NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, MARCH 3, 2010, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

AGENDA

1. **MINUTES** – Regular meeting of February 24, 2010

2. **REQUEST FOR TRANSFER AND TEMPORARY REASSIGNMENT FOR REHABILITATION** – Adam Meirovitz, Special Services Officer, Public Works to Clerk Typist III, Police
   a. Communication from Deborah R. Mills, Acting Director of Human Resources
   b. Staff report prepared by Lourdes Ferrer, Personnel Analyst

3. **REQUEST TO REVERT TO FORMER CLASSIFICATION** – Danielle Vigil, Customer Services Supervisor to Customer Service Representative
   a. Communication from Lori Ann Farrell, Director of Financial Management
   b. Communication from Danielle Vigil, Customer Services Supervisor
   c. Staff report prepared by Donna deAraujo, Assistant Administrative Analyst

4. **EXAMINATION RESULTS**
   Business Systems Specialist
   Department Librarian
   General Librarian

5. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
   Carpenter
   Engineering Aide

6. **RETIREMENT** – Judith Hess/Public Health Nurse Supervisor/Health (17 yrs., 29 days)

7. **RESIGNATIONS**
   Victor Martinez/Animal Control Officer I/Health (3 yrs., 3 mos.)
   Gwendolyne Castro/Assistant Administrative Analyst/Harbor (1 yr., 2 mos.)
   Jamie Hendricks/Public Safety Dispatcher I/Fire (4 mos., 12 days)
   Nicole Avalos/Clerk Typist III/Police (3 yrs., 3 mos.)
   Moniek Pointer/Public Health Professional II/Health (7 yrs., 3 mos.)
   John Hill/Park Ranger I/Parks (6 yrs., 3 mos.)

8. **TRANSFERS**
   Sandra Aguilar/Assistant Administrative Analyst I/Harbor to Assistant Administrative Analyst II/Public Works
   Crystal Slaten/Administrative Analyst III/Community Development to Administrative Analyst III/Police
   Staff report prepared by Diane Dzodin, Administrative Officer

9. **MANAGERS' REPORT**

10. **UPDATE ON PUBLIC SAFETY STAFFING REQUEST FOR BUDGET ADJUSTMENT**

11. **NEW BUSINESS**

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

NO HEARING

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
FEBRUARY 24, 2010

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, February 24, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert, Carolyn Smith Watts

MEMBER EXCUSED:

OTHERS PRESENT:
Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Mary Eme, Personnel Analyst, Human Resources

President F. Phil Infelise presided.

MINUTES: The Secretary requested that the minutes be amended to include the following language added to the General Librarian Job Opportunity Bulletin "effectively relate to a multicultural, multiethnic population". After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the minutes of the regular meeting of February 17, 2010, be approved as amended. The motion carried by a unanimous roll call vote.

PROTEST OF EXAMINATION ITEMS: <u>POLICE SERGEANT</u>

The Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst, regarding the disposition of protested questions from the Police Sergeant examination, administered on February 17, 2010. Ms. McDonald briefed the Commission regarding the protests. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Haubert and carried that the recommended disposition of the protested questions be approved and the affected persons be so notified. The motion carried unanimously.

PROTEST OF EXAMINATION ITEMS: **FIRE CAPTAIN**

The Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst, regarding the disposition of protested questions from the Fire Captain examination, administered on February 17, 2010. Mr. Pfingsthorn briefed the Commission regarding the protests. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the recommended disposition of the protested questions be approved and the affected persons be so notified. The motion carried unanimously.

EXAMINATION RESULTS:

PARK MAINTENANCE SUPERVISOR – 41 Applied, 10 Qualified

It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the subject examination results be approved. The motion carried by a unanimous roll call vote.

EXTENSION OF EXPIRING ELIGIBLE LISTS:

It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the following eligible lists be extended for an additional six months, with the exception of Payroll Specialist and Senior Civil Engineer, to be extended for three months and System Technician, to be extended for two months. The motion carried by a unanimous roll call vote.

Civil Engineering Assistant (9/02/09, 9/23/09 & 9/30/09)
Payroll Specialist **(3 months)**
Public Health Nutritionist (3/04/09)
Senior Civil Engineer **(3 months)**
Systems Technician (3/04/09 & 3/18/09) **(2 months)**

RESIGNATION:

MAROM MAY/AMBULANCE OPERATOR/FIRE

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the subject resignation be received and filed. The motion carried by a unanimous roll call vote.

TRANSFER:

JEREMY LONG/GARAGE SERVICE ATTENDANT I/WATER TO GARAGE SERVICE ATTENDANT I/PUBLIC WORKS

The Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer, regarding the subject transfer between departments. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, introduced Tiana Taylor, to the Commission. She stated that Ms. Taylor is from the ARRA Program coordinated through the Pacific Gateway Workforce Investment Network, and will be with the department through September 2010. The Commission welcomed Ms. Taylor to the Department.

Melinda George, Deputy Director, recognized staff for their excellent work conducting the Police Sergeant and Fire Captain written examinations, and the protests of examination items.

The Secretary informed the Commission that he conducted Performance Evaluation Appraisal Training for the City of Long Beach Leadership Academy on Thursday, February 18, 2010. He stated that Civil Service Department management staff also conducts the Civil Service Rules and Regulations and Selective Interview training classes for the academy.

COMMENTS FROM PUBLIC:

Rob Pfingsthorn, Personnel Analyst, thanked Sal Ambriz, Personnel Analyst and Donnell Russell, Clerk Typist for their assistance in the administration of the Fire Captain examination.

Caprice McDonald, Personnel Analyst, thanked Lourdes Ferrer, Personnel Analyst, Donna deAraujo, Assistant Administrative Analyst and Sharon Hamilton, Administrative Aide, for their assistance in the administration of the Police Sergeant examination.

ADJOURNMENT: There being no further business before the Commission, President Infelise adjourned the meeting.

MARIO R. BEAS
Secretary

MRB:meh

City of Long Beach
Working Together to Serve

Memorandum

Agenda Item No. 2

Date: February 24, 2010

To: Civil Service Commission

From: Deborah R. Mills, Acting Director of Human Resources

Subject: **Temporary Reassignment for Rehabilitation of Adam Meirovitz to the Police Department as a Clerk Typist III**

Mr. Meirovitz, a Special Services Officer in the Public Works Department, suffered a work related injury on September 2, 2006, when he was struck by a vehicle (at slow speed). On November 6, 2009, Mr. Meirovitz was found to be permanent and stationary by the Agreed Medical Examiner (AME) Dr. Ray L. Craemer with permanent medical restrictions. Dr. Craemer also opined that Mr. Meirovitz was not able to perform the essential functions of his position and was considered a Qualified Injured Worker.

Through the Interactive Process, we concurred with the AME that Mr. Meirovitz could not perform the essential functions of his position with or without accommodation.

Mr. Meirovitz has been offered a new position and we believe that he can be reasonably expected to be able to physically perform the duties of a Clerk Typist III in the Police Department. We have requested Dr. Darryl Sexton's concurrence with the findings of the AME, and are therefore proceeding pending Dr. Sexton's approval.

In accordance with Administrative Regulation 36-2 Rehabilitation In Lieu of Separation of Injured Employees who have been Deemed Incapable, the Department of Human Resources and the Public Works Department requests the Civil Service Commission approve the reassignment of Mr. Meirovitz for rehabilitation under Section 63(5).

Attachments

RECEIVED
2010 FEB 24 PM 5:20
CIVIL SERVICE DEPT.

CC: Azucena M. Coronel de Ramos – Citywide Return to Work Coordinator
Karen Owens – Police Department
Cynthia Stafford, Administrative Officer – Public Works Department
Adam Meirovitz

DATE: March 3, 2010

TO: Civil Service Commission

FROM: Lourdes Ferrer, Personnel Analyst

SUBJECT: REQUEST FOR TEMPORARY REASSIGNMENT AND TRANSFER FOR REHABILITATION — ADAM MEIROVITZ

Correspondence has been received from Deborah R. Mills, Acting Director of Human Resources, requesting the temporary reassignment and transfer, for the purpose of rehabilitation, of Adam Meirovitz, Special Services Officer, Public Works Department, to the position of Clerk Typist in the Police Department. Staff has reviewed this request and recommends Commission approval in accordance with Article VI, Sections 63(5) and 64 of the Civil Service Rules and Regulations.

Facts for Consideration:

- Mr. Meirovitz was hired by the City on December 4, 2000 as a Communications Dispatcher. On March 10, 2001, prior to earning permanent status in this classification, he was selected from the Security Officer (retitled Special Services Officer) eligible list. He earned permanent status as a Security Officer on October 1, 2001.
- On Novermber 6, 2009, Mr. Meirovitz was found to be permanent and stationary with permanent medical restrictions by the Agreed Medical Examiner (AME), Dr. Ray L. Craemer.
- On February 23, 2010, Azucena M. Coronel de Ramos, Workers' Compensation Program Officer, sent a communication to Dr. Darryl Sexton, Occupational Health Officer, informing him of the AME's findings and indicating that a Clerk Typist III position in the Police Department was offered to Mr. Meirovitz. Ms. Coronel de

Ramos states that her office believes Mr. Meirovitz can perform the duties of a Clerk Typist.

- Dr. Darryl Sexton is unavailable until Monday, March 1, 2010. His office is currently in possession of the AME's findings and the recommendations of the Workers' Compensation Program Officer. Dr. Sexton will evaluate the essential functions of the Clerk Typist position and Mr. Meirovitz's ability to successfully perform those duties. Staff anticipates having his evaluation of the reassignment prior to the Commission meeting and will provide updated information to the Commission at that time.
- The Training Plan Outline submitted by the Police Department describes the goals and objectives, training methods, and criteria necessary to measure the satisfactory completion of the employee's assignment.
- Mr. Meirovitz will be temporarily reassigned to the Clerk Typist classification with the Police Department using Requisition # PD 08-48.
- There is one individual on the existing priority list for this classification, set to expire on May 16, 2011; the candidate has waived the opportunity to be considered for this vacancy.
- In most cases, when a reassignment for rehabilitation is completed, it is requested that the employee be permanently assigned to the new classification. At that time, a request for permanent assignment must be submitted to the Commission for approval.

Mr. Meirovitz has been contacted and is in agreement with the Temporary Reassignment and Transfer for Rehabilitation request. Staff has informed the Public Works and Police Department and the City's Permanent Disability Accommodation

Program that this request will be on today's agenda and representatives will be present to respond to any questions.

LF Reassignment for Rehab (PW: MEIROVITZ)

City of Long Beach
Working Together to Serve

Memorandum

Agenda Item No. 3

RECEIVED
2010 FEB 23 PM 4:36
CIVIL SERVICE DEPT.

Date: February 26, 2010

To: Civil Service Commission

From: Lori Ann Farrell, Director of Financial Management

Subject: Employee Request for Reversion to Former Classification

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The Department of Financial Management supports the request of current Customer Services Supervisor Danielle Vigil to revert to her former classification of Customer Service Representative III, effective March 13, 2010. Ms. Vigil is an employee in good standing and she will fill certified open requisition 09-01 in the Financial Services Division of our Department (see attachment).

Thank you for your approval of this request.

Attachment

LAF:JCZ

City of Long Beach
Working Together to Serve

Memorandum

Date: February 17, 2010

To: Civil Service Commission

From: Danielle Vigil, Customer Services Supervisor DV

Subject: **Voluntary Reversion**

I would like to voluntary request a reversion to my prior Customer Service Rep III classification effective March 13, 2010 to Financial Services. I understand this also means as a permanent Supervisor, I will remain having the option to apply and transfer to future Customer Services Supervisor positions if they open.

I feel the Billing and Collections type of operations is my field of expertise and suits a better fit. The reward in bringing revenue to the City's budget is my passion.

Thank you for understanding and giving me the opportunity to work with your division as a Customer Services Supervisor. This opportunity has allowed me to be cross-trained and further grow within the FM bureau. I have gained more knowledge, skill and understanding in another part of the City's operations.

CC: PAM HORGAN, MANAGER, COMMERCIAL SERVICES
JOHN ZANIER, ADMINISTRATIVE SERVICES OFFICER
GEORGETTE WITTMAN, PAYROLL/PERSONNEL ASST.

RECEIVED
2010 FEB 17 PM 4:27
CIVIL SERVICE DEPT.

DATE: March 3, 2010

TO: Civil Service Commission

FROM: Donna deAraujo, Assistant Administrative Analyst

SUBJECT: REQUEST TO RETURN TO FORMER CLASSIFICATION – DANIELLE VIGIL, CUSTOMER SERVICES SUPERVISOR TO CUSTOMER SERVICE REPRESENTATIVE

Correspondence has been received from Lori Ann Farrell, Director of Financial Management, and Danielle Vigil, Customer Services Supervisor, requesting Commission approval to return Ms. Vigil to her former classification of Customer Service Representative. Staff has reviewed this request and recommends Commission approval in accordance with Section 67(1) of the Civil Service Rules and Regulations.

Facts for Consideration:

- Ms. Vigil began her career with the City as a Customer Service Representative in the Financial Management Department on March 19, 2001, and subsequently attained permanent status on November 30, 2001. On March 14, 2009, she was hired from the Customer Services Supervisor promotional list by the Financial Management Department and attained permanent status on October 7, 2009.
- Personnel Requisition 09-01 has been received in the Civil Service Department and is available to accommodate Ms. Vigil's return as a Customer Service Representative in the Commercial Services Bureau of the Financial Management Department.
- The Financial Management Department and Ms. Vigil concur with this request and have been informed that this item will be on today's agenda.

DMD
Vigil Return to Former Class 3-10 Doc

Agenda Item No. 8

DATE: March 3, 2010

TO: Civil Service Commission

FROM: Diane Dzodin, Administrative Officer

SUBJECT: REQUEST FOR TRANSFERS OF SANDRA AGUILAR, ASSISTANT ADMINISTRATIVE ANALYST AND CRYSTAL SLATEN, ADMINISTRATIVE ANALYST

The Harbor Department and the Public Works Department have agreed to transfer Sandra Aguilar, Assistant Administrative Analyst I, from the Harbor Department to the Public Works Department as an Assistant Administrative Analyst II. Ms. Aguilar concurs with the transfer.

The Community Development Department and the Police Department have agreed to transfer Crystal Slaten, Administrative Analyst III, from the Community Development Department to the Police Department as an Administrative Analyst III. Ms. Slaten concurs with the transfer.

Pursuant to Section 64 of the Civil Service Rules and Regulations, staff is recommending Commission approval of the above transfers of Sandra Aguilar to the Public Works Department and Crystal Slaten to the Police Department.