

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

Thursday, November 2, 2023, at 1:00 p.m.
Council Closed Session 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 Vice President Nicolaz Portillo at 1:05 p.m. Also present were Commissioner Will Moore and Commissioner Aaron Olsen.

- 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
Sunday Gover, Vacant

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ITEMS FOR ACTION

INTRODUCTION

1. Roll Call.

ACTION TAKEN/PENDING

Present were Vice President Portillo, Commissioner Moore, and Commissioner Olsen.
President Gover was 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 13 can be approved with one motion.)

2. Approval of the minutes for the regular meeting and closed session meeting of October 5, 2023. Commissioner Moore made a motion to approve items 2 through 13. Commissioner Olsen seconded the motion. Approved 3-0.
3. Approval of Exceptional Merit Increase for Zeyad Abbood, Assistant Engineer - Electrical.
4. Approval of Exceptional Merit Increase for Arnold T. Adamos, Senior Water Operations Supervisor.
5. Approval of Exceptional Merit Increase for Rane D. R. Gacayan, Administrative Aide II.
6. Approval of Exceptional Merit Increase for Wendy D. Miller, Park Ranger.
7. Approval of Exceptional Merit Increase for Jeff E. Remsburg, Water Systems District Manager.
8. Approval of Exceptional Merit Increase for Sonia I. Rodriguez, Assistant Chemist (Terminal).
9. Approval of Exceptional Merit Increase for Amir H. Ruhi, Associate Engineer - Civil.
10. Keith M. Boothe, Water Systems Technician IV, Public Utilities Department, for a one-year (first extension) special leave without pay ending September 18, 2024, with their name to be placed on the eligible lists for Water Systems Technician IV, Laborer, and Lake Aide I.
Hire Date: June 24, 2015
Reason: Medical.
Department Recommendation: Approval.
11. Keondre T. Moore, Laborer, Public Utilities Department, for a one-year special leave without pay ending August 2, 2024, with their name to be placed on the eligible list for Laborer.
Hire Date: September 30, 2020
Reason: Personal.
Department Recommendation: Approval.

12. Ryan R. Cross, Supervising Wastewater Pretreatment Inspector, Public Utilities Department, for a leave of absence from the Classified Service effective September 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.
13. Request from the Interim Personnel Director to merge the current Police Recruit (T11620) eligible list with the new Police Recruit (T11794) eligible list.

LEAVES OF ABSENCE WITHOUT PAY - DISCUSSION

14. Bahareh Asadolahi, Library Assistant III, Library Department, for a one-year (fifth extension) special leave without pay ending October 2, 2024, with their name to be placed on the eligible list for Library Assistant III.
Hire Date: January 5, 2001
Reason: Personal.
Department Recommendation: Approval.

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

POLICY ITEMS – DISCUSSION

15. Staff recommendations on special salary adjustments for the Fiscal Year 2025 Salary Ordinance.

Speaking for staff was Rachel McDonald-Hernandez.

Recommended for Approval:

- Recommended for Approval:**
- 1) Recreation Center Director I
 - 2) Special Event Traffic Controller I

1) Recreation Center Director I
Commissioner Moore made a motion to approve a special salary adjustment of 20% for the Recreation Center Director III, Recreation Center Director II, Recreation Center Director I, and Assistant Recreation Center Director classifications. The Civil Service Commission directed that MEA's request to include the Area Manager II classification for a special salary adjustment be placed on the December 7, 2023, meeting agenda. Commissioner Olsen seconded the motion.
Approved 3-0.
Speaking for MEA was Nick Wright.
Speaking for the department was Louis Merlin.

2) Special Event Traffic Controller I

Commissioner Olsen made a motion to approve a special salary adjustment of 15% for the Special Event Traffic Control Supervisor, Special Event Traffic Controller II, and Special Event Traffic Controller I classifications. Commissioner Moore seconded the motion.

Approved 3-0.

Speaking for MEA was Nick Wright. Speaking for the department was Silvia Satrom.

16. Revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum).

Commissioner Moore made a motion to approve the request. Vice President Portillo seconded the motion.

Approved 3-0.

Speaking for staff was Rachel McDonald-Hernandez.

17. Mauri S. Hays, appealing the rejection of their reinstatement application for Associate Management Analyst and Administrative Aide II.

Commissioner Olsen made a motion to grant the appeal. Commissioner Moore seconded the motion.

Approved 3-0.

Speaking for staff was Carissa Rosemore.

Speaking for MEA was Nick Wright.

18. Request from Commissioner Olsen to provide whistleblower training to Personnel Department employees.

Commissioner Olsen made a motion for the Office of the City Auditor to make available whistleblower training to Personnel Department staff. Commissioner Moore seconded the motion.

Approved 3-0.

Approved 3-0.

Speaking for staff was Saba O'Neal.

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

Information item only. Personnel is in the process of developing a procedure that will add new vacancies to certification requests automatically; expanding the Outstation program; pilot testing the online Employee Performance Review and new hire Personnel Change Request (PCR) workflows; reducing the number of required forms for the Appointing Authority interview process; and working towards the ability for candidates to be fingerprinted using LiveScan machines across the state.

20. Request from Commissioner Moore for a report from the Deputy Chief Operating Officer.
- Speaking for staff was David Dalager.
- Information item only.
The Administration offered that the Environmental Services Department and Library Department assist with pilot testing of process improvements and review of process guides; Human Resources will work collaboratively with Personnel to create a rolling three-month recruitment outlook to prioritize recruitments based on critical system impacts; Human Resources will be recruiting a lead hiring manager that will monitor hiring processes for the Administration – expected to be filled within 30 days.
Speaking for staff was Saba O’Neal.
Speaking was Alia Khouri.
21. Request from Commissioner Moore for the status of post-hiring delays in issuing employee ID numbers.
- Information item only.
Speaking for staff was David Dalager.
22. Discussion regarding expansion of the Civil Service Commission.
- Commissioner Moore made a motion to continue item to the December 7, 2023, meeting.
Vice-President Portillo seconded the motion.
Approved 3-0.
23. Discussion regarding the recruitment and selection process for Personnel Director.
- Commissioner Moore made a motion to continue item to the December 7, 2023, meeting.
Vice-President Portillo seconded the motion.
Approved 3-0.
Speaking for staff was Saba O’Neal.
Speaking was Julie Rasco.
Speaking was Jon Terwiliger.

UNFINISHED BUSINESS

24. Request from the Communications Department to exempt a Program Coordinator position from the Classified Service.
- Commissioner Moore made a motion to continue item to the December 7, 2023, meeting.
Vice-President Portillo seconded the motion.
Approved 3-0.
Speaking for staff was Rachel McDonald-Hernandez.

ADJOURNMENT

At 1:05 p.m., the meeting commenced.

There being no further business, the meeting was adjourned at 2:16 p.m.

Sunday Gover, President

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