

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

**WEDNESDAY, SEPTEMBER 7, 2016
333 WEST 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 & MINUTES

ROLL CALL

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

Commissioners Robin Perry
Absent:

Kandice Taylor-Sherwood, Executive Director & Secretary
Crystal Slaten, Recruitment & Selection Officer
Robert Pfingsthorn, Administrative Officer
Caprice McDonald, Special Projects Officer
Marilyn Hall, 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
Cynthia Stafford, Deputy Director, Human Resources

FLAG SALUTE

1. [16-151CS](#) **Recommendation to approve minutes:**
Regular Meeting of August 17, 2016

President McGilton-McGlamery moved to approve recommendation as amended. The motion carried by the following vote:

Yes: 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

Absent: 1 - Robin Perry

CONSENT CALENDAR (2-7):

Passed the Consent Calendar

President McGilton-McGlamery motion to approved Consent Calendar Items.

Yes: 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

Absent: 1 - Robin Perry

2. [16-152CS](#)

Recommendation to approve examination results:

*Building Maintenance Engineer (Established 8/25/16) - 23 Applied,
2 Qualified*
*Business Systems Specialist (Established 8/17/16) - 41 Applied,
41 Qualified*
Clerk Supervisor (Established 9/1/16) - 73 Applied, 23 Qualified
*Communication Specialist (Established 8/23/16) - 23 Applied,
23 Qualified*
Police Officer - Lateral (Established 8/31/16) - 6 Applied, 6 Qualified
*Police Property & Supply Clerk (Established 8/17/16) - 345 Applied,
118 Qualified*
*Principal Building Inspector (Established 9/1/16) - 6 Applied,
5 Qualified*
Project Scheduler (Established 8/26/16) - 17 Applied, 17 Qualified
*Senior Civil Engineer (Established 8/23/16) - 36 Applied,
17 Qualified*
*Special Services Officer (Established 8/19/16) - 36 Applied,
36 Qualified*
*Systems Support Specialist (Established 8/17/16) - 66 Applied,
66 Qualified*

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

3. [16-153CS](#)

Recommendation to receive and file bulletins:

Civil Engineer
Combination Building Inspector Aide
Engineering Aide
Petroleum Operations Coordinator
Refuse Operator
Tree Trimmer

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

4. [16-154CS](#)

Recommendation to receive and file retirement:

Robin Hawkins/Police Officer/Police (31 yrs., 13 days)
Michael Wooldridge/Police Officer/Police (24 yrs., 5 mos.)

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

5. [16-155CS](#) **Recommendation to receive and file disability retirement
(DELETED)**

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

6. [16-156CS](#) **Recommendation to receive and file resignations:**
*Marvin Estrada/Parking Meter Technician I/Public Works
(8 mos., 4 days)*
Tanya Mungia/Library Clerk I/Library (4 yrs., 10 mos.)
*Roxana Martinez/Customer Service Representative III/Long Beach
Gas & Oil (5 yrs., 4 mos.)*
Steven-Ray Wing/Police Recruit/Police (4 mos., 15 days)
*Danielle Grajeda/Customer Service Representative III/Financial
Management (15 yrs., 4 mos.)*
Christopher Visscher/Civil Engineer/Harbor (2 yrs., 2 mos.)
Janae Rivera/Animal Control Officer I/Parks (3 yrs., 2 mos.)
Bonnie Tam/Administrative Analyst III/Fire (9 yrs., 10 days)
*Ray Hammond/Administrative Analyst II/Financial Management
(1 yr., 5 mos.)*

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

7. [16-157CS](#) **Recommendation to approve transfers:**
*Betty Forgacs/Accounting Clerk III/Library to Accounting
Clerk III/Fire*
*Jaime Serrano/Senior Equipment Operator/Long Beach
Gas & Oil to Senior Equipment Operator/Water*
*Victor Serrano/Senior Equipment Operator/Long Beach
Gas & Oil to Senior Equipment Operator/Water*
*Carmelo Vaca/Combination Building Inspector Aide I/Development
Services to Combination Building Inspector Aide II/Fire*

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

REGULAR AGENDA

8. [16-158CS](#)

RECOMMENDATION TO EXTEND NON-CAREER HOURS -

Joshua Iverson, Water Utility Worker NC

*Communication from Christopher J. Garner, General Manager,
Water Department*

The Secretary briefed the Commission regarding this request.

Jessica Stoudenmier, Administrative Analyst, Water, was present to answer Commission questions.

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

Yes: 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

Absent: 1 - Robin Perry

9. [16-159CS](#)

RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)

Staff report prepared by Kandice Taylor-Sherwood, Executive Director

Housing Aide (9/25/15)

Public Health Nurse Test 1 (3/18/16)

Senior Equipment Operator - Crane Test 3 (9/3/15)

Senior Plumbing Inspector Test 2 & 3 (3/8/16 & 3/31/16)

Senior Program Manager - Harbor Test 5 (9/14/15)

Transportation Programs Planner Test 2 (3/4/16)

The Secretary briefed the Commission regarding this request.

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

Yes: 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

Absent: 1 - Robin Perry

10. [16-160CS](#)

RECOMMENDATION FOR ORDER-OF-LAYOFF

Communication for Patrick H. West, City Manager

The Secretary briefed the Commission regarding this request.

Cynthia Stafford, Deputy Director, Human Resources, was present to answer Commission questions.

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

Yes: 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

Absent: 1 - Robin Perry

UNFINISHED BUSINESS

The Secretary informed the Commissioner that she will be preparing a follow-up summary of Commissioner Smith Watts's meeting with the Human Resources Director and Fire Chief DuRee on Fire Recruit. She also stated that she provided follow-information received from the City Manager to Commissioner Hicks regarding Special Services Officer.

Ms. Slaten informed the Commission that Shellie Goings, Personnel Analyst, attempted to contact the individual Commissioner Perry stated that had concerns regarding his examination results for Fire Recruit, but the individual has not responded. She also stated that she has contacted Debbie Mills, Acting as the Personnel Administrator for the Police Department, regarding Civil Service staff participation in the Clerk Supervisor oral interviews, which they will be conducting.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten provided an update regarding the Police Recruit examination process.

Ms. McDonald provided the Commission with an update on the demonstration she conducted for City Department regarding the use of Montage for interviewing.

Mr. Pfingsthorn thanked Civil Service staff for working together during an unexpected absence, gathering data for the budget presentation to City Council.

The Secretary informed the Commission that she completed the budget presentation to City Council on Tuesday. She thanked Commissioner Perry for being present for support. The Secretary acknowledged staff for the work they contributed, gathering information for the budget presentation. She also acknowledged Ms. Slaten, Recruitment & Selection Officer, for the excellent management and leadership she displayed in assisting with the budget and being the go between for her, due to unforeseen absences of her and Mr. Pfingsthorn from the office last week.

The Secretary acknowledged the Analysts for the work they provided to the department.

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

NEW BUSINESS

Commissioner Arias inquired about the status of the template for the job bulletins.

Ms. Slaten informed the Commission that staff is still working on the template for the job bulletin and will be encompassing it with the Personnel Analyst desk manual.

President McGilton-McGlamery apologized for the possible confusion at the last Commission meeting and stated that minor revisions have been made to the order of the meetings, to allow him to be more organized in conducting meetings.

President McGilton-McGlamery closed the meeting in memory of Stephen Matthews.

ADJOURNMENT

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.

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