

CITY OF LONG BEACH
CIVIL SERVICE COMMISSION
MINUTES

WEDNESDAY, NOVEMBER 18, 2015
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM

Robin Perry, President
Rick McGilton-McGlamery, Vice President



Phyllis Arias, Commissioner
Charles Hicks Jr., Commissioner
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & DRAFT MINUTES

ROLL CALL

Commissioners Charles Hicks, Carolyn M. Smith Watts, Rick
Present: McGilton-McGlamery, Robin Perry and Phyllis Arias

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
Donna de Araujo, Personnel Analyst
Alex R. Basquez, Director of Human Resources

FLAG SALUTE

1. 15-211CS **Recommendation to approve minutes:**
Regular Minutes of November 4, 2015

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

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

CONSENT CALENDAR 2-7:

Passed the Consent Calendar

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

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

2. 15-212CS

Recommendation to approve examination results:

*Microbiologist - (Established 10/12/15) (AMENDED) - 134 Applied,
1 Qualified*

*Plan Checker - Mechanical (Established 11/6/15) - 2 Applied,
2 Qualified*

*Police Officer - Lateral (Established 11/3/15) - 65 Applied,
16 Qualified*

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

3. 15-213CS

Recommendation to receive and file bulletins:

Electrician

Environmental Health Specialist

Parking Control Checker

Senior Electrical Inspector

Senior Facilities Mechanic

Water Utility Mechanic

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

4. 15-214CS

Recommendation to receive and file retirements:

Victor W. Hafkenscheld/Police Officer/Police (28 yrs., 5 mos.)
Pamela J. Cunningham/Marina Agent III/Parks, Recreation and Marine (29 yrs., 8 mos.)
Mark J. Farestveit/Senior Surveyor/Public Works (21 yrs., 3 mos.)
Peter A. Cruz/Special Services Officer III-Armed/Airport (30 yrs., 1 mo.)
Wing Kui Ma/Traffic Engineering Associate II/Public Works (13 yrs., 2 mos.)
Aaron J. Rothchild/Water Treatment Operator II/Water (4 yrs., 2 mos.)

On behalf of the Commission, the Secretary presented a Certificate of Appreciation to Victor W. Hafkenscheld, Police Officer for 28 years of service to the City and citizens of Long Beach. A representative from the Police Department was present and spoke on his behalf.

President Perry and the Commissioners thanked him for his dedicated service to the City.

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

5. 15-215CS

Recommendation to receive and file disability retirement:

Tina L. Icorn/Police Officer/Police (24 yrs., 11 mo.)
Steven Gmur/Firefighter/Fire (21 yrs., 11 mos.)

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

6. 15-216CS

Recommendation to receive and file resignations:

Miguel Valdovinos, Jr./Special Services Officer II/Airport (3 mos., 3 days)
Hung Quang Din/Survey Technician/Harbor (2 yrs., 7 mos.)

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

7. 15-217CS **Recommendation to approve transfer:**
Nicole J. Eliades-Jones, Customer Service Representative III/Long Beach Gas & Oil to Customer Service Representative III/Financial Management

REGULAR AGENDA

8. 15-218CS **RECOMMENDATION FOR SELECTIVE CERTIFICATION - Recreation Assistant**
Communication from Stephen P. Scott, Interim Director of Parks, Recreation & Marine

The Secretary briefed the Commission regarding this request.

Ken Campbell, Superintendent, Personnel and Training, Parks, Recreation and Marine was present and addressed the Commission regarding this request.

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

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

9. 15-219CS

**RECOMMENDATION TO APPROVE REVISED CLASSIFICATION
SPECIFICATION - *Parking Control Checker***

- a. Communication from Alex R. Basquez, Director of Human Resources
- b. Staff report prepared by Deborah McCluster, Personnel Analyst

The Secretary briefed the Commission regarding this request.

Cynthia Stafford, Deputy Director of Human Resources, Alex R. Vasquez, Director of Human Resources, and Salvador Vasquez, Business Representative of IAM, were all present and addressed the Commission regarding this item.

President Perry stated that he would like to be educated regarding the background investigation as it relates to references and acquaintances. He also stated he would like to have someone brief the Commission regarding the background process.

Cynthia Stafford stated she would contact the Police Department to see if someone could make a presentation on the P.O.S.T. Standards regarding the background process.

A motion was made by Hicks, seconded by Vice President McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

10. 15-220CS

**RECOMMENDATION TO APPROVE PROTEST OF EXAM
ITEM(S) - Street Maintenance Supervisor**

Staff report prepared by Donna de Araujo, Personnel Analyst

This CS-Agenda Item was withdrawn.

11. 15-221CS

**RECOMMENDATION FOR EXCEPTION TO CIVIL SERVICE
RULES AND REGULATIONS - Article VIII, Section 115(3)**

*-Requesting Exception to Article II, Section 7 of the Civil Service
Rules and Regulations - Water Utility Mechanic, Limiting
Applications to City Employee*

Staff report prepared by Kandice Taylor-Sherwood, Executive
Director

The Secretary stated that the exception to the rule to have internal
employees only, does not pertain to the request and requested that it be
amended to Article I, Section 4 (19).

**A motion was made by Hicks, seconded by Smith Watts, to
approve recommendation to amend the request to Article I,
Section 4 (19) of the Civil Service Rules and Regulations. The
motion carried by the following vote:**

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick
McGilton-McGlamery, Robin Perry and Phyllis Arias

The Secretary briefed the Commission regarding this request.

Ken Bott, Administrative Officer, Water Department and Salvador
Vasquez, Business Representative of IAM were present and addressed
the Commission regarding this item.

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

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick
McGilton-McGlamery, Robin Perry and Phyllis Arias

NEW BUSINESS

President Perry thanked the Water Department for recently hosting the Commission
meeting and stated the Commission is available to meet at other departments.

Commissioner Hicks also thanked the Water Department for hosting the Commissioners
and for the tour of the facility. He requested a brief written description of the Special
Services Officer position related to the Airport and Harbor Departments.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten briefed the Commission on the training sessions several Personnel Analysts were attending. She briefed on the meeting with the Police Department and conversation with National Testing Network regarding the Police Recruit position opening in January 2016.

Ms. McDonald briefed the Commission on the Test Construction Interns and introduced them to the Commission (Adalberto Hernandez, Carolyn Pen, Tan Zeng). Mr. Hernandez introduced himself as a recent graduated from The Chicago School of Professional Psychology Industrial Organizational Psychology and currently in the Ph. D program in Organizational Leadership. Ms. Pen introduced herself and stated she received her Masters in Public Administration from California State University, Dominguez Hills and interned with the City of Santa Monica. Mr. Zeng introduced himself and stated he received a Masters degree in Industrial & Organizational Psychology at California State University, Long Beach.

The Secretary stated that the Department would be highlighting four classified Water Department employees (Shaun Stanfield, Stephen Fabarez, Dereck Matos, Richard Bylsma) who demonstrate the Civil Service core values. On behalf of the Commission, the Secretary presented Certificates of Appreciation to each of them. Each employee expressed their gratitude and appreciation for having the opportunity to work for the City of Long Beach.

Commissioner Hicks suggested doing a "Day in the Life" video for the Machinist position (Shaun Stanfield).

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

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 pagsasalin-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។