

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

**WEDNESDAY, FEBRUARY 1, 2023
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM**

Joel Garnica, President
Erik Fallis, Vice President



Phyllis O. Arias, Commissioner
Susana Gonzalez Edmond, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND MINUTES

REGULAR MEETING

Vice President Fallis called the meeting to order at 9:12 a.m.

FLAG SALUTE

Stephanie Herrera, representing Civil Service, led the flag salute.

ROLL CALL

Commissioners Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Present:

Commissioners Joel Garnica

Absent:

- 1. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS REGARDING THE AGENDA.**

There were no comments from the public.

2. [23-040CS](#) **Recommendation to approve minutes:**
Regular Meeting of January 18, 2023

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

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

CONSENT CALENDAR (3 - 7):

Commissioner Arias requested that item 7 be pulled for discussion.

Passed the Consent Calendar

A motion was made by Commissioner Arias, seconded by Commissioner Gonzalez Edmond, to approve Consent Calendar Items 3, 4, 5, & 6, except for item 7. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

3. [23-041CS](#)

Recommendation to approve examination results:

Animal Health Technician (Registered Veterinary Technician)

Test #04

Communications Center Coordinator

Environmental Health Specialist I-IV Test #05

Fire Recruit

Housing Specialist I-III

Office Systems Analyst I-IV (Disaster Recovery Analyst) Test #02

Office Systems Analyst I-IV (Enterprise Architect) Test #02

Public Health Nurse I-III (Homeless Services) #03

Public Health Nutritionist I-III Test #03

Public Safety Dispatcher I-IV NTN EXAM Test #39

Senior Traffic Engineer Test #01 (AMENDED title)

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

4. [23-042CS](#)

Recommendation to approve bulletin(s):

Housing Aide I-II

Parking Meter Technician I-II

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

5. [23-043CS](#)

Recommendation to receive and file retirement(s):

Norman Mikkelson, Police Officer, Police Department, (31 yrs., 8 mos.)

Linda Kolinski, Hazardous Waste Coordinator, Health and Human Services, (21 yrs., 11 mos.)

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

6. [23-044CS](#) **Recommendation to receive and file resignation(s):**
*Juan Talavera, Special Services Officer III, Police
Department, (7 days)*

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

7. [23-045CS](#) **Recommendation to Change Examination Plan -**
Payroll/Personnel Assistant I-III
*Staff report prepared by Sharon Hamilton, Assistant
Administrative Analyst*

Commissioner Arias and staff engaged in a discussion regarding
the examination and qualification process, as well as the bulletin
for the Payroll/Personnel Assistant I-III classification.

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

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

REGULAR AGENDA

8. [23-047CS](#)

COVID-19 RELATED: RECOMMENDATION TO EXTEND

NON-CAREER HOURS - Gabriel Buso, Lifeguard, NC

*Communication from Sarah Green, Administrative Officer,
Fire Department*

*Staff report prepared by Stephanie Herrera, Personnel
Analyst*

Ms. Pizarro Winting introduced Ms. Herrera, who briefed the Commission on this item.

Commissioner Arias mentioned that she did not see approval from Human Resources on the submitted forms. Ms. Pizarro Winting explained that approval from Human Resources is no longer needed for these requests. Commissioner Arias suggested that departments include the reasoning for extending hours on their memos and the form. Staff acknowledged the request.

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

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

9. [23-048CS](#)

COVID-19 RELATED: RECOMMENDATION TO EXTEND

NON-CAREER HOURS - Shawn Farnell, Lifeguard, NC

*Communication from Sarah Green, Administrative Officer,
Fire Department*

*Staff report prepared by Stephanie Herrera, Personnel
Analyst*

Ms. Pizarro Winting introduced Ms. Herrera, who briefed the Commission on this item.

Commissioner Gonzalez Edmond and staff went on to discuss whether non career positions will become permanent positions and staff reiterated that these positions will be available for recruitment.

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

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

10. [23-049CS](#)

COVID-19 RELATED: RECOMMENDATION TO EXTEND

NON-CAREER HOURS - James O'Brien, Lifeguard, NC

*Communication from Sarah Green, Administrative Officer,
Fire Department*

*Staff report prepared by Stephanie Herrera, Personnel
Analyst*

Ms. Pizarro Winting introduced Ms. Herrera, who briefed the Commission on this item.

Commissioner Arias and staff discussed the number of requested hours and whether a portion would be retroactive to allow the employee to continue working through his anniversary. After further discussion between the Commission and staff on this matter, Commissioner Gonzalez Edmond wanted the record to reflect that the Commission will be approving the recommendation to approve the extension requested at 500 total hours, which will include 275.5 retroactive hours.

A motion was made by Commissioner Gonzalez Edmond, seconded by Commissioner Arias, to approve the extension requested at 500 total hours, which will include 275.5 retroactive hours. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

11. [23-050CS](#)

COVID-19 RELATED: RECOMMENDATION TO EXTEND NON-CAREER HOURS - Ryan Spalding, Lifeguard, NC
Communication from Sarah Green, Administrative Officer, Fire Department
Staff report prepared by Stephanie Herrera, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Herrera, who briefed the Commission on this item.

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

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

12. [23-051CS](#)

CLOSED SESSION - Executive Director's Performance

Evaluation (*Pursuant to Paragraph (b)(1) of Section 54957 of the California Government Code*)

Vice President Fallis moved this item to the end of the agenda.

Vice President Fallis announced that the Commission was going into a closed session for item number eighteen (18), Executive Director's Performance Evaluation, in accordance with Paragraph (b)(1) of Section 54957 of the California Government Code.

Commission was back on the record at 10:27 a.m. The Commission requested that a closed session be scheduled for February 8th to finalize the review. Mrs. Smay acknowledged the request.

13. **STANDING COMMITTEES**

A. Executive Committee

B. Recruitment and Selection Committee

C. Special Projects Committee

A. Executive Committee

No report at this time.

B. Recruitment and Selection Committee

Commissioner Gonzalez Edmond and staff discussed meeting with the Labor Management Subcommittee and providing the members with the information that needs to be reviewed before meeting with the Subcommittee. A meeting will be scheduled for the end of February, pending members' availability.

C. Special Projects Committee

Commissioner Arias informed the Commission that the Committee will be meeting on February 8th.

14. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division – Crystal Slaten

B. Executive Director – Christina Pizarro Winting

A. Recruitment and Outreach Services Division - Crystal Slaten

Sylvana Tamura provided the division update on behalf of Ms. Slaten. Ms. Tamura updated the Commission on upcoming recruitment events, including the City of Long Beach Career Day, which will be held at the Long Beach City College campus on March 23, and 9 departments will join the staff for this event. Ms. Tamura informed the Commission that Ms. Slaten will host a “Civil Service 101” training that will provide a guide through the City’s hiring process for students at Cal State Long Beach.

B. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting informed the Commission that two new Personnel Analysts have been selected to join the Employment Services Division and will be introduced at the next meeting. Ms. Pizarro Winting updated the Commission on the upcoming Civil Service Commission Planning Meeting, the recruitment for the open position on the Administrative Support Division, and the upcoming citywide training classes that will be provided to City staff by the Civil Service team.

Commissioner Gonzalez Edmond expressed her excitement about the upcoming training and suggested ways in which these trainings can be used as a recruitment tool, which the staff acknowledged.

15. UNFINISHED BUSINESS

There was no unfinished business to discuss.

16. NEW BUSINESS

There was no new business to discuss.

17. 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

Vice President Fallis adjourned the meeting at 10:28 a.m.

NO HEARING

I, Julia Smay, Executive Assistant, certify that the agenda was posted not less than 72 hours prior to the meeting.

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.

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