

**LONG BEACH CIVIL SERVICE COMMISSION
CHARLES HICKS JR., PRESIDENT
NOVEMBER 20, 2013**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, November 20, 2013, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Carolyn Smith Watts, Jeanne Karatsu, Jonathan Gotz, Larry Keller

MEMBER EXCUSED: Charles Hicks Jr.

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Donna de Araujo, Personnel Analyst
Stephanie Kemp, Personnel Analyst, Human Resources

Vice President Keller presided.

MINUTES: It was moved by Commissioner Gotz, seconded by Commissioner Smith Watts and carried that the minutes of the regular meeting of November 6, 2013, be approved as prepared. The motion carried by a unanimous roll call vote.

CONSENT CALENDAR (2-6): The Secretary requested an amendment to the examination results to include the Senior Equipment Operator – Crane examination results. It was moved by Commissioner Karatsu, seconded by Commissioner Gotz and carried that the Consent Calendar items be approved as amended. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS: Request to approve examination results.

Public Health Nurse Supervisor – 6 Applied, 6 Qualified
Senior Equipment Operator – Crane – 1 Applied, 1 Qualified

The motion was made to approve request on Consent Calendar.

RETIREMENTS:

Request to receive and file retirements.

Robert Miller/Special Services Officer III/Harbor
Karen McDade/Police Services Specialist III/Police
Gregory Henry/Battalion Chief/Fire
Jan Andriese/Fire Engineer/Fire
Glenda Modina/Gas Field Service Representative II/LBGO

The motion was made to receive and file on Consent Calendar.

RESIGNATION:

Request to receive and file resignation.

Justin Peterson/Animal Control Officer I/Parks

The motion was made to receive and file on Consent Calendar.

TRANSFER:

Request to approve transfer.

Patrice Martin/Administrative Analyst II/Financial
Management to Administrative Analyst II/Harbor

The motion was made to approve on Consent Calendar.

SCHEDULE FOR HEARING:

Request to approve hearing schedule.

Disability Retirement Hearing 02-DR-1213, May 16, 2014

The motion was made to approve on Consent Calendar.

**REQUEST FOR SELECTIVE
CERTIFICATION:**

The Secretary presented a communication from George Chapjian, Director of Parks, Recreation and Marine requesting Commission authorization for the selective certification for individuals with skills as an aquatic specialist from the Recreation Assistant eligible list. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Karatsu and carried that the request be approved, pursuant to Section 28 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO RETURN TO
CLASSIFIED SERVICE:**

**ALEXANDER PINEL/AMBULANCE OPERATOR - NON
CAREER TO AMBULANCE OPERATOR**

The Secretary presented communications from Michael A. DuRee, Fire Chief and Alexander Pinel, requesting Commission authorization to return Alexander Pinel to his former classified position of Ambulance Operator. The Secretary briefed the Commission regarding this request. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Karatsu and carried that the request to revert Alexander Pinel to classified service be approved, pursuant to Section 69 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST FOR PERMANENT
ASSIGNMENT TO FORMER
CLASSIFICATION:**

**JULIANNA ROBBINS/DEPARTMENT LIBRARIAN TO
GENERAL LIBRARIAN**

The Secretary presented communications from Glenda Williams, Director of Library Services and Julianna Robbins, Department Librarian, requesting Commission authorization to return Julianna Robbins to her former classification of General Librarian. The Secretary briefed the Commission regarding this request. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the request to revert Julianna Robbins to her former classification of General Librarian be approved, pursuant to Section 67(1) of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE LATE
APPLICATION:**

CIVIL ENGINEERING ASSISTANT

The Secretary presented a communication from Laura Chavez, requesting Commission approval to file a late application for Civil Engineering Assistant. In addition, the Secretary presented a staff report prepared by him. The Secretary briefed the Commission regarding this request, stating that Ms. Chavez stated that she submitted an application by Express Next Day mail, guaranteed delivery on Friday, September 27, 2013, by 3:00 pm, which was addressed to the 7th Floor. However, he stated that Civil Service did not receive the application until Monday, September 30, 2013. The Secretary indicated that the application was not mailed via Certified Mail and a signature

was not required to verify delivery. He stated that staff checked with staff in the mailroom to inquire as to when the letter was received by it. They could not provide the exact time of delivery. Commissioner Gotz stated that Express Next Day delivery mail is usually delivered within the time and that no receipt is required. The Secretary requested the Commission recess the hearing to allow staff to search for the envelope the application was mailed in. The Commission considered the remaining items before recessing the meeting.

**PROTEST OF WRITTEN
EXAMINATION ITEMS:**

FLEET SERVICES SUPERVISOR

The Secretary informed the Commission that there were no protest and this item was being pulled from the agenda.

BULLETINS:

It was moved by Commissioner Gotz, seconded by Commissioner Smith Watts and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Community Information Specialist
Petroleum Engineer

MANAGERS' REPORT:

Melinda George, Deputy Director, provided the Commission an update on the Fire Recruit and Assistant Administrative Analyst examination process.

The Secretary informed the Commission that staff was in the process of updating its contract with the California State Department of General Services/Office of Administrative Hearings for the Administrative Law Judges services for Disability Retirement and Firefighters appeal hearings.

RECESS:

Vice President Keller recessed the meeting to allow the Secretary to locate the mailing envelope of Ms. Laura Chavez.

RECONVENE:

Vice President Keller reconvened the meeting. The Secretary stated that the envelope could not be located at this time. After discussion, it was moved by Commissioner Gotz, seconded by Commissioner Karatsu and carried to

approve the request to file late application. The motion failed by the following roll call vote:

AYE: Jonathan Gotz

NAY: Jeanne Karatsu
Larry Keller

ADJOURNMENT:

There being no further business before the Commission, Vice President Keller adjourned the meeting.



MARIO R. BEAS
Secretary

MRB:meh