

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

**WEDNESDAY, JULY 21, 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 MINUTES

SPECIAL MEETING

**VIRTUAL CIVIL SERVICE COMMISSION
MEETING PURSUANT TO EXECUTIVE ORDER N-08-21
ISSUED BY GOVERNOR GAVIN NEWSOM**

PHONE: (213) 338-8477 / MEETING ID: 949 8020 7043

President Garnica called the meeting to order at 9:01 a.m.

FLAG SALUTE

President Garnica asked Ms. Camerino 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 – 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.

- 2. [21-208CS](#) Recommendation to approve minutes:**

Regular Meeting of July 7, 2021

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

CONSENT CALENDAR (3 – 9):

Commissioner Arias pulled Agenda Item 4 for a separate discussion.

Passed the Consent Calendar

A motion was made by Vice President Dowling, seconded by Commissioner Wheeler, to approve Consent Calendar Items (3, 5-9), except for Item (3). The motion carried by the following vote:

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

3. [21-209CS](#)

Recommendation to approve examination results:

Civil Engineer Test #24

School Guard Test #06

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

4. [21-210CS](#)

Recommendation to approve bulletin(s):

Senior Engineering Technician I-II

Commissioner Arias wanted to know the number of positions available and how many qualified applicants are anticipated for this promotional recruitment. Ms. Cano stated that there are ten

candidates who could potentially qualify and stated that there is one approved requisition for Energy Resources and another one going through the approval process, so there could potentially be two positions. She stated that the classification is used in several departments throughout the City and mentioned that this list will be active for two years.

Commissioner Arias commented that ten candidates sound like a healthy number.

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

5. [21-211CS](#)

Recommendation to receive and file retirement(s):

Carmela Baldwin, Civil Engineer, Water Department (12 yrs., 5 mos.)

Sandra Flores, Payroll/Personnel Assistant III, Water Department (20 yrs., 5 mos.)

Jorge Ramirez, Planner III, Development Services Department (27 yrs., 11 mos.)

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

6. [21-212CS](#)

Recommendation to receive and file resignation(s):

Bienvenido Ayala, Senior Equipment Operator, Energy Resources Department (5 yrs., 3 mos.)

Marvie Baconawa, Civil Engineering Assistant, Water Department (2 yrs., 5 mos.)

Steven Covarubias, Special Services Officer IV, Police Department (16 yrs., 10 mos.)

Abbie Edwards, School Guard, Public Works Department (2 mos.)

Danilo Landaverde, Water Utility Mechanic III, Water Department (13 yrs., 2 mos.)

Lida Lim, School Guard, Public Works Department (9 mos.)

*Franklin Lopez, Water Treatment Operator II, Water
Department (4 yrs., 21 days)
Young Park, Civil Engineering Associate, Development
Services Department (1 yr. 1 mo.)
Travis Wade, Maintenance Assistant III, Parks, Recreation and
Marine Department (5 yrs., 1 mo.)*

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

7. [21-213CS](#) **Recommendation to approve schedule for hearing(s):**
*Suspension Appeal 14-S-1819, Suggested Date: August 4,
2021*

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

8. [21-214CS](#) **Recommendation to approve reschedule for hearing(s):**
*Suspension Appeal 13-S-1819, Suggested Dates: August 18 and 25,
2021*

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

9. [21-215CS](#) **Recommendation to Approve Provisional Appointment - Lisa
Sosa, Payroll/Personnel Assistant**
*Communication from Ken Walker, Acting Personnel
Administrator, Long Beach Police Department
Staff report prepared by Christina Pizarro Winting, Executive
Director*

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

REGULAR AGENDA

10. [21-216CS](#)

**RECOMMENDATION TO APPROVE CLASSIFICATION
SPECIFICATION DIVISION AND CONSOLIDATION OF
CLASSIFICATIONS**

- Senior Equipment Operator and Water
Utility Mechanic I-III

*Communication from Christopher J. Garner, General Manager,
Long Beach Water Department*

Staff report prepared by Sylvana Tamura, Personnel Analyst

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

Representatives from the Water Department were on the call to
answer questions.

A discussion ensued with Commissioner Arias, Ms. Pizarro Winting
and Mr. Bott regarding the division of the classification and
compensation of Water Utility Mechanics. It was confirmed that the
Senior Equipment Operators within the Water Department will be
taken out of the classification and placed in the Water Utility
Mechanic classification. It was also discussed that compensation
for Water Utility Mechanic is being worked out with the Department
of Human Resources and will go into effect the pay period following
the approval of the Civil Service Commission. It was mentioned that
retroactive pay is not possible as the compensation required a skill
pay and prior approval from the Water Commission, City Council
and Civil Service Commission.

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

11. **STANDING COMMITTEES**

A. Executive Committee

The Executive Committee did not have any information to report.

B. Recruitment and Selection Committee

The Recruitment and Selection Committee did not have any information to report; however, Commissioner Gonzalez Edmond stated that a meeting was requested a couple of meetings ago regarding educational requirements. Ms. Pizarro Winting stated that staff will reach out to Committee members to schedule a meeting.

C. Special Projects Committee

The Special Projects Committee did not have any information to report.

12. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten reported that staff will be attending the Access and Inclusion training, which is a new training series being offered by the City Manager's office. This training will allow city staff to become more familiar with the requirements under the Americans with Disabilities Act. She stated that Recruitment and Outreach staff will be attending the training series and will bring back information to Civil Service staff. She thanked Ms. Cano and Ms. Macias for taking care of the division while she was on vacation.

Commissioner Gonzalez Edmond asked Ms. Slaten to report on community events that her division plans on attending.

B. Employment Services Division - Caprice McDonald

Ms. McDonald reported that staff conducted the Police Sergeant Promotional examination that was led by Ms. Ramos in partnership with CPS HR Consulting. She mentioned that 44 candidates went through the process. She also mentioned that this was a collaborative effort using internal and external raters.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo did not have any new information to report.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting echoed Ms. McDonald's appreciation to staff as it was literally all hands-on deck. She stated that she is proud of the team for managing all the moving parts during this pandemic.

Ms. Pizarro Winting informed the Commission that we are scheduled for an administrative hearing on August 4th. She spoke with Mr. Peters and Mr. Trott regarding the new mask requirement and will be speaking with Dr. Davis to verify if attorneys and witnesses can be without a masking while speaking. She stated that Mr. Anderson has provided an updated stipulation agreement that has been signed by Mr. Peters and Mr. Trott.

Ms. Pizarro Winting provided a presentation to the Ethics Commission, who is trying to understand the discipline process.

Ms. Pizarro Winting had the opportunity to listen to the City Council meeting as budget was being discussed. She stated that there was a recommendation to rename the North Facility in honor of Ron Arias and congratulated both Commissioner Arias and Mr. Ron Arias. Commissioners congratulated them as well. Commissioner Arias stated that both are humbled by the honor.

Commissioner Gonzalez Edmond stated that the Commission had previously discussed the unveiling and showcasing of the new Civil Service Commission website. She stated that she was able to view it on her phone and it looks fantastic, so she wanted to check in on it. She would also like to know how staff is doing with telling our story to our external customers. Commission Gonzalez Edmond understands that staff is busy with other work and wants to be respectful of that. In addition, this may not be high on the priority list but to her it matters how people refer to Civil Service. When she hears in her day job that items are stuck, or positions are not being filled because of Civil Service, she takes it personal because she knows we are doing a lot of work. She believes that we need to tell our story more and be external about the work we are doing. Ms. Pizarro Winting stated that we are still working on the items and believes it would be a good discussion to have at the retreat so that a plan could be put together to roll it out. She stated that she was pleased with the City Manager's budget presentation as Civil Service, the Water Department and the Port of Long Beach was acknowledged for contributing in partnering with the City.

President Garnica wanted to know if there has been discussion on what hearings will look like if we must go virtual. Ms. Pizarro Winting stated that both attorneys are hoping to proceed in-person with masks. President Garnica wants to make sure that we are conscious of keeping hearings, whether in-person or virtual, after having them suspended. Ms. Pizarro Winting stated that she informed the attorneys that the Commission was ready to continue with hearings.

13. UNFINISHED BUSINESS

There was no unfinished business to discuss.

14. NEW BUSINESS

Commissioner Gonzalez Edmond wanted to know if a date has been scheduled for the retreat. A discussion took place regarding the need to meet and potential locations and dates. The Commission stated that they were flexible on any Wednesday or Friday in September, except for September 26th through October 4th.

President Garnica reported that she, along with Ms. Pizarro Winting and some Civil Service staff, attended the Fire Promotion Ceremony. She acknowledged the Fire Department for their commitment to diversity as they promoted a very diverse set of individuals. It was great to see that and to hear them acknowledge Civil Service for the work that we are doing together. Ms. Pizarro Winting stated that it was a wonderful event. She stated that with staff being so busy with the moving parts of an examination process, it humanized the individuals who were impacted by the promotions. She stated that in January there could be another promotional ceremony of Fire Engineers, which the Commission will be able to attend.

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.

ADJOURNMENT

President Garnica adjourned the meeting at 9:37 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.

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)។