

Susana Gonzalez Edmond, President
Heather Morrison, Vice President



Phyllis O. Arias, Commissioner
Brandon Dowling, Commissioner
Joel Garnica, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA & DRAFT MINUTES

Vice President Morrison called the meeting to order at 8:40 a.m.

FLAG SALUTE

Vice President Morrison asked Commissioner Arias to lead the Pledge of Allegiance.

ROLL CALL

Commissioners Phyllis O. Arias, Brandon Dowling, Joel Garnica and Heather
Present: Morrison

Commissioners Susana Gonzalez Edmond
Excused:

Christina Pizarro Winting, Executive Director
Crystal Slaten, Deputy Director
Caprice McDonald, Special Projects Officer
Maria Alamo, Special Projects Officer
Marla Camerino, Executive Assistant
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
Stanley Wang, Personnel Analyst
Carolyn Pen, Administrative Analyst

Veronica Robles Scott, Administrative Analyst
Sylvana Tamura, Administrative Analyst
Adriana Ramirez, Manager, Labor Compliance Administrator, Harbor Department
Kathleen Bangma, Retiree, Harbor Department
Diko Melkonian, Deputy Director of Public Works
Russ Ficker, Personnel Officer, Public Works
Craig McCullouch, Retiree, Public Works Department
Dan Cunningham, Interim Communications Center Officer, Disaster Preparedness and
Emergency Communications Department
Madison Chavarria, Harbor Department

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

There were no comments from the public.

1. [19-210CS](#) **Recommendation to approve minutes:**
Regular Meeting of November 6, 2019

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Heather Morrison

Excused: 1 - Susana Gonzalez Edmond

CONSENT CALENDAR (2 – 6):

Passed the Consent Calendar

A motion was made by Commissioner Garnica, seconded by Commissioner Dowling, to approve Consent Calendar Items (2 - 6). The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Heather Morrison

Excused: 1 - Susana Gonzalez Edmond

2. [19-211CS](#)

Recommendation to approve examination results:

License Inspector Test #01 (Established 11/14/19)
Police Officer - Lateral Test #09 (Established 11/14/19)
Public Safety Dispatcher - NTN Test #09 (Established 11/15/19)
Public Safety Dispatcher - POST WAVIER Test #09 (Established 11/15/19)
Refuse Operator Test #22 (Established 11/15/19)
Senior Civil Engineer Test #05 (Established 11/08/19)
Special Services Officer Test #40 (Established 11/15/19)
Water Treatment Operator Test #03 (Established 11/06/19)

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

3. [19-212CS](#)

Recommendation to approve bulletin(s):

Development Project Manager
Engineering Technician
Principal Building Inspector
Senior Electrical Inspector

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

4. [19-213CS](#)

Recommendation to receive and file retirement(s):

Kathleen Bangma, Administrative Aide II, Harbor Department (26 yrs., 8 mos.)
Carmelo Buzon, Engineering Technician II, Public Works (17 yrs., 7 mos.)
Constance Knesal, Public Safety Dispatcher IV, Disaster Preparedness and Emergency Communications (37 yrs., 6 mos.)
Craig McCullouch, Refuse Operator III, Public Works (30 yrs., 8 mos.)
Johnny Miyasaki, Police Officer, Police Department (26 yrs., 5 mos.)
Shawn Polly, Firefighter, Fire Department (30 yrs., 3 mos.)

*Louis Tsamous, Principal Building Inspector, Development Services
(20 yrs., 6 mos.)*

On behalf of the Civil Service Commission, Executive Director Christina Pizarro Winting, presented a Certificate of Appreciation to Kathleen Bangma, Administrative Aide, for 26 years, 8 months of service to the City of Long Beach. Adriana Ramirez, Manager of Labor Compliance for the Harbor Department, was present to recognize and highlight Ms. Bangma's career. The Commission congratulated Ms. Bangma on her retirement.

Constance Knesal was not present to accept her certificate; however, Ms. Pizarro Winting wanted to highlight her 37 years, 6 months of service to the City of Long Beach. Ms. Knesal was a Public Safety Dispatcher prior to retiring.

On behalf of the Civil Service Commission, Ms. Pizarro Winting, presented a Certificate of Appreciation to Craig McCullough, Refuse Operator, for 30 years, 8 months of service to the City of Long Beach. Diko Melkonian, Deputy Director for the Public Works Department, was present to recognize and highlight Mr. McCullough's career. The Commission congratulated Mr. McCullough on his retirement.

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

5. [19-214CS](#)

Recommendation to receive and file resignation(s):

Jared Burke, Police Officer, Police Department (11 mos., 6 days)

Maria Campa, Housing Specialist III, Health and Human Services Department (2 yrs., 27 days)

John Corgel, Ambulance Operator, Fire Department (1 yr., 18 days)

Steven Corona, Special Services Officer III-Armed, Police Department (7 mos., 25 days)

Bryce Hinds, Civil Engineering Assistant, Energy Resources (1 yr., 3 mos.)

Jeanne Johnson, Public Safety Dispatcher II, Disaster Preparedness and Emergency Communications (4 yrs., 2 mos.)

Lorene Pitts, Customer Service Representative II, Public Works (4 yrs., 10 mos.)
David Rasor, Combination Building Inspector, Development Services (2 yrs., 5 mos.)
Nash Theofanos, Special Services Officer III-Armed, Harbor Department (7 mos., 7 days)
Mauro Torno, Jr., Public Health Physician, Health and Human Services Department (18 yrs., 3 mos.)

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

6. [19-215CS](#)

Recommendation to approve transfer(s):

Amanda Johnson - Accountant III/Financial Management to Accountant III/Airport

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

REGULAR AGENDA

7. [19-217CS](#)

DISCUSSION OF REPORT FROM THE WONDERLIC SUBCOMMITTEE

Vice President Morrison reiterated information that was provided at the last meeting. She informed the Commission that the Wonderlic Subcommittee was formed in response to a few protests regarding the administration of the Wonderlic exam for Administrative Analyst. The Subcommittee, which consisted of Commissioner Arias and Vice President Morrison, met four times to review and make recommendations regarding Wonderlic. She stated that she read the report at the last meeting and that now would be an opportunity to discuss the report.

There were no questions from the Commission regarding the Subcommittee's report.

A motion was made by Commissioner Arias, seconded by Commissioner Garnica, to receive and file this item. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Heather Morrison

Excused: 1 - Susana Gonzalez Edmond

8. [19-218CS](#) **RECOMMENDATION TO REQUEST CIVIL SERVICE STAFF TO REVIEW VARIOUS ASSESSMENTS OF THE WONDERLIC TESTING INSTRUMENT SO THAT THEY BETTER MATCH THE SKILLSET OF FUTURE EXAMS**

Commissioner Arias moved to change “Request” to “Direct” Civil Service staff to review the various assessments of the Wonderlic testing instrument so that they better match the skillset required of future exams.

Commissioner Arias commented that in the past the Commission has been able to direct staff and is not certain why this was placed as an agenda item.

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

Yes: 4 - Phyllis O. Arias, Brandon Dowling, Joen Garnica and Heather Morrison

Excused: 1 - Susana Gonzalez Edmond

MANAGERS' REPORTS

Recruitment & Selection

Ms. Slaten informed the Commission that staff attended the Port of Long Beach Women in Trades Event at the Hotel Maya on November 14, 2019. Staff conducted outreach to more than 100 high school females.

Ms. Slaten informed the Commission that Civil Service staff will be working with the Human Resources Division at the Harbor Department to provide a presentation on how

to apply for City jobs within their maintenance unit.

Special Projects

Ms. McDonald was not present to report.

Administration Support Services

Ms. Alamo did not have any new information to report.

Executive Director

Ms. Pizarro Winting informed the Commission that she attended the City Council meeting on Tuesday, November 19, 2019, at the request of Human Resources. They were reporting back on a joint study that was conducted. The item also included an audit that was conducted on the onboarding process for Human Resources. Ms. Pizarro Winting attended as support and in case there were questions. She was happy to attend and show Civil Service is working with Human Resources regarding the onboarding process.

Ms. Pizarro Winting informed the Commission that staff received an invitation to attend the Mayor's Thanksgiving Employee Appreciation Breakfast. This event is being hosted by the Mayor in conjunction with the Port of Long Beach and the City Manager's Office.

Ms. Pizarro Winting informed the Commission that the Civil Service Department will be getting together as a group to discuss what we are all thankful for.

On behalf of Civil Service staff, Ms. Pizarro Winting thanked the Commission for their support of Civil Service. She thanked the Commissioners for attending the meetings, for their engagement, their commitment to the merit process and for all they do. Ms. Pizarro Winting acknowledged that the Civil Service Commission is one of the hardest working Commissions and that Commissioners are very much appreciated.

UNFINISHED BUSINESS

There was no unfinished business discussed.

NEW BUSINESS

There was no new business discussed.

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

Madison Chavarria addressed the Commission regarding the Wonderlic testing process. She stated that a couple of exams were administered in a different way and wanted to know where the report was regarding Agenda Item No. 7. Commissioner Arias went over the report.

Ms. Chavarria had additional questions regarding the way the Administrative Analyst test was most recently administered compared to past administration. Commissioner Arias suggested that she speak with Civil Service staff regarding this matter.

ADJOURNMENT

Vice President Morrison adjourned the Commission meeting at 9:00 a.m., in memory of the victims of the mass shooting that took place on October 29, 2019.

NO HEARING

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 Office of the City Clerk at (562) 570-6101, 72 business hours prior to the Commission meeting.

Kung nais ang pagsasalin ng nakasulat na wika ng agenda ng Komisyon at ang minutes para sa mga taong hindi nagsasalita ng Ingles, mangyaring isagawa ang iyong hiling sa pamamagitan ng telepono sa Opisina ng Clerk ng Lungsod sa (562) 570-6101, 72 oras ng negosyo bago ang pagpupulong ng Commission.

Si desea obtener la traducción escrita en otro idioma de la agenda y actas de la comisión para personas que no hablan inglés, haga su solicitud por teléfono a la Oficina de la Secretaría Municipal al (562) 570-6101, 72 horas hábiles antes de la reunión de la comisión.

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