

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

**WEDNESDAY, DECEMBER 7, 2016
333 W. OCEAN BLVD, 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM**

**Rick McGilton-McGlamery, President
Phyllis Arias, Vice President**



**Charles Hicks Jr., Commissioner
Robin Perry, Commissioner
Carolyn M. Smith Watts, Commissioner**

**Kandice Taylor-Sherwood,
Executive Director**

FINISHED AGENDA & DRAFT MINUTES

ROLL CALL

**Commissioners Charles Hicks, Carolyn M. Smith Watts, Robin Perry, Phyllis
Present: Arias and Rick McGilton-McGlamery**

**Kandice Taylor-Sherwood, Executive Director & Secretary
Crystal Slaten, Recruitment & Selection Officer, Acting Secretary
Robert Pfingsthorn, Administrative Officer
Caprice McDonald, Special Projects Officer
Maria Alamo, Acting Executive Assistant
Gary Anderson, Principal Deputy City Attorney
Lourdes Ferrer, Administrative Analyst
Debbie McCluster, Personnel Analyst
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
David Espinoza, Assistant Administrative Analyst
Stacey Lewis, Assistant Director of Human Resources, Harbor
Robert Grego, Battalion Chief**

FLAG SALUTE

1. 16-209CS **Recommendation to approve minutes:**
Regular Meeting of November 16, 2016

**A motion was made that this CS-Agenda Item be passed by
Voice Vote**

CONSENT CALENDAR (2-9)

Passed the Consent Calendar

**A motion was made that these files be approved by consent
voice vote.**

2. 16-210CS **Recommendation to approve examination results:**
Animal Services Operations Supervisor (Established 12/2/16)
Assistant Buyer (Established 12/2/16)
Civil Engineering Associate (Established 11/17/16)
Combination Building Inspector (Established 11/15/16)
Communications Center Supervisor (Established 11/16/16)
General Maintenance Assistant (Established 12/2/16)
Plan Checker-Fire Prevention (Established 11/29/16)
Special Services Officer (Established 11/15/16)
Tree Trimmer (Established 11/22/16)

**A motion was made to approve recommendation on the consent
agenda. BY UNANIMOUS CONSENT**

3. 16-211CS **Recommendation to receive and file bulletin(s):**
*Business Systems Specialist - Geographic Information Systems
(GIS) Project Manager
Business Systems Specialist - Web Designer
Combination Building Inspector
Customer Service Representative
Fire Captain*

A motion was made to approve recommendation on the consent agenda. BY UNANIMOUS CONSENT

4. 16-212CS **Recommendation to receive and file retirement(s):**
*David Barrow/Communications Center Supervisor/Disaster
Preparedness (26 yrs., 5 mos.)
Kelly Seidel/Contract Administrator II/Harbor (24 yrs., 6 mos.)
Howard Weber/Capital Projects Coordinator III/Harbor (6 yrs.,
8 mos.)
James Dickinson/Building Services Supervisor/Library (36 yrs.,
10 mos.)
Alfredo Rodriguez/Senior Equipment Operator/Parks (34 yrs.,
22 days)
Daren Davenport/Police Lieutenant/Police (29 yrs., 6 mos.)
Luis Galvan/Police Officer/Police (25 yrs., 7 mos.)*

The Commission recognized Mr. Alfredo Rodriguez for 34 years, 22 days of service to the city of Long Beach.

A motion was made to approve recommendation on the consent agenda. BY UNANIMOUS CONSENT

5. 16-213CS **Recommendation to receive and file resignation(s):**
*Cassandra McDonald/Maintenance Assistant I/Parks (30 yrs.,
1 mo.)
Chad Sisco/Police Recruit/Police (1 mo., 18 days)*

A motion was made to approve recommendation on the consent agenda. BY UNANIMOUS CONSENT

6. 16-214CS

Recommendation to approve transfer(s):

*Diane Bentley/Office Services Assistant II/Parks to Office Service Assistant II/Library
Cecilia Jimenez/Customer Service Representative III/Gas to Customer Service Representative III/Financial Management*

A motion was made to approve recommendation on the consent agenda. BY UNANIMOUS CONSENT

7. 16-215CS

Recommendation to approve schedule for hearing(s):

*Dismissal Appeal 22-D-1516, Suggested Dates January 25, 2017
Suspension Appeal 04-S-1617, Suggested Dates February 1 & 8, 2017
Suspension Appeal 03-S-1617, Suggested Dates February 15, 2017
Suspension Appeal 01-S-1617, Suggested Dates February 22, 2017
Suspension Appeal 02-S-1617, Suggested Dates March 1, 2017*

A motion was made to approve recommendation on the consent agenda. BY UNANIMOUS CONSENT

8. 16-216CS

Recommendation to approve reschedule for hearing(s):

*Suspension Appeal 14-S-1314, Suggested Date December 16, 2016 (HO)
Suspension Appeal 13-S-1516, Suggested Date January 11 & 18, 2017*

A motion was made to approve recommendation on the consent agenda. BY UNANIMOUS CONSENT

9. 16-217CS **Recommendation to receive and file withdrawal of appeal:**
Suspension Appeal 10-S-1516

A motion was made to approve recommendation on the consent agenda. BY UNANIMOUS CONSENT

REGULAR AGENDA

10. 16-218CS **RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE -**
Regina Benavides, Buyer II
Communication from John Gross, Director, Financial Management

The Secretary briefed the Commission regarding this request.

A motion was made by Commissioner Hicks, seconded by Commissioner Smith Watts, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

11. 16-219CS **RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Staff report prepared by Kandice Taylor-Sherwood, Executive Director

The Secretary briefed the Commission regarding this request. Ms. Taylor-Sherwood requested that the Assistant Administrative Analyst (6/3/16) eligible list be removed from the expiring eligible list and requested to extend for thirty days.

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

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

12. 16-220CS

**REQUEST TO FILE LATE APPLICATION - Mechanical
Equipment Stock Clerk**

- a. Communication from Anthony Cousimano*
- b. Staff report prepared by Deborah McCluster, Personnel Analyst*

The Secretary briefed the Commission regarding this request.

Mr. Anthony Cousimano was present to answer the Commission's questions. Mr. Cousimano stated he took time off from work to attend to his sick child and himself. They were both sick with the flu. Mr. Cousimano said he was working on a resume document and had it saved in his work computer and not at home.

Commissioner Perry asked Mr. Cousimano if he was aware a resume was not a requirement for the job posting.

Mr. Cousimano said he was aware a resume was not needed but wanted to attach the resume to enhance his application.

Commissioner Arias asked Mr. Cousimano if he had a computer available at home.

Mr. Cousimano said he did have a computer at home, but his login information to file the application was at work and did not realize the closing of the job posting.

Commissioner Perry thanked Mr. Cousimano for his honesty about making a mistake on the closing of the job posting and taking the time to address the Commission.

A motion was made by Commissioner Hicks, seconded by Commissioner Smith Watts, to approve recommendation to deny. The motion carried by the following vote:

**Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry,
Phyllis Arias and Rick McGilton-McGlamery**

13. 16-221CS

**RECOMMENDATION FOR CONSIDERATION OF
ADMINISTRATIVE LAW JUDGE'S REPORT -**

File # 09-S-1516, Mailed to CSC on October 28, 2016

Report prepared by Juliet E. Cox, Administrative Law Judge

**A motion was made by Commissioner Hicks, seconded by
Commissioner Smith Watts, to approve recommendation. The
motion carried by the following vote:**

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry,
Phyllis Arias and Rick McGilton-McGlamery

14. 16-222CS

**RECOMMENDATION FOR A TEMPORARY CHANGE IN CIVIL
SERVICE MEETING LOCATION/TIME**

*a. Communication from Kandice Taylor-Sherwood, Executive
Director, Civil Service*

*b. Staff report prepared by Robert Pfingsthorn, Administrative
Officer, Civil Service*

The Secretary briefed the Commission regarding this request.

After discussion, the Civil Service Commission's meetings will remain at Civil Service Commission Board Room if there is a scheduled hearing to eliminate any confusion for the hearing's appellant, witness(s), court reporter and attorneys. Civil Service Commission meetings dates with no hearing scheduled will be held at the Harbor Department.

**A motion was made by Commissioner Hicks, seconded by
Commissioner Smith Watts, to approve recommendation. The
motion carried by the following vote:**

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry,
Phyllis Arias and Rick McGilton-McGlamery

UNFINISHED BUSINESS

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Ferrer filled for Crystal Slaten while Ms. Slaten is on vacation. Ms. Ferrer informed the Commission that managers are discussing when to incorporate the high school diploma requirement to certain bulletins. The Commission will be advised once all the information is collected. Ms. Ferrer informed the Commission on the various ongoing recruitments for Police Recruit, Administrative Analyst, Clerk Typist and Assistant Administrative Analyst. Ms. Ferrer thanked the Recruitment & Selection staff for their assistance with coverage at the Front Desk. Ms. Ferrer announced Ms. McCluster will be retiring in January.

Ms. McDonald informed the Commission she is completing her training certification. Ms. McDonald informed the Commission she is partnering with Human Resources on job postings in Neogov.

The Secretary thanked Ms. Ferrer for covering for Ms. Slaten. She congratulated Ms. McCluster for her upcoming retirement. The Secretary thanked Ms. McDonald for her assistance with recruitments for Library. She informed the Commission she will be assisting with a Youth Leadership Long Beach event on Friday, December 9, 2016. The Secretary informed the Commission last week she assisted Fire Department with their Assistant Chief interviews. She also informed the Commission she is working with Ms. Lewis with Celebrity Roundtable, a SCPMA event on Thursday at the Holiday Inn.

COMMENTS FROM PUBLIC – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

NEW BUSINESS

ADJOURNMENT

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.

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