

**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

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**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. Vestermark/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 Pfingsthorn, 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 Arias requested that requiring the educational requirements for promotional bulletins be agendaized for the next Commission meeting.

**MONTAGE PRESENTATION – Caprice McDonald, Special Projects Officer**

**ADJOURNMENT**



NOTE:

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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.

បើមានការចង់បានឱ្យមានការបកប្រែឯកសារស្តីពីរបៀបរៀបរៀង និងកំណត់ហេតុឱ្យ អ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅ ការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹង ចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។