

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

Thursday, April 4, 2024, at 1:00 p.m.  
Council Closed Session Room – 12<sup>th</sup> Floor  
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 Vice President Nicolaz Portillo at 1:00 p.m. Also present were Commissioner Sam Merrill and Commissioner Will Moore. President Sunday Gover and Commissioner Trang Pham were 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 Deputy City Attorney David Karlin.



City of San Diego  
Civil Service Commission

**MINUTES**

Sunday Gover, President  
Nicolaz Portillo, Vice President  
Samuel Merrill, Commissioner  
Will Moore, Commissioner  
Trang Pham, Commissioner

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**ITEMS FOR ACTION**

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**INTRODUCTION**

1. Roll Call.

**ACTION TAKEN/PENDING**

**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.)

MEA Labor Relations Manager Nick Wright spoke about the exemption of positions from the Classified Service.

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 18 can be approved with one motion.)**

2. Approval of the minutes for the regular meeting and closed session meeting of March 7, 2024.

Commissioner Moore made a motion to approve Items 2 through 18, except Item 15, which was pulled from the consent agenda.  
Commissioner Merrill seconded the motion.  
Approved 3-0.
3. Approval of Exceptional Merit Increase for Timothy M. Anderson, Senior Planner (Option Class: Code Enforcement Coordinator).
4. Approval of Exceptional Merit Increase for Elizabeth Brennan, Senior Planner (Option Class: Code Enforcement Coordinator).
5. Approval of Exceptional Merit Increase for Christopher N. Cardwell, Senior Planner (Option Class: Code Enforcement Coordinator).
6. Approval of Exceptional Merit Increase for Gilbert C. Gomez, Building Service Technician.
7. Approval of Exceptional Merit Increase for Jerry Jakubauskas, Project Officer II.
8. Approval of Exceptional Merit Increase for Wei Liu, Public Information Clerk.
9. Jeffrey L. Nary, Library Assistant I, Library Department, for a one-year special leave without pay ending March 15, 2025, with their name to be placed on the eligible list for Library Assistant I.  
Hire date: April 1, 2023  
Reason: Medical.  
Department Recommendation: Approval.
10. Ryan Barbrick, Supervising Management Analyst, Parks and Recreation Department, for a leave of absence from the Classified Service effective February 3, 2024, while filling an unclassified position with their name to be placed on the appropriate eligible list.

11. Tanner L. French, Senior Traffic Engineer, Development Services Department, for a leave of absence from the Classified Service effective September 1, 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.
12. Victor P. Nava, District Manager, Parks and Recreation Department, for a leave of absence from the Classified Service effective September 9, 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.
13. Request from the Engineering and Capital Projects Department to exempt three Assistant Deputy Director positions from the Classified Service.
14. Request from the Office of the City Attorney to exempt a Program Manager position from the Classified Service.
15. Requests from the Performance and Analytics Department to exempt two Program Coordinator positions from the Classified Service.
16. Request from the San Diego City Employees' Retirement System to exempt a Program Coordinator position from the Classified Service.
17. Request from the Interim Personnel Director to merge the current HVACR Technician (T10048) eligible list with the new HVACR Technician (T11848) eligible list.

Commissioner Moore made a motion to continue this item to the May 2, 2024, meeting.  
Commissioner Merrill seconded the motion.  
Approved 3-0.  
Speaking for staff was Rachel McDonald-Hernandez.  
Speaking for MEA was Nick Wright.  
Speaking for the Performance and Analytics Department was Kirby Brady.

18. Request from the Interim Personnel Director to merge the current Disposal Site Representative (T10692) eligible list with the new Disposal Site Representative (T11847) eligible list.

**LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION**

19. Matthew J. Noakes, Wastewater Plant Operator, Public Utilities Department, for a one-year special leave without pay ending February 28, 2025, with their job to be saved.  
Hire Date: September 25, 2017  
Reason: Medical.  
Department Recommendation: Modification to name on eligible list.
20. John B. Sullivan, Police Sergeant, Police Department, for a one-year special leave without pay ending March 1, 2025, with their job to be saved.  
Hire Date: October 19, 2007  
Reason: Family care.  
Department Recommendation: Modification to name on eligible list.

Commissioner Moore made a motion to approve the request with modification to name on eligible list. Commissioner Merrill seconded the motion.  
Approved 3-0.  
Speaking for staff was Jennifer Lamas-Villanueva.

Commissioner Moore made a motion to approve the request with modification to name on eligible list. Commissioner Merrill seconded the motion.  
Approved 3-0.  
Speaking for staff was Jennifer Lamas-Villanueva.

**POLICY ITEMS – DISCUSSION**

21. Vote to authorize job description and proposed salary range for Personnel Director for recruiting purposes.
22. Vote to authorize Ad Hoc Committee on Personnel Director recruitment to continue in service and manage the next stage of the search and interview process for a Personnel Director as follows:
  - a) Direct the Human Resources (HR) Department to post job announcements (see proposed job announcement) in such places as satisfy City requirements and that HR and the Ad Hoc Committee feel would result in the best applicant pool;

Commissioner Moore made a motion to authorize the Ad Hoc Committee to work with the Human Resources Department to determine a salary range for the position and to include in the job description a commitment to diversity, equity, and inclusion. Vice-President Portillo seconded the motion.  
Approved 3-0.

Commissioner Moore made a motion to approve the agenda item with some modifications: revise subsections a and b to replace “direct” with “authorize” as it relates to the Human Resources Department; and add a statement regarding a commitment to diversity, equity, and inclusion in the job announcement. Commissioner Merrill seconded the motion.

- b) Direct Human Resources to collect responses from applicants and compile the top 5 to 15 applications for review by the Ad Hoc Committee;
- c) Authorize the Ad Hoc Committee to interview such selection of applicants (but no fewer than three) as the Ad Hoc Committee deems appropriate based on the written applications;
- d) Authorize the Ad Hoc Committee to report to the Civil Service Commission a summary of its work and the results of the interviews, and a recommendation for hiring.

Approved 3-0.  
Speaking for the Human Resources Department was Julie Rasco.

**INFORMATIONAL ITEMS**

23. Request from Commissioner Moore for a report from the Interim Personnel Director.

Information item only. Memo was sent to department heads and posted on the Personnel Department's intranet site formalizing how to request a new recruitment when the eligible list has been exhausted; how to increase the number of vacancies on a certification list when the eligible list has expired; and how to submit requisitions for future vacancies. Senior staff in Personnel have been making presentations to hiring departments regarding peer-sourced process improvements, technology improvements, and future improvements. Request to fill process by City Administration will extend hiring timelines. The vacancy rate for the Classified service was down to 12.5% as of March 2024. Speaking for staff was David Dalager.

24. Request from Commissioner Moore inviting the Chief Operating Officer, or their designee, to address the Civil Service Commission.

No report.

**NEW BUSINESS**

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**ADJOURNMENT**

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At 1:00 p.m., the meeting commenced.

There being no further business, the meeting was adjourned at 1:35 p.m.

Nicolaz Portillo, Vice President

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