

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

Tuesday, December 12, 2017, at 1:00 p.m.
Civil Service Commission Room, Civic Center Plaza
1200 Third Avenue, Suite 300
San Diego, California 92101

- A. The regular business meeting of the Civil Service Commission was called to order by President Mattheus E. Stephens at 1:11 p.m. Also present were Commissioner Maricela Amezola, Commissioner Jacquelyn R. Atkinson, Commissioner Dr. Don E. Conley, and Commissioner Lori Thacker.

- B. The staff was represented by Personnel Director Hadi Dehghani, Assistant Personnel Director Yajaira Gharst and Assistant to the Director Saba Berenji. Serving as legal advisor to the Commission was Deputy City Attorney Jennifer Berry.



City of San Diego
Civil Service Commission

MINUTES

Mattheus E. Stephens, President
Maricela Amezola, Commissioner
Jacquelyn R. Atkinson, Commissioner
Dr. Don E. Conley, Commissioner
Lori Thacker, Commissioner

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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 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.

2. Election of Officers.

ACTION TAKEN/PENDING

Present were President Mattheus E. Stephens, Commissioner Maricela Amezola, Commissioner Jacquelyn R. Atkinson, Commissioner Dr. Don E. Conley, and Commissioner Lori Thacker.

Re-elected as President was Commissioner Mattheus E. Stephens.
Elected as Vice President was Commissioner Maricela Amezola.

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 3 and 4 can be approved with one motion.)

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| 3. | Approval of the minutes for the regular business meeting of November 9, 2017. | Approved. |
| 4. | Leave of Absence Without Pay - In Order. Items 28 through 30. | Approved. |

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

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| 5. | Rachael B. Beale, Library Aide, Library Department, for a one-year special leave without pay ending November 2, 2018, with her name to be placed on the eligible list for Library Aide.
Hire Date: August 27, 2012
Reason: Outside employment.
Department Recommendation: Approval. | Approved Items 5 through 9 as part of the consent agenda with one motion. |
| 6. | Kimberly K. Easto Ukuzato, Police Officer II, Police Department, for a three-month (first extension) special leave without pay ending April 1, 2018, with her name to be placed on the eligible list for Police Officer II.
Hire Date: September 19, 1994
Reason: Continued family care.
Department Recommendation: Approval. | |
| 7. | Earl W. Hamilton Jr., Special Event Traffic Controller I, Police Department, for a one-year (first extension) special leave without pay ending November 24, 2018, with his name to be placed on the eligible list for Special Event Traffic Controller I.
Hire Date: June 22, 2007
Reason: Medical.
Department Recommendation: Approval. | |

8. Tamera L. Hildebrand-McDowell, Public Information Clerk, Development Services Department, for a one-year (first extension) special leave without pay ending October 31, 2018, with her name to be placed on the eligible list for Public Information Clerk.
Hire Date: November 5, 2001
Reason: Continued family care.
Department Recommendation: Approval.
9. Cory R. Phillips, Fire Fighter II, Fire-Rescue Department, for a one-year special leave without pay ending October 19, 2018, with his name to be placed on the eligible lists for Fire Fighter II and Fire Fighter I.
Hire Date: November 8, 2014
Reason: Outside employment.
Department Recommendation: Approval.

POLICY ITEMS - DISCUSSION

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| <ol style="list-style-type: none">10. Approval of Exceptional Merit Increase for Jay Alvarado, Assistant Management Analyst.11. Approval of Exceptional Merit Increase for Sergio R. Arias, Horticulturist.12. Approval of Exceptional Merit Increase for Samantha L. Ely, Administrative Aide II.13. Approval of Exceptional Merit Increase for Toni E. Hunter, Clerical Assistant II.14. Approval of Exceptional Merit Increase for Ronald A. Morales, Code Compliance Officer.15. Approval of Exceptional Merit Increase for Heather M. Scott, Payroll Specialist II.16. Approval of Exceptional Merit Increase for Michael J. Weathersby, Code Compliance Officer.17. Approval of Exceptional Merit Increase for Cheryl A. Willis, Senior Legal Secretary.18. Approval of Exceptional Merit Increase for Teresa C. Wright, Code Compliance Officer. | <p>Approved Items 10 through 18 with one motion.</p> |
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| 19. | Request from the Transportation and Storm Water Department to exempt two Program Manager positions from the Classified Service. | Approved.
Speaking for staff was Christia Davis. |
| 20. | Request from the Personnel Director to merge the current Police Recruit (T10643) eligible list with the new Police Recruit (T11130) eligible list. | Approved.
Speaking for staff was Douglas Edwards. |
| 21. | Request from the Personnel Director to merge the current Principal Survey Aide (T10478) eligible list with the new Principal Survey Aide (T11128) eligible list. | Approved.
Speaking for staff was Douglas Edwards. |
| 22. | Christopher J. Pallone, appealing his disqualification from the Fire Engineer Performance Test. | Continued.
Speaking for staff was Douglas Edwards.
Speaking for Local 145 was Mike McGhee and Tony Tosca. |
| 23. | Russell J. Castillo, appealing his disqualification from the Fire Engineer Performance Test. | Continued.
Speaking for staff was Douglas Edwards.
Speaking for Local 145 was Mike McGhee and Tony Tosca. |
| 24. | Terri D. Franklin, appealing her conviction record disqualification for the position of Clerical Assistant II (Option Class: Temporary Pool). | Continued.
Speaking for staff was Edgar Portilla.
Speaking was Terri D. Franklin and Gary Franklin. |
| 25. | Ema L. Moreno, appealing the rejection of her application for Grounds Maintenance Manager (T10853). | Denied.
Speaking for staff was Darren Keenaghan.
Speaking was Ema L. Moreno. |
| 26. | Staff recommendations on special salary adjustments, new classifications and title changes for Fiscal Year 2019. | Speaking for staff was Christia Davis.

1. <u>Legal Secretary Series – Request for Special Salary Adjustment of 30%</u>
Approved 20% special salary adjustment.
Speaking for MEA was Cathleen Higgins.
Speaking was Anna Lonergan, Gerry Braun, and Tanya Tomlinson. |

2. **Police Records Clerk Series – Request for Special Salary Adjustment of 15%**
Approved 15% special salary adjustment.
Speaking for MEA was Kelly Cruz.
3. **Horticulturist - Request for Special Salary Adjustment of 10%**
Denied request for special salary adjustment.
Referred to meet and confer for possible certification pay.
Speaking for MEA was Kelly Cruz.
4. **Park Ranger Series - Request for Special Salary Adjustment of 25%**
Denied request for special salary adjustment.
Referred to meet and confer for possible certification pay.
Speaking for MEA was Kelly Cruz.
5. **Biologist Series - Request for Special Salary Adjustment of 15%**
Denied request for special salary adjustment.
Speaking for MEA was Kelly Cruz.
Speaking was Rachael Davenport.
6. **Disposal Site Representative Series - Request for Special Salary Adjustment of 15%**
Denied request for special salary adjustment.
Speaking for MEA was Kelly Cruz.
7. **Library Series - Request for Title Change**
Continued to February meeting.
Speaking for MEA was Kelly Cruz.
Speaking was Misty Jones and Robert Cronk.
8. **Power Plant Operator - Request for Special Salary Adjustment**
Denied request for special salary adjustment.
Speaking for Local 127 was Rodney Fowler.

UNFINISHED BUSINESS

27. Pamela Gaydos, Claims Clerk, Risk Management Department, for a one-year special leave without pay ending October 12, 2018, with her job to be saved. Hire Date: September 10, 2007
Reason: Medical.
Department Recommendation: Modification to name on eligible list. Withdrawn.

LEAVES OF ABSENCE WITHOUT PAY - IN ORDER

28. Erin J. Foxwell, Dispatcher II, Police Department, for a one-year special leave without ending November 3, 2018, with her name to be placed on the eligible lists for Dispatcher II and Dispatcher I.
Hire Date: June 6, 2012
Reason: Medical.
Department Recommendation: Approval.
29. Celia N. Ramirez, Special Event Traffic Controller I, Police Department, for a one-year special leave without pay ending September 14, 2018, with her name to be placed on the eligible list for Special Event Traffic Controller I.
Hire Date: October 23, 2003
Reason: Medical.
Department Recommendation: Approval.
30. Lovell H. Wright, Sanitation Driver I, Environmental Services Department, for a one-year special leave without pay ending October 29, 2018, with his name to be placed on the eligible lists for Sanitation Driver I and Sanitation Driver Trainee.
Hire Date: November 7, 2016
Reason: Relocation.
Department Recommendation: Approval.

LEAVES OF ABSENCE WITHOUT PAY - TOTAL

Total Leave Requests	08	Family/Childcare/Maternity	02
Leave requests with job saved	00	Education/Training	00
Leave requests with name on list	08	Medical	03
Unclassified	00	Relocation	01
		Outside Employment	02
		Unclassified	00
		Other	00

CLOSED SESSION

At 12:09 p.m., the Commission met in Closed Session with the following agenda:

- I. Deliberation on disciplinary appeal pursuant to California Government Code Section 54957:
 - a. 2016-2 – Demotion upheld.
- II. Public Employee Appointment, pursuant to California Government Code Section 54957:

Personnel Director – Appointed by the Civil Service Commission (Commission) per San Diego City Charter §§ 37 and 116, the Personnel Director serves as the secretary of the Commission. – No action taken.

ADJOURNMENT

At 1:11 p.m. the Commission convened into open session.

At 2:40 p.m. President Mattheus E. Stephens called for a break.

At 2:48 p.m. the meeting continued.

There being no further business, the meeting was adjourned at 4:01 p.m.

Mattheus E. Stephens, President