

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

**WEDNESDAY, JANUARY 4, 2017
HARBOR DEPARTMENT INTERIM
ADMINISTRATION BUILDING - BOARD ROOM
4801 AIRPORT PLAZA DRIVE,
LONG BEACH, CALIFORNIA, 90815, 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 Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick
Present: McGilton-McGlamery

Commissioners Charles Hicks
Absent:

Kandice Taylor-Sherwood, Executive Director & Secretary
Robert Pfingsthorn, Administrative Officer
Caprice McDonald, Special Projects Officer
Maria Alamo, Executive Assistant
Monica Kilaita, Deputy City Attorney
Lourdes Ferrer, Administrative Analyst
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
David Espinoza, Assistant Administrative Analyst
Carolyn Pen, Administrative Intern
Margaret Huebner, Direct of Human Resources, Harbor
Stacey Lewis, Assistant Director of Human Resources, Harbor
Richard Brandt, Deputy Chief, Fire
Liz Griffin, Commander, Police
Corey Forrester, Superintendent of Marine Maintenance, Parks
David Khorram, Superintendent of Building and Safety, Development Services
Frank Ramirez, Refuse Superintendent, Public Works

FLAG SALUTE

1. 17-001CS **Recommendation to approve minutes:**
Regular Meeting of December 21, 2016

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

Yes: 4 - Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and Rick McGilton-McGlamery

Absent: 1 - Charles Hicks

CONSENT CALENDAR (2-6):

Passed the Consent Calendar

A motion was made that these files be approved by consent voice vote.

2. 17-002CS **Recommendation to approve examination results:**
Civil Engineer (Established 12/20/16)

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

3. 17-003CS **Recommendation to receive and file bulletin(s):**
Housing Specialist

Commissioner Arias commented on the practice of not requiring a High School Diploma especially when the job requires a high level of math and writing.

Commissioner Perry commented on the language of the requirements to file and recommended in the future to change the language in the requirements to file.

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

4. 17-004CS

Recommendation to receive and file retirement(s):

*Dale Wiersma/Principal Building Inspector/Development Services
(30 yrs., 23 days)*

Luis Rodriguez/Fire Captain/Fire (32 yrs., 1 mo.)

James Gilbert/Fire Engineer/Fire (30 yrs., 30 days)

Claudia Miller/Special Services Officer III/Harbor (13 yrs., 9 mos.)

*Richard Olson/Harbor Maintenance Mechanic II/Harbor
(34 yrs., 5 mos.)*

Si Chang/Registered Nurse II/Health (29 yrs., 9 mos.)

*Andrew Nakamura/General Maintenance Assistant/Parks
(32 yrs., 5 mos.)*

Mark Kosoy/Police Sergeant/Police (29 yrs., 7 mos.)

Robert Razo/Police Sergeant/Police (29 yrs., 7 mos.)

Jean Soriano/Clerk Typist III/Police (15 yrs., 8 mos.)

*Darryl Jenkins/Mechanical Equipment Stock Clerk I/Public Works
(24 yrs., 4 mos.)*

*Cheryl Black/Special Services Officer IV/Public Works (28 yrs., 1
mo.)*

*John Harris/Maintenance Assistant III/Public Works (22 yrs., 11
mos.)*

On behalf of the Commission, the Secretary presented a Certificate of Appreciation to Dale Wiersma/Development Services (30 years, 23 days), Luis Rodriguez/Fire (32 years, 1 month), Andrew Nakamura/Parks (32 years, 5 months), Mark Kosoy/Police (29 years, 7 months) and Cheryl Black/Public Works (28 years, 1 month) for their dedicated service to the citizen and City of Long Beach. Representatives from their departments were present and spoke on their behalf.

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

5. 17-005CS

Recommendation to receive and file resignation(s):

Patrick Fitzgerald/Plumber/Harbor (1 yr., 11 mos.)

Quan Luo/Civil Engineer/Public Works (2 yrs., 9 mos.)

Daniel Mazzoni/Police Officer/Police (8 mos., 20 days)

Ike Espinoza/Refuse Operator I/Public Works (7 mos., 8 days)

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

6. 17-006CS

Recommendation to approve transfer(s):

Craig Wong, Environmental Health Specialist IV/Development

Services to Environmental Health Specialist IV/Health

A motion was made to approve recommendation on the consent agenda. BY VOICE VOTE

REGULAR AGENDA

7. 17-007CS **PROTEST OF DISQUALIFICATION FROM EXAMINATION** - Civil Engineering Associate
- a. Communication from Yidnekachew Alemu
 - b. Staff report prepared by Lourdes Ferrer, Administrative Analyst

The Secretary briefed the Commission regarding this request.

Mr. Alemu was present and addressed the Commission, he stated in 2011 he qualified to take the examination with three years of experience and it did not required the certification. Mr. Alemu stated he took and pass the test to attain the certification but did not pay the required fee to receive a certificate. Mr. Alemu said he thought it was not required to submit a copy of the certificate.

Ms. Ferrer informed the Commission of the requirements to file and also informed the Commission since 2011 the requirements did change.

Commissioner Smith Watts asked Mr. Alemu if he was aware of the new requirements to file. Mr. Alemu said yes. He said he contacted the State Board to attain his certificate and submitted a copy of the email showing the certificate number. Ms. Ferrer advised the Commission the email was submitted after the deadline.

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

Yes: 3 - Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

No: 1 - Robin Perry

Absent: 1 - Charles Hicks

8. 17-008CS **PROTEST OF DISQUALIFICATION FROM EXAMINATION -**
Supervisor-Waste Operations
a. Communication from Thomas Marshall
b. Staff report prepared by Lourdes Ferrer, Administrative Analyst

The Secretary briefed the Commission regarding this request.

Mr. Marshall was present and addressed the Commission. Mr. Marshall advised the Commission his additional experience as Acting Refuse Supervisor should count. Mr. Marshall also advised the Commission he would fill in for his supervisor for a couple of hours after his supervisor's end of shift for a period of time. The Secretary, Ms. Taylor-Sherwood advised the Commission past practice has been that any time spent in an acting capacity in a classification is not counted as qualifying experience because no seniority was earned in the necessary classification.

The Commission requested clarification of higher class pay. Mr. Russ Ficker informed the Commission of the requirements and procedure to receive higher class pay. Mr. Ficker clarified Mr. Marshall did serve in an acting capacity and did receive higher class pay.

A motion was made by Commissioner Smith Watts, seconded by Vice President Arias, to approve recommendation. The motion failed by the following vote:

Yes: 1 - Carolyn M. Smith Watts

No: 2 - Robin Perry and Rick McGilton-McGlamery

Abstain: 1 - Phyllis Arias

Absent: 1 - Charles Hicks

After further discussion, a motion was made.

A motion was made by Commissioner Perry, seconded by President McGilton-McGlamery, to deny recommendation. The motion carried by the following vote:

Yes: 2 - Robin Perry and Rick McGilton-McGlamery

No: 1 - Carolyn M. Smith Watts

Abstain: 1 - Phyllis Arias

Absent: 1 - Charles Hicks

9. 17-009CS **RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING
ELIGIBLE LISTS (6 months)**

Business Systems Specialist Test 3 (7/21/16)
Customer Service Representative (3/12/14) - 2 months
Office Automation Analyst (4/15/15)
Office Systems Analyst Test 1 (10/5/15)
Office Systems Analyst Test 2 (10/16/15)
Painter (4/7/15)
Parking Control Checker (1/15/16)
Police Recruit (NTN) Test 2 (7/12/16)
Port Security System Operator Test 1 (7/6/15)
Public Health Nutritionist Test 5 (7/12/16)
Public Health Nutritionist Test 6 (7/26/16)
Recreation Assistant (7/29/15)
Registered Nurse Test 6 (7/29/16)
Senior Accountant (7/6/16)
Senior Civil Engineer Test 3 (7/13/16)
Special Services Officer Test 3 (7/26/16)
Supervisor - Stores & Property (1/22/16)
Welder (1/14/16)

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

Yes: 4 - Carolyn M. Smith Watts, Robin Perry, Phyllis Arias and
Rick McGilton-McGlamery

Absent: 1 - Charles Hicks

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. McDonald informed the Commission she completed the Manager's Training Certificate and thanked Ms. Taylor-Sherwood for the opportunity to attend.

Ms. Pen provided the Commission with an update of Customer Service Representative recruitment.

Mr. Espinoza provided the Commission with an update of the Police Recruit Recruitment. The Commission requested information of the dates of the examination.

Ms. Taylor-Sherwood informed the Commission, she will be represented Civil Service at the WRIPAC Business Meeting next week.

UNFINISHED BUSINESS

NEW BUSINESS

Commissioner Smith requested follow up on the Policy Change Meetings. Commissioner Smith suggested Civil Service identify those policies that need revision and set up meetings to revise and update them. Ms. Taylor-Sherwood provided information on the past meetings and will begin the meetings again.

Commissioner Perry requested information on the Acting process internally and clarification on how are employees are credited as compared to outside applicants.

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

Ms. Huebner welcomed the Commission and Civil Service. Ms. Huebner complimented Ms. Taylor-Sherwood and staff for their efforts in implementing change. She extended the invitation to again use the Harbor Department for Civil Service Commission meetings.

On behalf of the Commission, Commissioner Perry thanked the Harbor Department for hosting 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.

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