

**CITY OF LONG BEACH
CIVIL SERVICE COMMISSION
MINUTES**

**WEDNESDAY, MARCH 5, 2014
333 WEST OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Charles Hicks Jr., President
Lawrence Keller, Vice President
Jonathan Gotz, Commissioner
Jeanne Karatsu, Commissioner
Carolyn M. Smith Watts, Commissioner



Tara M. McLean, Acting Executive Director

FINISHED AGENDA AND DRAFT MINUTES

ROLL CALL

OTHERS PRESENT

Tara M. McLean, Acting Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Christina Checel, Principal Deputy City Attorney
Salvador Ambriz, Personnel Analyst
Deborah McCluster, Personnel Analyst
Robert Pfingshtorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Ken Walker, Personnel Operations Manager, Human Resources

Commissioners Jonathan Gotz, Carolyn M. Smith Watts, Jeanne Karatsu,
Present: Charles Hicks and Lawrence Keller

1. 14-037CS

Recommendation to approve minutes:

Regular Meeting of February 19, 2014

Suspension Appeal 34-S-1213 hearing of February 26, 2014

A motion was made by Commissioner Gotz, seconded by Vice President Keller, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Jonathan Gotz, Carolyn M. Smith Watts, Jeanne Karatsu,
Charles Hicks and Lawrence Keller

A motion was made by Vice President Keller, seconded by Commissioner Smith Watts, to approve recommendation for Suspension Appeal 34-S-1213 hearing minutes of February 26, 2014. The motion carried by the following vote:

Yes: 5 - Jonathan Gotz, Carolyn M. Smith Watts, Jeanne Karatsu,
Charles Hicks and Lawrence Keller

CONSENT CALENDAR (2-5):

Passed The Consent Calendar

A motion was made by Commissioner Gotz, seconded by Commissioner Karatsu, to approve Consent Calendar Items, with the exception of Item 2, amended to hold the examination results for Customer Service Representative. The motion carried by the following vote:

Yes: 5 - Jonathan Gotz, Carolyn M. Smith Watts, Jeanne Karatsu,
Charles Hicks and Lawrence Keller

2. 14-038CS

Recommendation to approve examination results:

Customer Service Representative

Department Librarian

Senior Equipment Operator - Crane

Department Librarian - 28 Applied, 7 Qualified

Senior Equipment Operator - Crane - 30 Applied, 1 Qualified

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

3. 14-039CS

Recommendation to receive and file retirement(s):

Hector Arevalo/Harbor Maintenance Supervisor II/Harbor (34 yrs., 5 mos.)

Adoracion Enierga/Clerk Typist III/Police (14 yrs., 6 mos.)

William Neal/Plumber/Harbor (28 yrs., 5 days)

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

4. 14-040CS

Recommendation to reschedule hearings:

Reduction Appeal 35-R-1213, suggested date May 14, 2014

Dismissal Appeal 01-D-1213, suggested date June 4, 2014

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

5. 14-041CS **Recommendation to receive and file withdrawal of appeal:**
Reduction Appeal 11-R-1213
- A motion was made to approve recommendation on the Consent Calendar.**

REGULAR AGENDA

6. 14-042CS **COMMUNICATION REGARDING PROVISIONAL
CONSTRUCTION SUPERVISOR**
a. Communication from Brian Hinkle, Painter Supervisor
b. Staff report prepared by Lourdes Ferrer, Personnel Analyst
- A motion was made by Commissioner Gotz, seconded by Vice President Keller, to receive and file. The motion carried by the following vote:**
- Yes:** 5 - Jonathan Gotz, Carolyn M. Smith Watts, Jeanne Karatsu, Charles Hicks and Lawrence Keller
7. 14-043CS **RECOMMENDATION TO EXTEND ARTICLE VIII, SECTION
115(3) OF THE CIVIL SERVICE RULES AND REGULATIONS:**
Staff report prepared by Tara M. McLean, Acting Executive Director
- A motion was made by Vice President Keller, seconded by Commissioner Smith Watts, to approve recommendation. The motion carried by the following vote:**
- Yes:** 5 - Jonathan Gotz, Carolyn M. Smith Watts, Jeanne Karatsu, Charles Hicks and Lawrence Keller
8. 14-044CS **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 - Qualifications and Requirements for Real
Estate Project Coordinator - Limiting Applications to City Employees
and Laid Off City Employees*
Staff report prepared by Tara M. McLean, Acting Executive Director
- A motion was made by Commissioner Karatsu, seconded by Commissioner Gotz, to approve recommendation. The motion carried by the following vote:**

Yes: 5 - Jonathan Gotz, Carolyn M. Smith Watts, Jeanne Karatsu,
Charles Hicks and Lawrence Keller

**9. 14-045CS COMMUNICATION REGARDING BATTALION CHIEF
EXAMINATION**

This item was pulled from the agenda.

10. 14-046CS PROTEST OF WRITTEN EXAMINATION ITEMS - Fire Captain
Staff report prepared by Robert Pfingsthorn, Personnel Analyst

**A motion was made by Commissioner Gotz, seconded by
Commissioner Karatsu, to approve recommendation. The motion
carried by the following vote:**

Yes: 5 - Jonathan Gotz, Carolyn M. Smith Watts, Jeanne Karatsu,
Charles Hicks and Lawrence Keller

**11. 14-047CS RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING
ELIGIBLE LISTS (6 months):**

Staff report prepared by Tara M. McLean, Acting Executive Director
Emergency Medical Educator
Environmental Health Specialist
Mechanical Engineer (9/11/13; 9/30/13)
Microbiologist (9/6/13; 9/30/13)
Plan Checker - Fire Prevention (9/13/13; 9/30/13)
Public Safety Dispatcher - Lateral
Special Services Officer

**A motion was made by Commissioner Gotz, seconded by Vice
President Keller, to approve recommendation. The motion carried
by the following vote:**

Yes: 5 - Jonathan Gotz, Carolyn M. Smith Watts, Jeanne Karatsu,
Charles Hicks and Lawrence Keller

12. 14-048CS

RECOMMENDATION TO APPROVE BULLETINS:

Staff report prepared by Tara M. McLean, Acting Executive Director
Accounting Clerk
Construction Inspector
Real Estate Project Coordinator
Senior Combination Building Inspector
Surveyor

A motion was made by Commissioner Smith Watts, seconded by Vice President Keller, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Jonathan Gotz, Carolyn M. Smith Watts, Jeanne Karatsu, Charles Hicks and Lawrence Keller

NEW BUSINESS

President Hicks thanked Christina Checel, Principal Deputy City Attorney for the outstanding service she has provided to the Commission as its advisor, and wished her well in her new position. Commissioner Keller, Karatsu, Gotz and Smith Watts also acknowledged Ms. Checel's outstanding service as Commission Advisor and wished her well.

Ms. Checel thanked the Commission, stating that it's been a great opportunity having worked with them.

MANAGERS' REPORT

Melinda George, Deputy Director informed the Commission that staff attended an orientation for Public Safety Dispatcher, on Tuesday, conducted by the Police and Fire Departments, with about 30 people in attendance. She stated that another orientation is scheduled for today, which staff will also attend. She also informed the Commission that staff will be going to Parks and Recreation to assist their Maintenance Assistant applicants with on-line application filing.

The Secretary informed the Commission that staff continues to work on the examination backlog and streamlining the process, and working with departments to find solutions to get the backlog cleared up.

ADJOURNMENT

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 ជាសំណៅប្រែសម្រួលលាយលក្ខណ៍អក្សរទៅជា ភាសាបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានសៀវភៅសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 ដោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវប្រារព្ធធ្វើឡើង។