

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

**WEDNESDAY, SEPTEMBER 17, 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

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
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pflingsthor, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Personnel Analyst
Cynthia Stafford, Manager, Personnel Operations,
Human Resources

1. 14-190CS **Recommendation to approve minutes:**
Regular Meeting of September 3, 2014
Dismissal 05-D-1314 Hearing Minutes of August 27 and
September 3, 2014

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 McGilton-McGlamery, seconded by Commissioner Smith Watts, to approve recommendation for Dismissal Appeal 05-D-1314 Hearing Minutes of August 27 and September 3, 2014. 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 (2-5):

Passed The Consent Calendar

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

Yes: 4 - Lawrence Keller, Robin Perry, Charles Hicks and Carolyn M. Smith Watts

Abstain: 1 - Rick McGilton-McGlamery

2. 14-191CS **Recommendation to approve examination results:**
*Business Systems Specialist (Established 9/11/14) - 37 Applied,
24 Qualified*
Gas Distribution Supervisor - 26 Applied, 15 Qualified
School Guard (Established 9/9/14) - 210 Applied, 210 Qualified

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

3. 14-192CS **Recommendation to receive and file retirements:**
Royzell White/Refuse Operator I/Public Works (10 yrs., 8 mos.)
Mary Robinson/Public Health Nurse II/Health (6 yrs., 6 mos.)
John McBride/Police Officer/Police (32 yrs., 10 mos.)
*Dirk Crawford/Marine Safety Sergeant - Boat Operator/Fire
(34 yrs., 5 mos.)*
*Michael Fair/Gas Construction Worker II/Long Beach Gas & Oil
(13 yrs., 4 mos.)*
Robert Nevel/Police Officer/Police (28 yrs., 11 mos.)
Gail Christmas/Building Services Supervisor/Parks (26 yrs., 7 mos.)
David Shartzer/Water Utility Mechanic III/Water (28 yrs., 3 mos.)
*John Johnson/Communication Specialist I/Technology Services
(14 yrs., 4 mos.)*

On behalf of the Commission, the Secretary presented Robert Nevel (29 years), Police Department and Daniel Fisher (30 years), Fire Department with Certificates of Appreciation for their years of service to the citizens and City of Long Beach. Representatives from their respective departments were present and spoke on their behalf.

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

4. 14-193CS **Recommendation to receive and file resignations:**
Aaron Gay/Water Utility Mechanic II/Water (9 yrs., 4 mos.)
Julianna Robins/General Librarian/Library (7 yrs., 18 days)
Lawrence Calhoun/Equipment Mechanic I/Public Works
(16 yrs., 3 days)
Carlos Campa/Public Health Professional II/Health (7 yrs., 3 mos.)
Rusty Clark/Systems Technician IV/Technology Services
(12 yrs., 5 mos.)
Surian Pearson/Refuse Operator II/Public Works (24 yrs., 11 mos.)

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

5. 14-194CS **Recommendation to receive and file withdrawal of appeal:**
Reduction Appeal 41-R-1213

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

REGULAR AGENDA

6. 14-195CS **RECOMMENDATION TO EXTEND PROBATION - Aileen Bohning,**
Public Safety Dispatcher
Communication from Jim McDonnell, Chief of Police

Lieutenant Ken Rosenthal and Crystal Slaten, Administrator, Police Personnel, answered Commission questions regarding this matter.

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

7. 14-196CS **REQUEST TO FILE LATE APPLICATION - *Water Utility Mechanic***
a. Communication from Nikolas Emerson
b. Staff report prepared by Melinda George, Deputy Director

Mr. Emerson was present and addressed the Commission, stating that he attempted to submit the application for the Water Utility Mechanic online, but submitted it on the wrong website, governmentjobs.gov.

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

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

8. 14-197CS **REQUEST TO FILE LATE APPLICATIONS - *Carpenter***
a. Communications from Andrew Nakamura, Raul Romero, Oscar Alaniz, Everado Sanchez, Marvin Cruz and Luis Oviedo
b. Staff report prepared by Lourdes Ferrer, Personnel Analyst

The Secretary briefed the Commission regarding these requests, stating that due to a transition from Lotus Notes to Microsoft 365 names were dropped from the distribution list, which staff was not aware of at the time, resulting in Parks, Recreation and Marine staff not receiving the job bulletin during the filing period.

Ken Campbell, Superintendent, Personnel & Training - Parks, Recreation and Marine was present and informed the Commission that he was in agreement with the requests to file late applications for Carpenter.

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

9. 14-198CS **COMMUNICATION REGARDING PUBLIC SAFETY DISPATCHER**
Communication from Deniece Ponds

Crystal Slaten, Administrator, Police Personnel, informed the Commission that candidates sign a no feedback waiver, so they are aware that the Police Department will not be providing them with any information as a result of the background process.

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

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

10. 14-199CS **RECOMMENDATION TO APPROVE BULLETINS**
Staff report prepared by Kandice Taylor-Sherwood, Executive Director
Civil Engineer
Electrical Engineer
Machinist
Office Systems Analyst
Refuse Operator
Senior Civil Engineer
Senior Equipment Operator - Bulldozer/Backhoe

A motion was made by Commissioner Smith Watts, 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

MANAGERS' REPORT

Ms. George stated that this week's examination results and bulletins reflect the collaborative effort with the City. She acknowledged Nani Blyleven, Human Resources analyst for the examination results for School Guard and Harbor Department staff, working in Civil Service, for four of the job bulletins on today's agenda.

The Secretary informed the Commission that last Friday, at CSULB, she conducted interviews for unpaid internships. Twenty-five students applied and five individuals with different skill sets, experience and backgrounds were selected for the internships. She stated that she will return to CSULB to provide some training on basic presentation skills and one-on-one coaching since they will be coaching individuals one-on-one at computer kiosks. She also thanked department Administrative Officers for contributions to make bags for the interns, and offers of ride-along and tours of their departments so they could have a better picture of what it's like to work for the City of Long Beach.

The Secretary stated that Civil Service could not have successfully conducted the Police Recruit examination without the support from various City departments who assisted with the examination. She thanked the following employees for their assistance and invited them to a reception following the Commission meeting in recognition of their assistance.

Sandy Witz - City of Anaheim; Ana Jeronimo, Jaime Garcia, Jasmin Belleza, Nicole Sun and Sylvia M. Lucero - Civil Service; Renee Williams and Tiffany James-Norseweather - Development Services; Madeline Richard - Gas & Oil; Adrienne Henderson, Besty Grazier and Paula Ortega - Harbor; Cathy Chace and Tara Haughton - Human Resources, April Turnbull - Long Beach Airport, Lydia Esparaza - Library; Leah Salgado - Parks, Recreation & Marine; Albert Barber, Anthony Garcia, Anthony Lembi, Chris Brammer, Curtis Yee, Dennis Flinn, Dennis Harter, Diane Scarritt, Donald Mauk, Elise Garcia, Eric L. Reynolds, Ileana Chiu, Isidro Lopez, Jason Garrido, Jason Lehman, John Magallanes, Julie Lacey, Julie Prior, Ken Rosenthal, Kevin Skeen, Linda Warren, Melvin McGuire, Michael Hubbard, Michael Karlson, Michael L. Brown, Rancy Beach, Rebecca Smaltz, Richard Miller, Robert Arzuman, Robert Gallegos, Robin Hawkins, Scott William Holder, Sean O'Rourke, Sherry Potvin, Silvia Medina, Sondra Benskin, Songcheak Ier, Steve Smith, Steven Dougan, Susan Dillon and William Neal - Police Department; Aida Honey, Chris Foutris, Helen Yamamoto, Jeff Sortman, Norman Sanchez, Teresa M. Dennis and Viola Sellers - Public Works; Deborah Slaney - Technology Services; and Rick Gonzalez and Rocio Pfingsthorn - Water Department.

Commissioner Perry complimented staff on the background work they provide to the Commission for agenda items. He stated that the information is very helpful to the Commission understanding issues on the agenda. He thanked them for doing a great job.

Commissioner Smith Watts stated that the City is having its first Citywide Emergency Long Beach Preparedness on Saturday, October 4, 2014, focused on getting people prepared for emergencies. She encouraged everyone to attend and bring their families.

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 pagsasalín-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 ជាសំណៅប្រែសម្រួលលាយលក្ខណ៍អក្សរទៅជាភាសារបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានស្មៀនសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 អោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវបានធ្វើឡើង។