

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

**WEDNESDAY, NOVEMBER 16, 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 and Phyllis
Present: Arias

Commissioners Rick McGilton-McGlamery
Absent:

Robert Pfingsthorn, Administrative Officer, Acting Secretary
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
David Espinoza, Assistant Administrative Analyst
Stacey Lewis, Assistant Director of Human Resources, Harbor
Chris Rowe, Deputy Chief, Fire
Debbie Mills, Interim Personnel Administrator, Police
Ana Reyes, Records Administrator, Police

FLAG SALUTE

1. 16-201CS **Recommendation to approve minutes:**
*Regular Meeting of November 2, 2016
Dismissal Hearing 08-D-1516 Minutes of September 28, October 5,
and October 12, 2016*

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

CONSENT CALENDAR (2-5):

Passed the Consent Calendar

A motion was made by Commissioner Perry, seconded by Commissioner Hicks, to approve Consent Calendar Items 2-5. The motion carried by the following vote:

Yes: 4 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry and Phyllis Arias

Absent: 1 - Rick McGilton-McGlamery

- 2. 16-202CS Recommendation to approve examination results:**
Airport Operations Specialist (Established 11/1/16)
Civil Engineer (Established 11/11/16)
Deputy Fire Marshal (Established 11/7/16)
Electrician (Established 11/1/16)
Fire Engineer (Established 11/16/16)
Geologist (Established 10/28/16)
Refuse Operator (Established 11/11/16)
Senior Equipment Operator - Crane (Established 11/11/16)
Supervisor - Waste Operations (Established 11/11/16)

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

- 3. 16-203CS Recommendation to receive and file bulletins:**
Ambulance Operator
Mechanical Engineer
Mechanical Equipment Stock Clerk
Plan Checker - Fire Prevention
Port Planner

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

4. 16-204CS **Recommendation to receive and file retirements:**
James Betts/Refuse Operator III/Public Works (32 yrs., 9 mos.)
Jennifer Allen/Clerk Typist II/Parks, Recreation & Marine (15 yrs., 3 mos.)
Helen Tahara Yamamoto/Community Development Analyst I/Public Works (13 yrs., 8 mos.)

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

5. 16-205CS **Recommendation to receive and file resignations:**
Jonathan Bravo/Garage Service Attendant I/Public Works (8 days)
Rosalinda Flores/Customer Service Representative III/Long Beach Gas & Oil (8 mos., 7 days)
Eric Shinn/Firefighter/Fire (8 mos.)
Steven Steinhoff/Survey Technician/Harbor (4 mos., 2 days)
Kyle Christensen/Police Recruit/Police (1 mo., 13 days)
Natalie Chan/Civil Engineer/Public Works (3 yrs., 6 mos.)
Javier Moreno/Police Recruit/Police (1 mo., 13 days)
Charlene Angsuco/Capital Projects Coordinator I/Public Works (5 yrs., 4 mos.)
George Mitchell/Gas Field Service Representative I/Long Beach Gas & Oil (9 days)
Jesse Urane/Equipment Mechanic II/Water (3 yrs., 3 mos.)
Jesus Avalos/Ambulance Operator/Fire (1 yr., 4 mos.)
Jonathan Calvert/Police Officer/Police (13 yrs., 8 mos.)

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

REGULAR AGENDA

6. 16-206CS **RECOMMENDATION FOR EXTENSION OF PROBATIONARY PERIOD**

- Ivone Sanchez, Police Officer

Communication from Robert G. Luna, Chief of Police, Police

The Acting Secretary briefed the Commission regarding this request.

Ms. Mills was present to answer Commission's questions. She stated the request was due to not enough Field Training Officers available on the graveyard shift.

Commissioner Perry asked if Ms. Sanchez will complete the training with the requested hours and asked if the staffing of Field Training Officers was resolved.

Ms. Mills said yes.

Commissioner Smith Watts asked if Ms. Sanchez was the only recruit placed last for graveyard training.

Ms. Mills informed the Commission that recruits are scheduled based on their assigned station and staffing.

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

Yes: 4 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry and Phyllis Arias

Absent: 1 - Rick McGilton-McGlamery

7. 16-207CS

RECOMMENDATION TO EXTEND NON-CAREER HOURS - Dionne Bearden, Clerk Typist II (Non-Career)

Communication from Margaret Huebner, Director of Human Resources, Harbor

The Acting Secretary briefed the Commission regarding this request.

Ms. Lewis and Ms. Bender were present to answer Commission's questions.

Commissioner Smith Watts asked if an exam is pending for this

classification.

The Acting Secretary informed the Commission that there is a current eligible list.

Ms. Bender informed the Commission that the position is pending final approval to be added to the Harbor Department's Budget.

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

Yes: 4 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry and Phyllis Arias

Absent: 1 - Rick McGilton-McGlamery

8. 16-208CS **RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE -**
Shannon Mollus, Clerk Typist III
Communication from Robert G. Luna, Chief of Police, Police

The Acting Secretary briefed the Commission regarding this request.

Ms. Reyes was present to answer Commission's questions.

Commissioner Smith Watts asked if there is an eligible list for this classification.

Ms. Reyes advised that there are twelve vacancies and informed the Commission of the challenges of candidates going through the police background process.

Commissioner Smith Watts asked if Ms. Mollus will go through the police background process.

Ms. Reyes said yes.

Commissioner Arias requested clarification of the grade Ms. Mollus will be reappointed to.

Ms. Reyes informed the Commission that Ms. Mollus was a Clerk Typist II. The Records Division has since converted all Clerk Typist IIs to Clerk Typist IIIs. Ms. Mollus will be reappointed as a Clerk Typist III.

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

Yes: 4 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry and Phyllis Arias

Absent: 1 - Rick McGilton-McGlamery

UNFINISHED BUSINESS

Commissioner Perry requested an update on the parking issue.

The Acting Secretary informed the Commission that additional parking along Ocean Blvd will be available for outside city departments. He also stated that the parking situation appeared to settle since the last Commission meeting.

Commissioner Perry asked Ms. Lewis if parking issues were resolved since the last Commission meeting.

Ms. Lewis said yes.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. McDonald on behalf of Crystal Slaten acknowledged Ms. Ferrer and Ms. Valdoria for their hard work on the Fire Engineer exam. Ms. McDonald informed the Commission she is working on Neogov training videos.

Mr. Pfingsthorn thanked Administrative Support Services staff for their hard work as Ms. Alamo transitions into her new role as the Executive Assistant. Mr. Pfingsthorn provided the Commission the updated evacuation map and advised that the 7th floor meeting location is on Cedar Avenue/Broadway. Mr. Pfingsthorn informed the Commission both Ms. Taylor-Sherwood and Ms. Slaten are at NIMS training all week.

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

Ms. Mills acknowledged Civil Service staff for their support and training as the Interim Personnel Administrator. Ms. Mills introduced Police personnel: Nicole Gross, Administrative Analyst; Ana Maria Rios, Clerk Typist and Ana Reyes, Records Administrator.

Fire Deputy Chief Chris Rowe thanked Ms. Ferrer and Ms. Valdoria for their hard work with the Fire Engineer exam.

NEW BUSINESS

Commissioner Perry complimented Civil Service staff for Marilyn's Retirement Breakfast.

After some discussion, Commissioners suggested a more detailed version of the minutes from the meeting.

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.

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