

**CITY OF GLENDALE  
CIVIL SERVICE COMMISSION  
M I N U T E S  
January 25, 2006 at 5:10  
CITY COUNCIL CHAMBERS**

**1. ROLL CALL**

Vice-Chair Gantus called the meeting to order at 5:10 p.m.

**Members present:** Abkarian, Gantus, Garikian                      **Absent:** Coleman

**2. READING OF THE MINUTES**

Action: Reading of the minutes of the meeting of January 11, 2006

No action was taken on this item and will be placed on the agenda for the Civil Service meeting on February 8, 2006 for approval.

**3. ORAL COMMUNICATIONS**

*Discussion is limited to items NOT a part of this agenda. Each speaker is limited to five minutes. Commission may question the speaker, but there will be no debate or decision.*

Ignacio Troncoso, Director of GWP, addressed the Commission to apologize for not attending the last meeting regarding the 3<sup>rd</sup> Notice on the past due report. He said there was a misunderstanding but that this was an important matter. To emphasize this, his department's supervisors were in attendance. He wanted the Commission to know that they understand the importance of timely evaluations.

Commission Abkarian thanked Mr. Troncoso for appearing before the Commission and for showing his commitment and support to the evaluation process.

Commissioner Garikian also commented that it's apparent that Mr. Troncoso takes this matter seriously and he thanked all the supervisors for their attendance.

Vice-Chair Gantus concurred with the other Commissioners and let everyone know that they take this process very seriously and the Commission appreciates their support with timely evaluations.

**4. ELIGIBLE LISTS ESTABLISHED**

No action required

Matt Doyle, Assistant Director – Human Resources presented the Eligible Lists established to the Commission.

**5. CLASS SPECIFICATION FOR APPROVAL – WATER SYSTEM MECHANIC SERIES (CLINE)**

**Action:** Approval of class specification for Water System Mechanic Series as submitted

Mr. Doyle presented the class specification for Water System Mechanic Series for approval.

He explained that the primary revision to this classification is an inclusion of a substitute to meet the minimum requirements for Water System Mechanic and Senior Water Mechanic. The current class specification restricts the pool of candidates for these positions to only those who have completed a formalized Apprenticeship Program.

The proposed revisions to this classification will assist the department in attracting other qualified candidates whose years of experience in construction and maintenance of a water utility system would be equivalent to the completion of a formalized apprenticeship program.

Vice-Chair Gantus questioned whether reducing requirements would affect the quality of candidates.

Mr. Doyle explained that their objective is to open it up to qualified candidates from other utilities that have not completed an apprenticeship program yet have the 5 years of experience.

Motion: Abkarian

Second: Garikian

Vote: Ayes: Unanimous

**6. CLASS SPECIFICATION FOR APPROVAL – CITY ENGINEER (FELICIANO)**

**Action:** Approval of class specification for City Engineer as submitted

Mr. Doyle presented the class specification for City Engineer for approval. He explained that this class specification was last updated in December 1995.

The main revision is to update language and emphasize on newer technologies and outreach responsibilities. Also, the licensed Land Surveyor requirement was removed since the State of California no longer requires this license.

Steve Zurn, Director of Public Works addressed the Commission to correct a misprint on page 2 under experience. The word difficult after complex should be crossed off.

Motion: Abkarian

Second: Garikian

Vote: Ayes: Unanimous

**7. REPORT ON ADVERTISING EXPENDITURES/OCT 2005 – DEC 2005 (DOYLE/AKOPYAN)**

No action required

Mr. Doyle presented the report to the Commission and highlighted the main items.

Mr. Doyle also passed around a poster of the commercial being viewed at Mann's theaters for Police and Fire cadet positions for the City of Glendale. Commissioner Garikian asked where the funding for the theater ad came from. Mr. Doyle stated that Police and Fire Department funded the ad. Commissioner Garikian requested the specific line-item budget. Mr. Doyle will provide at the next meeting.

**8 APPEAL OF DISQUALIFICATION – WATER SYSTEM SUPERVISOR II – SHAWUN A. GIBSON (DOYLE/HOONANIAN)**

Discussion and appropriate action

Mr. Doyle presented the appeal of disqualification for Shawun A. Gibson for Water System Supervisor II.

He explained that Mr. Gibson's name was removed from the eligibility list after an investigation concluded that he had embellished his application for employment for this position. Following this determination, Mr. Gibson filed a timely appeal of his disqualification from this eligibility list.

Mr. Gibson addressed the Commission and explained why he put the incorrect title. He stated that he reviewed the website of his former employer, the City of Escondido and selected what he thought was the closest title match.

Commissioner Abkarian commented that Human Resources did the right thing by disqualifying Mr. Gibson based on the information they were provided. He added that it is the responsibility of the Commission to oversee the process and overturn disqualifications on a case by case basis.

Shawun Gibson addressed the Commission and gave a history of his background. He presented his packet that explained his background and experience. He also let the Commission know the various certifications he currently holds.

Mr. Gibson explained that he submitted two applications based on a previous application where he correctly listed his former job title with the City of Escondido of Water Service Worker III. For the position in question, he no longer had an application to go by and went online to look at the job description. He realized that there had been a job title change since he had left there. He felt that the Water Distribution Supervisor was the closest to what he had been doing as a Water Service Worker III.

Mr. Gibson read the job description for both Water Distribution Supervisor and Senior Water Distribution Technician to prove that they were very similar. He stated he never intended to embellish his title to enhance his chances for promotion. His focus was to find the job description that best matched what he had been doing.

Commissioner Abkarian asked about the anonymous phone call that was received. Mr. Doyle explained that this was a "hot line" established for employees to complain anonymously. The calls go to the city auditor's office and are handled accordingly.

Vice-Chair Gantus questioned the use of the incorrect title only three weeks after he had applied for another position using the correct job title. Mr. Gibson responded that the first application was hand written and the application for this position was completed online using the webpage for the City of Escondido.

Mr. Gibson pointed out that the only difference he could find between the Water Distribution Supervisor position and the Sr. Water Distribution Technician is the requirement of a class B driver's license.

Commissioner Abkarian asked Mr. Doyle what he would do upon receiving an anonymous tip. Mr. Doyle explained that in this situation, he and Ms. Hoonanian called the City of Escondido and talked with Human Resources. They did ascertain that the job title for Water Distribution Worker III changed to Sr. Water Distribution Technician. It did not change to Water Distribution Supervisor.

Commissioner Abkarian said that he felt that this is a case where the candidate is just trying to put the best possible title so that he can get the job.

Commissioner Garikian asked if the responsibilities for both positions were similar. Mr. Gibson said that they were very similar.

Mr. Doyle commented that in his opinion as head of Human Resources and the person in charge of the people that review these applications, the applications must be accurate. He said that this inaccurate job title could have also assisted him during the oral board process as well. He said that the most appropriate thing for Mr. Gibson to have done was list the position he actually held (Water Service Worker III) whether that title was changed or not. Mr. Doyle said that as a second choice, Mr. Gibson could have put the correct title the Water Service Worker III position was changed to, which is, Senior Water Distribution Technician. If he would have listed either one of these options, there would not have been any issues. Mr. Doyle felt that he deliberately chose to write down a higher and more impressive sounding position.

Vice-Chair Gantus asked if Mr. Gibson was disqualified from the list for Sr. Water System Mechanic as well. Mr. Doyle responded that Mr. Gibson was not disqualified for Sr. Water System Mechanic since he submitted that application correctly.

Ron Braden, Chief Assistant City Attorney asked Mr. Gibson if he wanted to submit any documents into the record. Mr. Gibson submitted the job descriptions for Water Distribution Supervisor and Senior Water Distribution Technician for the record.

Mr. Braden entered the job descriptions for Senior Water Distribution Technician as Exhibit A and the Water Distribution Supervisor as Exhibit B.

Commissioner Abkarian commented that Mr. Doyle and the Human Resources Department did the right thing in bringing this matter before the Commission. It is the job of Human Resources to uphold the rules and regulations that bind them in the application process.

Commissioner Garikian said that the decision the Commission makes is not reflective of the work done by Human Resources. He said that Human Resource does a good job.

The Commission took a vote to overturn the disqualification and reinstate Mr. Gibson to the list with a vote of 2 to 1.

Motion: Abkarian

Second: Garikian

Vote: Ayes: Abkarian, Garikian

Nays: Gantus

**9. REPORT ON EXAMINATION APPEAL PROCESS (DOYLE)**

Discussion and appropriate action

Commissioner Abkarian requested this item be postponed indefinitely to a meeting in May or June 2006 or until a Commissioner requested it be reinstated on the agenda.

**10. AGENDA FORECAST**

Mr. Doyle presented the Agenda Forecast for review.

Changes were made to the schedule by placing the Police and Fire Background Investigation Process for the Civil Service meeting on April 12, 2006

**11. REPORTS - INFORMATION**

None

**12. CIVIL SERVICE COMMISSION / STAFF COMMENTS**

Vice-Chair Gantus commented that tomorrow, Thursday, January 26, 2006 is the one year anniversary of the Metrolink accident involving one of our employees Liz Hill and an ex-employee Scott McKeown. There will be a candlelight vigil at the train station at 7 pm.

Vice-Chair Gantus also commented that yesterday, the Integrated Waste facility was renamed in honor of Ginger Bremberg. She attended the function on Tuesday, January 24<sup>th</sup>, three days after her husband Bruce passed away. Vice-Chair Gantus spoke of Mr. Bremberg and expressed his condolences. The other Commissioners also expressed their condolences.

Vice-Chair Gantus closed the meeting in memory of Liz Hill, Scott McKeown and Bruce Bremberg.

13. **CLOSED SESSION**

*Closed Sessions are posted on agenda as required by law or the Chairperson may request a Closed Session under the following circumstances: If an issue arose after the posting of the Commission agenda, and (2) there is an immediate need to take action on the issue; and (3) the Commission approves the findings under (1) and (2) with a 4/5 vote. (4) **The issue may also be deferred to the next meeting and appropriately noticed.***

- ◆ **Public Employee Disciplinary Appeal of Removal – Police Officer**

14. **ADJOURNMENT**

Action: Move to adjourn.

There being no further business to come before the Commission, Commissioner made a motion to adjourn the meeting at 6:54p.m.

We, the members of the Civil Service Commission of the City of Glendale, certify that the foregoing minutes are a true and correct record of our proceedings on January 25, 2006.

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John Gantus, Vice-Chair