

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

**WEDNESDAY, OCTOBER 19, 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:

Kandice Taylor-Sherwood, Executive Director & Secretary
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
Dana Kelly, Personnel Analyst, Human Resources

FLAG SALUTE

1. 16-181CS **Recommendation to approve minutes:**
Regular Meeting of October 5, 2016

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, Robin Perry and Phyllis Arias

Absent: 1 - Rick McGilton-McGlamery

CONSENT CALENDAR (2-6):

Passed the Consent Calendar

On behalf of the Commission, the Secretary presented a Certificate of Appreciation to Marilyn Hall, Executive Assistant, Civil Service Department, in recognition of 30 years of dedicated service to the citizens and City of Long Beach. She also made presentations on behalf of her and the Commission. The Commission thanked Ms. Hall for her service and congratulated her on her retirement.

A motion was made by Commissioner Smith Watts, seconded by Commissioner Perry, to approve Consent Calendar Items. 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. 16-182CS

Recommendation to approve examination results:

Civil Engineer (Established 10/14/16) - 23 Applied, 23 Qualified
Communication Specialist (Established 10/4/16) - 78 Applied, 19 Qualified
Electrician (Established 10/5/16) - 11 Applied, 11 Qualified
General Librarian (Established 10/12/16) - 98 Applied, 67 Qualified
Petroleum Operations Coordinator (Established 10/7/16) - 56 Applied, 21 Qualified
Project Scheduler (Established 10/5/16) - 113 Applied, 11 Qualified
Public Health Nutritionist (Established 10/10/16) - 44 Applied, 6 Qualified
Special Services Officer (Established 10/10/16) - 26 Applied, 26 Qualified
Survey Technician (Established 10/5/16) - 51 Applied, 11 Qualified

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

3. 16-183CS

Recommendation to receive and file bulletins:

Communications Center Supervisor
Deputy Fire Marshal
Public Safety Dispatcher
Senior Survey Technician

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

4. 16-184CS

Recommendation to receive and file retirements:

Lynette Ferenczy/Planner IV/Development Services (23 yrs., 9 mos.)
Kenneth Sutton/Police Officer/Police (29 yrs., 5 mos.)
Hugo Cortes/Police Officer/Police (24 yrs., 7 mos.)

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

5. 16-185CS

Recommendation to receive and file resignations:

*Robert McDonald/Customer Services Supervisor 1/Public Works
(15 yrs., 5 mos.)
Olevia Labeeb/Public Safety Dispatcher I/Disaster Preparedness &
Emergency Communication (2 mos., 20 days)
Theodore Clausell/Maintenance Assistant I/Airport (26 days)
Ryan Shemo/Police Recruit/Police (17 days)
Gino Jones/Customer Service Representative III/Long Beach
Gas & Oil (1 yr., 4 mos.)
David Arcila/Police Recruit/Police (17 days)
Jose Santos Rodriguez/Police Recruit (17 days)
Arlene Johnson/Permit Technician I/Development Services
(1 yr., 1 mo.)
Christopher Malray/Ambulance Operator/Fire (7 mos., 20 days)
Larry Fleet/Police Officer/Police (3 yrs., 4 mos.)
Christopher Paolini/Airport Operations Specialist II/Airport
(4 yrs., 11 mos.)*

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

6. 16-186CS

Recommendation to approve transfers:

*Christine Best/Administrative Analyst II/Financial Management to
Administrative Analyst III/Public Works
Luz Flores/Maintenance Assistant I/Public Works to Maintenance
Assistant I/Airport*

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

REGULAR AGENDA

7. 16-187CS **RECOMMENDATION FOR PROVISIONAL APPOINTMENT - Jane Hermesen and Chuck Querido, Mechanical Engineer**
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 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

8. 16-188CS **RECOMMENDATION FOR SELECTIVE CERTIFICATION - Administrative Aide**
Communication from Marie Knight, Director of Parks, Recreation & Marine

The Secretary briefed the Commission regarding this request.

Ken Campbell, Personnel Officer, Parks, Recreation & Marine 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: 4 - Charles Hicks, Carolyn M. Smith Watts, Robin Perry and Phyllis Arias

Absent: 1 - Rick McGilton-McGlamery

9. 16-189CS **RECOMMENDATION FOR SELECTIVE CERTIFICATION -**
Administrative Analyst
Communication from Cynthia Stafford, Deputy Director - Human Resources

The Secretary briefed the Commission regarding this request.

Dana Kelly, Personnel Analyst, Human Resources, was present to answer Commission questions.

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

10. 16-190CS **RECOMMENDATION TO APPROVE PROTEST OF WRITTEN EXAMINATION ITEMS - Fire Engineer**
Staff Report prepared by Lourdes Ferrer, Administrative Analyst

Lourdes Ferrer, Administrative Analyst, briefed the Commission regarding the protested questions.

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

11. 16-191CS **RECOMMENDATION TO APPROVE PROTEST OF WRITTEN EXAMINATION ITEMS - Engineering Aide**
Staff Report prepared by Deborah McCluster, Personnel Analyst

This CS-Agenda Item was withdrawn.

12. 16-192CS

RECOMMENDATION TO APPROVE EXAMINATION RESULTS

Police Recruit - NTN Examination (Established 10/5/16) - 530

Applied, 175 Qualified

*Police Recruit - Post Waiver (Established 10/4/16) - 98 Applied, 59
Qualified*

David Espinoza, Assistant Administrative Analyst, briefed the Commission on the Police Recruit recruitment and examination, providing a breakdown of the appliant pool.

The Commission suggested that staff do a survey on the success rate of NTN candidates vs Post candidates in the academy.

**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

UNFINISHED BUSINESS

The Secretary informed the Commissioner Hicks that the Special Services Officer classification is still being discussed.

Ms. Slaten informed Commission that she will be meeting with the Police Department on rating panels for the Clerk Supervisor's interviews.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten informed the Commission that Recruitment and Selection Division staff has been busy attending recruitment job fairs. She stated that Shellie Goings, Personnel Analyst, attended the California Expo Center recruitment, which focused on recruiting women as Fire Recruits. She also stated that she would be meeting with Fire Department staff for a de-briefing on the recent Fire Recruit, and that that she and Ms. Taylor-Sherwood will be attending a veterans' job fair in San Diego on Monday.

Ms. Goings briefed the Commission regarding the California Expo Center Job Fair that she attended, stating that cities from Northern and Southern California were represented. She also stated that the expo was very well attended by women.

Ms. McDonald thanked user departments for allowing employees to participate in the pilot test for Customer Service Representative. She also informed the Commission that she attended a NeoGov Conference in Las Vegas last week, which was very informative. Ms. McDonald congratulated Ms. Hall on her retirement.

Mr. Pfingsthorn also congratulated Ms. Hall and thanked her for her service to Civil Service Department

The Secretary informed the Commission that she participated in the Disability Employee Month Mentor an Employee, where she mentored an employee for the day. She also acknowledged the work Ms. McDonald did on the Customer Service Representative pilot examination process. She thanked David Esponiza, Assistant Administrative Analyst, and Lourdes Ferrer, Administrative Analyst, for the excellent work they did in their presentation. The Secretary acknowledged Deborah McCluster, Personnel Analyst for partnering with Crystal Slaten, Recruitment & Selection Officer regarding recruitment methods and contacts for recruiting. She thanked Ms. Slaten for the excellent job she is doing with the recruiting.

The Secretary also informed the Commission that she attended a Youth Leadership Long Beach Retreat with high school students participating in Youth Leadership Long Beach. She stated that it is important to have programs for students, starting in middle school, teaching kids about opportunities that exist in classified City service, and that she is interested in starting a program focusing on middle and high school students.

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 acknowledged staff for the outstanding job they are doing in the community participating in Job Fair and keeping the community informed regarding employment opportunities with the City.

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 សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យស្ម័គ្រចិត្តតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។