

**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

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**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 Nazaroff/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.

បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ និងកំណត់យុត្តិធម៌ អ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅ ការិយាល័យស្មើនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹង ចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។