

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

**WEDNESDAY, FEBRUARY 15, 2023
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM**

Joel Garnica, President
Erik Fallis, Vice President



Phyllis O. Arias, Commissioner
Susana Gonzalez Edmond, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND DRAFT MINUTES

REGULAR MEETING

President Garnica called the meeting to order at 9:12 a.m.

FLAG SALUTE

Meredith Dawson, representing the Department of Disaster Preparedness and Emergency Communication, led the flag salute.

ROLL CALL

Commissioners Phyllis O. Arias, Erik Fallis and Joel Garnica

Present:

Commissioners Susana Gonzalez Edmond

Absent:

- 1. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS REGARDING THE AGENDA.**

There were no comments from the public.

CITY OF LONG BEACH
CIVIL SERVICE COMMISSION
MINUTES

WEDNESDAY, FEBRUARY 15, 2023
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM

2. 23-054CS **Recommendation to approve minutes:**
Regular Meeting of February 1, 2023

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

Yes: 3 - Phyllis O. Arias, Erik Fallis and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

CONSENT CALENDAR (3 - 7):

Passed the Consent Calendar

Commissioner Arias requested that item 4 be pulled for discussion.

A motion was made by Vice President Fallis, seconded by Commissioner Arias, to approve Consent Calendar Items, except for item 4. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Erik Fallis and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

3. 23-055CS **Recommendation to approve examination results:**
Building Maintenance Engineer Test #02
Capital Projects Coordinator I-IV Test #03
Fire Recruit (AMENDED)
Permit Technician I-II Test #02
Personnel Analyst I-IV Test #02
Police Recruit Test #20
Public Health Nurse I-III (Homeless Services) Test #04
Public Safety Dispatcher I-IV NTN EXAM Test #40
Recreation Assistant
Senior Librarian Test #02

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

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

**WEDNESDAY, FEBRUARY 15, 2023
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM**

- 4. 23-056CS Recommendation to approve bulletin(s):**
Gas Construction Worker I-III
Permit Center Supervisor
Public Health Nurse Supervisor
Senior Equipment Operator (Crane)-REVISED
Surveyor
Senior Mechanical Engineer

A discussion occurred between Commissioner Arias and the staff regarding the requirements section for the Senior Equipment Operator bulletin and how changing the format can improve the readability of the bulletin. Staff acknowledged the suggestion.

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

Yes: 3 - Phyllis O. Arias, Erik Fallis and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

- 5. 23-057CS Recommendation to receive and file retirement(s):**
Billy Claxton, Refuse Operator III, Public Works, (21 yrs., 3 mos.)
Daniel Galaz, Water Utility Mechanic III, Water Department, (31 yrs., 5 mos.)

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

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

**WEDNESDAY, FEBRUARY 15, 2023
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM**

- 6. 23-058CS Recommendation to receive and file resignation(s):**
Miranda Critchell, Public Safety Dispatcher I, Disaster Preparedness and Emergency Communications, (10 mos., 27 days)
Brandon Nottingham, Port Security System Operator II, Harbor Department, (8 yrs., 1 mo.)
Mariah Macias, Customer Service Representative III, Energy Resources, (3 mos., 13 days)
Eric East, Water Treatment Operator III, Water Department, (13 yrs., 3 mos.)
Stephen Geel, Business Systems Specialist VII, Water Department, (3 yrs., 9 mos.)
Jamika Urrea, Customer Service Representative III, Energy Resources, (6 mos., 20 days)
Mitchell Duran, Mechanical Engineering Associate, Energy Resources, (1 yr., 2 mos.)
Inmer Rosa, Special Services Officer III, Police Department, (7 yrs., 6 mos.)
Adrian Perez, Harbor Maintenance Mechanic II, Harbor Department, (17 yrs., 2 mos.)

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

- 7. 23-059CS Recommendation to approve transfer(s):**
Ernesto Echeverria- Administrative Analyst III, Fire Department to Administrative Analyst III, Water Department
Alexandra Dominguez- Administrative Analyst II, Airport to Administrative Analyst III, Fire Department

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

REGULAR AGENDA

8. 23-061CS **RECOMMENDATION TO APPROVE REVISED
CLASSIFICATION SPECIFICATION** - Public Safety Dispatcher
I-IV
*Communication from Joe Ambrosini, Director, Human
Resources
Staff report prepared by Levi Sinkler, Personnel Analyst*

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

Commissioner Arias thanked Mr. Sinkler for a thorough report.

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

Yes: 3 - Phyllis O. Arias, Erik Fallis and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

9. 23-062CS **RECOMMENDATION FOR EXTENSION OF PROBATIONARY
PERIOD** - Armando Estrada, Public Safety Dispatcher I
*Communication from Daniel Cunningham, Communications
Center Officer, Disaster Preparedness and Emergency
Communications
Staff report prepared by Levi Sinkler, Personnel Analyst*

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

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

Yes: 3 - Phyllis O. Arias, Erik Fallis and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

CITY OF LONG BEACH
CIVIL SERVICE COMMISSION
MINUTES

WEDNESDAY, FEBRUARY 15, 2023
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM

10. 23-063CS

RECOMMENDATION FOR EXTENSION OF PROBATIONARY

PERIOD - Christopher Rivas, Public Safety Dispatcher I
*Communication from Daniel Cunningham, Communications
Center Officer, Disaster Preparedness and Emergency
Communications
Staff report prepared by Levi Sinkler, Personnel Analyst*

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

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

Yes: 3 - Phyllis O. Arias, Erik Fallis and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

11. 23-064CS

RECOMMENDATION TO APPROVE EXTENSION OF

PROVISIONAL APPOINTMENT - Christian Alvarez, Gas Construction Worker I
Staff report prepared by Levi Sinkler, Personnel Analyst

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

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

Yes: 3 - Phyllis O. Arias, Erik Fallis and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

CITY OF LONG BEACH
CIVIL SERVICE COMMISSION
MINUTES

WEDNESDAY, FEBRUARY 15, 2023
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM

12. 23-065CS **RECOMMENDATION TO APPROVE EXTENSION OF
PROVISIONAL APPOINTMENT** - Pedro Narez, Gas
Construction Worker I
Staff report prepared by Levi Sinkler, Personnel Analyst

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

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

Yes: 3 - Phyllis O. Arias, Erik Fallis and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

13. 23-066CS **RECOMMENDATION TO APPROVE EXTENSION OF
PROVISIONAL APPOINTMENT** - William Richburg, Gas
Construction Worker I
Staff report prepared by Levi Sinkler, Personnel Analyst

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

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

Yes: 3 - Phyllis O. Arias, Erik Fallis and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

14. 23-067CS

**RECOMMENDATION TO REQUEST PROVISIONAL
APPOINTMENT - Haley Binder, Safety Specialist II**

*Communication from Christopher J. Garner, General Manager,
Long Beach Utilities Department
Staff report prepared by Tarsha Moses, Personnel Analyst*

Ms. Pizarro Winting introduced Ms. Moses, who briefed the Commission on this item.

Commissioner Arias thanked the staff for properly redacting the files.

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

Yes: 3 - Phyllis O. Arias, Erik Fallis and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

15. 23-068CS

**RECOMMENDATION FOR PERMANENT REASSIGNMENT
AND TRANSFER FOR REHABILITATION AND TRAINING - Eric**

*St. Martin, Commercial Diver II to Construction Inspector I
Communication from Joe Ambrosini, Director, Human
Resources*

Staff report prepared by Maria Cano, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Cano, who briefed the Commission on this item.

A brief conversation between the Commission and staff occurred regarding Mr. St. Martin's training completion and the effective date of his probationary period. The Commission and staff also clarified that Mr. St. Martin is being permanently reassigned following rehabilitation and training.

A motion was made by Vice President Fallis, seconded by Commissioner Arias, to approve recommendation for permanent reassignment and transfer following rehabilitation and training. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Erik Fallis and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

**16. 23-069CS REPORT FROM THE CIVIL SERVICE COMMISSION'S SPECIAL
PROJECTS COMMITTEE REGARDING PLACEMENT OF BULLETINS
ON THE REGULAR AGENDA**

*Staff Report prepared by Christina Pizarro Winting, Executive
Director*

Ms. Pizarro Winting introduced the item and Commissioner Arias
briefed the Commission on the Committee's recommendation to
place the bulletins on the regular agenda with a brief oral
presentation by staff.

**A motion was made by Commissioner Arias, seconded by
Vice President Fallis, to receive and file the committee's
report and approve the recommendation that the bulletins be
moved from the consent calendar to the regular agenda. The
motion carried by the following vote:**

Yes: 3 - Phyllis O. Arias, Erik Fallis and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

17. STANDING COMMITTEES

A. Executive Committee

B. Recruitment and Selection Committee

C. Special Projects Committee

A. Executive Committee

No report at this time.

B. Recruitment and Selection Committee

Ms. Pizarro Winting informed the Commission about the upcoming Labor
Management Subcommittee meeting on February 28th.

C. Special Projects Committee

No report at this time.

18. REPORTS FROM MANAGERS

A. Employment Services Division – Caprice McDonald

B. Administration and Support Services Division – Maria Alamo

A. Employment Services Division - Caprice McDonald

Ms. McDonald introduced the newest members of the Employment Services Division, Salvador Barajas and Donnell Russell Jauregui, who introduced themselves and shared their excitement to join the Civil Service team. Ms. McDonald updated the Commission on the Payroll/Personnel Assistant exam activities and upcoming staff training, and she also acknowledged Black History Month.

B. Administration and Support Services Division - Maria Alamo

Ms. Alamo welcomed the newest members of the Civil Service team and provided insight into the onboarding process. Ms. Alamo provided details on the ongoing budget planning activities and will bring back a report on these activities to the Commission on March 1st.

19. UNFINISHED BUSINESS

There was no unfinished business to discuss at this time.

20. NEW BUSINESS

President Garnica acknowledged Black History Month and congratulated Chief Buchanan on his appointment as the new Chief of the Fire Department.

21. 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.

ADJOURNMENT

President Garnica adjourned the meeting at 9:52 a.m.

HEARING 10:00 A.M.

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

**WEDNESDAY, FEBRUARY 15, 2023
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM**

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

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

**WEDNESDAY, FEBRUARY 15, 2023
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM**

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
ចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។**