

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

**WEDNESDAY, OCTOBER 5, 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 and Phyllis Arias

Present:

Commissioners Robin Perry and Rick McGilton-McGlamery

Absent:

Robert Pfingsthorn, Administrative Officer, Acting Secretary
Caprice McDonald, Special Projects Officer
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. 16-171CS

Recommendation to approve minutes:

Regular meeting of September 21, 2016

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

CONSENT CALENDAR (2-7):

Passed the Consent Calendar

On behalf of the Commission, the Secretary presented a Certificate of Appreciation to Robin Hawkins in recognition of 31 years of dedicated service to the citizens and City of Long Beach. Representatives from the Police Department were present and spoke on her behalf. Commissioner Smith Watts also congratulated Ms. Hawkins on her retirement.

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Absent: 2 - Robin Perry and Rick McGilton-McGlamery

2. 16-172CS

Recommendation to approve examination results:

*Building Services Supervisor (Established 9/30/16) - 47 Applied,
10 Qualified*

*Business Systems Specialist (Established 9/23/16) - 29 Applied,
29 Qualified*

*Combination Building Inspector (Established 9/29/16) - 6 Applied,
6 Qualified*

Gardener (Established 9/29/16) - 91 Applied, 15 Qualified

Painter Supervisor (Established 9/20/16) - 15 Applied, 2 Qualified

*Permit Center Supervisor (Established 9/28/16) - 32 Applied,
9 Qualified*

Police Officer - Lateral (Established 9/29/16) - 1 Applied, 1 Qualified

*Public Health Nutritionist (Established 9/21/16) - 3 Applied,
3 Qualified*

*Special Services Officer (Established 9/23/16) - 23 Applied,
23 Qualified*

*Systems Support Specialist (Established 9/23/16) - 241 Applied,
45 Qualified*

*Water Utility Mechanic (Established 9/20/16) - 113 Applied,
36 Qualified*

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

3. 16-173CS

Recommendation to receive and file bulletins:

Geologist
Personnel Analyst
Supervisor - Waste Operations

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

4. 16-174CS

Recommendation to receive and file retirements:

*Parladh Grewal/Senior Mechanical Engineer/Long Beach
Gas & Oil (29 yrs., 6 mos.)*
Kay Drennan/Library Clerk II/Library (41 yrs., 7 mos.)
Stephan Ritchie/Police Officer/Police (24 yrs., 6 mos.)

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

5. 16-175CS

Recommendation to receive and file resignations:

Johnny Nazarov/Water Utility Mechanic I/Water (10 mos., 5 days)
Edgar Valdez/Special Services Officer III/Police (9 mos., 26 days)
Albert Sosa/Special Services Officer III/Police (1 yr., 29 days)
Antoine Derby/Refuse Operator I/Public Works (2 yrs., 6 mos.)
*Uduak-Joe Ntuk/Petroleum Engineering Associate II/Long Beach
Gas & Oil (5 yrs., 4 mos.)*

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

6. 16-176CS

Recommendation to approve transfer:

*Albert Miramontes/Construction Inspector I/Public Works to
Construction Inspector II/Airport*

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

7. 16-177CS

Recommendation to schedule hearing:

*Reduction Appeal Hearing 19-R-1516, Suggested Date December
9, 2016*

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

REGULAR AGENDA

8. 16-178CS

RECOMMENDATION FOR SELECTIVE CERTIFICATION -

Customer Service Representative

Communication from Sandra Aguilar, Personnel Officer, Long Beach Gas & Oil

The Secretary briefed the Commission regarding this request.

Ms. Aguilar 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: 3 - Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Absent: 2 - Robin Perry and Rick McGilton-McGlamery

9. 16-179CS

RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE -

Hung Dinh, Survey Technician

Communication from Margaret Huebner, Director of Human Resources, Harbor

The Secretary briefed the Commission regarding this request.

Sheryl Bender was present to answer questions from the Commission.

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Absent: 2 - Robin Perry and Rick McGilton-McGlamery

10. 16-180CS

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

*Staff report prepared by Kandice Taylor-Sherwood, Executive
Director*

Customer Service Representative (3/12/14) - **(3 months)**

Customer Services Supervisor (10/23/15) - **(3 months)**

Gas Construction Worker (4/14/15)

Gas Field Service Representative (4/23/15)

Laboratory Analyst (4/7/15)

Neighborhood Services Specialist (10/24/14)

Office Systems Analyst Test 1 (10/5/15) Test 2 (10/16/15) -
(3 months)

Payroll/Personnel Assistant (4/15/15) - **(3 months)**

Permit Technician (10/16/15)

Police Recruit (NTN) Test 1 (10/6/15)

Registered Nurse Test 2 (10/16/15) Test 1 (10/10/16)

School Guard (4/11/16)

Traffic Signal Technician (4/24/15)

The Secretary briefed the Commission regarding this request, and requested that the Gas Construction Worker (4/14/15) and Gas Field Service Representative (4/23/15) eligible lists be removed from the expiring eligible list.

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Phyllis Arias

Absent: 2 - Robin Perry and Rick McGilton-McGlamery

UNFINISHED BUSINESS

The Secretary informed the Commission that Vice President Arias' request that educational requirements for promotional opportunities be placed on the agenda for discussion will be placed on an upcoming Commission agenda.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

The Secretary informed the Commission that the Kandice Taylor-Sherwood and Crystal Slaten were at the Emergency Communications Operations Center, attending a Disaster Preparedness and Emergency training. He also informed the Commission that Civil Service will be attending the City's Innovation Week at the Long Beach Convention Center, highlighting Civil Service innovations.

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

NEW BUSINESS

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.

បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរៀបរៀង និងកំណត់ហេតុឲ្យ អ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅ ការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹង ចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។