

**LONG BEACH CIVIL SERVICE COMMISSION
JEANNE KARATSU, PRESIDENT
MARCH 21, 2012**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, March 21, 2012, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Jeanne Karatsu, Carolyn Smith Watts, Jonathan Gotz, Larry Keller

MEMBER EXCUSED: Charles Hicks Jr.

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Christina Checel, Senior Deputy City Attorney
Salvador Ambriz, 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 Gotz, seconded by Commissioner Keller and carried that the minutes of the regular meeting of March 7, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Keller, seconded by Commissioner Gotz and carried that the Dismissal Appeal (40-D-1011) hearing minutes of February 22 & 29, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Smith Watts, seconded by Commissioner Keller and carried that the Suspension Appeal (31-S-1011) hearing minutes of March 7, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Smith Watts, seconded by Commissioner Keller and carried that the Dismissal Appeal (38-D-1011) hearing minutes of March 14, 2012, be

approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Gotz abstained from voting as he was not present.

It was moved by Commissioner Keller, seconded by Commissioner Smith Watts and carried that the Demotion Appeal (44-R-1011) hearing minutes of March 14, 2012, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Gotz abstained from voting as he was not present.

CONSENT CALENDAR (2-5):

It was moved by Commissioner Gotz, seconded by Commissioner Smith Watts 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.

Administrative Analyst – 369 Applied, 82 Qualified
Equipment Operator – 96 Applied, 10 Qualified

The motion was made to approve request on Consent Calendar.

RESIGNATION:

Request to receive and file resignation.

Carrie Lixey/General Librarian/Library

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

WITHDRAWAL OF APPEAL:

Request to receive and file withdrawal of appeal.

Suspension Appeal 04-S-1112.

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

WITHDRAWAL OF APPEAL:

Request to receive and file withdrawal of appeal.

Dismissal Appeal 39-D-1011.

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

**REQUEST TO AMEND
SELECTIVE CERTIFICATION:**

The Secretary presented a communication from Ronald R. Arias, Director of Health and Human Services, requesting Commission authorization to amend the selective certification for Public Health Professional, approved by the Commission on February 1, 2012, for individuals coordinating community based health and wellness program skills from the Public Health Professional eligible list. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Gotz 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 FOR REASSIGNMENTS
AND TRANSFERS TO AVOID
LAYOFFS:**

The Secretary presented a request from Debbie Mills, Director of Human Resources, requesting Commission approval for reassignments and transfers to avoid layoffs for Susan Simaan from Community Development Analyst, Development Services to Administrative Analyst, Parks, Recreation & Marine (67(5)) & (64); Maria Pangelinan, Community Development Analyst, Development Services to Assistant Administrative Analyst, Harbor (67(5)) & (64); Robert Mossler, Community Development Analyst, Development Services to Community Development Analyst, Public Works (64); Ladell White, Community Development Analyst (Administrative Analyst) Development Services to Administrative Analyst, Financial Management (64); Donald Caldwell, Development Project Manager, Development Services to Development Project Manager, Human Resources (64); Norma Lopez, Development Project Manager, Development Services, to Development Project Manager, Human Resources (64); Silvia Medina, Community Development Analyst (Clerk Typist), Development Services to Clerk Typist, Police (64); Erika Moreno, Neighborhood Services Specialist (Clerk Typist), Community Development to Clerk Typist, Police (64); Veronica Ruelas, Clerk Typist, Development Services to Clerk Typist, Fire (64) to avoid layoffs. The Commission also approved the transfer of Elizabeth Norman, Accounting Clerk, Development Services to Accounting Clerk, Parks, Recreation & Marine (64). After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Gotz and carried to approve the reassignments and transfers in accordance with Sections 67(5) and 64 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

REQUEST FOR ORDER OF LAYOFF:

The Secretary presented an Order of Layoff to the Commission for positions in the Departments of Public Works. In addition, the Secretary presented a staff report prepared by him. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Keller 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.

BULLETIN:

PUBLIC HEALTH PROFESSIONAL

It was moved by Commissioner Keller, seconded by Commissioner Smith Watts and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

NEW BUSINESS:

Commissioner Smith Watts requested staff provide the Commission with an update on the NeoGov System regarding the percentage of usage by departments, how many departments currently use it and it's effectiveness.

MANAGERS' REPORT:

Melinda George, Deputy Director, presented Mario Beas, Director of Civil Service with his 25-year service pin. The Commission congratulated Mr. Beas on 25 years of service with the City.

Roberto Uranga, Personnel Services Officer, Health and Human Services, congratulated Mr. Beas on his 25 years of service.

The Secretary provided the Commission an update regarding Civil Service budget, and that he met with the Budget Officer on Tuesday, and he provided some ideas regarding the cuts which he will present to them next week.

ADJOURNMENT:

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



MARIO R. BEAS
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION
SPECIAL MEETING
JEANNE KARATSU, PRESIDENT
MARCH 28, 2012**

A special meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, March 28, 2012, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Jeanne Karatsu, Carolyn Smith Watts, Jonathan Gotz,
Larry Keller

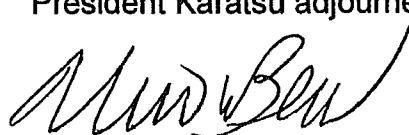
MEMBER EXCUSED: Charles Hicks Jr.

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst

President Jeanne Karatsu presided.

BUDGET WORKSHOP: The Secretary presented proposed options to the Commission regarding the Civil Service Department budget for Fiscal Year 2012-13.

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


MARIO R. BEAS
Secretary

MRB:meh