

**LONG BEACH CIVIL SERVICE COMMISSION
JEANNE KARATSU, PRESIDENT
JUNE 25, 2008**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, June 25, 2008, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Herb Levi, Ahmed Saafir, Jeanne Karatsu

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Herman M. Long, Deputy Director
Melinda George, Employment Services Officer
Donna DeAraujo, Administrative Aide
Salvador Ambriz, Personnel Analyst
Diane Dzodin, Personnel Analyst
Debbie McCluster, Personnel Analyst
Lourdes Ferrer, Assistant Administrative Analyst
Paul Heuchert, Personnel Analyst, Human Resources

President Jeanne Karatsu presided.

MINUTES: It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of June 18, 2008, be approved as prepared. The motion carried by a unanimous roll call vote.

PROVISIONAL APPOINTMENT: The Secretary presented a communication from Ronald R. Arias, Director of Health and Human Services, requesting Commission authorization to appoint Brenda Tucker, to the classification of Public Health Nutritionist I on a provisional basis. In addition, the Secretary presented a staff report prepared by Deborah McCluster, Personnel Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Levi and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

CHANGE IN EXAM PLAN:

ELECTRICIAN

The Secretary presented a staff report prepared by Russ Ficker, Personnel Analyst, requesting that the examination plan for Electrician be changed from a technical

oral/performance examination weighted 100% to a non-competitive, qualifying only examination. Melinda George, Employment Services Officer, briefed the Commission regarding this request. After discussion, it was moved by Commissioner Islas, seconded by Commissioner Saafir and carried that the change in examination plan be approved. The motion carried by a unanimous roll call vote.

PROTEST OF DISQUALIFICATION FROM EXAMINATION:

ACCOUNTANT

The Secretary informed the Commission that due to the candidate's inability to attend today's meeting, that this item be held over until the Civil Service Commission meeting of July 9, 2008. Diane Dzodin, Personnel Analyst, was in attendance to answer questions from the Commission. After discussion, it was moved by Commissioner Islas, seconded by Infelise and carried that this item be held over until the Civil Service Commission meeting of July 9, 2008. The motion carried by the following roll call vote:

AYE: F. Phil Infelise
Mary Islas
Ahmed Saafir
Jeanne Karatsu

NO: Herbert A. Levi

REQUEST TO CREATE NEW CLASSIFICATION AND ADOPT CLASSIFICATION SPECIFICATION:

WATER CONSERVATION SPECIALIST

The Secretary presented a communication from Kevin L. Wattier, General Manager- Water Department, requesting Commission approval to create the new classification of Water Conservation Specialist and adopt the classification specification. In addition, the Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst. Mr. Ambriz briefed the Commission regarding this request. Matthew Lyons, Director of Planning and Water Conservation – Water Department, also addressed the Commission. After discussion, it was moved by Commissioner Levi, seconded by Commissioner Islas and carried to approve the creation of the classification of Water Conservation Specialist and adopt the classification specification pursuant to Section 1101(d) of the City Charter.

BULLETINS:

It was moved by Commissioner Saafir, seconded by Commissioner Levi and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Payroll Specialist
Public Health Professional

EXAMINATION RESULTS:

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

~~Department Librarian~~
Electrician – 70 Applied, 46 Qualified
General Librarian – 11 Applied, 11 Qualified
Mechanical Equipment Stock Clerk – 42 Applied, 17 Qualified
Painter Supervisor – 5 Applied, 4 Qualified
~~Senior Combination Building Inspector~~

EXTENSION OF EXPIRING ELIGIBLE LIST:

It was moved by Commissioner Levi, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months, except for Housing Specialist to be extended for three months. The motion carried by a unanimous roll call vote.

Civil Engineer (8/01/07, 1/09/08, 1/23/08)
Combination Building Inspector (1/09/08, 1/23/08)
Criminalist (1/23/08)
Department Librarian (1/09/08)
General Librarian (1/09/08)
Housing Specialist – **3 months**
Police Officer – Lateral (1/09/08)
Police Recruit
Public Health Physician (1/23/08)
Public Health Professional (1/10/07)
Registered Nurse (1/23/08)
Senior Program Manager – Harbor (1/09/08, 1/16/08)
Survey Technician (1/23/08)

DISABILITY RETIREMENT:

DAVID DANIELS/POLICE OFFICER/POLICE

It was moved by Commissioner Levi, seconded by Commissioner Infelise and carried that the subject disability retirement be received and filed. The motion

carried by a unanimous roll call vote.

RESIGNATIONS:

It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Leon Barber/Ambulance Operator/Fire (5 mos., 2 days)
Tiffany Tucker/Communications Dispatcher II/Police (2 yrs., 20 days)
John Mercado/Police Officer/Police (14 yrs., 2 mos.)

TRANSFER:

CHRISTINE MCNICHOLL, MAINTENANCE ASSISTANT III/COMMUNITY DEVELOPMENT TO MAINTENANCE ASSISTANT III/PUBLIC WORKS

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Melinda George, Employment Services Officer, informed the Commission that staff had proceeded with bilingual skills assessments for Police Recruit. She also stated that staff had conducted the General Management In-Basket (GMIB) for Marine Safety Captain as well as a simulated GMIB for 29 Police Lieutenant candidates.

Herman Long, Deputy Director, thanked Caprice McDonald, Personnel Analyst, for her assistance in handling the extensions of eligible lists during his absence.

The Secretary informed the Commission that he had attended the Personnel and Civil Service Committee meeting on Tuesday, June 24, 2008 and had the opportunity to meet the new Commissioner Douglas P. Haubert. He stated that Commissioner Haubert will be briefed before he takes office.

ADJOURNMENT:

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

MARIO R. BEAS
Secretary

MRB:dmd