

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

Thursday, October 3, 2024, at 11:00 a.m.
Civil Service Commission Room
Civic Center Plaza
1200 Third Ave, Suite 300
San Diego, California 92101

- A. The closed session meeting of the Civil Service Commission was called to order by President Sunday Gover at 11:10 a.m. Also present were Vice President Nicolaz Portillo, Commissioner Samuel Merrill, and Commissioner Will Moore. Commissioner Trang Pham joined the meeting at 11:41 a.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

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CLOSED SESSION

The Commission met in Closed Session with the following agenda:

1. Conference with Labor Negotiators, pursuant to California Government Code Section 54957.6:

City Designated Management Team Representatives pursuant to San Diego Resolution R-313942:

Julie Rasco, Director, Human Resources Department
Abby Jarl-Veltz, Deputy Director, Human Resources Department
Jonnabelle Domingo, Supervising Human Resources Officer, Human Resources Department
Hannah Filley, Human Resources Officer, Human Resources Department

Designated as representatives within the meaning of California Government Code Section 54957.6(a):

Jim McNeill, Assistant City Attorney, Office of the City Attorney
Thomas Brady, Senior Deputy City Attorney, Office of the City Attorney
Joan Dawson, Senior Deputy City Attorney, Office of the City Attorney
Miguel Merrell, Deputy City Attorney, Office of the City Attorney
Kristin Zlotnik, Senior Chief Deputy City Attorney, Office of the City Attorney

DCA Assigned: Kristin Zlotnik, Senior Chief Deputy City Attorney

Employee organizations:

DCAA, Local 127, Local 145, Local 911, MEA, and POA

The purpose of this closed session meeting is to review the City's position and instruct the City's designated representatives for labor negotiations to meet and confer regarding proposed revisions to Personnel Manual Index Code K-2. – Vice President Portillo made a motion to proceed with the meet and confer with additional revisions related to notifying the subject and victim of their CSC appeal rights. Commissioner Merrill seconded the motion. Approved 4-0. Commissioner Pham was absent.

2. PUBLIC EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1):
Gary J. Antoine Jr., appealing their conviction record disqualification for the position of Laborer. – Withdrawn.
3. PUBLIC EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1):
Austin T. Buckley, appealing their conviction record disqualification for the position of Laborer. – Commissioner Moore made a motion to grant the appeal. Commissioner Merrill seconded the motion. Approved 5-0.
4. PUBLIC EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1):
Melissa R. McBride, appealing their conviction record disqualification for the position of Administrative Aide I. – Vice President Portillo made a motion to deny the appeal. Commissioner Moore seconded the motion. Approved 5-0.
5. PUBLIC EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1):
Robert R. Myers, appealing their conviction record disqualification for the position of Grounds Maintenance Worker I. – Commissioner Moore made a motion to grant the appeal. Commissioner Merrill seconded the motion. Approved 3-2. President Gover and Vice President Portillo voted no.
6. PUBLIC EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1):
Roger A. Shell Jr., appealing their conviction record disqualification for the position of HVACR Technician. – Vice President Portillo made a motion to deny the appeal. Commissioner Pham seconded the motion. Approved 5-0.

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

Sunday Gover, President

**CITY OF SAN DIEGO
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CIVIL SERVICE COMMISSION**

Thursday, October 3, 2024, at 1:00 p.m.
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Civic Center Plaza
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- 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.



City of San Diego
Civil Service Commission

MINUTES

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ITEMS FOR ACTION

INTRODUCTION

ACTION TAKEN/PENDING

1. Roll Call.
2. Report Out of Closed Session.

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 11 can be approved with one motion.)

3. Approval of the minutes for the regular meeting and closed session meeting of September 5, 2024. Commissioner Moore made a motion to approve items 3 through 11. Commissioner Pham seconded the motion. Approved 5-0.
4. Approval of Exceptional Merit Increase for Xavier R. Avila, Grounds Maintenance Manager.
5. Approval of Exceptional Merit Increase for Edward Miranda, Administrative Aide II.
6. Approval of Exceptional Merit Increase for Kaitlyn M. Porter, Landscape Designer.
7. Sinan Y.H. Daraji, Junior Engineer - Civil, Transportation Department, for a six-month special leave without pay ending March 5, 2025, with their job to be saved. Hire Date: November 28, 2022 Reason: Personal. Department Recommendation: Approval.
8. Kendall W. Amerige, City Attorney Investigator II, Office of the City Attorney, for a leave of absence from the Classified Service effective September 4, 2024, while filling an unclassified position with their name to be placed on the appropriate eligible list.
9. Freddy L. Porter Jr., Water Systems District Manager, Public Utilities Department, for a leave of absence from the Classified Service effective August 31, 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.

10. Traci L. Rosete, Supervising Management Analyst, Environmental Services Department, for a leave of absence from the Classified Service effective July 20, 2024, while filling an unclassified position with their name to be placed on the appropriate eligible list.
11. Cori A. Ryan, Accountant IV, Development Services Department, for a leave of absence from the Classified Service effective August 31, 2024, while filling an unclassified position with their name to be placed on the appropriate eligible list.

LEAVE OF ABSENCE WITHOUT PAY – DISCUSSION

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| 12. Casey R. Cole, Police Officer I, Police Department, for a one-year (third extension) special leave without pay ending September 1, 2025, with their name to be placed on the eligible for Police Officer I.
Hire Date: April 22, 2021
Reason: Relocation and Outside Employment.
Department Recommendation: Approval. | Vice President Portillo made a motion to approve the request.
Commissioner Moore seconded the motion.
Approved 5-0.
Speaking for staff was Carissa Rosemore. |
| 13. Maurice R. Franklin, Sanitation Driver I, Environmental Services Department, for a one-year special leave without pay ending August 31, 2025, with their job to be saved.
Hire Date: July 25, 2022
Reason: Loss of Commercial Driver License.
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 Chase Wiegand. |
| 14. Robert J. Grim, Police Officer II, Police Department, for a one-year special leave without pay ending September 8, 2025, with their job to be saved.
Hire Date: December 3, 2018
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 was Robert J. Grim |

15. Ariana Silva, Literacy Tutor/Learner Coordinator, Library Department, for a one-year special leave without pay ending August 25, 2025, with their job to be saved.
Hire Date: October 3, 2016
Reason: Medical.
Department Recommendation: Modification to name on eligible list.
- Vice President Portillo 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 for the department was Jennifer Jenkins.
16. Letty Soto, Office Support Specialist, Personnel Department, for a one-year (second extension) special leave without pay ending September 30, 2025, with their name to be placed on the eligible list for Office Support Specialist, Clerical Assistant II, and Benefits Representative I.
Hire Date: June 18, 2018
Reason: Family Care.
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.

POLICY ITEMS – DISCUSSION

17. Staff recommendation on special salary adjustment for the Fiscal Year 2026 Salary Ordinance.
- Not Recommended for Approval:
1) Principal Clerk
- Speaking for staff was Rachel McDonald-Hernandez
- Not Recommended for Approval:
- 1) Principal Clerk**
Commissioner Moore made a motion to approve a special salary adjustment of 5% for the Principal Clerk classification. Vice President Portillo seconded the motion.
Approved 5-0.
Speaking for the Office of the City Attorney were Paige Folkman, Heily Hernandez, and Jim McNeill.

INFORMATIONAL ITEMS

18. Request from Commissioner Moore for a report from the Personnel Director.
- Information item only.
The internal process improvements coming out of the huddle led to a revised conviction record form wherein written statements by candidates were replaced with two checkboxes, resulting in time savings of 160 minutes per day. During the recent Audit Committee Meeting, two outstanding

recommendations were approved related to the creation of a joint interview process guide and a detailed Classified hiring process guide. A joint hiring hall process is scheduled for October for positions that can be underfilled by Laborers and Grounds Maintenance Workers; approximately 300 interviews are expected to be conducted in two days by nine interview panels.
Speaking was David Dalager.

19. Request from Commissioner Moore inviting the Chief Operating Officer, or their designee, to address the Civil Service Commission. Information item only.
Speaking for staff was Saba O'Neal.
Speaking was Bethany Bezak.
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At 1:02 p.m., the meeting commenced.

There being no further business, the meeting was adjourned at 2:06 p.m.

Sunday Gover, President