

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

**WEDNESDAY, MARCH 15, 2023
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM**

Joen 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

President Garnica called the meeting to order at 9:11 a.m.

FLAG SALUTE

Meg Rau, representing the Long Beach Utilities department, led the flag salute.

ROLL CALL

Commissioners Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen
Present: Garnica

- 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. [23-081CS](#)

Recommendation to approve minutes:

Special Meeting of February 8, 2023

Special Meeting of February 8, 2023- Planning Meeting

Regular Meeting of March 1, 2023

*Dismissal Hearing 03-D-1920 Minutes of September 14, 21,
28, & October 5, 12, 21, 2022*

A motion was made by Commissioner Gonzalez Edmond, seconded by Vice President Fallis, to approve minutes of Special Meeting of February 8, 2023. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

A motion was made by Vice President Fallis, seconded by Commissioner Gonzalez Edmond, to approve minutes of Special Meeting of February 8, 2023- Planning Meeting. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

On Agenda Item 9, Commissioner Arias commented that the motion does not reflect that the bulletin was amended and requested the minutes reflect the following:

“A motion was made by Commissioner Gonzalez Edmond, seconded by Vice President Fallis, to approve recommendation as amended.”

Mrs. Smay acknowledge the correction.

A motion was made by Commissioner Gonzalez Edmond, seconded by Vice President Fallis, to approve minutes of Regular Meeting of March 1, 2023 . The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Staff pulled the minutes for further review and will bring them back at the next meeting.

Dismissal Hearing 03-D-1920 Minutes of September 14, 21, 28 & October 5, 12, 21, 2022 was withdrawn.

CONSENT CALENDAR (3 - 6)

Commissioner Gonzalez and Edmond and Commissioner Arias requested to pull item 3 for discussion.

Passed the Consent Calendar

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

3. [23-082CS](#)

Recommendation to approve examination results:

Animal Health Technician (Registered Veterinary Technician) Test #05

Capital Projects Coordinator I-IV Test #04

Civil Engineer Test #31

Civil Engineering Associate Test #04

Garage Service Attendant I-III Test #01

Housing Aide I-II

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

Parking Meter Technician I-II Test #01

Payroll/Personnel Assistant I-III Test #02

Personnel Assistant I-II

Police Recruit Test #22

Public Health Nurse Supervisor Test #01

Refuse Operator I-III Test #38

Senior Equipment Operator - Crane Test #03

A discussion took place between the Commission and staff regarding the number of vacancies, exam results, and experience needed for the Parking Meter Technician I-II Test #01 and Public Health Nurse Supervisor Test #01. After the discussion, the Commission thanked the staff for their work in completing these exams.

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

4. [23-083CS](#)

Recommendation to receive and file retirement(s):

Paul Sahadi, Harbor Patrol Officer III, Harbor Department, (18 yrs., 5 mos.)

Thy Im, School Guard, Public Works, (12 yrs., 2 mos.)

Scott Lazenby, Fire Captain, Fire Department, (21 yrs., 5 mos.)

James Kroeger, Police Officer, Police Department, (19 yrs., 9 mos.)

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

5. [23-092CS](#)

Recommendation to receive and file resignation(s):

Joel Johnson, Police Officer, Police Department, (5 yrs., 1 day)

Umaporn Tewthanom, Clerk Typist III, Police Department, (1 mo., 3 days)

Aaron Correa, Special Svcs Officer III-Armed, Police Department, (4 mos., 1 day)

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

6. [23-084CS](#)

Recommendation to approve transfer(s):

Navyd Rodriguez - Administrative Analyst III, Public Works to Administrative Analyst III-CNF, Human Resources

Sang Kim - Administrative Analyst II, Police Department to Administrative Analyst III, Fire Department

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

REGULAR AGENDA

7. [23-085CS](#)

RECOMMENDATION TO EXTEND NON-CAREER HOURS -

Jacob Hart, Ambulance Operator, 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 discussion between the Commission, staff, and the department, took place regarding the recruitment plan for this position and suggested tools that can improve recruitment.

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

8. [23-086CS](#)

RECOMMENDATION TO EXTEND NON-CAREER HOURS -

Logan Stockwell, Ambulance Operator, 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: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

9. [23-087CS](#)

**RECOMMENDATION TO APPROVE REVISED CLASSIFICATION
SPECIFICATION - Gas Construction Worker I-III**

*Communication from Joe Ambrosini, Director, Human
Resources*

Staff report prepared by Levi Sinkler, Personnel Analyst

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

**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, Erik Fallis and
Joel Garnica

10. [23-088CS](#)

**RECOMMENDATION TO APPROVE REINSTATEMENT OF
NAME TO ELIGIBLE LIST - Shannon Siaosi, Customer Service
Representative**

*Communication from Chris Garner, General Manager, Long
Beach Utilities*

Staff report prepared by Levi Sinkler, Personnel Analyst

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

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and
Joel Garnica

11. [23-089CS](#)

**RECOMMENDATION FOR TEMPORARY REASSIGNMENT
AND TRANSFER FOR REHABILITATION AND TRAINING -**

John Voorhies, Refuse Operator I to Parking Control Checker I
*Communication from Dawn Henderson, Personnel Officer,
Public Works*
Staff report prepared by Tarsha Moses, Personnel Analyst

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

A discussion between the Commission and staff occurred on this item, and a request was made to update the Civil Service logos on all forms. This includes forms for agenda items 12 and 13 respectively.

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

12. [23-090CS](#)

**RECOMMENDATION FOR PERMANENT REASSIGNMENT
AND TRANSFER FOLLOWING REHABILITATION AND
TRAINING** - Victor Garcia, General Maintenance Assistant to
Clerk Typist III
*Communication from Sandy Witz, Director of Human
Resources, Harbor Department*
Staff report prepared by Maria Cano, Personnel Analyst

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

A discussion between the Commission, staff, and the department,
occurred regarding the original request submitted for Mr. Garcia
and the probationary period once this request is approved. David
Espinoza, representing the Harbor department, explained that the
previous request was for 6 months to a year, and Mr. Garcia must
serve a 6-month probationary period.

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and
Joel Garnica

13. [23-091CS](#)

COVID-19 RELATED: RECOMMENDATION FOR EXTENSION OF TEMPORARY REASSIGNMENT AND TRANSFER FOR TRAINING - Todd Malloy, Commercial Diver to Garage Service Attendant II
Communication from Sandy Witz, Director of Human Resources, Harbor Department
Staff report prepared by Maria Cano, Personnel Analyst

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

A discussion between the Commission, staff, and the department took place regarding why Mr. Malloy has not completed the necessary training and why the "COVID-19 RELATED" title is on this item. The Department shared that training has not been completed because of COVID-19, which explains why the agenda item is titled as a "COVID-19 RELATED" item.

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

14. **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 about pending items regarding the Labor Management Group meeting.

C. Special Projects Committee

Commissioner Arias informed the Commission that the Committee will be meeting on this day.

15. REPORTS FROM MANAGERS

A. Employment Services Division – Caprice McDonald

B. Administration and Support Services Division – Maria Alamo

A. Employment Services Division - Caprice McDonald

Ms. McDonald introduced the newest member of the Employment Services Division, Natalie Woode, who introduced herself and thanked the Commission for the warm welcome. Ms. McDonald provided further information on the exam results and thanked the staff for the work done to get these results completed. The Commission suggested that the staff put together a document that provides more detailed information on vacancies to provide to the organization with the information and to bring it to the Commission, so the information can be shared with the public as well. Ms. Pizarro Winting mentioned that this is a project that is already in the works.

B. Administration and Support Services Division - Maria Alamo

Ms. Alamo provided an update on the Personnel Assistant vacancy on her team and shared that the team will be hosting a training on provisional appointments on March 16 at the Billie Jean King Library for the members of the organization.

16. UNFINISHED BUSINESS

Commissioner Gonzalez Edmond asked about a previous request to bring Library Services to the Commission meeting to share recruitment challenges and staff acknowledge that they are working on a date.

17. NEW BUSINESS

There was no new business to discuss.

18. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION’S JURISDICTION.

Ms. Rau thanked Ms. Pizarro Winting and Mrs. Smay for coming to the Utilities administration building to provide the Performance Evaluation training for members of the staff.

ADJOURNMENT

President Garnica adjourned the meeting at 10:19 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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