

**CITY OF SAN DIEGO
MINUTES OF THE MEETING OF THE
CIVIL SERVICE COMMISSION**

Thursday, October 6, 2022 at 1:00 p.m.
Online Meeting

- A. The regular business meeting of the Civil Service Commission was called to order by Vice-President Nicolaz Portillo at 1:02 p.m. Also present were Commissioner Sunday Gover and Commissioner Tammy Lin. Commissioner Aaron Olsen joined the meeting at 2:30 p.m. President Jacquelyn R. Atkinson was absent.

- B. The staff was represented by Personnel Director Douglas Edwards, and Assistant Personnel Director Anne Lamén Aban. Serving as legal advisor to the Commission was Senior Deputy City Attorney David Karlin.



City of San Diego
Civil Service Commission

MINUTES

Jacquelyn R. Atkinson, President
Nicolaz Portillo, Vice-President
Sunday Gover, Commissioner
Tammy Lin, Commissioner
Aaron Olsen, Commissioner

Thursday, October 6, 2022, at 1:00 p.m.
Online Meeting

Click [here](#) to view meeting on Zoom Webinar at the scheduled time

Until further notice, Civil Service Commission meetings will be conducted pursuant to the provisions of California Government Code section 54953(e), added by Assembly Bill 361, which allows the City to use teleconferencing during a proclaimed state of emergency based on findings made by the Council of the City of San Diego related to public health and safety conditions.

During the current State of Emergency and in the interest of public health and safety, all members of the Civil Service Commission will be participating in meetings by teleconference. In accordance with the provisions of California Government Code section 54953(e), there will be no members of the public in attendance at the meetings. We are providing alternatives to in-person attendance for viewing and participating in meetings.

In lieu of in-person attendance, members of the public may participate and provide comment via telephone, using the City Clerk webform, email submission, or via U.S. Mail of written materials, as follows:

Public Comment Testimony During Civil Service Commission Meetings:

To offer public comment testimony during a Civil Service Commission meeting, you need to first join the Zoom Webinar meeting online from your desktop computer, laptop, tablet, or Smartphone, or by calling in to the meeting from your cellular phone or land line. If applicable, the Civil Service Commission will meet in Closed Session at 12:00 p.m. or shortly thereafter. Public Comment on Closed Session items will occur at the start of the 12:00 p.m. session before the Commission adjourns into Closed Session. The Commission will reconvene for Open Session at 1:00 p.m. or shortly thereafter.

The link to join the Zoom Webinar by computer, tablet, or Smartphone is:

Open Session: <https://sandiego.zoomgov.com/j/1602402238>

To Join By Telephone:

Open Session: Dial 1-669-254-5252. When prompted, input Webinar ID: 160 240 2238#

How To Speak To A Particular Item Or During Non-Agenda Public Comment:

When the Commission President introduces the item you would like to comment on (or indicates it is time for Non-Agenda Public Comment), raise your hand by either tapping the "Raise your Hand" button on your computer, tablet, or Smartphone, or by dialing *9 on your phone. You will be taken in the order in which you raise your hand. You may only speak once on a particular item.

When the Commission President indicates it is your turn to speak, unmute your phone by tapping the Unmute button on your computer, tablet or Smartphone, or dial *6 on your phone.

Written Comment Through Webform:

Comment On Agenda Items may be submitted using the City Clerk [webform](#) indicating the agenda item number for which you wish to submit your comment. Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before the item is called will be submitted into the written record for the relevant item.

Non-Agenda Public Comment may be submitted using the City Clerk [webform](#) checking the appropriate box. Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before Non-agenda comment is called will be submitted into the written record for the meeting.

Closed Session Public Comment may be submitted using the City Clerk [webform](#). Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before the item is called will be submitted into the written record for the relevant item.

Written Materials. If you wish to submit written materials for submission into the record or have an attachment to your comment, you may email it to AArevalo@sandiego.gov or submit via U.S. Mail to 1200 Third Avenue, Suite 300, San Diego, CA 92101. Materials submitted via email will be distributed to the Civil Service Commission in accordance with the deadlines described above. Materials submitted via U.S. Mail will need to be received the business day prior in order to be distributed to the Civil Service Commission.

The public may view the meetings on Zoom Webinar. Click [here](#) to view this meeting at its scheduled time.

Requests For Accessibility Modifications Or Accommodations:

As required by the Americans with Disabilities Act (ADA), requests for agenda information to be made available in alternative formats, and any requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting the Personnel Department Services Supervisor at 619-236-6402 or AArevalo@sanidiego.gov. Requests should be made as early as possible prior to the meeting. Every attempt will be made to accommodate all reasonable requests. The City is committed to resolving accessibility requests swiftly in order to maximize accessibility.

This agenda and the supplemental information for each agenda item, if any, can be made available in alternative formats to assist persons with disabilities. Special assistance at the meeting is also available. To request such assistance, please call the Personnel Department Services Supervisor at 619-236-6402. Requests should be made as early as possible prior to the meeting. Every attempt will be made to accommodate all reasonable requests.

ITEMS FOR ACTION

INTRODUCTION

1. Roll Call.

ACTION TAKEN/PENDING

Present were Vice-President Nicolaz Portillo, Commissioner Sunday Gover, and Commissioner Tammy Lin. Commissioner Aaron Olsen joined the meeting at 2:30 p.m. President Jacquelyn R. Atkinson was absent.

NON-AGENDA PUBLIC COMMENT

This portion of the agenda provides an opportunity for members of the public to address the Commission on items of interest within the jurisdiction of the Commission. (Comments relating to items on today’s docket are to be taken at the time the item is heard.)

Time allotted to each speaker is determined by the Chair. Comments are limited to no more than five (5) minutes **total per subject** regardless of the number of those wishing to speak. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Commission on any issue brought forth under “Non-Agenda Public Comment.”

CONSENT AGENDA (Items 2 through 8 can be approved with one motion.)

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| 2. | Approval of the minutes for the regular business meeting of September 1, 2022. | Approved items 2 through 8 with one motion. |
| 3. | Leaves of Absence Without Pay - In Order. Items 21 through 27. | |
| 4. | Approval of Exceptional Merit Increase for Walter A. Kast, Horticulturist. | |
| 5. | Approval of Exceptional Merit Increase for Robert C. Marshall, Fire Prevention Supervisor. | |
| 6. | Approval of Exceptional Merit Increase for Anuar G. Martinez, Grounds Maintenance Manager. | |
| 7. | Approval of Exceptional Merit Increase for Victor P. Nava, District Manager. | |
| 8. | Approval of Exceptional Merit Increase for Alexander Valdivia, Sanitation Driver II. | |

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

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| 9. | Celia N. Ramirez, Special Event Traffic Controller I, Police Department, for a one-year (fifth extension) special leave without pay ending September 14, 2023, with their name to be placed on the eligible list for Special Event Traffic Controller I.
Hire Date: October 23, 2003
Reason: Medical.
Department Recommendation: Approval. | Approved.
Speaking for staff was Carissa Rosemore. |
| 10. | Ernest T. Shipley, Water Systems Technician IV, Public Utilities Department, for a two-month special leave without pay ending November 28, 2022, with their job to be saved.
Hire Date: March 10, 1989
Reason: Loss of Commercial Driver License.
Department Recommendation: Modification to name on eligible list. | Withdrawn. |

POLICY ITEMS - DISCUSSION

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| 11. Personnel Department Action Plan. | Speaking for staff was Douglas Edwards.
Speaking was Marni von Wilpert. |
| 12. Appointment to the San Diego Civil Service Commission Joint Apprenticeship Committee: James Doll, nominated for appointment as an alternate management member. | Approved.
Speaking for staff was Darren Keenaghan. |
| 13. Request from the Environmental Services Department to exempt a Program Coordinator position from the Classified Service. | Approved.
Speaking for staff was Rachel McDonald-Hernandez. |
| 14. Request from the Office of the City Attorney to exempt an Assistant for Community Outreach position from the Classified Service. | Approved.
Speaking for staff was Rachel McDonald-Hernandez. |
| 15. Request from the Performance and Analytics Department to exempt a Program Coordinator position from the Classified Service. | Approved.
Speaking for staff was Rachel McDonald-Hernandez. |
| 16. Staff recommendations on special salary adjustments, new classifications, title change, and classification deletions for the Fiscal Year 2024 Salary Ordinance. | Speaking for staff was Rachel McDonald-Hernandez. |
- Recommended for Approval:
- 1) Aging Specialist Series
 - 2) Development Services Technician
 - 3) Stadium Classifications
- Not Recommended for Approval:
- 4) Golf Course Superintendent
- 1. Aging Specialist Series – Request for New Classification Series**
Approved the creation of the Aging Recreation Specialist and Supervising Aging Recreation Specialist classifications to be paid 2.5% above the Recreation Specialist and Supervising Recreation Specialist classifications, respectively, to align with the pay of the Therapeutic Recreation Specialist series.
Speaking for the department was Louis Merlin.
Speaking for MEA was Nick Wright.
Speaking for Local 127 was Tim Douglass.

2. **Development Services Technician – Request for Title Change**
Approved title change from Development Services Technician to Development Services Permit Technician.
 3. **Stadium Classifications – Request for Classification Deletions**
Approved the deletion of the Stadium/Field Manager, Stadium Turf Manager, Stadium Maintenance Supervisor, Stadium Maintenance Technician, Senior Stadium Groundskeeper, and Stadium Groundskeeper classifications.
 4. **Golf Course Superintendent – Request for Special Salary Adjustment of 15%**
Approved 15% special salary adjustment for Golf Course Superintendent classification. Speaking for the department were Louis Merlin and John Howard. Speaking for MEA was Nick Wright. Commissioner Olsen joined the meeting at 2:30 p.m. Commissioner Olsen abstaining.
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17. 2021 Equal Employment Opportunity Annual Report. Report accepted. Speaking for staff was Darren Keenaghan.
 18. Manuel Carbajal, appealing their conviction record disqualification for the position of Laborer. Approved. Speaking for staff was Edgar Portilla. Speaking was Manuel Carbajal.
 19. Joseph L. McDonald, appealing their medical disqualification for the position of Laborer. Approved. Speaking for staff was Edgar Portilla. Speaking was Joseph L. McDonald. Speaking for MEA was Nick Wright. Speaking for Local 127 was Tim Douglass. Commissioner Olsen dissenting.

UNFINISHED BUSINESS

20. Request from the Development Services Department to exempt an Assistant to the Development Services Director position from the Classified Service. Approved. Speaking for staff was Rachel McDonald-Hernandez.

LEAVES OF ABSENCE WITHOUT PAY - IN ORDER

21. Margarita Abrego, Police Records Clerk, Police Department, for a one-year special leave without pay ending July 6, 2023, with their name to be placed on the eligible lists for Police Records Clerk and Clerical Assistant II.
Hire Date: June 18, 2007
Reason: Medical.
Department Recommendation: Approval.
22. Ohon J. Lucas, Grounds Maintenance Worker II, Parks and Recreation Department, for a one-year special leave without pay ending August 24, 2023, with their job to be saved.
Hire Date: September 5, 2006
Reason: Childcare.
Department Recommendation: Approval.
23. Reyna V. Rendon Rosas, Assistant Engineer- Civil, Engineering & Capital Projects Department, for a one-year special leave without pay ending October 5, 2023, with their job to be saved.
Hire Date: May 29, 2012
Reason: Childcare.
Department Recommendation: Approval.
24. Letty Soto, Office Support Specialist, Personnel Department, for a one-year special leave without pay ending September 30, 2023, with their name to be placed on the eligible lists for Benefits Representative I, Office Support Specialist, Clerical Assistant II, and Clerical Assistant I.
Hire Date: June 18, 2018
Reason: Family Care.
Department Recommendation: Approval.
25. Xavier T. Vivoni, Police Officer II, Police Department, for a one-year special leave without pay ending September 14, 2023, with their name to be placed on the eligible list for Police Officer II.
Hire Date: April 22, 2021
Reason: Relocation.
Department Recommendation: Approval.

LEAVES OF ABSENCE WITHOUT PAY – UNCLASSIFIED

- 26. Cindy D. Chertkov, Executive Assistant, Office of the Chief Operating Officer, for a leave of absence from the Classified Service effective September 6, 2022, while temporarily filling an unclassified position with their job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

- 27. Jonathan Avila, Park Designer, Planning Department, for a leave of absence from the Classified Service effective September 19, 2022, while temporarily filling an unclassified position with their job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

LEAVES OF ABSENCE WITHOUT PAY - TOTAL

Total Leave Requests	09	Family/Childcare/Maternity	03
Leave requests with job saved	03	Education/Training	00
Leave requests with name on list	04	Medical	02
Unclassified	02	Relocation	01
		Outside Employment	00
		Unclassified	02
		Other	01

ADJOURNMENT

At 1:02 p.m., the Commission convened into open session.

There being no further business, the meeting was adjourned at 3:09 p.m.

Nicolaz Portillo, Vice-President