

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

**WEDNESDAY, SEPTEMBER 29, 2021  
411 W. OCEAN BOULEVARD  
CIVIC CHAMBERS, 8:30 AM**

Joel Garnica, President  
Brandon Dowling, Vice President



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

Christina Pizarro Winting, Executive Director

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**FINISHED AGENDA AND MINUTES**

**SPECIAL MEETING**

President Garnica called the meeting to order at 8:47 a.m.

**FLAG SALUTE**

President Garnica asked Ms. Alamo to lead the Pledge of Allegiance.

**ROLL CALL**

**Commissioners** Phyllis O. Arias, Susana Gonzalez Edmond, Brandon Dowling

**Present:** and Joel Garnica

**Commissioners** Yvonne Wheeler

**Absent:**

- 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. [21-265CS](#)** **Recommendation to approve minutes:**  
*Regular Meeting of September 1, 2021*  
*Special Meeting of September 15, 2021*  
*Suspension Hearing 14-S-1819 - Minutes of August 4, 2021*

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

**Yes:** 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Brandon Dowling and Joen Garnica

**Absent:** 1 - Yvonne Wheeler

**CONSENT CALENDAR (3 – 10):**

President Garnica and Commissioner Arias pulled Agenda Items 4, 7, 8 and 9 for separate discussions.

Passed the Consent Calendar

**A motion was made by Vice President Dowling, seconded by Commissioner Gonzalez Edmond, to approve Consent Calendar Items (3, 5, 6 and 10), except for Items (4 and 7 - 9). The motion carried by the following vote:**

**Yes:** 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Brandon Dowling and Joen Garnica

**Absent:** 1 - Yvonne Wheeler

**3. [21-266CS](#)**

**Recommendation to approve examination results:**

*Police Officer - Lateral Test #22*

*Refuse Operator I-III Test #30*

*Special Services Officer I-IV Test #57*

*Traffic Signal Technician I-II (AMENDED)*

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

**4. [21-267CS](#)**

**Recommendation to approve bulletin(s):**

*Marine Safety Sergeant Boat Operator*

*Traffic Signal Technician I-II*

A discussion took place with President Garnica, Commissioner Arias and Ms. Goings regarding the removal of the 80-hour Marine Firefighting Course. It was clarified that the course will still be offered but was removed as a requirement to apply due to conflicts regarding the scheduling of the course.

A discussion took place with Commissioner Arias and Ms. Goings regarding the reopening of Traffic Signal Technician when there were 11 names on the list. It was explained that the department currently has 5 to 7 vacancies and is uncertain if they will be able to fill the vacancies with the names on the list. The bulletin will be extended monthly until all vacancies are filled.

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

**Yes:** 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Brandon Dowling and Joen Garnica

**Absent:** 1 - Yvonne Wheeler

5. [21-268CS](#)

**Recommendation to approve schedule for hearing(s):**

*Dismissal Appeal 06-D-1920, Suggested Dates: November 10 and 17, 2021*

*Dismissal Appeal 01-D-1920, Suggested Dates: March 2 and 9, 2022*

*Dismissal Appeal 03-D-1920, Suggested Dates: March 16, 23 and 30, 2022*

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

6. [21-269CS](#)

**Recommendation to approve reschedule for hearing(s):**

*Dismissal Appeal 04-D-1819, Suggested Dates: October 13, 20 and 27, 2021*

*Suspension Appeal 07-S-1819, Suggested Date: November 3, 2021*

*Suspension Appeal 05-S-1718, Suggested Dates: December 8 and 15, 2021*

*Dismissal Appeal 11-D-1819, Suggested Dates: January 12, 19  
and 26, 2022*

*Dismissal Appeal 10-D-1819, Suggested Dates: February 9, 16  
and 23, 2022*

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

7. [21-270CS](#)

**COVID-19 RELATED: Recommendation to Extend Non-Career**

**Hours** - Patricia Cruz, Sharon De Anda-De la Rosa, Donnie  
Felix, Christina Haidet, Caitlin Hazelwood, Katelyn Jaramillo,  
Maxie Novahom, Joshua Prieto, Emily Robles, Isabella Romo,  
Public Health Associates

*Communication from Kelly Colopy, Director, Department of  
Health and Human Services*

*Staff Report prepared by Maria Cano, Personnel Analyst*

A discussion took place with President Garnica and Ms. Cano  
regarding the hours requested. It was explained that staff will be  
working with the department to provide a more tailored approach to  
requesting the extension of hours rather than the blanket approach  
that was taken. It was further explained that the department has  
been requesting a blanket number of hours for reasons related to  
the pandemic.

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

**Yes:** 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Brandon  
Dowling and Joen Garnica

**Absent:** 1 - Yvonne Wheeler

8. [21-271CS](#)

**COVID-19 RELATED: Recommendation to Approve**

**Provisional Appointment** - Khanh Him Do, Senior Accountant

*Communication from Sandra Kennedy, Administrative Officer,  
Department of Financial Management*

*Staff report prepared by Desiree Davalos, Personnel Analyst*

Commissioner Arias stated that her comments pertained to Agenda

Items 8 and 9.

A discussion took place with Commissioner Arias and Ms. Pizarro Winting regarding the Provisional Appointment process, which was revised in 2018 to make it more expedient while maintaining its integrity. It was explained that it does not appear the revised process is working as one item was approved in May and another item was approved in April and the second requests are just now coming back to the Commission. It was suggested that the Special Projects Committee review the revised Provisional Appointment process and make a recommendation to the Commission as to whether they should revert to the original process. It was mentioned that staff has received feedback from departments that the process is taking longer. Staff will review the requests received to see if these were just an exception as well as to conduct research on past requests and present its findings to the Special Projects Committee.

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

**Yes:** 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Brandon Dowling and Joen Garnica

**Absent:** 1 - Yvonne Wheeler

9. [21-272CS](#)

**Recommendation to Approve Provisional Appointment -**

Tomika Gordley, Administrative Aide

*Communication from Sandra Kennedy, Administrative Officer,  
Department of Financial Management*

*Staff report prepared by Desiree Davalos, Personnel Analyst*

A discussion regarding this item took place in Agenda Item 8.

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

**Yes:** 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Brandon Dowling and Joen Garnica

**Absent:** 1 - Yvonne Wheeler

10. [21-273CS](#)

**Recommendation to Approve Extension of Expiring Eligible Lists (6 months)**

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

*Ambulance Operator (F63N1-21) (10/15/2020) **1 Month\****

*Business Systems Specialist I-VII (H67AN-21) Test #22 (10/28/2020)*

*Civil Engineer (K11NN-20) Test #10 (1/17/2020) **1 Month\****

*Civil Engineer (K11NN-20) Test #11 (2/19/2020) **1 Month\****

*Civil Engineer (K11NN-20) Test #12 (4/17/2020) **1 Month\****

*Clerk Typist I-IV (D04AN-19) (1/4/2019) **1 Month\****

*Deputy Fire Marshal (AT5NN-19) Test #01 (1/8/2019) **1 Month\****

*Deputy Fire Marshal (AT5NN-19) Test #02 (1/29/2019) **1 Month\****

*Electrician (I15NN-21) Test #09 (10/28/2020)*

*Environmental Specialist Associate (N26NN-20) Test #02 (4/3/2020)*

*Maintenance Assistant I-III (JA3AN-20B) Test #02 (4/29/2020)*

*Maintenance Planner I-II (NG2AN-20) (10/16/2019)*

*Nurse Practitioner (G12NN-19) Test #02 (10/17/2019)*

*Nurse Practitioner (G12NN-20) Test #05 (4/3/2020)*

*Police Officer - Lateral (F23NN-19B) Test #01 (4/2/2019)*

*Police Officer - Lateral (F23NN-20) Test #11 (4/6/2020)*

*Police Officer - Lateral (F23NN-20) Test #12 (4/30/2020)*

*Police Officer - Lateral (F23NN-21) Test #16 (10/15/2020)*

*Police Recruit (F63NN-20) Test #18 (4/3/2020)*

*Public Health Nurse I-III (G19AN-20) Test #01 (4/30/2020)*

*Public Health Nurse I-III (G19AN-21) Test #08 (10/5/2020)*

*Public Health Nurse I-III (G19AN-21) Test #09 (10/23/2020)*

*Public Health Nurse I-III (G19AN-21) Test #14 (4/14/2021)*

*Public Health Nutritionist I-III (G21AN-20) Test #03 (10/23/2019)*

*Public Health Nutritionist I-III (G21AN-20) Test #05 (4/3/2020)*

*Public Safety Dispatcher I-IV - NTN Exam (J45AN-20A) Test #08 (10/10/2019)*

*Public Safety Dispatcher I-IV - NTN Exam (J45AN-20A) Test #09 (11/15/2019)*

*Public Safety Dispatcher I-IV - NTN Exam (J45AN-21A) Test #16 (10/29/2020)*  
*Public Safety Dispatcher I-IV - NTN Exam (J45AN-21A) Test #21 (4/14/2021)*  
*Public Safety Dispatcher I-IV - Post Waiver (J45AN-20B) Test #08 (10/10/2019)*  
*Public Safety Dispatcher I-IV - Post Waiver (J45AN-20B) Test #09 (11/15/2019)*  
*Public Safety Dispatcher I-IV - Post Waiver (J45AN-21B) Test #22 (4/28/2021)*  
*Refuse Operator I-III (JA2AN-21) Test #28 (4/14/2021)*  
*Registered Nurse I-II (G11AN-19) Test #08 (4/3/2019)*  
*Senior Civil Engineer (K52NN-20) Test #06 (5/1/2020) 2 Months\**  
*Special Services Officer I-IV (F33AN-20) Test #39 (10/3/2019)*  
*Special Services Officer I-IV (F33AN-20) Test #42 (4/30/2020)*  
*Special Services Officer I-IV (F33AN-21) Test #47 (10/14/2020)*  
*Special Services Officer I-IV (F33AN-21) Test #52 (4/14/2021)*  
*Structural Engineer (KA1NN-20) Test #03 (4/30/2020)*  
*Terminal Services Representative I-II (N43AN-20) Test #01 (4/20/2020)*

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

## **REGULAR AGENDA**

### **11. [21-274CS](#)**

#### **RECOMMENDATION TO REQUEST PROVISIONAL APPOINTMENT**

- Assistant Administrative Analyst  
*Communication from Ken Walker, Acting Personnel Administrator, Police Department*  
*Staff report prepared by Elsa Ramos, Personnel Analyst*

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

Luis Frausto, Personnel Administrator with the Police Department,

was available to answer questions.

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

**Yes:** 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Brandon Dowling and Joen Garnica

**Absent:** 1 - Yvonne Wheeler

**12. [21-275CS](#)**

**RECOMMENDATION TO APPROVE RECLASSIFICATION AND REASSIGNMENT TO PERMANENT POSITION** - Jason Brown, Gas Construction Worker II to Gas Field Technician I  
*Communication from Sandra Aguilar, Personnel Officer, Department of Energy Resources*  
*Staff report prepared by Maria Cano, Personnel Analyst*

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

Representatives were available to answer questions.

A discussion took place with Commissioner Arias, Commissioner Gonzalez Edmond and Mr. Anderson regarding adding the retroactive date of October 1, 2020, to the action in the minutes. The Commission ultimately approved this item as amended.

**A motion was made by Commissioner Arias, seconded by Vice President Dowling, to approve this item as amended to include that the reclassification and permanent assignment would be retroactive to October 1, 2020. The motion carried by the following vote:**

**Yes:** 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Brandon Dowling and Joen Garnica

**Absent:** 1 - Yvonne Wheeler

**13. [21-276CS](#)**

**RECOMMENDATION FOR SELECTIVE CERTIFICATION** - Business Systems Specialist (Digital Services Specialist)  
*Communication from Lea Eriksen, Director, Department of Technology and Innovation*



*Staff Report prepared by Desiree Davalos, Personnel Analyst*

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

A representative from the department is available to answer questions.

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

**Yes:** 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Brandon Dowling and Joen Garnica

**Absent:** 1 - Yvonne Wheeler

14. [21-277CS](#)

**RECOMMENDATION TO APPROVE REVISED**

**CLASSIFICATION SPECIFICATION** - Traffic Painter I-II

*Communication from Joe Ambrosini, Director, Department of Human Resources*

*Staff report prepared by Jami Kerr-Jenkins, Administrative Analyst*

Ms. Pizarro Winting introduced Ms. Kerr-Jenkins who briefed the Commission regarding this item.

Representatives were available to answer questions.

President Garnica commented that she is glad to see the revisions taking place.

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

**Yes:** 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Brandon Dowling and Joen Garnica

**Absent:** 1 - Yvonne Wheeler

15. [21-278CS](#)

**RECOMMENDATION TO APPROVE REVISED**

**CLASSIFICATION SPECIFICATION** - Park Maintenance

Supervisor

*Communication from Joe Ambrosini, Director, Department of  
Human Resources*

*Staff report prepared by Sylvana Tamura, Personnel Analyst*

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

Representatives were available to answer questions.

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

**Yes:** 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Brandon  
Dowling and Joen Garnica

**Absent:** 1 - Yvonne Wheeler

**16. [21-279CS](#)**

**RECOMMENDATION TO APPROVE BULLETIN(S):**

*Park Maintenance Supervisor*

Ms. Pizarro Winting commented that the Commission is now  
approving the bulletin for Park Maintenance Supervisor as the  
revised classification specification was approved.

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

**Yes:** 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Brandon  
Dowling and Joen Garnica

**Absent:** 1 - Yvonne Wheeler

**17. STANDING COMMITTEES**

*A. Executive Committee*

The Executive Committee did not have any information to report.

*B. Recruitment and Selection Committee*

Commissioner Gonzalez Edmond reported that the Recruitment and Selection Committee is scheduled to have a meeting in October.

*C. Special Projects Committee*

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

**18. REPORTS FROM MANAGERS**

*A. Recruitment and Outreach Services Division - Crystal Slaten*

Ms. Slaten reported that she recently attended the Veterans Resource and Outreach Fair as well as the Long Beach Youth Festival in her efforts to outreach to the community.

Ms. Slaten introduced Jessica Ayala, who is an intern from California State University, Long Beach. Ms. Ayala provided some background information about herself. The Commission welcomed Ms. Ayala to the city.

*B. Employment Services Division - Caprice McDonald*

Ms. McDonald was not present; however, Ms. Pizarro Winting did report that the division is very busy.

*C. Administration and Support Services Division - Maria Alamo*

Ms. Alamo reported that her division is busy closing the fiscal year and provided updates. She mentioned staff is busy with requisitions and personnel actions. Ms. Alamo reported that Ms. Kerr-Jenkins is doing wonderful and is grateful to have her as part of the team.

*D. Executive Director - Christina Pizarro Winting*

Ms. Pizarro Winting commended Employment Services staff as she has been able to see firsthand all the work that they have been doing.

Ms. Pizarro Winting thanked the Commission for the planning meeting and is in the process of putting together all the action items. She plans to have a list available shortly.

Ms. Pizarro Winting welcomed Ms. Ayala to the department. She mentioned that Ms.

Ayala will be working on a variety of projects.

#### **19. UNFINISHED BUSINESS**

There was no unfinished business to discuss.

#### **20. NEW BUSINESS**

A discussion took place with President Garnica, Commissioner Gonzalez Edmond and Ms. Pizarro Winting regarding scheduling a follow-up meeting related to items discussed at the planning meeting. It was mentioned that a meeting will be scheduled once Ms. Pizarro Winting is finished creating her list and all Commissioners are available.

President Garnica congratulated Ms. Alamo on her daughter's wedding.

#### **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 9:36 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.

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