and Mr. Anderson regarding the appointment of Commissioner Garnica to Vice President. It was discussed that the appointment just needs to be placed on the agenda. Discussion also took place regarding the wording of the agenda item.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 9:30 a.m.

MOCK HEARING - 11:00 A.M.

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

Kung nais ang pagsasalin ng nakasulat na wika ng agenda ng Komisyon at ang minutes para sa mga taong hindi nagsasalita ng Ingles, mangyaring isagawa ang iyong hiling sa pamamagitan ng telepono sa Opisina ng Clerk ng Lungsod sa (562) 570-6101, 72 oras ng negosyo bago ang pagpupulong ng Commission.

Si desea obtener la traducción escrita en otro idioma de la agenda y actas de la comisión para personas que no hablan inglés, haga su solicitud por teléfono a la Oficina de la Secretaría Municipal al (562) 570-6101, 72 horas hábiles antes de la reunión de la comisión.

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