

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

Thursday, September 5, 2024, at 12:00 p.m.
Council Chambers 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 12:02 p.m. Also present were Vice President Nicolaz Portillo, Commissioner Samuel Merrill, and Commissioner Will Moore. Commissioner Trang Pham joined the meeting at 12:15 p.m.

- B. The staff was represented by 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

CLOSED SESSION MINUTES

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

Thursday, September 5, 2024, at 12:00 p.m.
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San Diego, California 92101

Virtual Participation: <https://sandiego.zoomgov.com/j/1602402238>

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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):
Jennifer L. Whitmer, appealing their conviction record disqualification for the position of Heavy Truck Driver II. – Motion to grant the appeal passed 4-0. Commissioner Pham was absent.

Publicly disclosed in Open Session at 1:03 p.m.

Sunday Gover, President

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

Thursday, September 5, 2024 at 1:00 p.m.
Council Chambers Room – 12th 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 President Sunday Gover at 1:02 p.m. Also present were Vice President Nicolaz Portillo, Commissioner Samuel Merrill, Commissioner Will Moore, and Commissioner Trang Pham.

- B. The staff was represented by 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. Report Out of Closed Session.

ACTION TAKEN/PENDING

At 1:03 p.m., Saba O'Neal reported out the actions of closed session.

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 through 17 can be approved with one motion.)

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| <ol style="list-style-type: none"> 3. Approval of the minutes for the regular meeting and closed session meeting of July 11, 2024. 4. Approval of Exceptional Merit Increase for Tyler C. Becker, Senior Public Information Officer. 5. Approval of Exceptional Merit Increase for Nhi T. Lang, Junior Engineer - Civil. | <p>Vice President Portillo made a motion to approve items 3 through 17. Commissioner Merrill seconded the motion.
Approved 5-0.</p> |
|---|---|

6. Approval of Exceptional Merit Increase for Jeffrey S. Leddy Jr., Code Compliance Officer.
7. Approval of Exceptional Merit Increase for Rosana D. Mendez, Administrative Aide I.
8. Request from the Personnel Director to merge the current Heavy Truck Driver I eligible list (T11383) with the new Heavy Truck Driver I eligible list (T11884).
9. Request from the Personnel Director to merge the current Heavy Truck Driver II eligible list (T11341) with the new Heavy Truck Driver II eligible list (T11885).
10. Request from the Personnel Director to merge the current Senior Environmental Scientist eligible list (T11769) with the new Senior Environmental Scientist eligible list (T11879).
11. Request from the Personnel Director to use City employees as raters for the Fire Engineer examination.
12. Request from the Environmental Services Department to exempt a Program Manager position from the Classified Service.
13. David C. Payne, Equipment Technician II, Parks and Recreation Department, for a one-year special leave without pay ending July 30, 2025, with their name to be placed on the eligible lists for Equipment Technician II and Equipment Technician I.
Hire Date: December 5, 2016
Reason: Medical.
Department Recommendation: Approval.
14. Yvette M. Picault, Court Support Clerk I, Office of the City Attorney, for a two-month special leave without pay ending October 1, 2024, with their job to be saved.
Hire Date: May 8, 2023
Reason: Childcare.
Department Recommendation: Approval.

15. Johnny Stanley, Heavy Truck Driver II, Transportation Department, for a three-month (first extension) special leave without pay ending November 1, 2024, with their job to be saved.
Hire Date: September 12, 2023
Reason: Medical.
Department Recommendation: Approval.
16. Monique W. Coleman, Supervising Management Analyst, Environmental Services Department, for a leave of absence from the Classified Service effective June 24, 2024, 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.
17. Mayra A. Medel, Senior Planner, Parks and Recreation Department, for a leave of absence from the Classified Service effective July 8, 2024, 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.

LEAVE OF ABSENCE WITHOUT PAY – DISCUSSION

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| <ol style="list-style-type: none"> 18. Marco A. Aguilar Gutierrez Jr., Police Investigative Service Officer I, Police Department, for a one-year special leave without pay ending August 13, 2025, with their name to be placed on the eligible list for Police Investigative Service Officer I.
Hire Date: December 1, 2022
Reason: Outside Employment.
Department Recommendation: Approval. | <p>Commissioner Moore made a motion to approve the request.
Commissioner Portillo seconded the motion.
Approved 5-0.
Speaking for staff was Carissa Rosemore.</p> |
| <ol style="list-style-type: none"> 19. Nada Y. Elyas, Library Assistant III, Library Department, for a one-year (second extension) special leave without pay ending August 20, 2025, with their job to be saved.
Hire Date: November 3, 2014
Reason: Personal.
Department Recommendation: Modification to name on eligible list. | <p>Commissioner Moore made a motion to approve the request with modification to name on eligible list.
Commissioner Pham seconded the motion.
Approved 5-0.
Speaking for staff was Carissa Rosemore.
Speaking was Nada Y. Elyas.</p> |

20. Celia N. Ramirez, Special Event Traffic Controller I, Police Department, for a one-year (seventh extension) special leave without pay ending September 14, 2025, 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.
- Vice President Portillo made a motion to approve the request.
Commissioner Pham seconded the motion.
Approved 5-0.
Speaking for staff was Carissa Rosemore.
21. Marissa B. Thammavongsa, Field Representative, Public Utilities Department, for a one-year special leave without pay ending September 29, 2025, with their name to be placed on the eligible lists for Field Representative and Special Event Traffic Controller I.
Hire Date: May 21, 2018
Reason: Outside Employment and Medical.
Department Recommendation: Approval.
- Vice President Portillo made a motion to approve the request.
Commissioner Pham seconded the motion.
Approved 5-0.
Speaking for staff was Carissa Rosemore.
Speaking was Marissa B. Thammavongsa.
22. Alyssa L. Tutterow, Police Officer II, Police Department, for a one-year special leave without pay ending August 9, 2025, with their job to be saved.
Hire Date: December 5, 2019
Reason: Outside Employment.
Department Recommendation: Modification to name on eligible list.
- Commissioner Moore made a motion to approve the request with modification to name on eligible list.
Vice President Portillo seconded the motion.
Approved 5-0.
Speaking for staff was Carissa Rosemore.
Speaking for the department was Silvia Satrom.

POLICY ITEMS – DISCUSSION

23. Review of Fiscal Year 2026 Salary Proposals submitted for study.
- Speaking for staff was Rachel McDonald-Hernandez.
- Recommended for Study:
- 1) Construction Estimator
 - 2) Deputy Fire Marshal I, Deputy Fire Marshal II, Supervising Deputy Fire Marshal
 - 3) Fleet Attendant
 - 4) Helicopter Mechanic
 - 5) Painter
 - 6) Plasterer
 - 7) Police Payroll Specialist I, Police Payroll Specialist II, Police Payroll Supervisor
 - 8) Principal Clerk
 - 9) Publishing Specialist I, Publishing Specialist II, Senior Publishing Specialist
 - 10) Senior Control Systems Engineer
 - 11) Senior Fire Helicopter Pilot
 - 12) Senior Pump Station Operations Supervisor
 - 13) Senior Victim Services Coordinator
- Recommended for Study:
- Commissioner Moore made a motion to approve for further study subitems 1-14 under “Recommended for Study.”
Commissioner Portillo seconded the motion.
Approved 5-0.
Speaking for Local 127 was Andres Alva-Cardenas.

14) Seven-Gang Mower Operator

Not Recommended for Study:

- 1) Aquatics Technician I, Aquatics Technician II, Aquatics Technician Supervisor
- 2) Heavy Truck Driver I, Heavy Truck Driver II
- 3) Offset Press Operator
- 4) Parking Meter Technician
- 5) Pump Station Operator

Not Recommended for Study:

1) Aquatics Technician I, Aquatics Technician II, Aquatics Technician Supervisor

Approved for further study.

Vice President Portillo made a motion to approve for further study.

Commissioner Merrill seconded the motion.

Approved 5-0.

Speaking for the Parks and Recreation Department was Louis Merlin.

Speaking for Local 127 were Andres Alva-Cardenas and Tim Douglass.

2) Heavy Truck Driver I, Heavy Truck Driver II

Approved for further study.

Vice President Portillo made a motion to approve for further study.

Commissioner Pham seconded the motion.

Approved 5-0.

Speaking for the Parks and Recreation Department was Louis Merlin.

Speaking for Local 127 were Andres Alva-Cardenas and Tim Douglass.

3) Offset Press Operator

Approved staff's recommendation.

Commissioner Moore made a motion to deny for further study but the motion failed.

After discussion, Vice President Portillo made a motion to deny for further study.

Commissioner Moore seconded the motion.

Approved 5-0.

Speaking for Local 127 were Andres Alva-Cardenas and Tim Douglass.

4) Parking Meter Technician

Approved for further study.

Commissioner Moore made a motion to approve for further study.

Vice President Portillo seconded the motion.

Approved 5-0.

Speaking for Local 127 were Andres Alva-Cardenas and Tim Douglass.

5) Pump Station Operator

Approved for further study.
Vice President Portillo made a motion to approve for further study.
Commissioner Pham seconded the motion.
Approved 5-0.
Speaking for Local 127 were Andres Alva-Cardenas and Tim Douglass.
Speaking for the Public Utilities Department was Doug Campbell.

INFORMATIONAL ITEMS

24. Request from Commissioner Moore for a report from the Personnel Director.

Information item only.
Goal of hiring process improvements is to cut the hiring timeline in half and reduce the vacancy rate to less than 8 percent. Voice of the Customer sessions were used to inform the working group's hiring process recommendations. Solutions and obstacles identified include the 109 days it currently takes departments to request a certification; the number of supplemental questions on an application; and the need for increased processing in NeoGov to include using one certification for only one interview process. Appointing Authority Interview Training pilot process reduced required forms from 27 to seven forms. For the new fiscal year, process changes will be communicated to various interest groups.
Speaking for staff was David Dalager.
Speaking was Louis Merlin.

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

Information item only.
Speaking was Matthew Vespi.
Speaking was Rolando Charvel.

At 1:02 p.m., the meeting commenced.

There being no further business, the meeting was adjourned at 2:57 p.m.

Sunday Gover, President