

Joel Garnica, President



Phyllis O. Arias, Commissioner  
Susana Gonzalez Edmond, Commissioner  
Yvonne Wheeler, Commissioner

Christina Pizarro Winting, Executive Director

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## FINISHED AGENDA AND DRAFT MINUTES

### SPECIAL MEETING

HELD VIA TELECONFERENCE  
PURSUANT TO AB 361  
(GOV. CODE SECTION 54953(e)(1)-(2))

WEB LINK: <https://longbeach-gov.zoom.us/j/98452170853>  
DIAL IN NUMBER: (213) 338-8477 / MEETING ID: 984 5217 0853

President Garnica called the meeting to order at 9:03 a.m.

### FLAG SALUTE

President Garnica asked Elsa Ramos, Personnel Analyst, to lead the Pledge of Allegiance.

### ROLL CALL

**Commissioners** Phyllis O. Arias, Yvonne Wheeler, Susana Gonzalez Edmond  
**Present:** and Joel Garnica

### 1. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION’S JURISDICTION.

Mr. Stephen Downing addressed the Commission regarding his concern with the 2021 Police Sergeant examination.

2. [21-347CS](#)

**2021 POLICE SERGEANT EXAMINATION REVIEW**

Ms. Pizarro Winting introduced Ms. Ramos who provided a presentation regarding the examination process.

Commissioner Arias wanted to know if candidates who did not pass the examination received unweighted scores. Ms. Ramos confirmed she was correct.

President Garnica made a comment regarding looking at the documents as a layperson and thought about how to improve communications or provide a better understanding to candidates. President Garnica is aware attendance for orientation is not required; however, it is encouraged and suggested it would be a good idea to make a note regarding orientation on all the documents. She also suggested providing an example of how examinations are scored and wanted to know if that was a possibility. Ms. Pizarro Winting confirmed it was possible.

Ms. McDonald informed the Commission that language on bulletins will be changed to state "a minimum rating of 70." She stated that she has seen the word "score" in the past. Commissioner Arias concurs that the language needs to be changed. She also wanted to know if we currently provide examples to the candidates like what was provided to the Commission. Ms. Ramos responded that the examples can be provided to candidates. President Garnica commented that providing examples also provides for all types of manners on how candidates absorb information. She stated that some may absorb information verbally and some visually.

Commissioner Arias asked if it was possible to require candidates to attend an orientation for this examination or any examination. Ms. Ramos stated that it has not been a practice in the past especially due to availability. She stated that Subject Matter Experts took into consideration working hours when scheduling the orientations. In addition, a virtual orientation was scheduled to accommodate candidates who were not able to make it to an in-person orientation. She added that all questions asked, either during orientation or outside of orientation, are incorporated in the Frequently Asked Question document so that everyone has the information that was shared. Ms. Ramos believes that mandating orientation may exclude some candidates from the participation process. President

Garnica commented the goal is to ensure there is information available for candidates and that the examination is accessible for everyone. She commented Civil Service staff is available to answer questions from candidates outside orientation. President Garnica recommended staff include "not a percentage" in the rating so that it is clear. Ms. Pizarro Winting will ensure that is done as well as provide this information during orientation and include it as part of the Frequently Asked Questions sheet so that it is on a written document.

President Garnica thanked Ms. Ramos for putting together the presentation as it helps not only further educate the Commission but allows commissioners to provide recommendations. She commented that candidates could ask questions and clarify scores with Civil Service staff as some candidates currently do. She added that scores are only shared with the candidate.

Ms. Pizarro Winting commented that staff has made note of the recommendations given by the Commission, which will be included in future examinations.

Commissioner Arias commented that in the past members of the Police Department have appealed examinations, so it is not unheard of.

**A motion was made by Commissioner Wheeler, seconded by Commissioner Gonzalez Edmond, to receive and file the presentation. The motion carried by the following vote:**

**Yes:** 4 - Phyllis O. Arias, Yvonne Wheeler, Susana Gonzalez Edmond and Joen Garnica

**3. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION’S JURISDICTION.**

Mr. Stephen Downing addressed the Commission regarding his concerns with the 2021 examination.

President Garnica asked Mr. Anderson if the Commission is only able to address complaints when brought to the Commission by the employee. Mr. Anderson responded that the Commission can investigate even though the complaint is from an anonymous source. Also, Commissioner Gonzalez Edmond would like the

Recruitment and Selection Committee to look into the matter further, and Commissioner Wheeler agreed. A report regarding the outcome will be brought back to the full Commission at a later date.

**ADJOURNMENT**

President Garnica adjourned the meeting at 9:42 a.m.

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