

Joen Garnica, President
Erik Fallis, Vice President



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

Christina Pizarro Winting, Executive Director

FINISHED AGENDA & DRAFT MINUTES

FLAG SALUTE

Caprice McDonald representing the Civil Service Department led the flag salute.

ROLL CALL

Commissioners Phyllis O. Arias, Erik Fallis, Yvonne Wheeler and Joen Garnica

Present:

Commissioners Susana Gonzalez Edmond

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. [22-172CS](#) **Recommendation to approve minutes:**
Regular Meeting of May 25, 2022

Ms. Slaten asked to amend a statement made by staff under agenda item 17. Staff advised that priority lists do not have an expiration date, but Ms. Slaten clarified that this statement is incorrect and priority lists do have an expiration date of up to 3 years per Section 31 of the Civil Service Rules & Regulations.

President Garnica asked to amend agenda item 20. It was stated in the minutes that President Garnica “requested” baseline information on the Police Department, however, President Garnica pointed out that this was a “follow up” and not a “request” and would like the minutes to reflect the change. The staff acknowledged the amendment to the item.

A motion was made by Commissioner Wheeler, seconded by Vice President Fallis, to approve amended minutes of Regular Meeting of May 25, 2022. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Erik Fallis, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

CONSENT CALENDAR (3 - 7)

Ms. Pizarro Winting requested to pull consent calendar item 3.

Commissioner Arias requested to pull consent calendar item 4.

Passed the Consent Calendar

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

Yes: 4 - Phyllis O. Arias, Erik Fallis, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

3. [22-173CS](#)

Recommendation to approve examination results:

Police Recruit Test #08

Public Safety Dispatcher I-IV - NTN EXAM Test #29

Public Safety Dispatcher I-IV - POST WAIVER Test #26

Refuse Operator I-III Test #32

Senior Accountant

*Water Support Services Supervisor (**PROMOTIONAL**)*

Ms. Pizarro Winting pulled Consent Calendar item 3, Water Support Services Exam. The staff wanted to make an adjustment to the exam results.

The new update is five applied, four not accepted, and one qualified.

A motion was made by Vice President Fallis, seconded by Commissioner Wheeler, to modify the examination results as amended. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Erik Fallis, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

4. [22-174CS](#) **Recommendation to approve bulletin(s):**

*Deputy Fire Marshal
Gas Distribution Supervisor*

Commissioner Arias had questions regarding the Gas Distribution Supervisor bulletin. First, Commissioner Arias asked the thinking behind changing the requirements to file by eliminating gas instrument technician. Second, on the requirements to file, she requested the addition of semicolons to make easier for the reader. Ms. Pizarro Winting acknowledge the modifications on the requirements to file. Mr. Sinkler responded in regard to the first question and explained that the Gas Instrumentation Technician position has been eliminated and that is the reason for the removal.

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

Yes: 4 - Phyllis O. Arias, Erik Fallis, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

5. 22-175CS **Recommendation to receive and file retirement(s):**

Jill Casey, Administrative Analyst III, Public Works (21 yrs., 4mos.)

Candice Wright, Police Officer, Police Department (29 yrs., 1mo.)

Luis Reza, Combination Building Inspector, Development Services (25 yrs., 10 mos.)

Mark Manor, Fire Engineer, Fire Department (27 yrs., 10 mos.)

Thomas Gruber, Gas Field Service Representative II, Energy Resources (14 yrs., 10 mos.)

Heather Green, Cultural Program Supervisor, Parks, Recreation, and Marine (20 yrs., 11 mos.)

Jesus Mendoza, Maintenance Assistant II, Public Works (24 yrs., 6 mos.)

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

6. 22-176CS **Recommendation to receive and file resignation(s):**
*Alexander Munoz, Water Utility Mechanic II, Water
Department (4 yrs., 5 mos.)*

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

7. 22-177CS **Recommendation to approve transfer(s):**
*An Lan Pham-Jenkins- Administrative Analyst III, Technology
and Innovation to Administrative Analyst III, Public Works*

REGULAR AGENDA

8. [22-164CS](#) **RECOMMENDATION TO REQUEST PROVISIONAL
APPOINTMENT - Samantha Sareth, Housing Specialist I**
*Communication from Sandra Kennedy, Administrative Officer,
Health and Human Services*
*Staff report prepared by, Christina Pizarro Winting, Executive
Director*

Ms. Pizarro Winting briefed the Commission on this item. A representative of the department was available for questions.

Commissioner Arias asked if there were any particular circumstances that held up this appointment, and Ms. Pizarro Winting stated that this is a difficult position to recruit for and Ms. Slaten has met with the Health and Human Services staff on the larger permanent recruitment. Commissioner Arias asked if Ms. Sareth or Ms. Ortega have started working on this position or any other position, which Ms. Pizarro Winting mentioned that Ms. Ortega is working for the department but in another position.

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

Yes: 4 - Phyllis O. Arias, Erik Fallis, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

9. [22-165CS](#)

RECOMMENDATION TO REQUEST PROVISIONAL APPOINTMENT - Lilian Ortega, Housing Specialist II

Communication from Sandra Kennedy, Administrative Officer, Health and Human Services

Staff report prepared by, Christina Pizarro Winting, Executive Director

Ms. Pizarro Winting briefed the Commission on this item. A representative of the department was available for questions.

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

Yes: 4 - Phyllis O. Arias, Erik Fallis, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

10. [22-166CS](#)

RECOMMENDATION TO REQUEST PROVISIONAL

APPOINTMENT - Ka Ki Fiona Rostad, Housing Assistance
Coordinator

*Communication from Sandra Kennedy, Administrative Officer,
Health and Human Services*

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

Ms. Pizarro Winting briefed the Commission on this item. A
representative of the department was available for questions.

Commissioner Arias asked when recruitment is anticipated for the
Housing Specialist and Housing Assistance Coordinator, and Ms.
Pizarro Winting stated that recruitment will begin immediately since
staff has only 150 days in order to complete the recruitment.

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

Yes: 4 - Phyllis O. Arias, Erik Fallis, Yvonne Wheeler and Joen
Garnica

Absent: 1 - Susana Gonzalez Edmond

11. 22-167CS

RECOMMENDATION TO REQUEST PROVISIONAL APPOINTMENT - Gas Construction Worker, William Richburg
Communication from Sandra Aguilar, Personnel Officer, Energy Resources
Staff report prepared by, Levi Sinkler, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Sinkler who briefed the Commission on this item. A representative of the department was available for questions.

Vice President Fallis asked why candidates were dropping out of the process, and Ms. Aguilar answered that one candidate was being onboarded but decided to accept a position with the Water Department and another candidate accepted a position in the Gas Field Service Representative classification.

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

Yes: 4 - Phyllis O. Arias, Erik Fallis, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

12. [22-168CS](#)

RECOMMENDATION TO REQUEST PROVISIONAL APPOINTMENT - Gas Construction Worker, Derrick Walker
Communication from Sandra Aguilar, Personnel Officer, Energy Resources
Staff report prepared by, Levi Sinkler, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Sinkler who briefed the Commission on this item. A representative of the department was available for questions.

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

Yes: 4 - Phyllis O. Arias, Erik Fallis, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

- 13. 22-169CS** **RECOMMENDATION TO APPROVE REVISED CLASSIFICATION SPECIFICATION** Office Services Assistant I-III
Communication from Joe Ambrosini, Director, Human Resources
Staff report prepared by Sylvana Tamura, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Tamura, who briefed the Commission on this item. A representative of the department was available for questions.

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

Yes: 4 - Phyllis O. Arias, Erik Fallis, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

- 14. 22-170CS** **RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE**
Aaron Rabago, Harbor Maintenance Mechanic I
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 representative of the department was available for questions.

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

Yes: 4 - Phyllis O. Arias, Erik Fallis, Yvonne Wheeler and Joen Garnica

Absent: 1 - Susana Gonzalez Edmond

15. 22-171CS NON-CAREER HOURS PRESENTATION

Presentation by Maria Alamo, Administrative Officer

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

President thanked Ms. Alamo and congratulated her on a great and detailed presentation.

A discussion between Commissioner Arias, Ms. Alamo, and Ms. Pizarro Winting took place to discuss positions that are considered temporary non-career. They discussed different positions that exist in different departments as well as timeframes for these positions.

Commissioner Wheeler asked for an example of someone who's in the system but are not active in the system. Ms. Alamo explained that one example is a band member hired by the Parks and Recreation to play during summer concerts. She explained the band member may stay in the system but only be hired for a small period of time.

Vice President Fallis asked about the history of how non-career came to be the descriptor of this group, as he has heard other descriptors for this group in other public institutions and this descriptor is perhaps deficit sounding. Ms. Alamo did not have the answer but assured Vice President Fallis that she will come back with the answer on her next manager's report.

President Garnica asked about what caused the increase in non-career scheduled hours for 2014 - 2015. Ms. Alamo mentioned that the staff would have to research the cause for the increase in those numbers and bring the information to the next meeting.

Commissioner Arias wanted to give the departments the opportunity to comment on the report. Representatives from Health and Human Services, Fire, and Parks, Recreation, and Marine gave their feedback on the presentation as well as insights on non-career positions in their respective departments.

Vice President Fallis commented about utilizing the non-career employee pool as part of recruitment for other full-time city roles.

16. STANDING COMMITTEES

- A. Executive Committee**
- B. Recruitment and Selection Committee**
- C. Special Projects Committee**

A. Executive Committee

President Garnica shared that the committee had its first meeting and looked at all the items on their list and will report back with more detailed information as it continues its work.

B. Recruitment and Selection Committee

No report at this time.

C. Special Projects Committee

Commissioner Arias shared that the committee is waiting to schedule the next meeting.

17. REPORTS FROM MANAGERS

- A. Recruitment and Outreach Services Division – Crystal Slaten**
- B. Employment Services Division – Caprice McDonald**
- C. Administration and Support Services Division – Maria Alamo**
- D. Executive Director – Christina Pizarro Winting**

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten congratulated Ms. Alamo on the non-career presentation and mentioned that these employees are one of the applicant pools that the team uses when doing outreach for open full-time roles. Ms. Slaten provided an update on upcoming events such as LA Pride Parade and the Long Beach Juneteenth event. She also provided updates on the previous event such as Job Fair hosted by Pacific Gateway Workforce Development.

B. Employment Services Division - Caprice McDonald

Ms. McDonald provided an update on the division's current vacancies and the completion of the Assistant Administrative Analyst exam. She looks forward to providing more information for the next meeting.

C. Administration and Support Services Division - Maria Alamo

Ms. Alamo thanked the Commission for the opportunity to present the non-career information and acknowledged Ms. Kerr-Jenkins for assisting in the preparation and research for the presentation. She also thanked Parks, Fire, and Health for their help with the presentation.

D. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting provided insight on how the classified list is used by departments as a way to fill non-career vacancies, and when the department does have a vacancy, these employees have been working in these departments and it becomes a way where an employee can go from non-career to classified employment because they're on an eligible list.

Ms. Pizarro Winting provided an update on how the staff is shifting assignments as new staff continues to be onboarded and will provide more insight at the next meeting. She also mentioned the upcoming welcome reception for our newest Commissioners taking place on June 22nd after our next Commission meeting and is excited about the upcoming planning meeting. An agenda and more information will be provided by Ms. Smay. Ms. Pizarro Winting thanked the staff for all their hard work and mentioned how it takes the contributions of every member of the divisions to build the packets that the Commission receives for its meetings, and looks forward to being fully staff in July, and thanked the Commission for their patience.

President Garnica reiterated the importance of thanking the staff, as this is the People’s Commission and it starts with the people within the department.

18. UNFINISHED BUSINESS

No unfinished business at this time.

19. NEW BUSINESS

President Garnica announced the Commissioner Welcome Reception on June 22nd. She also acknowledged Pride Month as it’s one of the great assets and diversity here in the City of Long Beach.

A discussion about the logistics of the Commissioner Welcome Reception took place between Ms. Pizarro Winting and Commissioner Arias.

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

No comments from the public.

ADJOURNMENT

President Garnica wanted to close the meeting in honor Mercedes Gonzalez, Mother of Commissioner Gonzalez Edmond, and to keep her and her family in their thoughts and sending love to our Commissioner Gonzalez Edmond.

President Garnica adjourned the meeting at 10:24 a.m.

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

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