

**LONG BEACH CIVIL SERVICE COMMISSION
JEANNE KARATSU, PRESIDENT
MARCH 25, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, March 25, 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, Douglas Haubert

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
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 18, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

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

TAMALYN SAYRE/RECREATION LEADER SPECIALIST

The Secretary presented a communication from Phil T. Hester, Director of Parks, Recreation and Marine, requesting Commission approval to extend the non-career appointment for Tamalyn Sayre, Recreation Leader Specialist for 500 hours. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the request to extend non-career hours be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

REQUEST TO FILE LATE APPLICATION:

NEIGHBORHOOD SERVICES SPECIALIST

The Secretary presented a communication from Michael Sanjuan, requesting Commission approval to file a late application for the Neighborhood Services Specialist examination. In addition, the Secretary presented a staff report prepared by Deborah McCluster, Personnel Analyst. Ms. McCluster briefed the Commission regarding Mr. Sanjuan's request. Mr. Sanjuan was present and addressed the Commission, stating that when he submitted his application for Neighborhood Services Specialist his computer crashed and although he completed the supplemental with the application, the completed supplemental was not received by the Civil Service Department due to his computer crashing. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Infelise, to deny Mr. Sanjuan's request to file a late application. The motion failed by the following roll call vote:

AYE: Douglas Haubert

NAY: Ahmed Saafir
Mary Islas
Phil Infelise
Jeanne Karatsu

In a subsequent motion, it was moved by Commissioner Infelise, seconded by Commissioner Islas and carried to approve Mr. Sanjuan's request to file a late application for Neighborhood Services Specialist. The motion carried by the following roll call vote:

AYE: Ahmed Saafir
Mary Islas
Phil Infelise
Jeanne Karatsu

NAY: Douglas Haubert

REQUEST FOR ORDER OF LAYOFF:

The Secretary presented an Order of Layoff to the Commission for the Clerk, Public Health Professional Drug/Alcohol Coordinator, Registered Nurse, Assistant Administrative Analyst, Vector Control Specialist, Community Worker and Customer Service Representative, classifications. In addition, the Secretary presented a staff

report prepared by Diane Dzodin, Administrative Officer. The Secretary briefed the Commission regarding the layoffs. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Islas and carried to approve the Order of Layoff as prepared and to forward it to the City Manager. The motion carried by a unanimous roll call vote.

PROTEST OF WRITTEN EXAMINATION ITEMS:

FIRE BOAT OPERATOR

The Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst regarding the protested question from the Fire Boat Operator examination, which was administered on March 17, 2009. Ms. McDonald briefed the Commission regarding this protest. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried to approve the recommended disposition of the protested item. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

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

Animal Health Technician – 13 Applied, 5 Qualified
Civil Engineer – 6 Applied, 4 Qualified

EXTENSION OF EXPIRING ELIGIBLE LISTS:

It was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the following eligible lists be extended for an additional six months, with the exception of Welder, to be extended for four months. The motion carried by a unanimous roll call vote.

Civil Engineering Assistant (4/2/08, 4/9/08, 4/16/08, 4/30/08, 10/15/08)
Communication Specialist (4/2/08, 4/16/08, 4/23/08)
Public Health Professional (4/2/08, 4/16/08, 4/30/08, 10/8/08)
Supervisor – Facility Maintenance
Welder

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, thanked Suanne Swan and Beatriz Lacerda, Payroll/Personnel Assistants, for the excellent job they did in assisting her with the preparation of the Order of Layoff.

The Secretary informed the Commission that as it directed, he met with four of the employee associations and spoke to one via telephone regarding the City Manager's request to suspend Section 27 of the Rules and Regulations. He stated that he would be meeting with Christina Checel, Deputy City Prosecutor, to discuss proposed language to be used, if it's the Commission's decision to make the rule change to accommodate Section 27.

RECESS:

President Karatsu announced a five-minute recess.

RECONVENE:

President Karatsu reconvened the meeting.

**DISCUSSION AND
CONSIDERATION OF CIVIL
SERVICE DEPARTMENT
BUDGET FY 09/10 & FY 10/11:**

The Secretary provided the Commission with a proposal for potential budget reductions for Civil Service Department FY 09/10 budget, and a potential budget reduction worksheet provided by the Financial Management Department for FY 10/11. He provided the Commission with a detailed explanation of each of the proposed options and the impact on Civil Service being able to provide its core functions. He further stated that Financial Management and the City Manager are not asking for completion of the budget, but to present on the format it provided, potential cuts of up to 15% over the next two fiscal years. Commissioner Saafir expressed concerns that additional cuts to the Civil Service Department would hinder Civil Service from performing its core services as required by the City Charter. Commissioner Haubert expressed that if the Commission finds that a proposed cut hinders it from providing its core services, the Commission would go to the City Council and request additional funds. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried to submit a potential cut of 15% for the next two fiscal years with an explanation that the cut may impede Civil Service from providing its core services as stated in the City Charter. 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