

**LONG BEACH CIVIL SERVICE COMMISSION  
CAROLYN SMITH WATTS, PRESIDENT  
SEPTEMBER 5, 2012**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, September 5, 2012, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Carolyn Smith Watts, Charles Hicks Jr., Jeanne Karatsu, Jonathan Gotz, Larry Keller

**MEMBER EXCUSED:**

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Marilyn Hall, Executive Assistant  
Kendra Carney, Deputy City Attorney  
Salvador Ambriz, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President Carolyn Smith Watts presided.**

**MINUTES:** It was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the minutes of the regular meeting of August 15, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the Suspension Appeal 06-S-1112 and 07-S-1112, hearing minutes of July 11 & 25 and August 15, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

**CONSENT CALENDAR (2-6):** It was moved by Commissioner Gotz, seconded by Commissioner Keller and carried that the Consent Calendar items be approved. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:** Request to approve examination results.

Fire Boat Operator (15 Applied, 3 Qualified)  
Geographical Information Systems Analyst 8/21/12 -  
(148 Applied, 46 Qualified)

**The motion was made to approve request on Consent Calendar.**

**RETIREMENTS:**

Request to receive and file retirements.

Emma Henderson/Library Clerk II/Library  
Raymond Tautolo/Recreation Assistant/Parks  
Galelynn Peterson/Clerk Typist III/Fire

**The motion was made to receive and file on Consent Calendar.**

**RESIGNATIONS:**

Request to receive and file resignations.

Natalie Nickel/Assistant Administrative Analyst I/Public Works-  
Rachel Korkos/Senior Civil Engineer/Airport

**The motion was made to receive and file on Consent Calendar.**

**TRANSFERS:**

Request to approve transfers.

Victor Huynh/Environmental Health Specialist III/Health to Environmental Health Specialist III/Development Services  
Charles Querido/Environmental Health Specialist III/Health to Environmental Health Specialist III/Development Services  
Craig Wong/Environmental Health Specialist IV/Health to Environmental Health Specialist IV/Development Services  
Daniel Murray/Survey Technician/Public Works to Survey Technician/Harbor

**The motion was made to approve transfers on Consent Calendar.**

**SCHEDULE FOR HEARINGS:**

Request to approve hearing schedule.

Suspension Appeal 19-R/S-1112, November 14, 2012  
Dismissal Appeal 24-D-1112, November 28, 2012  
Dismissal Appeal 25-D-1112, December 5 & 12, 2012  
Suspension Appeal 20-S-1112, December 19, 2012  
Suspension Appeal 23-S-1112, January 16, 2013

**The motion was made to approve on Consent Calendar.**

**REQUEST TO EXTEND  
NON-CAREER HOURS:**

**JAIME HERNANDEZ/REFUSE OPERATOR/PUBLIC  
WORKS**

The Secretary presented a communication from Cynthia Stafford, Personnel Officer, Public Works, requesting Commission approval to extend the non-career hours for Jaime Hernandez, Refuse Operator, for an additional 200 hours. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Gotz and carried that the non-career hours be extended for 200 hours, in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE LATE  
APPLICATIONS:**

**PUBLIC SAFETY DISPATCHER**

The Secretary presented communications from Bruce Burlingame and Paul Malevitz, Police Service Specialists, requesting Commission approval to file a late application for Public Safety Dispatcher. In addition, the Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst. Mr. Burlingame was present and addressed the Commission. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Keller, to approve the request. After further discussion, Commissioner Hicks requested the motion be rescinded to allow for discussion in a closed session. The motion was rescinded. Mr. Malevitz was also present and addressed the Commission. The Commission requested that this item be held over to the end of the agenda for consideration.

**REQUEST TO PERMANENTLY  
REASSIGN TO AVOID LAYOFF:**

The Secretary presented a request from Debbie Mills, Director of Human Resources, requesting Commission approval for reassignment to avoid layoff for Dimitri Crawford, Motor Sweeper Operator to Parking Control Checker. In addition, the Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Gotz and carried to approve the reassignment to avoid layoff for Dimitri Crawford, Motor Sweeper Operator to Parking Control Checker, in accordance with Section 67(5) of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**RECOMMENDATION TO CONVERT PUBLIC HEALTH PHYSICIAN  
CLASSIFIED TO UNCLASSIFIED:**

The Secretary presented a communication from Debbie Mills, Director of Human Resources, requesting Commission approval to convert the Public Health Physician's classification from classified to unclassified. In addition, the Secretary presented a staff report prepared by Sal Ambirz, Personnel Analyst. Mr. Ambriz briefed the Commission regarding this request. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Hicks and carried to approve the conversion of the Public Health Physician classification from classified to unclassified, pursuant to Section 1101(d) of the City Charter. The motion carried by a unanimous roll call vote.

**REQUEST FOR ORDER OF LAYOFF:** The Secretary presented a communication from Patrick H. West, City Manager, requesting an Order of Layoff. The Secretary requested the Commission direct staff to prepare the order of layoff. The Secretary informed the Commission that Ken Walker, Manager, Personnel Operations, Human Resources, was present to address the Commission regarding the order of layoff. Mr. Walker addressed the Commission, stating that the Order of Layoff as it is will be modified, and the Human Resources Department would like latitude to work with the Executive Director to submit changes as they come forward. He provided the Commission of an overview of what is anticipated to be the process. He also informed the Commission that since the positions have been identified, the Human Resources Department will be setting up some informational meetings for the group included in the order of layoff, which will include Civil Service Department and some other resources to walk those employees affected through the process. He also stated that they would also be having a job fair for those individual employees. The Secretary requested the Commission to direct staff to prepare the order of layoff. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Gotz and carried to refer the Order of Layoff to staff to prepare the Order of Layoff. The motion carried by a unanimous roll call vote.

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

The Secretary presented a staff report, prepared by him, requesting Commission approval of the following eligible lists for six months. Paula Ortega, Senior Human Resource Representative, Harbor Department, requested the Office Systems Analyst eligible list be allowed to expire. The

Secretary stated that he was not in favor of extending the list, however he would recommend that they extend the list for three months to allow the Harbor Department the opportunity to clarify the reason for its request. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Karatsu and carried that the following eligible lists be extended for six months, with the exception of Office Systems Analyst, to be extended for 30 days. The motion carried by a unanimous roll call vote.

Accountant  
Civil Engineering Associate  
Customer Service Representative  
Forensic Specialist (9/7/11 & 9/27/11)  
Office Systems Analyst (30 days)  
Plumber  
Police Officer – Lateral  
Safety Specialist  
Senior Surveyor (3/2/11 & 3/16/11)

**BULLETINS:**

The Secretary presented a staff report prepared by him regarding the following bulletins. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Hicks and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Police Recruit  
Public Health Nutritionist

**MANAGERS' REPORT:**

Melinda George, Deputy Director, acknowledged Sal Ambriz for the excellent job he did in the administration of the Fire Boat Operator examination. She also thanked staff who assisted him with the examination.

**COMMENTS FROM PUBLIC:**

Ken Walker, Manger of Personnel Operations, Human Resources, thanked the Director and the Commission for supporting the Public Health Physician change in classification. He also asked the Commission if it would allow the Executive Director the authority to approve changes to the Order of Layoff and that the Order of Layoff be released to Human resources as changes are made to assist in finding other opportunities in the City for those affected, due to the tight schedule.

After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Karatsu, and carried regarding the amended Order of Layoff, that the Executive Director be given the authority to work with Human Resource to approve any changes pending Civil Service Commission review to the Order of Layoff. The motion carried by a unanimous roll call vote.

Rex Prichard, President, Long Beach Firefighters' Association, addressed the Commission, stating his disappointment with the Commission's decision regarding the Rosenstein and Gabel matter. He stated that his concern with the Commission's decision is that the case had been vested through three independent non-partisan groups, including the ALJ, who were all in agreement with the administrative law judge's report.

Walter Williams, Detention Supervisor, Police, spoke on behalf of Bruce Burlingame and Paul Malevitz, Police Service Specialists, requesting to file a late application for Public Safety Dispatcher.

The Secretary requested that the Commission recess the regular meeting to a closed session, pursuant to Government Code 54947.8, to discuss the request to file late applications for Public Safety Dispatcher.

**RECESS:**

It was moved by Commissioner Hicks, seconded by Commissioner Karatsu and carried to recess the regular meeting to a closed session, pursuant to Government Code 54947.8. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE LATE APPLICATIONS:**

**PUBLIC SAFETY DISPATCHER**

The Secretary presented communications from Bruce Burlingame and Paul Malevitz, Police Service Specialists, requesting Commission approval to file a late application for Public Safety Dispatcher. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Keller and carried to allow Bruce Burlingame to file a late application for the Public Safety Dispatcher examination. The motion carried by a unanimous roll call vote.

After further discussion, it was moved by Commissioner Keller, seconded by Commissioner Karatsu and carried to allow Paul Malevitz to file a late application for the Public

Safety Dispatcher examination. The motion carried by the following roll call vote:

AYE: Larry Keller  
Jeanne Karatsu  
Jonathan Gotz  
Carolyn Smith Watts

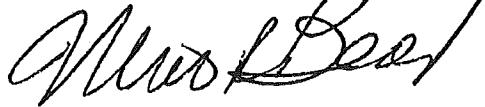
NAY: Charles Hicks Jr.

**RECONVENE:**

It was moved by Commissioner Gotz, seconded by commissioner Keller and carried to reconvene the regular meeting.

**ADJOURNMENT:**

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



MARIO R. BEAS  
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION  
CAROLYN SMITH WATTS, PRESIDENT  
SEPTEMBER 19, 2012**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, September 19, 2012, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Carolyn Smith Watts, Charles Hicks Jr., Jeanne Karatsu, Jonathan Gotz, Larry Keller

**MEMBER EXCUSED:**

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Marilyn Hall, Executive Assistant  
Christina Checél, Senior Deputy City Attorney  
Salvador Ambriz, Personnel Analyst  
Debbie McCluster, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President Carolyn Smith Watts presided.**

**MINUTES:** It was moved by Commissioner Gotz, seconded by Commissioner Keller and carried that the minutes of the regular meeting of September 5, 2012, be approved as prepared. The motion carried by a unanimous roll call vote. Ken Walker, Manager, Personnel Operations, Human Resources addressed the Commission regarding the motion in the **Comments From Public** regarding the Commission's authorization to the Executive Director regarding the order of layoff, stating that it did not accurately reflect Human Resource's request. Debbie Mills, Director of Human Resources, addressed the Commission, stating that the intended request was in addition to approving changes to the Order of Layoff, "that the Order of Layoff be released to Human Resources as changes are made." Commissioner Hicks requested that the motion be amended to include authorizing the Executive Director the authority to approve changes to the Order of Layoff and to release said changes to the Appointing Authority to assist in finding other opportunities in the City for those affected, due to the tight schedule. After discussion, it was moved by Commissioner



Gotz, seconded by Commissioner Karatsu and carried that the motion to approve the regular minutes of September 5, 2012, be change to approve the minutes as amended. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Karatsu seconded by Commissioner Keller and carried that the Suspension Appeal 11-S-1112 hearing minutes of September 5, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

**CONSENT CALENDAR (2-5):**

It was moved by Commissioner Keller, seconded by Commissioner Gotz and carried that the Consent Calendar items be approved. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:**

Request to approve examination results.

Nurse – Occupational Health (9/6/12) – 10 Applied,  
9 Qualified

**The motion was made to approve request on Consent Calendar.**

**RETIREMENTS:**

Request to receive and file retirements.

Debra Bravo/Housing Aide I/Health  
Alfredo Cano/Painter I/Parks  
David Kinley/Marina Supervisor II/Parks  
Michael Dapello/Police Sergeant/Police  
Paul Card/Building Maintenance Engineer/Public Works  
Roscoe James/Maintenance Assistant II/Public Works  
Jeffrey Andrus/Business Systems Specialist III/Technology Services  
Ginger Shugart/Administrative Analyst III/Technology Services

**The motion was made to receive and file on Consent Calendar.**

**RESIGNATIONS:**

Request to receive and file resignations.

Timothy Lawler/Police Officer/Police  
Catherine Ingle/Special Services Officer III/Police  
Rosely Carter/Administrative Analyst III/Parks  
Elida Rodas/Special Services Officer III/Police

**The motion was made to receive and file on Consent Calendar.**

**WITHDRAWAL OF APPEAL:**

Request to receive and file withdrawal of appeal.

Suspension Appeal 12-S-1112

**The motion was made to receive and file on Consent Calendar**

**REQUEST FOR SELECTIVE CERTIFICATION:**

The Secretary presented a communication from Glenda Williams, Director, Library Services, requesting Commission authorization for the selective certification for an individual with cataloging, acquisitions, contract management and/or automated library skills from the Department Librarian eligible list. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Karatsu and carried that the request be approved, pursuant to Section 28 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE LATE APPLICATION:**

**BATTALION CHIEF**

The Secretary presented a communication from Ted Rasmussen, Fire Captain, requesting Commission approval to file a late application for Battalion Chief. In addition, the Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst. Mr. Pfingsthorn briefed the Commission regarding this request. Mr. Rasmussen addressed the Commission. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Keller and carried to approve the request to file late application. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE LATE APPLICATION:**

**SENIOR RECORDS CLERK**

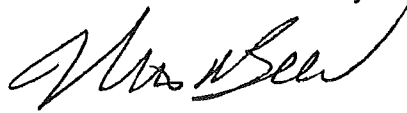
The Secretary presented a communication from Cynthia Lua, Records Clerk Supervisor, requesting Commission approval to file a late application for Senior Records Clerk. In addition, the Secretary presented a staff report prepared by Caprice McDonald. Ms. Lua addressed the Commission. After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Keller and carried to approve the request to file late application. The motion carried by a unanimous roll call vote.

**NEW BUSINESS:**

Commissioner Hicks requested that staff provide the Commission with a demonstration of how applications are filed on NEOGOV.

**ADJOURNMENT:**

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

A handwritten signature in black ink, appearing to read "Mario R. Beas". The signature is fluid and cursive, with the first name "Mario" and last name "Beas" clearly distinguishable.

MARIO R. BEAS  
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION  
SPECIAL MEETING  
SEPTEMBER 26, 2012  
CAROLYN SMITH WATTS, PRESIDENT**

The special meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, September 26, 2012, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Carolyn Smith Watts, Charles Hicks Jr., Jeanne Karatsu, Larry Keller

**MEMBER EXCUSED:** Jonathan Gotz

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Marilyn Hall, Executive Assistant  
Kendra Carney, Deputy City Attorney  
Debbie Mills, Director of Human Resources  
Ken Walker, Personnel Operations Manager, Human Resources

**President Carolyn Smith Watts presided.**

**DISCUSSION OF PRIORITIES FOR CIVIL SERVICE COMMISSION:** President Smith Watts stated that the purpose of the special meeting was to establish Civil Service Commission priorities regarding sensitive timing issues such as the order of layoff and Police Recruit, Fire and other examinations. She stated that she had spoken with several department representatives who indicated that they have employees that are very concerned about what's going to happen to their job. She stated that the Commission wants to be sensitive to the concerns of the employees and put them at ease as soon as possible. Commissioner Hicks stated that his concern was that in talking with different people around the City, it is critical for the Commission to make it very clear to City departments and the Executive Director that the Commission's number one priority is to get the order of layoff completed, and have it done by the next Commission meeting. He stated that it is unfair to the City employees, who are on edge, not knowing if they will have a job. He stated that he has assurance from the City Manager that whatever resources needed to make this happen, it will happen. He acknowledged that all current examinations are important to departments, but that the order of layoff takes priority. Commissioner Keller also stated that he agrees that the order of layoff is a priority because the employees need to know as soon as possible about their status and not be concerned about what's going to happen to their job. The

Secretary informed the Commission that most of staff is working on the order of layoff and it will be ready for the next Commission meeting on October 3, 2012. He stated that he plans to provide the City Manger with some of the classifications by this Friday.

Ken Campbell, Superintendent, Personnel & Training, Parks, Recreation and Marine, Rachael Rock, Administrative Officer, Library Services and Karen Owens, Administrator, Police Personnel, addressed the Commission regarding the questions and concerns of their employees who may be affected by the order of layoff.

Ken Walker, Manager, Personnel Operations, Human Resources, addressed the Commission, providing the Commission with updated information regarding the order of layoff. Debbie Mills, Director of Human Resources, also addressed the Commission, stating that she was representing the City Manager's viewpoints. She also provided the Commission with a breakdown of how Human Resources has been keeping employees informed of the process. She also stated that this same situation will probably be before the Commission next fiscal year doing the exact same thing, and she would like for there to be some type of agreement or understanding of how the process is going to work, what the timing points are and what we do when. She also indicated that Human Resources is willing to provide staff to assist Civil Service Department staff in whatever capacity needed to complete the order of layoff.

After discussion, it was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the order of layoff is the Commission's priority and is to be completed in its entirety for the next Commission meeting of October 3, 2012.

**ADJOURNMENT:**

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



MARIO R. BEAS  
Secretary

MRB:meh