

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

**WEDNESDAY, DECEMBER 15, 2021
TELECONFERENCE, 9:00 AM**

Joel Garnica, President



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

Christina Pizarro Winting, Executive Director

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/99344762839>
DIAL IN NUMBER: (213) 338-8477 / MEETING ID: 993 4476 2839**

President Garnica called the meeting to order at 9:02 a.m.

FLAG SALUTE

President Garnica asked Christina Pizarro Winting, Executive Director, 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.**

There were no comments from the public.

CONSENT CALENDAR (2 – 8):

2. [21-363CS](#)

Recommendation to approve examination results:

Business Systems Specialist I-VII (Cloud Engineer) Test #01

Maintenance Assistant I-III Test #02

Public Safety Dispatcher I-IV - NTN EXAM Test #26

Public Safety Dispatcher I-IV - POST WAIVER Test #24

*Traffic Signal Technician I-II Test #02 - **AMENDED***

Commissioner Arias wanted to know if staff communicated with the three incumbents on the Maintenance Assistant examination results as she is concerned they may not know the process. Ms. McDonald confirmed she was able to reach out to the incumbents to divert them to the transfer list. She added a couple of them have already applied.

A motion was made by Commissioner Wheeler, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

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

3. [21-364CS](#)

Recommendation to approve bulletin(s):

Accounting Technician

Communications Center Supervisor

Gas Field Service Representative I-III

Traffic Painter I-II

Commissioner Arias wanted to know if staff had an idea as to how many city employees could potentially apply for Communications Center Supervisor and wanted to know if the examination has always been promotional. Ms. Ramos responded that the examination has not always been promotional and explained the department has approximately 12 internal candidates who are interested and eligible for the promotional opportunity. In addition, she explained that making it a promotional opportunity would assist in fast-tracking the hiring process as this is a public safety position.

A brief discussion took place with Commissioner Arias, Ms. Cano and Ms. Aguilar from Energy Resources, regarding the

qualifications for Gas Field Technician being significantly reduced. It was explained that candidates for this position would begin at Grade Level I. Upon being hired, candidates will be trained and will also shadow another employee before being placed on their own. It was clarified that training is not required as it will be completed while on the job.

A motion was made by Commissioner Arias, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

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

4. [21-365CS](#)

Recommendation to receive and file retirement(s):

Malyvan Bunma, Clerk Typist III, Police Department (31 yrs., 8 mos.)

Kim Clay, Administrative Analyst III, Harbor Department (39 yrs., 2 mos.)

Antonia Herrera, General Librarian, Library Services Department (30 yrs., 6 mos.)

Karen Hollins, Customer Service Representative III, Energy Resources Department (35 yrs., 17 days)

Charles Padilla, General Maintenance Assistant, Parks, Recreation and Marine Department (39 yrs., 8 days)

Ernest Wolosewicz, Police Sergeant, Police Department (28 yrs., 2 mos.)

5. [21-366CS](#)

Recommendation to receive and file resignation(s):

Annamarie Alvarez, Public Safety Dispatcher II, Disaster Preparedness and Emergency Communications (17 yrs., 1 mo.)

Tony An, Civil Engineer, Public Works Department (1 yr., 8 mos.)

Ashley Samai, Administrative Analyst II, Development Services Department (3 yrs., 7 mos.)

6. [21-367CS](#)

Recommendation to approve transfer(s):

Claudia Chilin - Administrative Analyst I-CONF, Human Resources Department to Administrative Analyst II, Harbor Department

7. [21-368CS](#)

Recommendation to Approve Provisional Appointment -

*Allison Fritz, Assistant Administrative Analyst
Communication from Luis Frausto, Personnel Administrator,
Long Beach Police Department
Staff report prepared by Christina Pizarro Winting, Executive Director*

8. [21-369CS](#)

Recommendation to Approve Extension of Expiring Eligible Lists (6 months)

Staff report prepared by Christina Pizarro Winting, Executive Director

*Aquatics Supervisor I-II (H31AN-21) Test#01 (7/7/2021)
Building Services Supervisor (J10NN-20) (7/31/2020)
Business Systems Specialist I-VII (H67AN-21) Test #24
(1/12/2021)*

Civil Engineer (K11NN-20) Test #16 (7/7/2020)

Civil Engineer (K11NN-21) Test #18 (1/27/2021)

Civil Engineer (K11NN-21) Test #24 (7/21/2021)

*Development Project Manager I-III (E80AN-20) (6/24/2020) 3 months**

Electrician (I15NN-20) Test #07 (7/9/2020)

Emergency Medical Education Coordinator (G45NN-20) Test #01 (1/30/2020)

Environmental Health Specialist I-IV (G43AN-20) Test #01 (7/24/2020)

*Environmental Specialist Associate (N26NN-20) Test #01 (1/17/2020) 3 months**

Garage Service Attendant I-III (J23AN-20) Test #03 (1/6/2020)

Gas Pipeline Welder/Layout Fitter (I61NN-19) Test #01 (7/19/2019)

Gas Pipeline Welder/Layout Fitter (I61NN-19) Test #02 (8/1/2019)

Painter I-II (I33AN-19) (6/13/2019)

Plumber (I38NN-20) Test #01 (7/24/2020)
Police Officer - Lateral (F23NN-19B) Test #06 (7/24/2019)
Police Officer - Lateral (F23NN-19B) Test #08 (8/30/2019)
Police Officer - Lateral (F23NN-20) Test #10 (1/27/2020)
Police Officer - Lateral (F23NN-20) Test #14 (7/30/2020)
Police Officer - Lateral (F23NN-21) Test #18 (1/25/2021)
Port Financial Analyst I-III (ND1AN-19) Test #01 (7/3/2019) **2 months***
Port Financial Analyst I-III (ND1AN-19) Test #02 (7/17/2019) **2 months***
Public Health Nurse I-III (G19AN-20) Test #05 (7/21/2020)
Public Health Nurse I-III (G19AN-21) Test #11 (1/6/2021)
Public Health Nutritionist I-III (G21AN-19) Test #01 (7/22/2019) **3 months***
Public Health Nutritionist I-III (G21AN-20) Test #04 (1/6/2020) **3 months***
Public Safety Dispatcher I - IV - Lateral (J45AN-20C) Test #05 (7/22/2020)
Public Safety Dispatcher I-IV - NTN Exam (J45AN-20A) Test #12 (7/2/2020)
Public Safety Dispatcher I-IV - NTN Exam (J45AN-20A) Test #13 (7/24/2020)
Public Safety Dispatcher I-IV - NTN Exam (J45AN-21A) Test #19 (1/27/2021)
Public Safety Dispatcher I-IV - Post Waiver (J45AN-20B) Test #13 (7/2/2020)
Public Safety Dispatcher I-IV - Post Waiver (J45AN-21B) Test #20 (1/27/2021)
Refuse Operator I-III (JA2AN-20) Test #26 (7/15/2020) **4 months***
School Guard (F31N1-21) Test #05 (7/7/2021)
School Guard (F31N1-21) Test #06 (7/21/2021)
Senior Librarian (E31NN-21) Test #04 (7/7/2021)
Senior Program Manager - Harbor (NFONN-21) Test #01 (1/26/2021)
Special Services Officer I-IV (F33AN-20) Test #45 (7/30/2020)
Special Services Officer I-IV (F33AN-21) Test #49 (1/14/2021)
Supervisor-Stores & Property (C35NN-19) Test #01 (7/17/2019)

Traffic Engineer (K76NN-20) Test #01 (7/15/2020)
Transportation Planner I-III (NC6AN-20) Test #01 (1/16/2020)

REGULAR AGENDA

9. [21-370CS](#) **COVID-19 RELATED: RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD** - Monika Meggs, Public Safety Dispatcher
Communication from Daniel Cunningham, Communications Center Officer, Department of Disaster Preparedness and Emergency Communications
Staff report prepared by Crystal Slaten, Deputy Director
- Ms. Pizarro Winting briefed the Commission regarding this item.
- A motion was made by Commissioner Wheeler, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:**
- Yes:** 4 - Phyllis O. Arias, Yvonne Wheeler, Susana Gonzalez Edmond and Joen Garnica
10. [21-371CS](#) **RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION** - Payroll/Personnel Assistant
Communication from Joe Ambrosini, Director, Department of Human Resources
Staff report prepared by Elsa Ramos, Personnel Analyst
- Ms. Pizarro Winting introduced Ms. Ramos who briefed the Commission regarding this item.
- A motion was made by Commissioner Arias, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:**
- Yes:** 4 - Phyllis O. Arias, Yvonne Wheeler, Susana Gonzalez Edmond and Joen Garnica

11. [21-372CS](#)

ELECTION OF COMMISSIONER YVONNE WHEELER TO VICE PRESIDENT

President Garnica nominated Commissioner Wheeler for the role of Vice President, who will be finishing the term of former Vice President Dowling.

Commissioner Arias commented that the title should be changed to Election since they are having elections and seconded the nomination.

Newly appointed Vice President Wheeler looks forward to working with commissioners and staff.

A motion was made by President Garnica, seconded by Commissioner Arias, to approve recommendation. The motion carried by the following vote:

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

12. [21-373CS](#)

BUDGET PRESENTATION - CLOSING OF FISCAL YEAR 2021

Ms. Pizarro Winting introduced Ms. Alamo who provided a presentation on the closing of fiscal year 2021.

Commissioner Gonzalez Edmond complimented Ms. Alamo on her presentation. She stated that it highlights our situation, especially in the pandemic.

Commissioner Arias wanted to verify the amount spent this year in Maintenance, Materials and Operations is more than what we spent last year. Ms. Alamo confirmed she was correct, and explained it was due to an increase in the cost of services and supplies for different vendors for this year and the lack of spending last year. Commissioner Arias commented this is an area that may require a balancing act in the future since we do not know what is going to happen.

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Wheeler, 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

13. STANDING COMMITTEES

A. Executive Committee

President Garnica is happy to have Commissioner Wheeler as the second member of the Executive Committee.

B. Recruitment and Selection Committee

Commissioner Gonzalez Edmond reported that the Recruitment and Selection Committee will be meeting after the new year.

C. Special Projects Committee

Commissioner Arias wanted clarification if Commissioner Wheeler would be part of the Special Projects Committee. It was discussed that once a new commissioner is selected, he or she will be appointed to the Special Projects Committee. It was also discussed that the items to be reviewed by the Special Projects Committee are not time-sensitive.

14. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Cano reported on behalf of Ms. Slaten. Ms. Cano reported that she was able to reach out to community members who attended the Vaccination Clinics and Resource Fairs at Drake and Ramona Parks. Ms. Cano also reported staff will be participating in the Police Recruit Open House and Female Officer Workshop on Saturday, December 18, 2021. Ms. Cano extended an invitation to the Commission to attend the event as well.

B. Employment Services Division - Caprice McDonald

Ms. McDonald updated the Commission on the hiring of Personnel Analysts for her

division and explained three offers were made in which two were accepted. She thanked Ms. Pizarro Winting and Ms. Slaten for assisting her with the process and Ms. Cano's assistance in running the recruitment.

She also thanked staff and the Commission as this is the last meeting for the year. Although there have been quite a few staff changes, a lot has been accomplished. She looks forward to taking a glance back next month to see what has been accomplished.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo informed the Commission that she and Ms. Kerr-Jenkins have been analyzing the budget for fiscal year 2021 and will use it to monitor fiscal year 2022 on a monthly and quarterly basis. She also provided additional information regarding the hiring of Personnel Analysts and thanked Ms. Lacerda and Ms. Rodriguez for their assistance.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting reported City Council is looking at AB 361 related to meetings on behalf of all Commissions and Committees on a monthly basis, which is why it is not on the Commission agenda. She also reported that she is hoping to introduce new staff at a meeting in January and thanked Ms. McDonald and Ms. Slaten. She also thanked departments for their patience while Civil Service goes through the hiring process.

On behalf of staff, Ms. Pizarro Winting wished happy holidays and a happy new year to the best Commission in the city. She thanked the Commission for all their comments and questions regarding items as it assists staff in doing better.

15. UNFINISHED BUSINESS

There was no unfinished business to discuss.

16. NEW BUSINESS

Commissioner Gonzalez Edmond applauds all the work everyone has been doing to make the department stronger and better. Staff has risen to the occasion addressing the issue of moving things forward during the pandemic and being adaptable. She thanked Ms. Pizarro Winting for her leadership and support to staff. She commented she is excited about the hiring of staff so that the department can begin

the new year in a positive way. She wished her fellow commissioners a great holiday season and feels blessed and privileged to serve with incredible people. The Commission agreed with Commissioner Gonzalez Edmond's comments.

17. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION'S JURISDICTION.

At this time, Ms. Pizarro Winting recognized Ms. Clay for her 39 years and 2 months of dedicated service to the City. Stacey Lewis, Director of Human Resources for the Harbor Department, highlighted Ms. Clay's career and thanked her for her service. Ms. Clay addressed the Commission and thanked those who were part of her path. The Commission congratulated Ms. Clay on her retirement and thanked her for her inspirational speech and her dedicated service. Ms. Clay plans to obtain a certification as a life coach and hopes to open a consulting firm that helps individuals. She also plans to travel and spend time with family.

President Garnica thanked Mr. Anderson for leading the Commission. She also thanked Civil Service staff as they have risen to the occasion with meeting the challenges this year. She thanked Ms. Camerino for keeping the Commission in line and Ms. Pizarro Winting for her leadership. She stated that she is grateful to work alongside a great Commission. President Garnica wished everyone a happy holiday.

ADJOURNMENT

President Garnica adjourned the meeting at 10:12 a.m.

NO HEARING

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 Office of the City Clerk at (562) 570-6101, 72 business hours prior to the Commission meeting.

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