

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

**WEDNESDAY, MAY 19, 2021
TELECONFERENCE, 9:00 AM**

Joel Garnica, President
Brandon Dowling, Vice President



Phyllis O. Arias, Commissioner
Susana Gonzalez Edmond, 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.

DIAL-IN NUMBER: (213) 338-8477 / MEETING ID: 980 9449 5662

President Garnica called the meeting to order at 9:00 a.m.

FLAG SALUTE

President Garnica asked Ms. Pizarro Winting to lead the Pledge of Allegiance.

ROLL CALL

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

- 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. [21-157CS](#)

**RECRUITMENT AND SELECTION COMMITTEE RECOMMENDATION
REGARDING PROTEST OF WRITTEN EXAMINATION ITEM(S) -**

Administrative Analyst

Commissioner Gonzalez Edmond informed the Commission that the Committee concurred with staff as well as subject matter experts' recommendations. She stated that protests were denied for Questions 40 through 45, Question 67 was omitted as it was deemed to be too vague by subject matter experts and protests were denied for Questions 68 through 77.

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

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

3. [21-158CS](#)

**RECOMMENDATION TO APPROVE PROTEST OF WRITTEN
EXAMINATION ITEM(S) - Administrative Analyst**

Ms. Pizarro Winting introduced Ms. McDonald who provided an overview of the Administrative Analyst examination process. She stated that there was a total of 352 applications received, of which, 237 were qualified to go through the next phase of the examination process. Of the 237 candidates, three withdrew and nine did not participate in the examination for various reasons. She explained that the written examination was administered using an online platform, which consisted of 100 multiple choice questions. Ultimately, a total of 225 candidates participated in the written examination, which equates to a 96% show rate.

The deadline to submit protests was Friday, May 14, 2021. A total of three protests were received. Ms. McDonald along with subject matter experts reviewed the questions that were being protested and came up with recommendations that were presented to the Recruitment and Selection Committee of the Commission for review and subsequently presented to the full Commission.

Ms. McDonald and subject matter experts were available to answer questions.

A brief discussion ensued with Commissioner Arias, Commissioner Gonzalez Edmond and Ms. McDonald regarding clarification on the number of protests received. It was confirmed that a total of three protests were received related to three different questions. It was confirmed that that one question was omitted. It was discussed that the diagram that was related to a set of questions was not legible; however, after comparing the diagram to the test booklet it was determined to be clear. It was discussed that the last protest was related to how the information was presented. After reviewing the information with the panel, it was determined that the presentation was acceptable. It was also mentioned that candidates had the ability to adjust the view setting on their computer to enlarge the diagram if necessary. It was confirmed that the denial of Questions 40 through 45 was made on the same basis and the denial of Questions 68 through 77 was made on the same basis.

Commissioner Wheeler commented that Ms. McDonald did a thorough presentation and concurs with staff recommendations.

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, Yvonne Wheeler, Susana Gonzalez Edmond, Brandon Dowling and Joen Garnica

ADJOURNMENT

President Garnica adjourned the meeting at 9:14 a.m.

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
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