

CITY OF LONG BEACH  
CIVIL SERVICE COMMISSION  
MINUTES

WEDNESDAY, APRIL 15, 2015  
333 W. 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

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## FINISHED AGENDA AND MINUTES

### ROLL CALL

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

Kandice Taylor-Sherwood, Executive Director & Secretary  
Melinda George, Deputy Director  
Marilyn Hall, Executive Assistant  
Gary Anderson, Deputy City Attorney  
Robert Pfingsthorn, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Salvador Ambriz, Personnel Analyst  
Debbie McCluster, 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

1. 15-076CS      **Recommendation to approve minutes:**  
*Regular Meeting of April 1, 2015*  
*Dismissal Hearing 07-S-1314 Minutes of April 1, 2015*

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

**A motion was made by Commissioner Hicks, seconded by Commissioner McGilton-McGlamery, to approve recommendation for Dismissal Hearing 21-D-1314 Minutes of April 1, 2015. The motion carried by the following vote:**

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

**CONSENT CALENDAR (2-7)**

Passed the Consent Calendar

**A motion was made by Vice President Perry, seconded by Commissioner Hicks, to approve Consent Calendar Items. The motion carried by the following vote:**

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

2. 15-077CS      **Recommendation to approve examination results:**  
*Department Librarian (Established 3/31/15) - 15 Applied, 15  
Qualified*  
*Environmental Specialist Assistant (Established 4/14/15) - 303  
Applied,  
37 Qualified*  
*Gas Construction Worker (Established 4/14/15) - 205 Applied,  
46 Qualified*  
*Laboratory Analyst (Established 4/7/15) - 127 Applied, 63 Qualified*  
*Painter (Established 4/7/15) - 111 Applied, 18 Qualified*  
*Senior Electrical Inspector (Established 4/7/15) - 18 Applied, 10  
Qualified*  
*Senior Plumbing Inspector (Established 4/7/15) - 12 Applied, 8  
Qualified*

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

3. 15-078CS      **Recommendation to receive and file bulletins:**  
*Fire Engineer*  
*Harbor Maintenance Supervisor*

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

4. 15-079CS      **Recommendation to receive and file retirements:**  
*George Gjersvold/Fire Engineer/Fire (33 yrs., 11 mos.)*  
*Ann Tobin/Civil Engineer/Harbor (5 yrs., 5 mos.)*  
*Thomas Rodriquez/Police Sergeant/Police (28 yrs., 11 mos.)*

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

5. 15-080CS      **Recommendation to receive and file resignations:**  
*Ryan Leiendecker/Combination Building Inspector Aide II  
Development Services (1 yrs., 4 days)  
Diana Reznik/Civil Engineering Associate/Harbor (7 yrs., 5 mos.)  
Christina Hall/Public Safety Dispatcher I/Police (5 mos., 8 days)  
John Martinez/Police Officer/Police (10 mos.)  
Kelly Ong/Clerk Typist/Police (1 mo., 27 days)*

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

6. 15-081CS      **Recommendation to approve reconsideration for hearing:**  
*Reduction Appeal 08-R-1314, Suggested Date May 6, 2015*

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

7. 15-082CS      **Recommendation to approve reschedule for hearings:**  
*Suspension Appeal 43-S-1213, Suggested Date April 29, 2015  
Dismissal Appeal 37-D-1213, Suggested Dates  
October 7 & 14, 2015*

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

**REGULAR AGENDA**

8. 15-083CS      **RECOMMENDATION FOR TEMPORARY REASSIGNMENT FOR REHABILITATION AND TRANSFER - Gary Estrada, Gas Field Service Representative II to Customer Service Representative III**
- a. Communication from Sandra Aguilar, Personnel Officer, Gas & Oil Department
  - b. Staff report prepared by Donna de Araujo, Personnel Analyst

The Secretary briefed the Commission regarding this request.

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

9. 15-084CS      **RECOMMENDATION FOR SELECTIVE CERTIFICATION - Planner**  
*Communication from Amy J. Bodek, Director of Development Services*

The Secretary briefed the Commission regarding this request.

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

10. 15-085CS      **RECOMMENDATION TO APPROVE REVISE CLASSIFICATION SPECIFICATION - Payroll Specialist**
- a. Communication from Cynthia Stafford, Manager, Personnel Operations, Human Resources
  - b. Staff report prepared by Caprice McDonald, Personnel Analyst

The Secretary briefed the Commission regarding this request.

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

**11. 15-086CS**      **RECOMMENDATION TO AMEND JOB BULLETIN - Ambulance Operator**  
*Staff report prepared by Kandice Taylor-Sherwood, Executive Director*

The Secretary briefed the Commission regarding this request, providing three options. After discussion, the Commission agreed to Option One: To retroactively, amend the bulletin to eliminate the six months of experience and place all candidates who have submitted the required documents on the eligible list. While all candidates would be considered equal, Civil Service would provide the Fire Department with information as to the candidates with six months of required experience and those with less than six months of experience. Staff has also offered to help the Fire Department with any additional screening that might be desired. The Fire Department would have the ability to select, or not select, any individual on that list. The Fire Department could potentially use this list to offer non-career appointments and might find utility of the list for those with lesser experience. Civil Service staff would monitor any requests from individuals who felt they were treated unfairly and return to the Commission with a remedy of accepting late applications or an alternate solution. This option does not recommend reposting the job bulletin.

The Fire Department was in agreement with this option. David Honey, Manager - Fire Administration and Dave Seugra, Deputy Fire Chief were present to answer Commission questions.

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

12. 15-087CS

**RECOMMENDATION TO APPROVE BULLETINS**

*Staff report prepared by Kandice Taylor-Sherwood, Executive Director*  
Payroll Specialist  
Police Recruit

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

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

13. 15-088CS

**ELECTION FOR COMMISSION OFFICERS**

**A motion was made by Commissioner Hicks, seconded by Commissioner Smith Watts, to approve recommendation to unanimously nominate Robin Perry for the office of President. The motion carried by the following vote:**

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

President Keller passed the gavel to newly elected President Perry. He thanked the Commission, staff and City employees for the opportunity to serve as President of the Commission the past year.

The Commissioners thanked President Keller for the excellent leadership he provided to the Commission and the accomplishments that were made as team.

**A motion was made by Commissioner Smith Watts, seconded by Commissioner Perry to approve recommendation to unanimously nominate Commissioner Ricky McGilton-McGlamery for the office of Vice President. The motion carried by the following vote:**

**Yes:** 5 - Lawrence Keller, Robin Perry, Charles Hicks, Rick McGilton-McGlamery and Carolyn M. Smith Watts

## **NEW BUSINESS**

Commissioner Hicks stated that he attended a Public Safety Job Fair for the County of Los Angeles on Saturday and over 1,500 potential candidates attended. He stated that Long Beach will definitely attract more potential candidates and that we should be preparing for large numbers.

## **MANAGERS' REPORT**

Ms. George stated that the kick-off for Police Recruit will begin with Police Recruit opening for filing on Friday, April 17, 2015, and that Deborah McCluster, Personnel Analyst, will be taking the lead on this examination and Lourdes Ferrer, Personnel Analyst, will be assisting her.

The Secretary informed the Commission that the internal process for Special Project Officer is completed and that Caprice McDonald, Personnel Analyst, has been selected for the position. She also stated that 40 resumes were received for Recruitment and Selection Officer, and eight candidates were invited to an interview. She stated that a selection has been made, which she will announce soon.

She invited everyone to an Aloha reception for Melinda George, who is retiring, Friday, April 29, 2015, from 1:00 - 3:00 p.m. in the 7th Floor Training Room.

## **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 ជាសំណៅប្រសម្រួលលាយលក្ខណ៍អក្សរទៅជាភាសារបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានសៀវភៅសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 ដោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវប្រារព្ធធ្វើឡើង។

Robin Perry, President  
Rick McGilton-McGlamery, Vice President



Lawrence Keller, Commissioner  
Charles Hicks Jr., Commissioner  
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,  
Executive Director

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## SPECIAL MEETING FINISHED AGENDA AND MINUTES

### ROLL CALL

**Commissioners** Lawrence Keller, Robin Perry, Charles Hicks and Rick  
**Present:** McGilton-McGlamery

**Commissioners** Carolyn M. Smith Watts  
**Absent:**

Kandice Taylor-Sherwood, Executive Director & Secretary  
Melinda George, Deputy Director  
Marilyn Hall, Executive Assistant  
Gary Anderson, Deputy City Attorney  
Robert Pfingsthorn, Administrative Analyst  
Caprice McDonald, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Personnel Analyst

### FLAG SALUTE

15-089CS

**RECOMMENDATION TO AMEND PROTEST OF POLICE  
SERGEANT EXAMINATION ITEMS OR RE-SCORE WRITTEN  
EXAMINATION:**

*Staff report prepared by Caprice McDonald, Personnel Analyst*

The Secretary briefed the Commission regarding this request, stating the scoring of the written portion of the Sergeant examination is out of compliance with the Commission. She stated that after the protest period, there were four items in question on the written examination. The Commission approved the Subject Matter Experts committee's decision to discard two of the items and double-key two items (allow more than one correct answer for items 45 and 60). This caused a Scantron error, which was not identified until staff was preparing for the examination review meetings, which allows candidates the opportunity to review their results. The two "double-keyed" items were not electronically read from the answer sheet used to capture the keyed responses, so no candidates received credit for these two items. Technically, since the Commission made a decision to retain the items, staff recommends re-scoring the examination.

Ms. McDonald thanked the Commission for taking the time to convene the special meeting to consider this item and thanked the Police Department and Police Officers' Association for their communication in working with her to resolve the matter, and the Director for the guidance she provided to her.

Commissioner Hicks commended staff for owning up to their mistake, which is a rarity in government.

Steve James, President of the Police Officers' Association, also commended staff for the excellent job they did in identifying the problem and offering options to resolve it.

**A motion was made by Commissioner Hicks, seconded by President Keller, to approve recommendation to direct staff to re-score the Sergeant examination to be in compliance with committee's recommendation, as approved by Commission on February 4, 2015. The motion carried by the following vote:**

**Yes: 4 - Lawrence Keller, Robin Perry, Charles Hicks and Rick McGilton-McGlamery**

**Absent:** 1 - Carolyn M. Smith Watts

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

**ADJOURNMENT**

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