

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

Thursday, December 7, 2023, at 12:00 p.m.
Council Closed Session Room – 12th Floor
City Administration Building
202 C Street
San Diego, California 92101

- A. The closed session meeting of the Civil Service Commission was called to order by President Sunday Gover at 12:05 p.m. Also present were Vice President Nicolaz Portillo and Commissioner Will Moore. Commissioner Aaron Olsen was absent.

- B. The staff was represented by Interim Personnel Director David Dalager, Assistant Personnel Director Anne Lamén Aban, and Assistant to the Director Saba O’Neal. Serving as legal advisor to the Commission was Senior Deputy City Attorney David Karlin.



City of San Diego
Civil Service Commission

MINUTES

Sunday Gover, President
Nicolaz Portillo, Vice President
Will Moore, Commissioner
Aaron Olsen, Commissioner
Vacant, Commissioner

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CLOSED SESSION

The Commission met in Closed Session with the following agenda:

1. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):

Ernie J. Aceves, appealing their conviction record disqualification for the position of Grounds Maintenance Worker II – Motion to deny the appeal passed unanimously. Speaking for staff was Dylan Cooper. Speaking was Ernie J. Aceves.

2. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):

Bradley Fontana, appealing their medical disqualification for the position of Plant Operator Trainee. – Withdrawn.

3. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):

Roberto J. Gutierrez, appealing their conviction record disqualification for the position of Field Representative – Motion to deny the appeal passed unanimously. Speaking for staff was Dylan Cooper. Speaking was Roberto J. Gutierrez.

4. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):

Gustavo E. Lozano, appealing their conviction record disqualification for the position of Utility Worker II. – Withdrawn.

5. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):

Francisco Santillan, appealing their medical disqualification for the position of Laborer Motion to deny the appeal passed 2-1. President Gover voting no. Speaking for staff was Dylan Cooper. Speaking was Francisco Santillan.

Publicly disclosed in Open Session at 1:07 p.m.

Sunday Gover, President

**CITY OF SAN DIEGO
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CIVIL SERVICE COMMISSION**

Thursday, December 7, 2023, at 1:00 p.m.
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City Administration Building
202 C Street
San Diego, California 92101

- A. The regular business meeting of the Civil Service Commission was called to order by President Sunday Gover at 1:06 p.m. Also present were Vice President Nicolaz Portillo and Commissioner Will Moore. Commissioner Aaron Olsen was absent.

- B. The staff was represented by Interim Personnel Director David Dalager, Assistant Personnel Director Anne Lamén Aban, and Assistant to the Director Saba O’Neal. Serving as legal advisor to the Commission was Senior Deputy City Attorney David Karlin.



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ITEMS FOR ACTION

INTRODUCTION

1. Roll Call.
2. Election of Officers

ACTION TAKEN/PENDING

Present were President Gover, Vice President Portillo, and Commissioner Moore.
Commissioner Olsen was absent.

President Sunday Gover was re-elected for President.
Vice-President Nicolaz Portillo was re-elected for Vice President.
Approved unanimously.

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 25 can be approved with one motion.)

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| 3. | Approval of the minutes for the regular meeting of November 2, 2023. | Commissioner Moore made a motion to approve items 3 through 25. Vice President Portillo seconded the motion.
Approved 3-0. |
| 4. | Approval of Exceptional Merit Increase for Ahmed Ali, Assistant Engineer - Electrical. | |
| 5. | Approval of Exceptional Merit Increase for Edgar Banuelos, Grounds Maintenance Worker II. | |
| 6. | Approval of Exceptional Merit Increase for Susan M. Bayooz, Assistant Chemist (Terminal). | |
| 7. | Approval of Exceptional Merit Increase for Ricardo Carrera, Zoning Investigator II. | |
| 8. | Approval of Exceptional Merit Increase for Lisa M. Cunningham, Senior Life Safety Inspector. | |
| 9. | Approval of Exceptional Merit Increase for Victor M. Gomez, Assistant Chemist (Terminal). | |
| 10. | Approval of Exceptional Merit Increase for Ruslana Kula, Senior Clerk/Typist. | |
| 11. | Approval of Exceptional Merit Increase for Derric S. Podschun, Associate Management Analyst. | |
| 12. | Approval of Exceptional Merit Increase for Joel I. Spencer, Water Operations Supervisor. | |

13. Approval of Exceptional Merit Increase for Jackie Tran, Instrumentation & Control Technician.
14. Approval of Exceptional Merit Increase for Alejandro M. Valencia, Therapeutic Recreation Leader.
15. Cheryl L. Caldwell, Administrative Aide I, Development Services Department, for a one-month special leave without pay ending December 21, 2023, with their job to be saved.
Hire Date: January 2, 2016
Reason: Medical.
Department Recommendation: Approval.
16. Almary R. Diaz, Customer Services Representative, Public Utilities Department, for a one-year special leave without pay ending December 31, 2023, with their job to be saved.
Hire Date: January 22, 2019
Reason: Personal.
Department Recommendation: Approval.
17. Robert L. Thatcher Jr., Police Officer II, Police Department, for a one-year (first extension) special leave without pay ending November 24, 2024, with their name to be placed on the eligible list for Police Officer II.
Hire Date: September 1, 2016
Reason: Family care and education.
Department Recommendation: Approval.
18. Arielle L. Beaulieu, Environmental Scientist III, Public Utilities Department, for a leave of absence from the Classified Service effective November 13, 2023, 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.
19. Kristen R. Forburger, Development Project Manager III, City Planning Department, for a leave of absence from the Classified Service effective October 4, 2023, 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.

20. Megan K. Hickey, Project Officer II (Option Class: Principal Water Resources Specialist), Public Utilities Department, for a leave of absence from the Classified Service effective November 4, 2023, 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.
21. Request from the Interim Personnel Director to merge the current Assistant Engineer – Civil (Option Class: Contract Specialist) (T11430) eligible list with the new Assistant Engineer – Civil (Option Class: Contract Specialist) (T11817) eligible list.
22. Request from the Compliance Department to exempt a Program Manager position from the Classified Service.
23. Request from the Department of Finance to exempt a Program Coordinator position from the Classified Service.
24. Request from the Office of the City Attorney to exempt a Program Coordinator position from the Classified Service.
25. Request from the Office of the Deputy Chief Operating Officer to exempt a Program Manager position from the Classified Service.

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

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| <ol style="list-style-type: none"> 26. Adriana N. Green, Police Officer II, Police Department, for a one-year special leave without pay ending October 15, 2024, with their job to be saved.
Hire Date: August 30, 2018
Reason: Family care.
Department Recommendation: Modification to name on eligible list. | <p>Commissioner Moore made a motion to approve the request with job saved. Vice President Portillo seconded the motion.
Approved 3-0.
Speaking for staff was Carissa Rosemore.
Speaking was Adriana N. Green.
Speaking for the department was Silvia Satrom.</p> |
| <ol style="list-style-type: none"> 27. Alonna A. Moore, Police Officer I, Police Department, for a one-year special leave without pay ending November 29, 2024, with their job to be saved.
Hire Date: July 22, 2021
Reason: Childcare and outside employment.
Department Recommendation: Modification to name on eligible list. | <p>Vice President Portillo made a motion to approve the request with modification to name on eligible list. Commissioner Moore seconded the motion.
Approved 3-0.
Speaking for staff was Carissa Rosemore.
Speaking for the department was Silvia Satrom.</p> |

28. Jorge S. Zingaretti, Parking Enforcement Officer I, Police Department, for a one-week (fifth extension) special leave without pay ending November 10, 2023, with their name to be placed on the eligible list for Parking Enforcement Officer I.
Hire Date: April 11, 2007
Reason: Maintain employment eligibility.
Department Recommendation: Approval.

Vice President Portillo made a motion to approve the request.
Commissioner Moore seconded the motion.
Approved 3-0.
Speaking for staff was Carissa Rosemore.
Speaking for the department was Silvia Satrom.

POLICY ITEMS – DISCUSSION

29. Staff recommendations on special salary adjustments and new classification for the Fiscal Year 2025 Salary Ordinance.

Recommended for Approval:

- 1) Building Service Technician
- 2) Insurance Analyst
- 3) Locksmith
- 4) Senior Airport Operations Assistant and Airport Operations Assistant

Not Recommended for Approval:

- 5) Criminalist II
- 6) Senior Zoning Investigator

Speaking for staff was Rachel McDonald-Hernandez.

Recommended for Approval:

1) Building Service Technician

Vice President Portillo made a motion to approve staff's recommendation for a special salary adjustment of 23% for the Building Services Supervisor, Building Supervisor, and Building Service Technician classifications. Commissioner Moore seconded the motion.
Approved 3-0.
Speaking for Local 127 was Tim Douglass.

2) Insurance Analyst

Commissioner Moore made a motion to approve staff's recommendation for the creation of new classifications of Insurance Analyst II and Insurance Analyst I, at monthly salaries of \$8,106 and \$7,049, respectively. Vice President Portillo seconded the motion.
Approved 3-0.
Speaking for the department was Angela Colton.

3) Locksmith

Commissioner Moore made a motion to approve staff's recommendation for a special salary adjustment of 8% for the Senior Locksmith and Locksmith classifications. Vice President Portillo seconded the motion.
Approved 3-0.
Speaking for Local 127 was Tim Douglass.

Speaking was Adam Coniglio.

4) Senior Airport Operations Assistant and Airport Operations Assistant

Vice President Portillo made a motion to approve staff's recommendation for a special salary adjustment of 21% for the Airport Manager, Senior Airport Operations Assistant, and Airport Operations Assistant classifications.

President Gover seconded the motion. Approved 3-0.

Not Recommended for Approval:

5) Criminalist II

Commissioner Moore made a motion to approve staff's recommendation to deny the request for a special salary adjustment for the Criminalist II classification.

Vice President Portillo seconded the motion.

Approved 3-0.

6) Senior Zoning Investigator

President Gover made a motion to approve a special salary adjustment of 10% for the Senior Zoning Investigator, Zoning Investigator II, and Zoning Investigator I classifications.

Vice President Portillo seconded the motion.

Approved 3-0.

Speaking for MEA was Nick Wright.

Speaking for the department was Rimah Khouri-Velez.

30. Request from San Diego Municipal Employees' Association to include the Area Manager II classification for a special salary adjustment.

Commissioner Moore made a motion to approve the title change from Area Manager II to Area Manager, and to approve the deletion of the Area Manager I classification.

Vice President Portillo seconded the motion.

Approved 3-0.

Commissioner Moore made a motion to approve a special salary adjustment of 7.5% for the Area Manager classification.

Vice President Portillo seconded the motion.

Approved 3-0.

Speaking for staff was Rachel McDonald-Hernandez.
Speaking for MEA was Nick Wright.
Speaking for the department was Louis Merlin.

INFORMATIONAL ITEMS

31. Request from Commissioner Moore for the status of post-hiring delays in issuing employee ID numbers.
Information item only. In collaboration with the Department of Information Technology, the pilot program allowing the electronic submission of new hire and rehire PCRs has launched. The timeline for full implementation has moved from March to January.
Speaking for staff was David Dalager.
32. Request from Commissioner Moore for a report from the Interim Personnel Director.
Information item only. The whistleblower training was scheduled for January 29, 2024, and will be conducted virtually. Departmental improvements include the successful update of over 500 class specifications; expansion of pre-employment medical evaluation appointments to include a Chula Vista location; successful joint interview process for Senior and Supervising Management Analyst; and positive impact of the creation by the CSC of the Instrumentation and Control Technician Trainee classification.
Speaking for staff was David Dalager.
33. Request from Commissioner Moore inviting the Chief Operating Officer, or their designee, to address the Civil Service Commission.
Information item only. Deputy Chief Operating Officer Alia Khouri noted positive comments about the Personnel Department's Outstation Program; Interim Personnel Director David Dalager met with each department director to meet and introduce the mission of the department, and this was appreciated by department heads; Human Resources Department reported that collaboration has improved; and the Personnel working group has been making more headway.
Speaking for staff was Saba O'Neal.
Speaking was Alia Khouri.

UNFINISHED BUSINESS

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| 34. | Request from the Communications Department to exempt a Program Coordinator position from the Classified Service. | Withdrawn. |
| 35. | Discussion regarding the recruitment and selection process for Personnel Director. | Commissioner Moore suggested that the creation of an Ad Hoc Committee be added to February's agenda to make recommendations on the Personnel Director recruitment process to the full Commission.
Speaking for staff was Saba O'Neal.
Speaking was Alia Khouri. |
| 36. | Discussion regarding expansion of the Civil Service Commission. | Withdrawn. |

ADJOURNMENT

At 1:06 p.m., the meeting commenced.

There being no further business, the meeting was adjourned at 2:22 p.m.

Sunday Gover, President