

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

**WEDNESDAY, SEPTEMBER 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

FINISHED AGENDA & DRAFT AGENDA

ROLL CALL

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

Crystal Slaten, Recruitment & Selection Officer, Acting Secretary
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
Stacey Lewis, Assistant Director of Human Resources, Harbor

FLAG SALUTE

1. 16-161CS

Recommendation to approve minutes:

Regular Meeting of September 7, 2016

*Suspension Hearing 07-S-1516 Minutes of
August 3, 10, 17 & 24, 2016*

Dismissal Hearing 14-D-1516 Minutes of September 14, 2016

A motion was made by President McGilton-McGlamery 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

A motion was made by Vice President Arias, seconded by Commissioner Smith Watts, to approve recommendation for Suspension Hearing 07-S-1516 Minutes. The motion carried by the following vote:

Yes: 3 - Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

Abstain: 2 - Charles Hicks and Robin Perry

A motion was made by Commissioner Smith Watts, seconded by Commissioner Hicks, to approve recommendation for Dismissal Hearing 14-D-1516 Minutes. 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 (2-6):

Passed the Consent Calendar

The Secretary presented Certificates of Appreciation to Alan Powder (36 years), Fire and James Curry (30 years), Harbor, in recognition of their dedicated service to the citizens and City of Long Beach. Representatives from there departments were present and spoke on their behalf.

The Secretary also congratulated Kevin Bradburn (23 years), Police Department, for his service to the citizens and City of Long Beach.

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

2. 16-162CS

Recommendation to approve examination results:

*Communication Specialist (Established 9/15/16) - 7 Applied,
7 Qualified*

*Petroleum Operations Coordinator (Established 9/13/16) -
19 Applied, 19 Qualified*

*Project Scheduler (Established 9/13/16) - 10 Applied, 10 Qualified
Senior Traffic Engineer (Established 9/13/16) - 6 Applied,
6 Qualified*

*Special Services Officer (Established 9/8/16) - 21 Applied,
31 Qualified*

*Systems Support Specialist (Established 9/13/16) - 52 Applied,
52 Qualified*

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

3. 16-163CS **Recommendation to receive and file bulletins:**

Airport Operations Assistant
Airport Operations Specialist
Animal Services Operations Supervisor
Department Librarian
Electrician
Fire Engineer
General Librarian
Water Treatment Operator

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

4. 16-164CS **Recommendation to receive and file retirements:**

Robert J. Hamilton/Marine Safety Sergeant - Boat Operator/Fire
(36 yrs., 5 mos.)
Alan L. Powder/Marine Safety Captain/Fire (36 yrs., 5 mos.)
James S. Curry/Principal Construction Inspector/Harbor
(30 yrs., 9 mos.)
Kelly A. Quinn/General Librarian/Library (27 yrs., 11 mos.)
Kevin L. Bradburn/Police Officer/Police (23 yrs., 6 mos.)
Scott C. Sansenbach/Special Services Officer IV/Police
(30 yrs., 7 mos.)
Kimberly A. Williams/Clerk Typist III/Police (31 yrs., 1 mo.)
Tawanda Cooper/Development Project Manager II/Public Works
(22 yrs., 3 mos.)
Michael Hodges/Refuse Operator II/Public Works (29 yrs., 2 mos.)

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

5. 16-165CS **Recommendation to receive and file resignations:**
Aaron J. S. Hayre/Firefighter/Fire (1 yr., 3 mos.)
Emily M. Tabyanan/Clerk Typist II/Fire (5 days)
Brandon Tran/Firefighter/Fire (6 mos., 1 day)
Kyle T. Vestermarck/Fire Engineer/Fire (18 yrs., 5 mos.)
Federico S. Guzman Jr./Park Ranger II/Police (21 yrs., 8 mos.)
Ruben D. Huntsman Jr./Motor Sweeper Operator/Public Works
(14 yrs., 5 mos.)

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

6. 16-166CS **Recommendation to approve transfers:**
Zorah Y. Flanagan/Accounting Clerk III/Police to Accounting
Clerk III/Airport
Jaime M. Serrano/Senior Equipment Operator/Water to Senior
Equipment Operator/Gas & Oil

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

REGULAR AGENDA

7. 16-167CS **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD - Oscar Baca, Water Utility Mechanic, Water Communication from Christopher J. Garner, General Manager, Water Department**

Jessica Stoudenmire, Administrative Officer, Water Department, was present to answer Commission questions.

A motion was made by Commissioner Perry, 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

8. 16-168CS **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD** - Roy Foner, Water Utility Mechanic, Water
Communication from Christopher J. Garner, General Manager, Water Department

Jessica Stoudenmire, Administrative Officer, Water Department, 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: 5 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

9. 16-169CS **RECOMMENDATION TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED SERVICE** - Anthony J. Guillen, Ambulance Operator
Communication from Mariel Sipman, Administrative Officer, Fire

Ms. Sipman was present to answer Commission questions.

A motion was made by Commissioner Hicks, seconded by Vice President Arias, 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

10. 16-170CS **RECOMMENDATION FOR ORDER-OF-LAYOFF**
a. Communication from Patrick H. West, City Manager
b. Staff report prepared by Rob Pflingsthor, Administrative Officer

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

A motion was made by Commissioner Hicks, seconded by Commissioner Smith Watts, to approve recommendation. and froward to City Manager. 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. Slaten informed the Commission that staff is wrapping up another Police Recruit examination, with 55 Post and 105 NTN accepted. She thanked the Recruitment & Selection staff for continuing to complete examinations, and Ms. McDonald and the Director for preparing the General Librarian and Department Librarian bulletins for posting.

Ms. Slaten informed the Commission that she and Ms. McDonald will be attending a LBGTQ 20-Somethings meeting, discussing the City of Long Beach job opportunities.

Ms. McDonald stated that she is continuing to train departments on NeoGov. Her goal is to have all departments trained by the end of next year.

Ms. Pfingsthorn thanked his staff for the excellent work they did gathering and preparing information for the order-of-layoff.

Commissioner Perry thanked the staff for the excellent work they did on the budget preparation and order-of-layoff. He also had questions regarding the process for the order-of-layoff, which were answered by Mr. Pfingsthorn.

On behalf of the Director, Ms Slaten thanked Mr. Pfingsthorn and his team for the order-of-layoff and the hard work. She informed the Commission that she attended the Cal State University Long Beach Business and Human Resources Management Showcase, where she got a chance to share information with students with HR majors and minors about job opportunities with the City of Long Beach in Human Resources.

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

NEW BUSINESS

Commissioner Perry stated he attended the budget presentation to the City Council. The Civil Service team was well represented by staff. He stated that the Director did an excellent job with the budget presentation, and thanked everyone for all the support.

On behalf of Ready Long Beach, Commissioner Smith-Watts thanked Civil Service staff for their participation on Saturday.

Commissioner Aries requested that requiring the educational requirements for promotional being on bulletins be agendized for the next Commission meeting.

MONTAGE PRESENTATION – Caprice McDonald, Special Projects Officer

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.

បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ: និងកំណត់ហេតុឲ្យអ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមនូវស័ព្ទដោយហៅការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។