

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

**WEDNESDAY, DECEMBER 21, 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

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**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  
Robert Pfingsthorn, Administrative 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  
Michael Beckman, Deputy Chief, Police  
Debbie Mills, Interim Personnel Administrator, Police  
James Rexwinkel, Deputy Fire Chief, Fire  
Stephen Hannah, City Controller, Financial Management

**FLAG SALUTE**

1. 16-224CS      **Recommendation to approve minutes:**  
Regular Meeting of December 7, 2016

**A motion was made by Vice President Arias, seconded by Commissioner Smith Watts, to approve as corrected. The motion carried by the following vote:**

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

**CONSENT CALENDAR (2-10)**

Passed the Consent Calendar

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

2. 16-225CS      **Recommendation to approve examination results:**  
*Ambulance Operator (Established 12/13/16)*  
*Combination Building Inspector Aide (Established 12/7/16)*  
*Mechanical Engineer Test 1 (Established 12/13/16)*  
*Mechanical Engineer Test 2 (Established 12/16/16)*  
*Mechanical Equipment Stock Clerk (Established 12/15/16)*  
*Personnel Analyst (Established 12/5/16)*  
*Plan Checker-Fire Prevention Test 2 (Established 12/13/16)*  
*Port Planner Test 1 (Established 12/16/16)*  
*Public Safety Dispatcher - Lateral (Established 12/14/16)*  
*Public Safety Dispatcher - Post Waiver (Established 12/14/16)*  
*Safety Specialist (Established 12/16/16)*  
*Senior Survey Technician (Established 12/7/16)*  
*Special Services Officer Test 10 (Established 12/6/16)*

**A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE**

3. 16-226CS      **Recommendation to receive and file bulletin(s):**

*Parking Meter Technician*  
*Plan Checker - Electrical*  
*Police Recruit*

**A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE**

4. 16-227CS      **Recommendation to receive and file retirement(s):**

*Richard Funke/Communications Center Supervisor/Disaster Preparedness (24 yrs., 8 mos.)*  
*Erma De Clouet-Lanier/Customer Service Representative III/Financial Management (35 yrs., 14 days)*  
*Kevin O'Neill/Accounting Technician/Financial Management (29 yrs., 4 mos.)*  
*David Magee/Fire Engineer/Fire (27 yrs., 1 mo.)*  
*Darrell Strickroth/Fire Engineer/Fire (30 yrs., 3 mos.)*  
*Stacey Crouch/Environmental Specialist II/Harbor (28 yrs., 1 mo.)*  
*Gerardo Chavez/Maintenance Assistant II/Parks (27 yrs., 5 mos.)*  
*George Murray/Police Officer/Police (10 yrs., 6 mos.)*  
*Ramona De Pute/Senior Records Clerk/Police (36 yrs., 6 mos.)*  
*Francisco Campos/Customer Service Representative II/Public Works (9 yrs., 9 mos.)*

**A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE**

5. 16-228CS      **Recommendation to receive and file resignation(s):**

*Mikel Kim/Firefighter/Fire (21 yrs., 1 mo.)*  
*Daniel Gruezo/Civil Engineer/Public Works (6 mos., 25 days)*

**A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE**

6. 16-229CS      **Recommendation to approve transfer(s):**  
*Toni Miller/Business Systems Specialist II/Technology Services  
to Business Systems Specialist III/Financial Management  
Colleen Pickens/Administrative Analyst II/Harbor to Administrative  
Analyst III/Airport*

**A motion was made to approve recommendation on the consent  
agenda. BY VOICE VOTE**

7. 16-230CS      **Recommendation to approve downgrade (voluntary):**  
*Gerald Goodlow/Special Services Officer III/Police to Special  
Services Officer II/Police (Voluntary)  
Melissa Parra/Library Clerk III/Library to Library Clerk II/  
Library (Voluntary)*

**A motion was made to approve recommendation on the consent  
agenda. BY VOICE VOTE**

8. 16-231CS      **Recommendation to approve schedule for hearing(s):**  
*Dismissal Appeal 05-D-1617, Suggested Dates March 22 & 29,  
2017*

**A motion was made to approve recommendation on the consent  
agenda. BY VOICE VOTE**

9. 16-232CS      **Recommendation to approve reschedule for hearing(s):**  
*Suspension Appeal 11-S-1516, Suggested Dates February 1 & 8,  
2017  
Suspension Appeal 04-S-1617, Suggested Dates February 15 &  
22, 2017  
Suspension Appeal 03-S-1617, Suggested Dates March 1, 2017  
Suspension Appeal 01-S-1617, Suggested Dates March 8, 2017  
Suspension Appeal 02-S-1617, Suggested Dates March 15, 2017*

**A motion was made to approve recommendation on the consent  
agenda. BY VOICE VOTE**

10. 16-233CS      **Recommendation to receive and file withdrawal of appeal:**  
*Suspension Appeal 14-S-1314*

## REGULAR AGENDA

11. 16-234CS      **REQUEST TO RETAKE EXAM** - General Maintenance Assistant  
*a. Communication from Edwin Barillas*  
*b. Staff report prepared by Deborah McCluster, Personnel Analyst*

The Secretary asked Mr. Edwin Barillas to address the Commission regarding his request.

Mr. Edwin Barillas briefed the Commission regarding this request.

**A motion was made by Vice President Arias, seconded by Commissioner Perry, to allow Mr. Barillas to retake the examination. The motion failed by the following vote:**

**Yes:** 2 - Robin Perry and Phyllis Arias

**No:** 3 - Charles Hicks, Carolyn M. Smith Watts and Rick McGilton-McGlamery

## UNFINISHED BUSINESS

**MANAGERS' REPORT**

**Recruitment & Selection**

**Special Projects**

**Administration Support Services**

**Executive Director**

Ms. Slaten invited the Commission to WRIPAC Business Meeting on 1/19 & 1/20 in Costa Mesa.

Ms. Slaten informed the Commission of the upcoming Police Recruit exams to be held at the Long Beach Police Academy.

The Commission inquired when is the next academy. Deputy Chief Beckman informed the Commission it will be May 2017.

Commissioner Hicks asked if a recruitment involving other agencies has ever been considered.

The Secretary informed the Commission she has considered a public safety recruitment involving other agencies but was unable due to resources such as the cost and staff.

Deputy Chief Beckman informed the Commission public safety recruitment is an ongoing problem nationwide.

Ms. Slaten acknowledge the Financial Management Department and Harbor Department for funding Civil Service Intern Carolyn Pen. Ms. Pen will continue to assist with examinations for Financial Management and Harbor Departments.

The Secretary thanked Ms. Slaten for reaching out to Financial Management and Harbor departments.

Ms. Slaten thanked Ms. Ferrer for the front desk staff recruitment.

Mr. Pfingsthorn introduced Rathsara Gunasekara. Ms. Gunasekara will be assisting Administrative Support Services.

The Commission welcomed Ms. Gunasekara.

The Secretary also thanked Ms. Ferrer for the front desk staff recruitment. The Secretary thanked Mr. Pfingsthorn for creating a tracking tasks matrix. The Secretary informed the Commission about two campaign ideas for Social Media. The first idea, LB

Classified Works, posts weekly highlights why would someone would want to work with the City of Long Beach. The second idea, Career Development Tips, posts a weekly general career tip for applicants applying for classified jobs.

The Secretary informed the Commission she created a Commissioner on-boarding mapping process, video, and orientation plan to assist future new Commissioners.

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

Chris King, Equipment Operator III with the Marine Bureau, provided a comment regarding Mr. Barillas’ request to retake examination for General Maintenance Assistant. Mr. King said the testing process for General Maintenance Assistant has not been consistent each time the examination has been offered. Mr. King thanked the Commission for allowing him to give his comment.

Meg Rau, Administrative Officer, Development Services thanked Administrative Support Services for excellent service even with being short staffed.

**NEW BUSINESS**

NONE

**ADJOURNMENT**

**NO HEARING**

**NOTE:**

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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.

បើមានការចង់បានឱ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ: នឹងកំណត់ហេតុឱ្យអ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។