

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

**WEDNESDAY, NOVEMBER 10, 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

**HELD VIA TELECONFERENCE
PURSUANT TO AB 361
(GOV. CODE SECTION 54953(e)(1)-(2))**

**WEB LINK: <https://longbeach-gov.zoom.us/j/91959942098>
DIAL IN NUMBER: (213) 338-8477 / MEETING ID: 919 5994 2098**

President Garnica called the meeting to order at 9:03 a.m.

FLAG SALUTE

President Garnica asked Caprice McDonald, Employment Services Officer, 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.

At this time, President Garnica recognized retirees Martin Romo and Valerie Walker.

On behalf of the Civil Service Commission, Executive Director Christina Pizarro Winting, acknowledged Martin Romo for his 30 years, 2 months of dedicated service to the City of Long Beach. Lieutenant Eric Matusak of the Long Beach Police Department was on the call to highlight his career. The Commission congratulated Mr. Romo on his retirement and asked what his plans were for the future. Mr. Romo mentioned it has been a long 30 years and he plans to enjoy his retirement, which will include volunteer work.

On behalf of the Civil Service Commission, Executive Director Christina Pizarro Winting, acknowledged Valerie Walker for her 27 years, 3 months of dedicated service to the City of Long Beach. Kenneth Roberts, Superintendent, and Jennifer Warner, Special Services Officer with the Public Works Department were on the call to highlight her career. The Commission congratulated Ms. Walker on her retirement.

2. [21-310CS](#) **Recommendation to approve minutes:**
Special Meeting of October 27, 2021

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Arias, 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 – 12):

Commissioner Arias and Commissioner Gonzalez Edmond pulled Agenda Items 4, 8, 9 and 12 for separate discussions.

Passed the Consent Calendar

A motion was made by Commissioner Wheeler, seconded by Commissioner Gonzalez Edmond, to approve Consent Calendar Items (3, 5-7 and 10-11), except for items (4, 8-9 and 12). The motion carried by the following vote:

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

3. [21-311CS](#)

Recommendation to approve examination results:

Carpenter (AMENDED)

Traffic Signal Coordinator (PROMOTIONAL)

X-Ray Technician Test #01

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

4. [21-312CS](#)

Recommendation to approve bulletin(s):

Business Systems Specialist (Cloud Engineer)

A brief discussion took place with Commissioner Arias and Ms. Pizarro Winting regarding the recruitment of Business Systems Specialist. It was verified that the bulletin being approved is for a Selective Certification as well as the working title. It was explained that although applicants may not meet desirables for the selective certification, they could still qualify to be placed on the list if they meet the minimum qualifications.

A motion was made by Commissioner Arias, 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

5. [21-313CS](#)

Recommendation to receive and file retirement(s):

Adrian Garcia, Police Officer, Police Department (28 yrs., 28 days)

James Gunckel, Senior Equipment Operator, Public Works Department (32 yrs., 9 mos.)

Leslie Hunsaker, Administrative Analyst III, Parks, Recreation and Marine Department (28 yrs., 10 mos.)

Martin Romo, Police Officer, Police Department (30 yrs., 2 mos.)
James Rowland, Fire Engineer, Fire Department (31 yrs., 11 mos.)
Alexander Saldana, Police Officer, Police Department (28 yrs., 11 days)
Michael Teissere, X-Ray Technician, Human Resources Department (24 yrs., 10 mos.)
Valerie Walker, Special Services Officer II, Public Works Department (27 yrs., 3 mos.)
Sharon White, Firefighter, Fire Department (21 yrs., 8 mos.)

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

6. [21-314CS](#)

Recommendation to receive and file resignation(s):

Madison Chavarria, Clerk Typist III, Harbor Department (4 yrs., 9 mos.)
Cheyenne De Los Reyes, Ambulance Operator, Fire Department (10 mos., 14 days)
Jesus Diaz, Ambulance Operator, Fire Department (2 yrs., 8 mos.)
Jacqueline Flores, Customer Service Representative III, Financial Management Department (1 yr., 7 mos.)
Brian Polivka, Capital Projects Coordinator III, Public Works Department (4 yrs., 2 mos.)
Sheila Pompa Manjarrez, Registered Nurse II, Health and Human Services Department (1 yr., 2 mos.)
Jack Scott, Refuse Operator III, Public Works Department (6 yrs., 1 mo.)

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

7. [21-315CS](#)

Recommendation to approve transfer(s):

Susan Gonzalez - Administrative Analyst III, Financial Management Department to Administrative Analyst III, Human Resources Department

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

8. [21-316CS](#)

Recommendation to receive and file withdrawal of appeal:
Reduction Appeal 06-R-1516

A brief discussion took place with Commissioner Gonzalez Edmond and Ms. Pizarro Winting regarding providing additional information related to the item. It was mentioned appeals are listed by number for confidentiality purposes. It was also mentioned the individual requested to withdraw the appeal. It was discussed additional language will be added to future Agenda Items to be transparent.

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

9. [21-317CS](#)

COVID-19 RELATED: Recommendation to Extend Non-Career Hours - Joseyln Elma, Geovanni Grajeda, Melissa Karakash, Nathan Later, Cassandra Lopez, Cecilia Santacruz-Melena, Hyung Song, Luis Vargas-Vasquez, Crystal Wu - Public Health Associates
Communication from Sandra Kennedy, Administrative Officer, Department of Health and Human Services
Staff report prepared by Christina Pizarro Winting, Executive Director

Commissioner Arias commented she is happy to see each extension was customized to the employee. She also commented, in the past requests came individually but to be expedient we are grouping them. Ms. Pizarro Winting agreed with her comments and appreciates the department being more detailed with its request.

President Garnica pointed out the chart is a bit blurry in the staff report. She commented there is another chart located in the memo from the department which is more legible and asked to ensure charts are clear in the future.

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

10. [21-318CS](#)

Recommendation to Extend Non-Career Hours - Gokce Taormina, Administrative Analyst I Non-Career
Communication from Dawn Henderson, Personnel Officer, Public Works Department
Staff report prepared by Crystal Slaten, Deputy Director

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

11. [21-319CS](#)

Recommendation to Extend Non-Career Hours - Dani Lima, Administrative Intern Non-Career
Communication from Christopher J. Garner, General Manager, Water Department
Staff report prepared by Christina Pizarro Winting, Executive Director

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

12. [21-320CS](#)

Recommendation to Approve Provisional Appointment - Retroactive - Renee Royer, Clerk
Communication from Sheryl Bender, Personnel Officer, Department of Parks, Recreation and Marine
Staff report prepared by Christina Pizarro Winting, Executive Director

A brief discussion took place with Commissioner Arias and Ms. Pizarro Winting regarding the item being retroactive. Staff will ensure that future requests will include "retroactive" in the title of the agenda item.

A motion was made by Commissioner Arias, seconded by Commissioner Wheeler, to approve the recommendation retroactively to be effective October 13, 2021. The motion carried by the following vote:

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

REGULAR AGENDA

13. [21-321CS](#)

RECOMMENDATION FOR SELECTIVE CERTIFICATION -

Senior Civil Engineer

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

Staff report prepared by Christina Pizarro Winting, Executive Director

Ms. Pizarro Winting briefed the Commission regarding this item.

A representative from the department was on the call 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: 5 - Phyllis O. Arias, Yvonne Wheeler, Susana Gonzalez Edmond, Brandon Dowling and Joen Garnica

14. [21-322CS](#)

RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE

- Carol Gonzalez, Accounting Clerk III

*Communication from Sheryl Bender, Personnel Officer,
Department of Parks, Recreation and Marine*

Staff Report prepared by Crystal Slaten, Deputy Director

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

A representative from the department was on the call to answer questions.

A motion was made by Commissioner Arias, 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

15. [21-323CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Assistant Administrative Analyst I-II

Communication from Joe Ambrosini, Director, Human Resources Department

Staff report prepared by Elsa Ramos, Personnel Analyst

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

A representative from the department was available to answer questions.

A motion was made by Vice President Dowling, 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

16. [21-324CS](#)

RECOMMENDATION TO APPROVE REVISED

CLASSIFICATION SPECIFICATION - Library Clerk I-IV

Communication from Joe Ambrosini, Director, Human Resources Department

Staff report prepared by Jami Kerr-Jenkins, Administrative Analyst

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

A representative from the department was available to answer questions.

A motion was made by Commissioner Wheeler, 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

17. [21-325CS](#)

COVID-19 UPDATE

Ms. Pizarro Winting briefed the Commission regarding this item.

The Commission thanked Ms. Pizarro Winting for her report.

A brief discussion took place with President Garnica, Commissioner Gonzalez Edmond and Ms. Pizarro Winting regarding the special authorization that was in place due to the pandemic. It was mentioned since the emergency order has now expired, the special authorization giving the Executive Director authority to act on behalf of the Commission has expired as well. It was also clarified that the pandemic has not expired just the emergency order.

President Garnica is happy to hear that hearings will be scheduled through September of next year.

18. STANDING COMMITTEES

A. Executive Committee

President Garnica stated that a tentative date has been scheduled for a special meeting on December 7th. She will update the Commission once it becomes final.

B. Recruitment and Selection Committee

Commissioner Gonzalez Edmond stated the Recruitment and Selection Committee will be reconvening soon.

C. Special Projects Committee

Commissioner Arias informed the Commission that the Special Projects Committee met to discuss changing the process for Provisional Appointments. She commented that the time from approval to appointment is lengthy and defeats the purpose of and

need for Provisional Appointments. She also commented the committee will be recommending that the Commission return to the previous process where Civil Service staff engaged fully with departments to determine criteria and need for Provisional Appointments and where the actual approval for the individual is made on the regular agenda. She commented the Committee feels with the commitment of staff to do due diligence and with changes to the Provisional Appointment form, the Commission should feel confident in the integrity and efficiency of the process. The Committee directed Civil Service staff to make necessary modifications to the form and to place the recommendation to approve the change on the next meeting agenda. Commissioner Arias thanked staff for providing information to assist in making the recommendation.

A brief discussion took place with Commissioner Arias and Commissioner Gonzalez Edmond regarding the next steps. It was discussed that the Committee made the recommendation today for discussion and will vote to approve the recommendation at its next meeting. It was mentioned that the Commission will have a report to review when the item is placed on the agenda for approval.

A brief discussion took place with Commissioner Arias and Ms. Pizarro Winting regarding bringing this item to the Commission for approval at its first meeting in December due to the short turnaround with agenda items. Committee members were in agreeance.

19. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten reported Ms. Cano attended the Festival of Flights event, where she was able to reach out to city staff as well as members of the community and Ms. Slaten attended the Black Health Job Fair event at Houghton Park. In addition, Ms. Slaten reported her division will be attending a job fair at Community Hospital for those who were affected by the recent closure of the emergency room.

B. Employment Services Division - Caprice McDonald

Ms. McDonald reported on the various examination activity taking place within her division. She stated staff is wrapping up the Administrative Aide examination, working on the recruitment for Assistant Administrative Analyst and conducting testing for Tree Trimmer and Marine Safety Sergeant Boat Operator. Ms. McDonald also reported that rater evaluations were taking place for Personnel Analyst as well as Combination Building Inspector Aide both of which are critical classifications.

Lastly, Ms. McDonald reported that she will be sitting on a panel for an organization that had a staff person assist Civil Service as a rater.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo did not have any new updates for the Commission.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting reported managers will be assisting analysts with staff reports; however, analysts will continue with staff reports for revised classification specifications as they were the ones who worked diligently to prepare the information. In addition, Ms. Pizarro Winting reported on a collaboration event with Workforce Development to congratulate Long Beach Promise interns. More information will be sent to the Commission. Ms. Pizarro Winting also reported that she has been working with the City Manager regarding data on the use of veteran's preference. Ms. McDonald was able to provide information on the impacts of the credits since the charter changed in 2010. This information will be provided to City Council. Ms. Pizarro Winting reported a total of 4,488 veterans were included as qualified candidates on eligible lists during the period evaluated. Veterans make up 7.6% of all candidates.

Ms. Pizarro Winting reported that she and Ms. Slaten will be out of the office. She thanked Ms. McDonald in advance as she will be handling the Commission meeting next Wednesday.

President Garnica wanted to know how the staff is doing with the workload due to them taking on additional responsibilities. Ms. Pizarro Winting commented staff is hanging in there and is doing a great job. President Garnica appreciates all the work staff is doing.

20. UNFINISHED BUSINESS

There was no unfinished business to discuss.

21. NEW BUSINESS

President Garnica acknowledged Veterans Day on November 11th and thanked all Veterans for their service to this country and its people. She also acknowledged Native American Heritage month and expressed gratitude for all indigenous people across the country for all they have provided and all they have been through.

President Garnica reported she and Vice President Dowling met with Fire Chief Espino to discuss recruitment, diversity and retention.

President Garnica reminded commissioners about the follow-up planning meeting that has been scheduled for later in the afternoon as well as the Commission meeting taking place next week.

22. 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 10:10 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)។