

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

Thursday, May 5, 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 1:03 p.m. Also present were Vice-President Nicolaz Portillo, Commissioner Sunday Gover, Commissioner Tammy Lin, and Commissioner Aaron Olsen.
  
- B. The staff was represented by Personnel Director Douglas Edwards, Assistant Personnel Director Anne Lamén Aban, and Assistant to the Director Saba Berenji. 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

Thursday, May 5, 2022, at 1:00 p.m.  
Online Meeting

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

Until further notice, Civil Service Commission meetings will be conducted pursuant to the provisions of [California Executive Order 29-20](#), which suspends certain requirements of the Ralph M. Brown Act.

During the current State of Emergency and in the interest of public health and safety, all members of the Civil Service Commission will be participating in meetings by teleconference. In accordance with the Executive Order, there will be no members of the public in attendance at the meetings. We are providing alternatives to in-person attendance for viewing and participating in meetings.

In lieu of in-person attendance, members of the public may participate and provide comment via telephone, using the City Clerk webform, email submission, or via U.S. Mail of written materials, as follows:

**Public Comment Testimony During Civil Service Commission Meetings:**

To offer public comment testimony during a Civil Service Commission meeting, you need to first join the Zoom Webinar meeting online from your desktop computer, laptop, tablet, or Smartphone, or by calling in to the meeting from your cellular phone or land line. If applicable, the Civil Service Commission will meet in Closed Session at 12:00 p.m. or shortly thereafter. Public Comment on Closed Session items will occur at the start of the 12:00 p.m. session before the Commission adjourns into Closed Session. The Commission will reconvene for Open Session at 1:00 p.m. or shortly thereafter.

**The link to join the Zoom Webinar by computer, tablet, or Smartphone is:**

Closed Session: <https://sandiego.zoomgov.com/j/1601441297> (PUBLIC COMMENT ONLY)

Open Session: <https://sandiego.zoomgov.com/j/1602402238>

**To Join By Telephone:**

Closed Session: Dial 1-669-254-5252. When prompted, input Webinar ID: 160 144 1297# (PUBLIC COMMENT ONLY)

Open Session: Dial 1-669-254-5252. When prompted, input Webinar ID: 160 240 2238#

**How To Speak To A Particular Item Or During Non-Agenda Public Comment:**

When the Commission President introduces the item you would like to comment on (or indicates it is time for Non-Agenda Public Comment), raise your hand by either tapping the "Raise your Hand" button on your computer, tablet, or Smartphone, or by dialing \*9 on your phone. You will be taken in the order in which you raise your hand. You may only speak once on a particular item.

When the Commission President indicates it is your turn to speak, unmute your phone by tapping the Unmute button on your computer, tablet or Smartphone, or dial \*6 on your phone.

**Written Comment Through Webform:**

**Comment On Agenda Items** may be submitted using the City Clerk [webform](#) indicating the agenda item number for which you wish to submit your comment. Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before the item is called will be submitted into the written record for the relevant item.

**Non-Agenda Public Comment** may be submitted using the City Clerk [webform](#) checking the appropriate box. Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before Non-agenda comment is called will be submitted into the written record for the meeting.

**Closed Session Public Comment** may be submitted using the City Clerk [webform](#). Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before the item is called will be submitted into the written record for the relevant item.

**Written Materials.** If you wish to submit written materials for submission into the record or have an attachment to your comment, you may email it to [AArevalo@sandiego.gov](mailto:AArevalo@sandiego.gov) or submit via U.S. Mail to 1200 Third Avenue, Suite 300, San Diego, CA 92101. Materials submitted via email will be distributed to the Civil Service Commission in accordance with the deadlines described above. Materials submitted via U.S. Mail will need to be received the business day prior in order to be distributed to the Civil Service Commission.

The public may view the meetings on Zoom Webinar. Click [here](#) to view this meeting at its scheduled time.

**Requests For Accessibility Modifications Or Accommodations:**

As required by the Americans with Disabilities Act (ADA), requests for agenda information to be made available in alternative formats, and any requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting the Personnel Department Services Supervisor at 619-236-6402 or [AArevalo@saniego.gov](mailto:AArevalo@saniego.gov). Requests should be made as early as possible prior to the meeting. Every attempt will be made to accommodate all reasonable requests. The City is committed to resolving accessibility requests swiftly in order to maximize accessibility.

This agenda and the supplemental information for each agenda item, if any, can be made available in alternative formats to assist persons with disabilities. Special assistance at the meeting is also available. To request such assistance, please call the Personnel Department Services Supervisor at 619-236-6402. Requests should be made as early as possible prior to the meeting. Every attempt will be made to accommodate all reasonable requests.

---

---

**ITEMS FOR ACTION**

---

---

*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, Vice-President Nicolaz Portillo, Commissioner Sunday Gover, Commissioner Tammy Lin, and Commissioner Aaron Olsen.

**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 4 can be approved with one motion.)**

- |    |   |   |
|----|---|---|
| 2. | Approval of the minutes for the regular business meeting of April 7, 2022.            | Approved items 2 through 4 with one motion. |
| 3. | Leaves of Absence Without Pay - In Order. Items 11 through 16.                        |   |
| 4. | Approval of Exceptional Merit Increase for Manuel C. Padilla, Administrative Aide II. |   |

**LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION**

- |    |  |  |
|----|--|--|
| 5. | Ryan M. Allen, Police Officer II, requesting a one-year special leave without pay ending April 10, 2023, with his job to be saved.<br>Hire Date: December 3, 2018<br>Reason: Outside employment.<br>Department Recommendation:<br>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 Silvia Satrom. |
| 6. | Angel A. Vidrios, Police Officer II, requesting a one-year special leave without pay ending April 30, 2023, with his job to be saved.<br>Hire Date: June 19, 2010<br>Reason: Relocation.<br>Department Recommendation:<br>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 Silvia Satrom. |

**POLICY ITEMS - DISCUSSION**

- |    |   |  |
|----|---|--|
| 7. | Request from the Public Utilities Department to create and exempt an Executive Assistant Director position from the Classified Service. | Approved.<br>Speaking for staff was Rachel McDonald-Hernandez.<br>Speaking for the department was David Dalager. |
| 8. | Staff Recommendations on Overtime Eligibility for New Classifications.  | Approved.<br>Speaking for staff was Rachel McDonald-Hernandez.   |
| 9. | Exception to Personnel Manual Index Code D-3, Career Advancement (Addendum).  | Approved.<br>Speaking for staff was Rachel McDonald-Hernandez.   |

10. Jose A. Martinez, appealing his medical disqualification for the position of Lake Aide II.

Approved.  
Commissioner Olsen dissenting.  
Speaking for staff was Edgar Portilla.  
Speaking for the department was David Dalager.  
Speaking was Jose A. Martinez.

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

11. Darryl N. Kane, Customer Services Representative, Public Utilities Department, for a six-month special leave without pay ending July 5, 2022, with his job to be saved.  
Hire Date: September 9, 2019  
Reason: Medical.  
Department Recommendation: Approval.
12. Fabian L. Lopez, Plant Technician III, Public Utilities Department, for an eight-month special leave without pay ending June 25, 2022, with his job to be saved.  
Hire Date: July 26, 1999  
Reason: Medical.  
Department Recommendation: Approval.
13. Angela M. Shelton, Recreation Center Director II, Parks and Recreation Department, for a one-year special leave without pay ending March 21, 2023, with her name to be placed on the eligible list.  
Hire Date: March 19, 2015  
Reason: Family care.  
Department Recommendation: Approval.

**LEAVES OF ABSENCE WITHOUT PAY - UNCLASSIFIED**

14. Lisa J. Johnson-Walton, Senior Planner (Option Class: Code Enforcement Coordinator), Development Services Department, for a leave of absence from the Classified Service effective March 24, 2022, while temporarily filling an unclassified position with her job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

15. Lisa A. Poston, Senior Zoning Investigator, Development Services Department, for a leave of absence from the Classified Service effective December 20, 2021, while temporarily filling an unclassified position with her job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.
  
16. Michael F. Ruiz, Senior Planner, Parks and Recreation Department, for a leave of absence from the Classified Service effective May 7, 2022, while filling an unclassified position with his name to be placed on the appropriate eligible list. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

**LEAVES OF ABSENCE WITHOUT PAY - TOTAL**

Total Leave Requests	08	Family/Childcare/Maternity	01
Leave requests with job saved	04	Education/Training	00
Leave requests with name on list	01	Medical	02
Unclassified	03	Relocation	01
		Outside Employment	01
		Unclassified	03
		Other	00

---

**CLOSED SESSION**

---

At 12:00 p.m., the Commission met in Closed Session with the following agenda:

1. Public Employee Performance Evaluation pursuant to Government Code Section 54957 – Personnel Director – No action taken.

---

**ADJOURNMENT**

---

At 1:03 p.m., the Commission convened into open session. There being no further business, the meeting was adjourned at 2:01 p.m.

Jacquelyn R. Atkinson, President