

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

**WEDNESDAY, AUGUST 20, 2014
333 WEST OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Lawrence Keller, President
Robin Perry, Vice President



Charles Hicks Jr., Commissioner
Rick McGilton-McGlamery, Commissioner
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & DRAFT MINUTES

ROLL CALL

Kandice Taylor-Sherwood, Executive Director & Secretary
Melinda George, Deputy Director
Sharon Hamilton, Acting Executive Assistant
Gary Anderson, Deputy City Attorney
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Personnel Analyst
Cynthia Stafford, Manager, Personnel Operations, Human Resources
Stacey Lewis, Assistant Director of Human Resources, Harbor

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

Commissioners Lawrence Keller

Absent:

1. 14-168CS **Recommendation to approve minutes:**
Regular Meeting of August 6, 2014

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

Yes: 4 - Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Absent: 1 - Lawrence Keller

CONSENT CALENDAR (2-5)

Passed The Consent Calendar

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

Yes: 4 - Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Absent: 1 - Lawrence Keller

2. 14-169CS

Recommendation to approve examination results:

Business Systems Specialist (Established 8/13/14) - 46 Applied, 41 Qualified

Fire Engineer - 21 Applied, 6 Qualified

Police Recruit (Amended from 8/6/14) - 2010 Applied, 662 Qualified

Recycling Specialist - 164 Applied, 23 Qualified

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

3. 14-170CS

Recommendation to receive and file retirement:

Armando Yearwood/Police Officer/Police (14 yrs., 11 mos.)

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

4. 14-171CS **Recommendation to receive and file resignations:**
Jose Marin/Special Services Officer/Police (5 yrs., 11 mos.)
Mufeedan Waajid/School Guard/Police (1 yr., 10 mos.)
Shawnee Luna/School Guard/Police (1 yr., 4 mos.)
John Kinnaird/Ambulance Operator/Fire (11 mos., 11 days)
Michelle Fino/Public Health Nutritionist II/Health (14 yrs., 6 mos.)

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

5. 14-172CS **Recommendation to receive and file withdrawal of appeal:**
Suspension Appeal 42-S-1213

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

REGULAR AGENDA

6. 14-173CS **RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**
Yvonne Morales, Animal Control Officer
Communication from George Chapjian, Director of Parks,
Recreation and Marine

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

Yes: 4 - Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Absent: 1 - Lawrence Keller

7. 14-174CS **RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**
Hiran Fernando, Airport Operations Assistant II
Communication from Dale Worsham, Administrative Officer, Long Beach Airport

Dale Worsham, Administrative Officer, Long Beach Airport was present to answer Commission questions.

A motion was made by Commissioner McGilton-McGlamery, seconded by Commissioner Smith Watts, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Absent: 1 - Lawrence Keller

8. 14-175CS **RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**
Stephan Lum, Civil Engineer
Communication from Dale Worsham, Administrative Officer, Long Beach Airport

Dale Worsham, Administrative Officer, Long Beach Airport was present to answer Commission questions.

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

Yes: 4 - Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Absent: 1 - Lawrence Keller

9. 14-176CS **RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**
Enriquito Asuncion, Senior Civil Engineer
Communication from Meg Rau, Administrative Officer, Development Services

Meg Rau, Administrative Officer, Development Services was present to answer Commission questions.

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

Yes: 4 - Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Absent: 1 - Lawrence Keller

10. 14-177CS **RECOMMENDATION TO CHANGE EXAMINATION PLANS -**
General Maintenance Assistant and Construction Supervisor
Staff report prepared by Kandice Taylor-Sherwood, Executive Director

Stacey Lewis, Assistant Executive Director of Human Resources, Harbor was present to answer Commission questions.

A motion was made by Commissioner Smith Watts, seconded by Commissioner McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Absent: 1 - Lawrence Keller

11. 14-178CS **RECOMMENDATION TO APPROVE BULLETINS**
Staff report prepared by Kandice Taylor-Sherwood, Executive Director
Equipment Operator
Gardener
Neighborhood Services Specialist
Public Safety Dispatcher
School Guard
Senior Survey Technician

A motion was made by Commissioner Hicks, seconded by Commissioner Smith Watts, to approve recommendation.

Yes: 4 - Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Absent: 1 - Lawrence Keller

12. 14-179CS **RECOMMENDATION FOR CONSIDERATION OF ADMINISTRATIVE LAW JUDGE'S REPORT - Disability Retirement Appeal 02-DR-1213 (Mailed to CSC July 11, 2014)**
a. Report prepared by Eric Sawyer, Administrative Law Judge
b. Communication from Howard Z. Rosen, Attorney at Law

The Secretary presented a report prepared by Hearing Officer Eric Sawyer, Administrative Law Judge, to the Commission, regarding the subject hearing which was conducted on May 16, 2014. After discussion:

A motion was made by Commissioner McGilton-McGlamery, seconded by Commissioner Smith Watts and carried that the hearing officer's report be approved as prepared. The motion carried by the following vote:

Yes: 4 - Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

Absent: 1 - Lawrence Keller

MANAGERS' REPORT

Melinda George, Deputy Director thanked Lourdes Ferrer, Personnel Analyst for her excellent work on the Fire Engineer Examination and working well with the Fire Department. She also informed the Commission that Nani Blyleven, Administrative Analyst, Human Resources will be training with the Civil Service Department on examination's and helping with the backlog of examinations. Melinda also thanked the Harbor Department for the two summer Interns and hosting a wonderful reception.

Kandice Taylor-Sherwood, Executive Director acknowledged staff for their efforts on all of the examinations and picking up the pace. Kandice informed the Commission that she will be hosting a "Vision & Goals" Workshop, September 3, 2014. This workshop is open to the public. The Civil Service Department will be collaborating with the Harbor Department with the efforts to catch up on the examination backlog. The Harbor Department will be giving the Civil Service Department three individuals full-time and part-time on a temporary basis.

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

Commissioner Perry commended staff on their great ideas and working more efficient. He also thanked the public for their support.

Stacey Lewis, Assistant Executive Director of the Harbor Department commended Kandice, Melinda and staff on their innovative ways of implementing the change of exam plan and the collaboration of the two departments.

Caprice McDonald acknowledged the hiring departments on their assistance with the Equipment Operator examination that will open soon.

ADJOURNMENT

8:30 A.M. – DISMISSAL APPEAL HEARING 10-D-1314

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 ភាសារបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានសៀវភៅសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 អោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវប្រារព្ធធ្វើឡើង។