



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

**Council Chambers – 3300 Newport Boulevard, Building A
Monday, July 2, 2012 – 5:00 PM**

Civil Service Board Members:

**Debra Allen
Douglas Coulter
Mickey Dunlap
Hugh Logan
Maiqual Talbot**

Staff Members:

**Terri L. Cassidy, HR Director & Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director**

- 1) CALL MEETING TO ORDER (5:00 PM)**
- 2) ROLL CALL**
- 3) FLAG SALUTE**
- 4) OFFICIAL ANNOUNCEMENT OF BOARD MEMBERS APPOINTED TO THE CIVIL SERVICE BOARD AT THE JUNE 26, 2012 COUNCIL MEETING – TERRI L. CASSIDY**
- 5) CHAIRPERSON ELECTION – CONDUCTED BY TERRI L. CASSIDY**
- 6) VICE CHAIRPERSON ELECTION – CONDUCTED BY TERRI L. CASSIDY**
- 7) PUBLIC COMMENTS**

Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Civil Service Board. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state

This Civil Service Board is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Civil Service Board's agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Civil Service Board and items not on the agenda but are within the subject matter jurisdiction of the Civil Service Board. The Civil Service Board may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3005 or cityclerk@newportbeachca.gov.

your name for the record. The Civil Service Board has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

8) CONSENT CALENDAR

a. APPROVAL OF MINUTES

Regular Meeting of June 4, 2012 – Waive reading subject Minutes, approve as written and order filed.

b. INFORMATIONAL ITEMS

- i. Firefighter Eligibility List
- ii. Lateral Police Officer Eligibility List

9) CURRENT BUSINESS

A. Oral Reports

- 1. Secretary to the Board – Terri L. Cassidy, Human Resources Director
 - a. Charter Update Status
 - b. Recruitment Procedure for Classifications Having both Full-time and Part-time Positions
- 2. Fire Department – Scott Poster, Fire Chief
- 3. Police Department – Jon Lewis, Police Lieutenant

7) CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

8) ADJOURNMENT



CIVIL SERVICE BOARD MEETING MINUTES

DATE: Monday, June 4, 2012
5:00 PM, Regular Meeting

BOARD: Debra Allen, Chairperson
James "Mickey" Dunlap, Vice Chairperson
Doug Coulter, Board Member
Hugh Logan, Board Member
M.D. Talbot, Board Member

STAFF: Lauren Farley, Acting HR Director and Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

1. REGULAR MEETING CALLED TO ORDER – 5:00 PM

Vice Chair Dunlap called the regular meeting to order.

2. ROLL CALL

- Ms. Ramirez announced that Vice Chair Dunlap and Board Members Coulter and Logan were present. Chair Allen and Board Member Talbot had excused absences. The Board had a quorum.
- City Attorney Aaron Harp was present for legal matters.

3. THE PLEDGE OF ALLEGIANCE

The flag salute was led by Board Member Logan.

4. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Brian McDonough, President of the Newport Beach Firefighters' Association (NBFA), informed the Board that the NBFA is partnering with the Steven Siller Tunnels to Tower Foundation to host a 5k run Sunday, September 16, at the Newport Dunes. Steven Siller was a New York Firefighter who gave his life in the 9/11 attack of the Twin Towers.

The money raised by the event will be given to the children who have lost a parent, firefighters, and military who have been seriously injured and sacrifice their quality of life in the line of duty.

5. APPROVAL OF MINUTES

A Motion was made by Board Member Logan to approve the May 7, 2012 Meeting Minutes with no corrections. Board Member Coulter seconded the Motion. It was approved 3 Ayes, 0 No.

6. CURRENT BUSINESS

A. Oral Reports

1. Secretary's Report – Lauren Farley, Acting HR Director and Secretary to the Board, reported:

- a) Human Resources and the Information Technology Department have are working together to determine and compile the necessary employee data so that Performance Pro (company chosen for the new Employee Performance Evaluation system) may begin to upload the information into the new system. Our goal is to have the system reading to use by January 2013.

2. Fire Department's Report – Scott Poster, Fire Chief, reported:

- a. The Fire Department distributed their new organizational chart, which clearly depicts the three divisions – Fire Operation, Marine Operations, and Life Safety Operations. Chief Poster gave a brief description of the reorganizational changes.

- b. Marine Operations Update:
- i. Fire and Lifeguard Staff Members performed Quarterly Search and Rescue Training at the beach. This training involves a simulated rescue of a person buried/trapped under the sand.
 - ii. Seasonal Lifeguard, Tamua Anae, has been selected to represent the United States Women's Water Polo Team, as a goalie, in the 2012 Summer Olympics in London.
 - iii. Former Lifeguard Captain Al Irwin has been honored with his name attached to the Academic Center at the University of Irvine. Mr. Irwin began his Lifeguard career for the City of Newport Beach in the 1930's and helped build the foundation for athletic programs in Orange County.
 - iv. Memorial Day Statistics
 - Fatalities – 0
 - Rescues – 31
 - Prevents – 2,365 (1,905 Wet/460 Dry)
 - Medical Aid – 129
 - Public Assistances – 3,435
 - Warnings – 444
 - Boat Activity – 1 Rescue and 2 Assists
 - Total Attendance – 248,000
- c. Fire Operations Update:
- i. The Newport Beach Fire Department received the Orange County Emergency Medical Services (OCEMS) Award, May 28, for their successful sand entrapment rescue last summer.
 - ii. Firefighter Recruits finished their physical tests (Biddle Exam) and are scheduled for oral interviews beginning June 19, 2012.
 - iii. Fire Units responded and successfully extinguished a residential fire in Corona del Mar, brush fire near Sage High School, and performed an auto extrication on Coast Highway near Reef Point.

- d. Life Safety Services Update:
 - i. Fire Department partnered with CERT (Community Emergency Response Team) and Police Department to perform an EOC Radio Communications Drill.

- 3. Police Department's Report – Jon Lewis, Police Lieutenant, reported:
 - a. There were no major incidents for the Police Department over the Memorial Day Holiday.
 - b. The Police Department is preparing for the 4th of July deployment and expects a higher level of success this year with the Family Friendly campaign and implementation of LUGO (Loud and Unruly Gathering Ordinance).
 - c. Several Police Officers, including the Chief, participated in the Special Olympics Torch Run Thursday, May 31. Newport Beach picked up the torch from the Laguna Beach Police Department, ran it through town, and handed it off to the Costa Mesa Police Department off of Irvine Avenue.
 - d. Recruitments:
 - i. Lateral and Entry Level Police Officer applicants are still in the Testing phase.
 - ii. In the Background Check of the process are candidates for Police Officer, Police Reserve and Police Dispatcher positions.
 - iii. One Police Recruit just graduated from the Orange County Sheriff's Academy. Three more recruits will begin the Academy June 25.
 - iv. Crime Scene Investigator opened May 25, 2012.

7. CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

None

8. ADJOURNMENT

The meeting adjourned at 5:22 pm.

_____, Chairperson
Civil Service Board



FIREFIGHTER

ELIGIBILITY LIST June 21, 2012

| Rank | Candidate | Rank | Candidate | Rank | Candidate | Rank | Candidate |
|------|------------------------|------|-----------------------|------|---------------------|------|---------------------|
| 1 | Suppe, Dustin | 30 | Barker, Adam | 59 | Linton, Christopher | 85 | Levinson, Travis |
| 2 | Smith, Jordan | 30 | Buckwalter, Kurt | 60 | Binkerd, Robert | 89 | Brown, Matt |
| 3 | Harris, Andrew | 30 | Jauregui, Alex | 61 | Khalili, Daniel | 89 | McClung, Sean |
| 3 | Isambert, Erik | 30 | Reeves, Dane | 62 | Jaspersen, Eric | 89 | O'Dell, Kyle |
| 5 | Braun, Jeffery | 34 | Callinan, Ryan | 62 | Roberts, Sean | 92 | Lee, Cody |
| 6 | Crowley, Colin | 34 | Lindsay, Corey | 62 | Ybarra, Steven | 93 | Brugman, Brandon |
| 6 | Flanders, Benjamin | 36 | Terzo, Anthony | 65 | Cox, Tyson | 94 | Taras, Matthew |
| 8 | Karell, Ryan | 37 | Brown, Johnathan | 65 | Nelson, Michael | 95 | Patterson, Jeffrey |
| 9 | Andrews, Bryan | 37 | Connolly, Christopher | 67 | Janovick, Bryan | 96 | Atencio, Shane |
| 10 | Moore, Daniel | 37 | Zelege, Nathan | 67 | Torres, Carlos | 96 | Castellanos, Ulises |
| 11 | Bettencourt III, James | 40 | Kinnaird, John | 67 | Zimmerman, Daniel | 96 | Castro, Brandon |
| 11 | Skelly, Matthew | 40 | Roach, Andrew | 70 | Coombe, David | 96 | Chavez Jr, Mark |
| 13 | Swenson, Bryan | 42 | Kimoto, Michael | 70 | Heiman, Rory | 96 | Gonzalez, Julian |
| 14 | Natelborg, Matthew | 43 | Cater, Brett | 70 | Russell, Samuel | 96 | Pinedo, Rodolfo |
| 15 | Hagie, Tyler | 43 | Fujimoto, Brian | 70 | Walther, Kenneth | 96 | Purcha, Kyle |
| 16 | Duncan IV, Charles | 43 | Hegg, Andrew | 74 | Vincent, Charles | 96 | Tabbert, Daniel |
| 16 | Kunkle, Jeremy | 46 | Polacek, Timothy | 75 | Csik, David | | |
| 18 | Hardyment, Grant | 47 | Huylar, Steven | 75 | Goodwin, John | | |
| 18 | Hunt, Benjamin | 48 | Bulger, James | 75 | McElvaney, Tyler | | |
| 20 | Williams, Gregory | 48 | Hyde, Timothy | 75 | Miller, Matthew | | |
| 21 | Oberlander, Steven | 48 | Lim, Aaron | 75 | Nievesky, Stephen | | |
| 21 | Smallwood, Timothy | 51 | Gerakos, Nick | 75 | Rodner, Jeffrey | | |
| 21 | Smith, Meghan | 52 | Blaska, Eric | 81 | Laudadio, Jason | | |
| 24 | McCoy, Shaun | 52 | Corona, Nick | 81 | Stewart, Kevin | | |
| 24 | Moreno, Elias | 52 | Hernandez, Richard | 81 | Todorut, Anthony | | |
| 26 | Carnes, Brian | 52 | Stanley, Michael | 84 | Randall, Tyler | | |
| 27 | Ecker, Timothy | 52 | Stroh, Kendra | 85 | Anderson, Eric | | |
| 28 | Fudim, Kendall | 57 | Sais, John | 85 | Ermino, Michael | | |
| 28 | Johnston, Matthew | 58 | Cavanaugh, Sean | 85 | Guenard, Jack | | |

Eligibility List expires June 21, 2013 and may be extended for one additional year.

Approved by: *Sevki Cassidy* Date: 6/26/12



CITY OF NEWPORT BEACH

LATERAL POLICE OFFICER ELIGIBILITY LIST

June 27, 2012

| Rank | Candidate | Oral Date | Rank | Candidate | Oral Date | Rank | Candidate | Oral Date |
|------|------------------|-----------|------|--------------------------|-----------|------|----------------------|-----------|
| 1 | David Mock | 6/27/12 | 16 | Jeff Jacques | 12/6/11 | 33 | Hans-Walter Guenther | 8/17/11 |
| 2 | Shane Stiefel | 5/17/12 | 19 | Francisco Ramirez | 8/17/11 | 33 | Rebeca Fajardo | 6/27/12 |
| 3 | Justin Gildner | 5/17/12 | 20 | Brett Atkins | 8/17/11 | 33 | Matthew Fetch | 6/27/12 |
| 3 | Geoff Sumner | 2/15/12 | 21 | Andrew Spillman | 5/17/12 | 39 | Raul Rodriguez Jr. | 8/17/11 |
| 5 | Ted Petropulos | 8/17/11 | 21 | Abraham Santos | 2/15/12 | 39 | David Fawcett | 4/3/12 |
| 6 | Travis Leever | 12/6/11 | 21 | Philip Milam | 8/17/11 | 41 | Anthony Colston | 8/17/11 |
| 6 | Joseph Harris | 5/17/12 | 24 | Russell Ballantyne | 6/27/12 | 41 | Christopher Boothe | 8/17/11 |
| 6 | Anthony McCarthy | 2/15/12 | 24 | Richardson San Andres | 5/17/12 | 41 | Jerry Sanchez | 8/17/11 |
| 6 | Gabriel Gomez | 2/15/12 | 24 | Thomas Dumaol | 12/6/11 | 41 | Joseph Kelley | 8/17/11 |
| 10 | Michael Gil | 8/17/11 | 28 | Brian Johnson | 8/17/11 | 41 | Kevin Yoo | 8/17/11 |
| 11 | Dudley Ward | 2/15/12 | 28 | Ryan Hutton | 8/17/11 | 41 | Nicholas Botich | 8/17/11 |
| 12 | Albert Carrillo | 8/17/11 | 30 | Steven Morehouse | 5/17/12 | 41 | Steve Kim | 8/17/11 |
| 13 | Brian Lane | 2/15/12 | 31 | Thomas D'Alessandros Jr. | 2/15/12 | 41 | Kevin Monsoor | 6/27/12 |
| 13 | Frank McCutcheon | 12/6/11 | 31 | Jeffrey Guy | 8/17/11 | | | |
| 15 | Kain Gallagher | 8/17/11 | 33 | Matthew Hendricks | 2/15/12 | | | |
| 16 | Robert Tavares | 8/17/11 | 33 | James Herington IV | 2/15/12 | | | |
| 16 | David Brown | 5/17/12 | 33 | Gary Kopsis | 2/15/12 | | | |

Eligibility list expires one year from Oral Date and may be extended one additional year.

Approved by: *Jerru Cassidy* Date: *6/28/12*



**CITY OF NEWPORT BEACH
HUMAN RESOURCES DEPARTMENT**

TO: Debra Allen, Civil Service Board Member
Doug Coulter, Civil Service Board Member
Mickey Dunlap, Civil Service Board Member
Hugh Logan, Civil Service Board Member
Maiqual Talbot, Civil Service Board Member

FROM: Terri L. Cassidy, Human Resources Director
Rebecca Redyk, Human Resources Supervisor

DATE: July 2, 2012

**SUBJECT: ADVISEMENT OF RECRUITMENT PROCEDURE FOR
CLASSIFICATIONS HAVING BOTH PART-TIME/FULL-TIME
POSITIONS**

As the Board is aware, the Police Department, as well as other city departments, has some classifications that are part-time but also full-time in their work schedules. These include Community Services Officers, Dispatchers, and Department Assistants, as examples. The standards for the positions (whether part or full time) are the same and the recruitment should screen for the same skills because the only difference is in the number of hours assigned. The other differences would be in the designated bargaining unit and the benefits available to the employee based upon number of hours/budget designation.

On occasion, employees in a full-time position request to reduce to part-time. In addition, sometimes the Police Department would like to hire someone part-time and then, after sufficient training, increase them to a full-time position. Having flexibility to do this helps avoid costly overtime and eliminates delay in filling a vacancy. It also assists with succession planning efforts to create career ladders for current employees.

This memo is to advise you that the Police Department and Human Resources may open future recruitments concurrent for both full-time and part-time to hire depending on their needs. The testing is the same, but separate lists would be generated and administered appropriately. We are happy to answer any questions you may have and hope you will support this recommendation.