

Joel Garnica, President
Erik Fallis, Vice President



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

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND DRAFT MINUTES

President Garnica called the Civil Service Commission's meeting to order at 9:12 a.m.

FLAG SALUTE

Gary Anderson representing the City Attorney's office led the flag salute.

ROLL CALL

Commissioners Phyllis O. Arias, Susana Gonzalez Edmond, Yvonne Wheeler,
Present: Erik Fallis 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 at this time.

- 2. 22-203CS Recommendation to approve minutes:**
Regular Meeting of July 6, 2022
Dismissal Hearing 01-D-1819 Minutes of June 22, 2022

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Wheeler, to approve the minutes for the Regular Meeting of July 6, 2022. The motion carried by the following vote:

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

Absent: 1 - Erik Fallis

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Wheeler, to approve the minutes for Dismissal Hearing 01-D-1819 Minutes of June 22, 2022. The motion carried by the following vote:

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

Absent: 1 - Erik Fallis

CONSENT CALENDAR (3 - 9):

Passed the Consent Calendar

Commissioner Gonzalez Edmond pulled item 5 for discussion.

A motion was made by Commissioner Arias, seconded by Commissioner Gonzalez Edmond, to approve Consent Calendar Items 3, 4, 6, 7, 8 and 9, except for item 5. The motion carried by the following vote:

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

Absent: 1 - Erik Fallis

3. 22-213CS **Recommendation to approve examination results:**

Clerk I-III/Clerk Typist I-IV
Deputy Fire Marshal Test #02
Microbiologist I-III Test #02
Police Recruit Test #10
Public Safety Dispatcher I-IV - NTN EXAM Test #31
Refuse Operator I-III Test #33
*Refuse Supervisor (**PROMOTIONAL**)*
Registered Nurse II Test #02

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

4. 22-214CS **Recommendation to approve bulletin(s):**

Equipment Mechanic I-II

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

5. 22-210CS

Recommendation to receive and file retirement(s):

Cedric Foster, Refuse Operator III, Public Works, (28 yrs., 10 days)

Richard King, Office Services Assistant II, Technology and Innovation, (20 yrs., 8 mos.)

Guillermo Arias, Police Officer, Police Department, (28 yrs., 9 mos.)

Bradley Futak, Police Officer, Police Department, (27 yrs., 7 days)

Michael Potter, Police Officer, Police Department, (28 yrs., 9 mos.)

Regina Willis, Clerk Typist III, Harbor Department, (32 yrs., 11 mos.)

Commissioner Gonzalez Edmond wanted the minutes to reflect that the Commission wanted to congratulate and thank all of the years of service from all the retirees and thanked them for their dedication to serving the City of Long Beach. President Garnica reiterated the sentiment and added that there are 6 retirees with many years of service to the City of Long Beach, with the most being 32 years.

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

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

Absent: 1 - Erik Fallis

6. 22-211CS **Recommendation to receive and file resignation(s):**
Christopher Aldana, Permit Technician II, Development Services, (2 yrs., 10 mos.)
Jose Vargas, Garage Service Attendant I, Financial Management, (2 yrs., 7 mos)
Billie Manokoun, Housing Specialist II, Health and Human Services, (5 mos., 28 days)
Gerardo Grajeda, Customer Service Representative III, Energy Resources, (14 yrs., 10 mos.)
Nicholas Feil, Combination Building Inspector Aide II, Development Services, (3 yrs., 5 mos.)
Dyan Nichols, Housing Specialist II, Health and Human Services, (5 yrs.)
Natalya Lytwynec, Marina Agent II, Parks, Recreation, and Marine, (2 yrs., 1 mos.)

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

7. 22-212CS **Recommendation to approve transfer(s):**
Tomika Gordley Administrative Aide I, Financial Management to Administrative Aide II, Harbor

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

8. 22-204CS **Recommendation for Permanent Reassignment to Former Classification** - Michael Clark, Senior Equipment Operator
Communication from Sandra Aguilar, Personnel Officer, Energy Resources
Staff Report prepared by Levi Sinkler, Personnel Analyst

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

9. 22-205CS **Recommendation to Approve Extension of Expiring Eligible Lists (6 months)**

Staff Report prepared by Christina Pizarro Winting, Executive Director

- ACCOUNTANT I-III (C01AN-21) TEST #02 (8/4/2021)
- BUSINESS SYSTEMS SPECIALIST I-VII (CLOUD ENGINEER) (H67AN-22) TEST #03 (2/16/2022)
- CIVIL ENGINEER (K11NN-21) TEST #19 (2/10/2021)
- CIVIL ENGINEER (K11NN-21) TEST #20 (2/23/2021)
- COMMERCIAL DIVER I-II (I46AN-20) TEST #01 (2/7/2020)
- COMMUNICATION SPECIALIST I-VI (H68AN-21) (2/25/2021)
- CONSTRUCTION INSPECTOR I-II (K14AN-21) (8/18/2021)
- ELECTRICAL AND INSTRUMENTATION TECHNICIAN I-II (MG6AN-21) TEST #03 (2/16/2022)
- ENGINEERING TECHNICIAN I-II (K95AN-20) (2/14/2020)
- ENVIRONMENTAL HEALTH SPECIALIST I-IV (G43AN-20) TEST #01 (7/24/2020) - **1 month***
- EQUIPMENT OPERATOR I-III (J18AN-21) (2/25/2021)
- FLEET SERVICES SUPERVISOR I-II (I69AN-20) (2/14/2020)
- GARAGE SERVICE ATTENDANT I-III (J23AN-20) TEST #03 (1/6/2020) - **1 month***
- GARAGE SUPERVISOR I-II (MA3AN-21) (2/25/2021)
- GENERAL LIBRARIAN (E37NN-21) TEST #01 (2/26/2021) - **2 months***
- HARBOR PATROL OFFICER I-III (NM4AN-21) TEST #01 (8/4/2021)
- HARBOR PATROL OFFICER I-III (NM4AN-21) TEST #02 (9/1/2021)
- HOUSING AIDE I-II (HS1AN-21) (7/7/2021) - **1 month***
- LIBRARY ASSISTANT (F87NN-20) (6/12/2020) **2 months***
- LIBRARY CLERK I-IV (D46AN-21) (9/1/2021)
- MAINTENANCE ASSISTANT I-III (JA3AN-20) TEST #01 (2/13/2020)
- MECHANICAL EQUIPMENT STOCK CLERK I-II (D19AN-21) (6/23/2021)
- NURSE PRACTITIONER (G12NN-20) TEST #03 (12/20/2019) - **4 months***
- NURSE PRACTITIONER (G12NN-20) TEST #04 (2/20/2020)

PARKING CONTROL CHECKER I-II (F19AN-20) (2/25/2020)
PLANNER I-V (F53AN-21) (8/18/2021) - **1 month***
POLICE OFFICER - LATERAL (F23NN-21) TEST #19
(2/24/2021)
POLICE OFFICER - LATERAL (F23NN-22) TEST #26
(2/2/2022)
POLICE RECRUIT (F63NN-22) TEST #03 (2/2/2022)
POLICE RECRUIT (F63NN-22) TEST #04 (2/16/2022)
PORT SECURITY SYSTEM OPERATOR (NF4AN-21)
(8/18/2021)
PUBLIC AFFAIRS ASSISTANT (EF3NN-20) TEST #01
(2/13/2020)
PUBLIC HEALTH NURSE SUPERVISOR (G20NN-20) TEST
#04 (8/6/2020) - **1 month***
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-20A) TEST #11 (2/7/2020)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-20A) TEST #14 (8/20/2020)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-21A) TEST #24 (8/4/2021)
PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
(J45AN-20B) TEST #11 (2/7/2020)
PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
(J45AN-20B) TEST #14 (8/7/2020)
PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
(J45AN-20B) TEST #15 (8/20/2020)
PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
(J45AN-22B) TEST #25 (2/16/2022)
SAFETY SPECIALIST I-III (D69AN-21) (2/3/2021) - **2 months***
SCHOOL GUARD (F31N1-21) TEST #07 (8/4/2021)
SCHOOL GUARD (F31N1-21) TEST #08 (8/18/2021)
SCHOOL GUARD (F31N1-21) TEST #09 (9/1/2021)
SCHOOL GUARD (F31N1-22) TEST #13 (2/16/2022)
SENIOR PROGRAM MANAGER - HARBOR (NFONN-21)
TEST #02 2/24/2021)
SENIOR SCHEDULER (NJ0NN-20) TEST #01 (2/25/2020)
SPECIAL SERVICES OFFICER I-IV (F33AN-20) TEST #41
(2/5/2020)
SPECIAL SERVICES OFFICER I-IV (F33AN-21) TEST #50

(2/10/2021)

SPECIAL SERVICES OFFICER I-IV (F33AN-21) TEST #55

(8/4/2021)

SPECIAL SERVICES OFFICER I-IV (F33AN-22) TEST #61

(2/2/2022)

STRUCTURAL ENGINEER (KA1NN-20) TEST #02 (2/7/2020)

TRAFFIC SIGNAL TECHNICIAN I-II (I66AN-21) Test #01

(8/18/2021)

TREE TRIMMER I-II (J66AN-22) TEST #02 (2/2/2022)

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

REGULAR AGENDA

10. 22-206CS

RECOMMENDATION FOR SELECTIVE CERTIFICATION -

Environmental Health Specialist III-IV

*Communication from Sandra Kennedy, Administrative Officer,
Health and Human Services*

Staff Report prepared by Levi Sinkler, Personnel Analyst

Ms. Pizarro Winting Introduced Mr. Sinkler who briefed the Commission on this item.

A representative from the department was present to answer questions.

A discussion occurred between Commissioner Gonzalez Edmond, Commissioner Arias, and Ms. Pizarro Winting regarding the selective certification process, how it works, whether the selection process, and the Commission's role in the authorization of the names of that meet the higher level for consideration.

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

Yes: 5 - Phyllis O. Arias, Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and Joen Garnica

11. 22-207CS **OVERVIEW OF THE RECRUITMENT AND OUTREACH
SERVICES DIVISION**

Presentation by Crystal Slaten, Deputy Director

President Garnica informed the Commission that Ms. Slaten was unable to join the meeting, and Ms. Pizarro Winting requested to pull agenda item 11. This item will come back to the Commission in a future meeting.

A motion was made by Commissioner Gonzalez Edmond, seconded by Vice President Fallis, to pull item from the agenda. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and Joen Garnica

12. 22-208CS RECRUITMENT INCENTIVE PROGRAM

Staff Report prepared by Crystal Slaten, Deputy Director

Ms. Pizarro Winting briefed the Commission on this item.

Commissioner Gonzalez Edmond asked if this was an incentive for an employee that gets hired and if there were any incentives for referral of employees. Ms. Pizarro Winting clarifies that we do not have an incentive for referral of employees at this time.

Commissioner Gonzales Edmond recommended that with the demand for employees that this might be an area that should be explored. President Garnica mentioned that the Police Department does have a similar program within the department, the staff was unsure that the Police Department had such a program, but they will be double checking and get back to the Commission.

Vice President Fallis asked that it makes sense current employees would not qualify, but given that retention is a significant issue, is this being used as part of a retention program. If an employee is getting promoted to a new position, is the employee getting the bonus and can we do something for the current employees, since one person gets newly hired and another person gets promoted is this situation being looked at from an equitable lense. Mr. Ficker, Human Resources Officer, explained that current City employees are not eligible right now, but this is something Human Resources is looking at in the future, but it's something that would be accomplished through the negotiations process with the associated labor associations. As far as the equitable lense piece, Mr. Ficker explained that it's going to depend on this specific situation. These recruitment incentives have to be approved by the Department of Human Resources prior to being authorized. One factor that is being considered is if we're able to hire to from our current employee base, we may not have that difficult time hiring for that position, but right now the program isn't set up for current city employees to receive that incentive.

Commissioner Wheeler wants to ensure that this program includes Fire Recruit because there is an equity issue in the Fire Department and there would be some type of incentive to recruit individuals, such as African American women. Mr. Ficker explained that it is his understanding that there are no recruitment issues with recruiting

Fire Recruits, but the Civil Service department works with the Fire Department and has a recruitment team and that team is focusing on specific recruitment needs to address potentially underrepresented groups. Ms. Pizarro Winting added that this program is geared toward overall applicant volume, so when looking at Fire Recruit, the overall applicant volume is high. Diversity is certainly an issue and that is something the staff is exploring. Commissioner Gonzalez Edmond asked why Fire was left out of the candidate's eligible verbiage, and Ms. Pizarro Winting explained that it was because the overall applicant volume for Fire Recruit is there.

Commissioner Arias asked what role the Civil Service in the developing this program, and commented that this was more a retention tool than a recruitment tool, and Ms. Pizarro Winting explained that because it had to do with compensation, Civil Service did not have any involvement in the development of this program and this was an informational report since this language will be appearing in future bulletins and it will be used as both a recruitment and retention tool as candidates will see this as a signing bonus and they will apply for open roles. Commissioner Arias, Vice President Fallis, Ms. Pizarro Winting, and Mr. Ficker engaged in discussions about other organizations that offer retention programs and how the City will be looking at this in future negotiations to address the retention issues.

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Arias, to received and filed. The motion carried by the following vote:

Yes: 5 - Phyllis O. Arias, Susana Gonzalez Edmond, Yvonne Wheeler, Erik Fallis and Joen Garnica

13. STANDING COMMITTEES

A. Executive Committee

B. Recruitment and Selection Committee

C. Special Projects Committee

A. Executive Committee

President Garnica informed the Commission that the Committee has a tentative date of August 3rd for their next meeting.

B. Recruitment and Selection Committee

No updates to report at this time.

C. Special Projects Committee

Commissioner Arias informed the Commission that the Committee will be meeting today.

14. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division – Crystal Slaten

B. Employment Services Division – Caprice McDonald

C. Administration and Support Services Division – Maria Alamo

D. Executive Director – Christina Pizarro Winting

A. Recruitment and Outreach Services Division - Crystal Slaten

No updates to report at this time.

B. Employment Services Division - Caprice McDonald

Ms. McDonald invited Shellie Goings to address the Commission since this will be Ms. Goings last Commission meeting, and Ms. McDonald briefed the Commission on Ms. Goings accomplishments during her time with Civil Service. Ms. Goings thanked the Commission and Staff for all their support and expressed how grateful she was during her time with Civil Service. The Commission thanked Ms. Goings for her work and professionalism and wished her well as she embarks in her new venture. Ms. McDonald informed the Commission that she's currently working on filling Ms. Goings vacancy.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo updated the Commission on all budget-related items, including securing purchase orders and upcoming budget-related important meeting dates:

- Budget hearing scheduled for August 2
- Budget presentation for Fire, Police, Parks and Recreation and Marines scheduled for August 9
- Budget presentations for Health and Human Service and Public Works on August 16
- Budget presentations for Library Services, Development Services, and Economic Development on August 23
- Potential budget adaptation on September 6
- Last budget adaptation on September 13
- FY 2023 Budget presentation to the Commission expected on the first or second week of August.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting thanked Ms. Goings for her service to the Civil Service Department and the Commission and expressed well wishes in her new venture. Ms. Pizarro Winting informed the Commission that the staff is trying to manage the calendar to make sure Commissioners do not miss any important presentations and

items, and the budget presentation will be scheduled for August 17. Ms. Pizarro Winting updated the Commission on a meeting with the Police Department that Employment Services Division had in regard to tracking all priorities that the Police Department has and how great and productive the meeting was for both departments. Ms. Pizarro Winting also wanted to acknowledge the passing of Craig Haines. Mr. Haines was a mentor, a friend, and Ms. Pizarro Winting's first manager in Civil Service. Mr. Haines' worked as a manager for 18 years and his work was important for the development of the Civil Service Department. The City Council closed last night's meeting in honor of Mr. Haines and the Civil Service Department mourns the passing of Mr. Haines.

A brief discussion was had with the Commission, Ms. Pizarro Winting, and Mr. Anderson, that due to an error on the posted agenda, unfinished and new business was not included in the agenda, so additional comments from the Commission were made during Ms. Pizarro Winting's updates.

Commissioner Gonzalez Edmond mentioned that the Recruitment and Selection Committee has requested staff to bring a sample of Article III, Section 13 of the Civil Service Rules to a Recruitment and Selection meeting which was supposed to be scheduled to receive a sample of the scoring and the scoring process, inviting the members of the public that requested this meeting, and a report would come back to the Commission with the Committee's recommendations and next step on this item. Ms. Pizarro Winting acknowledged that the staff is currently working on this item.

Commissioner Gonzalez Edmond also mentioned that the Recruitment and Selection were to look at Article III, Sections 10 through 20, with an equity lens and invite HR and labor unions to the working group and this working group would look at a sample scoring along with HR and Civil Service. The committee recommendations and next steps would come back to the full Commission, so Commissioner Gonzalez Edmond would like the staff to prioritize this meeting because it's an important item and the committee has been waiting for over 6 months. Ms. Pizarro Winting acknowledged the importance and reiterated that the staff is working on both items.

President Garnica asked about the timelines on these items and Commissioner Gonzalez Edmond mentioned that the staff was provided a month to two-month lapse. President Garnica asked Ms. Pizarro Winting that on her report or in the appropriate section at the next meeting if the Commission can have an update with dedicated timelines and due dates for these types of items, and Ms. Pizarro Winting acknowledge the request.

President Garnica acknowledged the passing of Craig Haines. He was a longtime employee of the City of Long Beach and served the City for 28 years, 1 month, 3

days, and was the Employment Services Officer for the Civil Service Department. After graduating from Cal State University of Long Beach and serving a tour of duty in Vietnam, he began his career with the City of Long Beach on November 1, 1976. He started as an Assistant Examiner in the Civil Service Department and rose through the ranks advancing to Examiner and into the more modern classification title of Personnel Analyst. In 1986, Mr. Haines moved into management and was promoted to Employment Services Officer. During his 18 years as the Employment Services Officer he supervised and trained Personnel Analysts and developed examinations that were valid, reliable, statistically supported, and measurable for classifications in the classified service. These exams are the cornerstone of the Civil Service Department and the merit system ensuring that testing for city jobs is fair, equitable, and accessible to all. He was also instrumental in leading the department into the modern age of automated testing. During the last 18 years of his retirement, Mr. Haines continued his public service through his many leadership positions in the Long Beach area Council of Boy Scouts. He was also an avid fisherman and shared his love of fishing by teaching others. Mr. Haines was raised in Huntington Park, which provided his lifelong awareness and appreciation for diversity that was reflected in his openness and caring for all as a leader in the city team and the community at large. Mr. Haines is survived by his wife, Linda, sons David and Joshua, and their wives, three grandchildren, and two brothers. Recognizing the impact that Mr. Haines had on the Civil Service Department and the tools we use today, President Garnica and the Commission would like to dedicate this meeting to Mr. Haines.

15. 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 at this time.

16. 22-209CS ANTICIPATED LITIGATION - CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL RELATING TO ANTICIPATED LITIGATION PURSUANT TO PARAGRAPH (2) OF SUBDIVISION (D) AND PARAGRAPH (3) OF SUBDIVISION (E) OF SECTION 54956.9 OF THE CALIFORNIA GOVERNMENT CODE [EMPLOYEE APPEAL ITEM 04-D-1819]

President Garnica moved to closed session.

ADJOURNMENT

The Commission came back from closed session and President Garnica adjourned the meeting at 11:08 a.m.

I, Julia Smay, Executive Assistant, certify that the agenda was posted not less than 72 hours prior to the meeting.

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.

Kung nais ang pagsasalin ng nakasulat na wika ng agenda ng Komisyon at ang minutes para sa mga taong hindi nagsasalita ng Ingles, mangyaring isagawa ang iyong hiling sa pamamagitan ng telepono sa Opisina ng Clerk ng Lungsod sa (562) 570-6101, 72 oras ng negosyo bago ang pagpupulong ng Commission.

Si desea obtener la traducción escrita en otro idioma de la agenda y actas de la comisión para personas que no hablan inglés, haga su solicitud por teléfono a la Oficina de la Secretaría Municipal al (562) 570-6101, 72 horas hábiles antes de la reunión de la comisión.

បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ និងកំណត់ហេតុឲ្យ
អ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅ
ការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹង
ចាប់ផ្តើមបើកកិច្ចប្រជុំគណកម្មការធម្មនុញ្ញ)។