

**LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
October 21, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, October 21, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

MEMBER EXCUSED:

OTHERS PRESENT: Melinda George, Deputy Director, Acting Secretary
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Mary Islas presided.

MINUTES: It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the minutes of the regular meeting of October 7, 2009, be approved with amendments. The motion carried by a unanimous roll call vote. President Islas and Commissioner Haubert abstained from voting as they were not present at the meeting.

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the minutes of the regular meeting of October 14, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND
NON-CAREER HOURS:**

ELAINE YOUNG, CLERK TYPIST

The Secretary presented a communication from Phil Hester, Director of Parks, Recreation and Marine, requesting Commission approval to extend the non-career hours for Elaine Young, Clerk Typist. In addition, the Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Saafir, and carried, to approve the extension of the non-career hours for Elaine Young, Clerk Typist for 450 hours, in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO RECONSIDER
APPLICATION:**

AMBULANCE OPERATOR

The Secretary presented a communication from Breanne Tillman, requesting the Commission allow her to submit late documentation for her application for Ambulance Operator. In addition, the Secretary presented a staff report prepared by Robert Pfingsthorn, Personnel Analyst. Mr. Pfingsthorn briefed the Commission regarding this request. Ms. Tillman also addressed the Commission regarding her request. Donald Hulse, Battalion Chief, EMS, answered Commissioners questions, and stated that the Fire Department is working with the Civil Service Department to make this a continuous examination. He further stated that the Fire Department has non-career Ambulance Operator positions and is willing to work with Ms. Tillman in obtaining one of these positions. Commissioner Haubert stated that the requirements to file should be further clarified on the job bulletin. President Islas requested that in the future that the bulletin be attached to such requests. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried to deny the request. The motion carried by the following roll call vote:

AYE: Douglas Haubert
Jeanne Karatsu
F. Phil Infelise

NAY: Ahmed Saafir
Mary Islas

**REQUEST TO REINSTATE
ELIGIBLE LIST:**

SENIOR CIVIL ENGINEER

The Secretary presented a communication prepared by Diane Dzodin, Administrative Officer requesting Commission approval to reinstate the eligible lists for Senior Civil Engineer, retroactive to its expiration date of September 25, 2009, and extend the eligible list to December 25, 2009. Ms. Dzodin briefed the Commission regarding this request. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried that the request to reinstate the eligible list be approved in accordance with Section 26 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months, with the exception of Senior Civil Engineer, to be extended for three months. The motion carried by a unanimous roll call vote.

Hazardous Materials Specialist
Senior Civil Engineer (4/30/08) **(3 months)**

ACKNOWLEDGEMENT:

The Secretary presented a Certificate of Appreciation to Alex Demeter, Gas Field Service Representative, Long Beach Gas & Oil, in recognition of 25 years of dedicated service to the City and citizens of Long Beach. Representatives from his department were present and spoke on his behalf.

TRANSFERS:

It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the following transfers between departments be approved. The motion carried by a unanimous roll call vote.

Tawanda Cooper/Development Project Manager
II/Community Development to Development Project
Manager II/Development Services
Arnold Tchira/Development Project Manager III/Community
Development to Development Project Manager III
Development Services

WITHDRAWAL OF APPEAL:


It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to receive and file the withdrawal of Suspension Appeal 02-S-89. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

The Secretary stated that the Ambulance Operator examination was successful and the turn out rate was good. Rob Pfingsthorn, Personnel Analyst is conducting a special administration of this examination today at the Fire Administration building.

ADJOURNMENT:

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


MELINDA GEORGE
Acting Secretary

MG:meh