

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

Thursday, November 3, 2022 at 1:00 p.m.  
Online Meeting

- A. The regular business meeting of the Civil Service Commission was called to order by President Jacquelyn R. Atkinson at 1:02 p.m. Also present were Commissioner Tammy Lin and Commissioner Aaron Olsen. Vice-President Nicolaz Portillo and Commissioner Sunday Gover were absent.
  
- B. The staff was represented by Personnel Director Douglas Edwards, 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**

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

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

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**ITEMS FOR ACTION**

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*NOTE: The Commission will convene at 12:00 p.m. to hear public comment and discussion of the content of the Closed Session Agenda. At the close of public comment and discussion, the Commission will adjourn the public session and go into closed session. The regular business meeting will begin at 1:00 p.m.*

**INTRODUCTION**

1. Roll Call.

**ACTION TAKEN/PENDING**

Present were President Jacquelyn R. Atkinson, Commissioner Tammy Lin, and Commissioner Aaron Olsen. Vice-President Nicolaz Portillo and Commissioner Sunday Gover were 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 6 can be approved with one motion.)**

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|----|---|---|
| 2. | Approval of the minutes for the regular business meeting of October 6, 2022.                          | Approved items 2 through 6 with one motion. |
| 3. | Leaves of Absence Without Pay - In Order. Items 19 through 20.  |   |
| 4. | Approval of Exceptional Merit Increase for Adriana Arias, Account Clerk.                              |   |
| 5. | Approval of Exceptional Merit Increase for Brady Redmond A. Balolong, Supervising Management Analyst. |   |
| 6. | Approval of Exceptional Merit Increase for Rachel S. Ruiz, Senior Clerk/Typist.                       |   |

**LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION**

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|----|---|---|
| 7. | Bahareh Asadolahi, Library Assistant III, Library Department, for a one-year (fourth extension) special leave without pay ending October 2, 2023, with their name to be placed on the eligible list for Library Assistant III.<br>Hire Date: January 5, 2001<br>Reason: Personal.<br>Department Recommendation: Approval. | Approved.<br>Speaking for staff was Carissa Rosemore.<br>Speaking for the department was Misty Jones.   |
| 8. | Marcus L. Dean, Laborer, Public Utilities Department, for a four-month special leave without pay ending December 31, 2022, with their job to be saved.<br>Hire Date: December 3, 2007<br>Reason: Family care.<br>Department Recommendation: Modification to name on eligible list.  | Approved with modification to name on eligible list.<br>Speaking for staff was Carissa Rosemore.<br>Speaking for the department was Nick Hodnett.                         |
| 9. | Nada Y. Elyas, Library Assistant III, Library Department, for a ten-month special leave without pay ending August 20, 2023, with their job to be saved.<br>Hire Date: November 3, 2014<br>Reason: Childcare.<br>Department Recommendation: Modification to name on eligible list.   | Approved.<br>Speaking for staff was Carissa Rosemore.<br>Speaking was Nada Y. Elyas.<br>Speaking for the department was Misty Jones.<br>Speaking for MEA was Nick Wright. |

10. Allyson M. Ford, Police Detective, Police Department, for a one-year special leave without pay ending January 3, 2024, with their job to be saved.  
Hire Date: July 21, 2006  
Reason: Personal.  
Department Recommendation: Modification to name on eligible list.  
Approved.  
Speaking for staff was Carissa Rosemore.  
Speaking was Allyson M. Ford.
11. Irazema Garcia, Contracts Processing Clerk, Engineering and Capital Projects Department, for a one-year (first extension) special leave without pay ending October 6, 2023, with their name to be placed on the eligible lists for Contracts Processing Clerk, Office Support Specialist, Account Clerk, Public Information Clerk, Clerical Assistant II, and Clerical Assistant I.  
Hire Date: November 23, 2002  
Reason: Maintain employment eligibility.  
Department Recommendation: Approval.  
Approved.  
Speaking for staff was Carissa Rosemore.  
Speaking for the department was Carrie Purcell.

**POLICY ITEMS – DISCUSSION**

12. Request from the Personnel Director to merge the current Golf Course Greenskeeper (T11480) eligible list with the new Golf Course Greenskeeper (T11649) eligible list.  
Approved.  
Speaking for staff was Darren Keenaghan.
13. Request from the Department of Race and Equity to exempt two Program Manager positions from the Classified Service.  
Approved.  
Speaking for staff was Rachel McDonald-Hernandez.  
Speaking for the department was Kim Desmond.
14. Request from the Planning Department to exempt two Program Coordinator positions from the Classified Service.  
Approved.  
Speaking for staff was Rachel McDonald-Hernandez.  
Speaking for the department was Marco Camacho.
15. Request from the Public Utilities Department to exempt an Assistant Deputy Director position from the Classified Service  
Approved.  
Speaking for staff was Rachel McDonald-Hernandez.
16. Request from the Risk Management Department to exempt a Program Coordinator position from the Classified Service.  
Approved.  
Speaking for staff was Rachel McDonald-Hernandez.

17. Staff recommendations on special salary adjustments for the Fiscal Year 2024 Salary Ordinance.

Recommended for Approval:

- 1) Grounds Maintenance Worker Series
- 2) Supervising Management Analyst
- 3) Swimming Pool Manager Series

Speaking for staff was Rachel McDonald-Hernandez.

1. **Grounds Maintenance Worker Series – Request for special salary adjustment of 20%**  
Approved 20% special salary adjustment for Grounds Maintenance Worker I, Grounds Maintenance Worker II, Grounds Maintenance Worker III, Grounds Maintenance Supervisor, and Grounds Maintenance Manager classifications.  
Approved 37.7% special salary adjustment for Lead Cemetery Groundskeeper classification.  
Speaking for the department was Louis Merlin.
2. **Supervising Management Analyst – Request for special salary adjustment of 5%**  
Approved 5% special salary adjustment for Supervising Management Analyst.  
Speaking for the department was Louis Merlin.  
Speaking for MEA was Nick Wright.
3. **Swimming Pool Manager Series – Request for special salary adjustment of 25%**  
Continued to December meeting.

18. Juan M. Perez, appealing their medical disqualification for the position of Structural Inspector I.

Approved.  
Commissioner Olsen dissenting.  
Speaking for staff was Dylan Cooper.  
Speaking was Juan M. Perez.

**LEAVES OF ABSENCE WITHOUT PAY - IN ORDER**

19. Tonny Townsend, Utility Worker I, Transportation Department, for a three-month special leave without pay effective April 19, 2022, through July 5, 2022, with their job to be saved.  
Hire Date: October 2, 1989  
Reason: Medical.  
Department Recommendation: Approval.

**LEAVES OF ABSENCE WITHOUT PAY – UNCLASSIFIED**

20. Kayla C. Edwards, Associate Management Analyst, Stormwater Department, for a leave of absence from the Classified Service effective September 26, 2022, while filling an unclassified position with their name to be placed on the appropriate eligible list.

**LEAVES OF ABSENCE WITHOUT PAY - TOTAL**

Total Leave Requests	07	Family/Childcare/Maternity	02
Leave requests with job saved	04	Education/Training	00
Leave requests with name on list	02	Medical	01
Unclassified	01	Relocation	00
		Outside Employment	00
		Unclassified	01
		Other	03

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**ITEMS FOR INFORMATION**

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**NEW BUSINESS**

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**CLOSED SESSION**

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At 12:02 p.m., the Commission met in Closed Session with the following agenda:

- I. Deliberation on disciplinary appeal pursuant to Government Code Section 54957:
- a. 2020-1- Termination upheld.
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**ADJOURNMENT**

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

At 2:07 p.m., President Jacquelyn R. Atkinson called for a break.

At 2:15 p.m., the meeting continued.

There being no further business, the meeting was adjourned at 3:23 p.m.

Jacquelyn R. Atkinson, President





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Civil Service Commission

**SUPPLEMENTAL MINUTES**

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Tammy Lin, Commissioner  
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**POLICY ITEMS - DISCUSSION**

- |     |   |  |
|-----|---|--|
| S1. | Request from the Risk Management Department to exempt a Program Coordinator position from the Classified Service. | Approved.<br>Speaking for staff was Rachel McDonald-Hernandez. |
|-----|---|--|