

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

**WEDNESDAY, SEPTEMBER 15, 2021
LONG BEACH WATER DEPARTMENT
1800 E WARDLOW ROAD, LONG BEACH, CA,
8:30 AM**

Joen Garnica, President
Brandon Dowling, Vice President



Phyllis O. Arias, Commissioner
Susana Gonzalez Edmond, Commissioner
Yvonne Wheeler, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND DRAFT MINUTES

SPECIAL MEETING

**LOCATION:
1800 E WARDLOW ROAD, LONG BEACH, CA**

FLAG SALUTE

President Garnica asked Ms. Macias to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Phyllis O. Arias, Yvonne Wheeler, Susana Gonzalez Edmond

Present: and Joen Garnica

Commissioners Brandon Dowling

Absent:

- 1. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION’S JURISDICTION EITHER VIRTUALLY OR IN-PERSON.**

There were no comments from the public.

CONSENT CALENDAR (2 – 8):

Commissioner Arias pulled Agenda Item 8 for a separate discussion.

Passed the Consent Calendar

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Arias, to approve Consent Calendar Items (2 - 7), except for Item (8). The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Yvonne Wheeler, Susana Gonzalez Edmond and Joen Garnica

Absent: 1 - Brandon Dowling

2. 21-255CS

Recommendation to approve examination results:

Electrical and Instrumentation Technician I-II Test #02

Harbor Patrol Officer I-III Test #03

Laboratory Analyst I-III

Permit Technician I-II Test #03

Petroleum Engineer I-II Test #01

Public Safety Dispatcher I-IV - NTN EXAM Test #25

School Guard Test #10

Special Services Officer I-IV Test #56

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

3. 21-256CS

Recommendation to approve bulletin(s):

Combination Building Inspector Aide I-II

Personnel Analyst I-IV

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

4. 21-257CS

Recommendation to receive and file retirement(s):

Michael Barth, Police Officer, Police Department (20 yrs., 9 mos.)

Bradley Dinsdale, Police Officer, Police Department (20 yrs., 9

mos.)

Jim Khith, School Guard, Public Works Department (10 yrs., 8 mos.)

Conrad Penn, Police Sergeant, Police Department (21 yrs., 4 mos.)

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

5. 21-258CS

Recommendation to receive and file resignation(s):

Gabriel Alvarez, Animal Control Officer I, Parks Recreation and Marine Department (15 yrs., 3 mos.)

Obed Ruiz Duarte, Ambulance Operator, Fire Department (2 yrs., 2 mos.)

Michael Faxon, Special Services Officer III, Police Department (5 yrs., 1 mo.)

Antonio Gomez, Water Utility Mechanic I, Water Department (2 yrs., 3 mos.)

Nicole Lopez, Assistant Administrative Analyst, Financial Management Department (4 yrs., 5 mos.)

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

6. 21-259CS

Recommendation to approve transfer(s):

Aline Alvarez Gonzalez - Maintenance Assistant I, Harbor Department to Maintenance Assistant III, Public Works Department

Ericka Rhyne - Clerk Typist II, Fire Department to Clerk Typist II, Public Works Department

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

7. 21-260CS

COVID-19 RELATED: Recommendation to Extend Non-Career Hours - Teresa Razo Marmolejo, Community Working-NC

*Communication from Kelly Colopy, Director, Department of
Health and Human Services
Staff report prepared by Maria Cano, Personnel Analyst*

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

8. 21-261CS

**COVID-19 RELATED: Recommendation to Extend
Non-Career Hours** - Daniel Aguilar, Jr., Anthony Capparelli,
Marlene Garcia, Alize Hernandez, Andrew Rendon, Virginia
Olson, Public Health Associate
*Communication from Kelly Colopy, Director, Department of
Health and Human Services
Staff report prepared by Maria Cano, Personnel Analyst*

Commissioner Arias wanted to know how we are tracking hours for non-career staff citywide. Ms. Pizarro Winting responded that the Administration and Support Services Division will begin sending out notices to departments reminding them of where non-career staff are with their hours. Additionally, departments do have access to a report that assists them in keeping track as well.

**A motion was made by Commissioner Arias, seconded by
Commissioner Gonzalez Edmond, to approve
recommendation. The motion carried by the following vote:**

Yes: 4 - Phyllis O. Arias, Yvonne Wheeler, Susana Gonzalez
Edmond and Joen Garnica

Absent: 1 - Brandon Dowling

REGULAR AGENDA

9. 21-262CS

**RECOMMENDATION TO REQUEST PROVISIONAL
APPOINTMENT** - Recycling Specialist I-II
*Communication from Robert Pfingsthorn, Acting Personnel
Officer, Department of Public Works
Staff report prepared by Shellie Goings, Personnel Analyst*

Ms. Pizarro Winting introduced Ms. Goings who briefed the Commission regarding this item.

Mr. Pfingsthorn, Acting Personnel Officer for the Department of Public Works, was present to answer questions.

Commissioner Arias wanted clarification that provisionals will be in place while the department recruits for other positions. Ms. Goings responded that she was correct. She stated that there are a few other recruitments currently be worked on and the Recycling Specialist recruitment will take place once those are finished.

Commissioner Gonzalez Edmond wanted to clarify that this position will require a bachelor's degree. Ms. Goings responded that it would.

A brief discussion took place with Commissioner Gonzalez Edmond and Mr. Pfingsthorn regarding the role of the Recycling Specialist. It was confirmed that the role will be to provide education to the community and businesses to ensure food waste is being disposed of appropriately. Ms. Pizarro Winting stated that these positions were added to the new fiscal year. Commissioner Gonzalez Edmond stated that these are important roles.

A motion was made by Commissioner Wheeler, seconded by Commissioner Arias, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Yvonne Wheeler, Susana Gonzalez Edmond and Joen Garnica

Absent: 1 - Brandon Dowling

10. [21-263CS](#)

RECOMMENDATION FOR SELECTIVE CERTIFICATION -
Business Systems Specialist (Web Solutions Engineer)
Communication from Lea Eriksen, Director, Department of Technology and Innovation
Staff report prepared by Desiree Davalos, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Davalos who briefed the Commission regarding this item.

Commissioner Arias asked if the ten staff who have already been selected will be eligible to apply. Ms. Davalos responded that those individuals are not eligible because their names were removed from the eligibility list once they were hired. Commissioner Arias wanted to know if the ten could apply if a new recruitment were to open. Ms. Davalos responded that they would be eligible to apply.

Commissioner Arias wanted to know if we weren't jumping ahead with the survey since the item had not been approved by the Commission. Ms. Davalos explained that outreach was conducted during the first Selective Certification to not overwhelm candidates with multiple requests.

A motion was made by Commissioner Arias, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Yvonne Wheeler, Susana Gonzalez Edmond and Joen Garnica

Absent: 1 - Brandon Dowling

11. 21-264CS

RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION - Gas Field Technician I-III
Communication from Joe Ambrosini, Director, Department of Human Resources
Staff report prepared by Maria Cano, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Cano who briefed the Commission regarding this item.

Commissioner Arias wanted to clarify that minimum qualifications were reduced from three years to two years of experience and that the idea was to give an opportunity for more internal staff to apply. Ms. Cano agreed.

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Wheeler, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Yvonne Wheeler, Susana Gonzalez
Edmond and Joen Garnica

Absent: 1 - Brandon Dowling

12. STANDING COMMITTEES

A. Executive Committee

The Executive Committee did not have any information to report.

B. Recruitment and Selection Committee

The Recruitment and Selection Committee did not have any information to report.

C. Special Projects Committee

The Special Projects Committee did not have any information to report.

13. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten announced that Ms. Macias has accepted a position with the Police Department as an Administrative Analyst in their Personnel Division. She highlighted her career and thanked her for her service. Ms. Macias stated that she is grateful for the opportunities she has been given and thanked everyone. Becoming an Administrative Analyst has been a dream for her. The Commission and Ms. Pizarro Winting congratulated Ms. Macias on her promotion.

Ms. Slaten reported that her division has vacancies for an Administrative Aide and a Clerk Typist. Ms. Cano will be posting them either later this week or early next week.

A brief discussion took place with President Garnica, Ms. Pizarro Winting and Ms. Slaten regarding the responsibilities of Clerk Typist. It was discussed that Clerk Typist is not just about typing but there are various other responsibilities. It was discussed that there could be a possible change in the title sometime in the future. More information will be provided during the Commission's retreat on Friday.

B. Employment Services Division - Caprice McDonald

Ms. McDonald was not present to report. Ms. Pizarro Winting thanked the analysts for their work.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo congratulated Ms. Macias on her promotion. She also informed the Commission that Ms. Kerr-Jenkins has transferred from Employment Services to Administration and Support Services and outlined her responsibilities.

President Garnica commented that she is proud of Civil Service staff as there has been a lot of shuffling and reorganizing.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting reported that we have been focused on staffing issues due to so much movement. She stated that staff were encouraged to take the Administrative Analyst test, which is why there has been movement. She stated that departments are not being left in a lurch. She stated that departments are temporarily being divided amongst analysts until additional analysts can be hired.

Commissioner Gonzalez Edmond commented that someone once said to her that if you are a good leader, your staff will always promote and thanked Ms. Pizarro Winting for her leadership. She believes the movement of staff is because staff have been encouraged to promote, which speaks volume to her encouragement and support of staff.

14. UNFINISHED BUSINESS

There was no unfinished business to discuss.

15. NEW BUSINESS

Ms. Pizarro Winting thanked Commissioner Wheeler for providing staff with information regarding a community outreach event that they will be following up on. Commissioner Wheeler provided information on the Taste of Soul event and will provide more information as it becomes available.

Commissioner Gonzalez Edmond congratulated Commissioner Arias and her husband Ron Arias. She stated that City Council voted to name the health facility in

North Long Beach after Mr. Arias. She also reminded everyone that today starts Hispanic Heritage Month and invited everyone to attend a virtual Loteria Night for her son's school.

President Garnica congratulated Commissioner Arias and her husband as well.

Commissioner Arias announced that she and her husband just celebrated their 50th wedding anniversary. She stated that she is very excited and humbled about the naming of the building and thanked everyone who was involved in the naming of the building, especially Commissioner Gonzalez Edmond.

16. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION’S JURISDICTION.

Nerissa Mojica introduced herself to the Commission. She stated that she is the newly appointed Admin and Finance Bureau Manager for the Department of Health and Human Services. She thanked the Commission for extending the non-career hours for her staff as they are critical during the pandemic.

ADJOURNMENT

President Garnica adjourned the meeting at 9:23 a.m.

HEARING 9:30 A.M.

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LONG BEACH WATER DEPARTMENT
1800 E WARDLOW ROAD, LONG BEACH, CA,
8:30 AM**

NOTE:

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