

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

**WEDNESDAY, APRIL 14, 2021
TELECONFERENCE, 8:30 AM**

Susana Gonzalez Edmond, President
Joel Garnica, Vice President



Phyllis O. Arias, Commissioner
Brandon Dowling, Commissioner
Yvonne Wheeler, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND DRAFT MINUTES

SPECIAL MEETING

**CIVIL SERVICE COMMISSION MEETINGS ARE HELD VIA
TELECONFERENCE PURSUANT TO EXECUTIVE ORDER N-29-20
ISSUED BY GOVERNOR GAVIN NEWSOM.**

THE CIVIC CHAMBERS WILL BE CLOSED TO THE PUBLIC.

**PLEASE VIEW THE MEETING FROM YOUR COMPUTER, TABLET, OR
SMARTPHONE VIA: https://longbeach.granicus.com/ViewPublisher.php?view_id=84**

President Gonzalez Edmond called the meeting to order at 8:34 a.m.

FLAG SALUTE

President Gonzalez Edmond asked Vice President Garnica to lead the Pledge of Allegiance.

ROLL CALL

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

- 1. COMMENTS FROM THE PUBLIC – PUBLIC WILL HAVE THE OPPORTUNITY TO
ADDRESS THE COMMISSION BY SUBMITTING WRITTEN COMMENTS VIA EMAIL TO
MARLA.CAMERINO@LONGBEACH.GOV.**

There were no comments received from the public.

2. [21-115CS](#) **Recommendation to approve minutes:**
Meeting of March 31, 2021

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

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

CONSENT CALENDAR (3 – 7):

Vice President Garnica pulled Agenda Item 3 and Commissioner Arias pulled Agenda Item 4 for separate discussions.

Passed the Consent Calendar

A motion was made by Commissioner Dowling, seconded by Vice President Garnica, to approve Consent Calendar Items (5 - 7), except for items (3 and 4). The motion carried by the following vote:

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

3. [21-116CS](#) **Recommendation to approve examination results:**
Public Health Nurse I-III Test #14
Public Safety Dispatcher I-IV - NTN EXAM Test #21
Refuse Operator I-III Test #28
Special Services Officer I-IV Test #52

A discussion took place with Vice President Garnica, Commissioner Arias, Ms. Pizarro Winting and Ms. Kerr-Jenkins regarding the number of candidates who did not qualify for the Public Safety Dispatcher position. It was discussed that applicants are required to pass the ECOMM National

Computer Simulations test that is administered by the National Testing Network (NTN) and many applicants do not pass the test due to the nature of the examination. This is a visual based test that has a note taking section and a dispatch section. It was discussed that historically it has been a challenge for some applicants to pass the examination. It was discussed that NTN does not offer a practice test, but staff will reach out to them to verify. The department tends to lose 50% of its new hires during the first year of probation, which is why vacancies consistently stay open. Staff will provide current vacancy information later today. It was discussed that the NTN examination can be taken every three months and that the applicant can reapply with Civil Service every four months.

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

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

4. [21-117CS](#)

Recommendation to approve bulletin(s):

Port Security System Operator

Senior Librarian

Traffic Signal Technician

A discussion took place with President Gonzalez Edmond, Commissioner Arias and Ms. Goings regarding eliminating the definition related to one year of course work under the Minimum Qualifications section for Traffic Signal Technician. It was discussed that the one-year course work is based on an up to one-year substitution as it relates to education as school units and quarter units may vary. Staff will revisit the language with the analyst team.

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

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

5. [21-118CS](#)

Recommendation to receive and file retirement(s):

Brian Ekrem, Police Officer, Police Department (23 yrs., 4

mos.)
Erica Lansdown, Senior Librarian, Department of Library Services (13 yrs., 11 mos.)
Marvin McNeil, Special Services Officer III, Police Department (15 yrs., 2 days)
Christopher Thue, Police Officer, Police Department (24 yrs., 26 days)
Joyce Vanderweide, Firefighter, Fire Department (27 yrs., 4 mos.)

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

6. [21-119CS](#)

Recommendation to receive and file resignation(s):

Brandon Castaneda, Aquatics Supervisor I, Department of Parks, Recreation and Marine (5 yrs., 4 mos.)
Priscilla Medrano, Customer Service Representative II, Department of Health and Human Services (1 yr., 7 mos.)
Alicia Robles, Payroll/Personnel Assistant II, Department of Public Works (1 yr., 8 days)
Raul Romero, General Maintenance Supervisor II, Department of Parks, Recreation and Marine (17 yrs., 9 mos.)
Regina Tyson, Clerk Typist I, Department of Parks, Recreation and Marine (5 yrs., 5 mos.)

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

7. [21-120CS](#)

COVID-19 RELATED: Recommendation to Extend Non-Career Hours (Close to Exceeding Hours) - John Bautista, Victoria Brown, Kellie Duggan, Ashley Goda, Cassandra Gutierrez, Lakecha Haley, Michelle Luper, Evadne Magallanes, Michael Laath Martin, Alexander Manguia, Zarene Nunez, Michelle Ortiz, Giselle Perez, Starlynn Ramirez, Christian Rodriguez, Joy Rowden, Sahain Santoyo, Eduardo Valdez, Melissa Vaz, Kyle Yomogida, Public Health Associate
Communication from Jodie Griner, Administrative Officer, Department of Health and Human Services
Staff report prepared by Maria Cano, Personnel Analyst

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

REGULAR AGENDA

8. [21-121CS](#)

UPDATE ON REPOPULATING CITY HALL

Communication from Derek Law, City Safety Officer, Risk Management

Ms. Pizarro Winting introduced Derek Law, City Safety Officer, who provided information on repopulating City Hall.

President Gonzalez Edmond wanted to know if there was a timeline of when employees would work a hybrid schedule where they would work from home as well as come into the office. Mr. Law stated that dates have not been finalized yet. He stated that the City will need to provide staff with at least a 30-day notice prior to reentry. Some areas that will be repopulated sooner than others are Civic Chambers, libraries and other city facilities dependent on needs. President Gonzalez Edmond stated that the Civil Service Commission conducts hearings. She wanted to know if repopulating City Hall includes members of the public. Mr. Law stated that we are initially looking at bringing back employees. President Gonzalez Edmond provided an overview of hearings.

Vice President Garnica wanted to know if Commission meetings and hearings would be looked at separately or together. Mr. Law stated that as procedures are built, they will make sure all groups are included and proper notification is given.

Commissioner Arias stated that she hopes that hearings would be a priority as they are important and involve people's lives.

Vice President Garnica wanted to know how vaccinations come into play as it relates to repopulation. Mr. Law stated that guidelines are being built based on nobody being vaccinated. The City is not collecting information nor is asking information from staff about being vaccinated.

President Gonzalez Edmond provided information on various technologies being used related to repopulation at other agencies.

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

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

9. [21-122CS](#)

RECOMMENDATION TO EXTEND ARTICLE VIII, SECTION 115(3) OF THE CIVIL SERVICE RULES AND REGULATIONS

Staff report prepared by Christina Pizarro Winting, Executive Director

Ms. Pizarro Winting briefed the Commission regarding this item.

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

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

10. [21-123CS](#)

RECOMMENDATION TO APPROVE POLICY 1.81 - REQUEST TO USE CLASSIFIED POSITIONS IN THE UNCLASSIFIED SERVICE

Staff report prepared by Christina Pizarro Winting, Executive Director

Ms. Pizarro Winting briefed the Commission regarding this item.

A brief discussion ensued with President Gonzalez Edmond, Commissioner Arias and Ms. Pizarro Winting regarding the need for the Exception to Rule requests. It was discussed that the rule will still need to be used and that the policy helps define the rule. It was also discussed that the policy outlines what information is required in order to accept a request and provides the Commission with criteria for deciding whether to approve the exception.

Ms. Pizarro Winting thanked the subcommittee for their diligence in putting the request together.

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

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

11. [21-124CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Stock and Receiving Clerk

Communication from Fred Verdugo, Acting Director of Human Resources

Staff report prepared by Desiree Davalos, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Davalos who briefed the Commission regarding this item.

Representatives from user departments as well as the Human Resources Department were on the call to answer questions.

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

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

12. [21-125CS](#)

RECOMMENDATION TO APPROVE BULLETIN(S):

Stock and Receiving Clerk

Ms. Pizarro Winting advised the Commission that since they approved the revised classification specification for Stock and Receiving Clerk, staff is now requesting approval of the bulletin.

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

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

13. [21-126CS](#)

RECRUITMENT AND SELECTION COMMITTEE REVIEW OF

**PROTEST OF WRITTEN EXAMINATION ITEM(S) - FIRE
ENGINEER**

Ms. Pizarro Winting introduced Commissioner Dowling who briefed the Commission regarding this item.

Commissioner Dowling stated that the Recruitment and Selection Committee met to review protests that were received regarding written examination items. He stated that the Committee concurs with staff recommendations to approve subject matter expert determination of the protested items.

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

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

14. [21-127CS](#)

**RECOMMENDATION TO APPROVE PROTEST OF WRITTEN
EXAMINATION ITEM(S) - FIRE ENGINEER**

Ms. Pizarro Winting introduced Ms. Goings who briefed the Commission regarding this item.

President Gonzalez Edmond wanted to know if the Commission was supposed to receive anything related to the protests. Ms. Pizarro Winting stated that the Commission would not have received the information in their packet and that it was sent to them this morning. It was discussed that the Commission had not received any documents. Ms. Camerino sent the documents to the Commission for review.

A discussion took place with President Gonzalez Edmond, Commissioner Arias, Ms. Pizarro Winting and Ms. Goings regarding what information should the Commission receive related to protested items. It was discussed that once the Recruitment and Selection Committee was established, the entire packet was only sent to those members and that the Commission would only receive the disposition. It was also discussed that the timing of the Recruitment and Selection Committee could be an issue with it taking place just before the Commission meeting. It was discussed that future

Recruitment and Selection meetings related to protests would be scheduled a day prior to the Commission meeting.

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

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

15. STANDING COMMITTEES

A. Executive Committee

President Gonzalez Edmond stated that the Executive Committee did not meet. She informed the Commission that members are expecting to receive a report related to reconciliation information that was discussed at a previous meeting. Ms. Pizarro Winting stated that staff will provide the report in May.

B. Recruitment and Selection Committee

Commissioner Dowling stated that the Recruitment and Selection Committee met this morning to make recommendations on protested items.

Ms. Pizarro Winting stated that staff is researching the educational requirements and plan to schedule a meeting with the Recruitment and Selection Committee to share preliminary information.

President Gonzalez Edmond wanted to confirm that staff are still working on the diversity report from the Police and Fire Departments and if that is part of the committee. Ms. Pizarro Winting responded that reconciliation information related to the Executive Committee and Recruitment and Selection Committee will be provided to each group. She stated that it will then be presented to the Commission.

C. Special Projects Committee

Vice President Garnica informed the Commission that a mock hearing was held on April 7th and stated that it worked out well. There are some things that were discussed that they would like to see a little different. In addition, she stated that a best practice sheet will be created and provided to everyone. Ms. Pizarro Winting stated that the Meet and Confer process is now taking place. She will keep the Commission updated.

President Gonzalez Edmond wanted to know which unions were present. Vice President Garnica and Ms. Pizarro Winting responded that IAM, the Police Officers Association and the Lifeguard Association were present for the mock hearing. Ms. Pizarro Winting will advise the Commission as to which associations are going through the Meet and Confer process.

16. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten provided an update for the Fire Department. She stated that they are having weekly webinars on Wednesday evenings from 7:00 p.m. to 9:00 p.m. She stated that they have also began the Prospective Recruit Exercise Program on Saturdays at the David Rosa Training Center. Anyone wishing to attend can register through Eventbrite.

President Gonzalez Edmond mentioned that she loved the new logo and information that staff has been using on social media. She wanted to know if staff is using the social media platform to spread the word about these events. Ms. Slaten confirmed that staff is using those platforms to get the information out.

B. Employment Services Division - Caprice McDonald

Ms. McDonald was not present to report. Ms. Pizarro Winting stated that the recruitment for Administrative Analyst is now open and going well.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo provided the Commission with an update on the budget. She stated that her division is currently working on Estimates to Close for fiscal year 2021 and mentioned that the city is halfway through its fiscal year. She stated that a short budget presentation will be provided at the next meeting.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting informed the Commission that staff will be scheduling a closed session to discuss the public comment that was received by a person from Technology and Innovation.

Ms. Pizarro Winting wished everyone a Happy Cambodian New Year. President

Gonzalez Edmond stated that often we associate Asian Americans with Chinese New Year, and thanked Ms. Pizarro Winting for mentioning it. In addition, President Gonzalez Edmond wanted to recognize that April is also Arab American Heritage Month.

17. UNFINISHED BUSINESS

Ad Hoc Subcommittees:

A. Subcommittee to Develop Civil Service Commission Policy regarding requests to Utilize Classified Positions in the Unclassified Service

President Gonzalez Edmond wanted to know what the next steps were for this item. Ms. Pizarro Winting stated that now that the policy has been approved, this item will be removed from the agenda.

Ms. Pizarro Winting thanked the bargaining units that participated in the Meet and Confer process, as well as Human Resources.

Commissioner Arias expressed her joy to finally put this subcommittee to rest.

18. NEW BUSINESS

There was no new business discussed.

ADJOURNMENT

President Gonzalez Edmond adjourned the meeting at 9:48 a.m.

NO HEARING

NOTE:

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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.

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