

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

Thursday, February 1, 2024, at 11:30 a.m.  
Council Closed Session Room – 12<sup>th</sup> 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 11:36 a.m. Also present were Vice President Nicolaz Portillo and Commissioner Will Moore. Commissioner Aaron Olsen was absent.
  
- 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  
Vacant, Commissioner

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This information will be made available in alternative formats upon request, as required by the Americans with Disabilities Act (ADA), by contacting Robin Recendez at 619-236-6400 or [personnel@sanidiego.gov](mailto:personnel@sanidiego.gov). 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 Robin Recendez at 619-236-6400 or [personnel@sanidiego.gov](mailto:personnel@sanidiego.gov). Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services, or interpreters, require different lead times, ranging from five business days to two weeks. Please keep this in mind and provide as much advance notice as possible in order to ensure availability. The Civil Service Commission is committed to resolving accessibility requests swiftly in order to maximize accessibility.

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**CLOSED SESSION**

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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):

Adrian J. Gutierrez, appealing their medical disqualification for the position of Grounds Maintenance Worker I. – Motion to deny the appeal passed unanimously.

2. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):

Adrian J. Gutierrez, appealing their conviction record disqualification for the position of Grounds Maintenance Worker I. – Motion to deny the appeal passed unanimously.

3. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):

Marco A. Hernandez, appealing their conviction record disqualification for the position of Welder. – Motion to deny the appeal passed unanimously.

4. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):

Michael T. West, appealing their conviction record disqualification for the position of Plant Operator Trainee. – Motion to approve the appeal passed unanimously.

5. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):

Kydricck W. Young, appealing their conviction record disqualification for the position of Utility Worker I. – Motion to deny the appeal passed unanimously. Applicant may reapply for City employment after three years.

Publicly disclosed in Open Session at 1:01 p.m.

Sunday Gover, President

**CITY OF SAN DIEGO  
MINUTES OF THE MEETING OF THE  
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Thursday, February 1, 2024, at 1:00 p.m.  
Council Closed Session Room – 12<sup>th</sup> 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 1:00 p.m. Also present were Vice President Nicolaz Portillo and Commissioner Will Moore. Commissioner Aaron Olsen was absent.
  
- 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.



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**ITEMS FOR ACTION**

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**INTRODUCTION**

1. Roll Call.

**ACTION TAKEN/PENDING**

Present were President Gover, Vice President Portillo, and Commissioner Moore.  
Commissioner Olsen 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 18 can be approved with one motion.)**

2. Approval of the minutes for the regular meeting of December 7, 2023. Commissioner Moore made a motion to approve items 2 through 18. Vice President Portillo seconded the motion. Approved 3-0.
3. Approval of Exceptional Merit Increase for Jennifer Cervantes, Administrative Aide II.
4. Approval of Exceptional Merit Increase for Bernadette L. Clowers, Senior Clerk/Typist.
5. Approval of Exceptional Merit Increase for Leslie P. Conlet, Administrative Aide II.
6. Approval of Exceptional Merit Increase for Hoan-Vu N. Do, Senior Records Management Analyst.
7. Approval of Exceptional Merit Increase for Jessie Y. Huang, Environmental Scientist II.
8. Approval of Exceptional Merit Increase for Jennifer P. Jungers, Associate Management Analyst.
9. Reginald R. Gobaleza, Library Assistant III, Library Department, for a one-year special leave without pay ending December 8, 2024, with their name to be placed on the eligible list for Library Assistant III.  
Hire Date: September 4, 2012  
Reason: Education.  
Department Recommendation: Approval.
10. Michelle A. Lara, Assistant Engineer - Civil, Engineering & Capital Projects, for a one-year special leave without pay ending January 3, 2025, with their name to be placed on the eligible list for Assistant Engineer - Civil.  
Hire Date: June 26, 2017.  
Reason: Family care.  
Department Recommendation: Approval.
11. Brendan S. Larsen, Library Assistant II, Library Department, for a two-month special leave without pay ending July 26, 2024, with their job to be saved.  
Hire Date: September 10, 2019  
Reason: Education.  
Department Recommendation: Approval.

12. Stephanie M. Loaiza, Public Information Clerk, Office of the City Treasurer, for a one-year special leave without pay ending January 11, 2025, with their name to be placed on the eligible lists for Public Information Clerk and Clerical Assistant II.  
Hire Date: May 30, 2023  
Reason: Relocation and family care.  
Department Recommendation: Approval.
13. Jorge Peralta, Grounds Maintenance Worker II, Parks and Recreation Department, for a one-year special leave without pay ending January 10, 2025, with their name to be placed on the eligible list for Grounds Maintenance Worker II.  
Hire Date: May 1, 2017  
Reason: Medical.  
Department Recommendation: Approval.
14. Oscar Ramirez, Golf Course Greenskeeper, Parks and Recreation Department, for a one-year special leave without pay ending November 9, 2024, with their name to be placed on the eligible lists for Golf Course Greenskeeper, Grounds Maintenance Worker II, and Grounds Maintenance Worker I.  
Hire Date: October 5, 2010  
Reason: Medical.  
Department Recommendation: Approval.
15. Andrea C. Andrade, Trainer, Human Resources Department, for a leave of absence from the Classified Service effective August 19, 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.
16. Sean L. Plaisted, Community Development Specialist IV, Economic Development Department, for a leave of absence from the Classified Service effective December 21, 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.
17. Request from the Office of the Chief Operating Officer to exempt a Program Coordinator position from the Classified Service.

- 18. Request from the Interim Personnel Director to merge the current Park Ranger (T10944) eligible list with the new Park Ranger (T11827) eligible list.

**LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION**

- 19. Micah J. Vanesler, Police Officer II, Police Department, for a three-month (second extension) special leave without pay ending April 1, 2024, with their name to be placed on the eligible list for Police Officer II.  
Hire Date: October 19, 2007  
Reason: Maintain employment eligibility.  
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**

- 20. Request from the Transportation Department for Suspended Competition to appoint 11 incumbents to the classification of Street Lighting Electrician.

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

- 21. Staff recommendations on special salary adjustments and new classification for the Fiscal Year 2025 Salary Ordinance.

Speaking for staff was Rachel McDonald-Hernandez.

**Recommended for Approval:**

- Recommended for Approval:**
- 1) Emergency Services Coordinator Series
  - 2) Laboratory Technician
  - 3) Paralegal
  - 4) Supervising Polygrapher

**1) Emergency Services Coordinator Series**

Vice President Portillo made a motion to approve staff’s recommendation to create a new Associate Emergency Services Coordinator classification, at a monthly salary of approximately \$7,738; to approve a special salary adjustment of 2.5% for the Supervising Emergency Services Coordinator classification; and to approve the title change for Supervising Emergency Services Coordinator to Senior Emergency Services Coordinator.  
Commissioner Moore seconded the motion.  
Approved 3-0.

- Not Recommended for Approval:**
- 5) Lifeguard II



**2) Laboratory Technician**

Vice President Portillo made a motion to approve staff's recommendation for a special salary adjustment of 9% for the Laboratory Technician and Assistant Laboratory Technician classifications.

President Gover seconded the motion. Approved 3-0.

**3) Paralegal**

Vice President Portillo made a motion to approve staff's recommendation for a special salary adjustment of 11% for the Principal Paralegal, Senior Paralegal, and Paralegal classifications.

Commissioner Moore seconded the motion.

Approved 3-0.

**4) Supervising Polygrapher**

Vice President Portillo made a motion to approve staff's recommendation to create a new Supervising Polygrapher classification, at a monthly salary of approximately \$10,201.

President Gover seconded the motion. Approved 3-0.

**Not Recommended for Approval:**

**5) Lifeguard II**

Vice President Portillo made a motion to continue the item to next month's meeting.

President Gover seconded the motion. Approved 3-0.

Speaking for Local 911 was Stephen Ure.

Speaking for City Administration was Alia Khouri.

22. Proposed Salary Review Process for Fiscal Year 2026.

Commissioner Moore made a motion to approve the Salary Review Process. President Gover seconded the motion. Approved 3-0.

Speaking for staff was Rachel McDonald-Hernandez.

Speaking for MEA was Nick Wright.

Speaking for City Administration was Alia Khouri.

23. Revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum). Commissioner Moore made a motion to approve the request. President Gover seconded the motion. Approved 3-0. Speaking for staff was Rachel McDonald-Hernandez.
24. Formation of an Ad Hoc Committee to research and make recommendations to the Commission on how to conduct the Personnel Director recruitment. Vice President Portillo made a motion to approve the formation of an Ad Hoc Committee to research and make recommendations to the Commission on how to conduct the Personnel Director recruitment. Members of the Ad Hoc Committee are President Gover and Commissioner Moore. Commissioner Moore seconded the motion. Approved 3-0. Speaking for staff was Saba O’Neal.

**INFORMATIONAL ITEMS**

25. 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.
26. Request from Commissioner Moore for a report from the Interim Personnel Director. Information item only. The whistleblower training was conducted virtually by the Office of the City Auditor on January 29, 2024; implemented E-Verify and tracking of LTD actions; and assisted with the Public Utilities Department job fair which had over 400 attendees and over 70 pre-scheduled interviews. Speaking for staff was David Dalager.
27. Request from Commissioner Moore inviting the Chief Operating Officer, or their designee, to address the Civil Service Commission. Information item only. Human Resources Director Julie Rasco reported that their lead hiring manager is now hired and that LinkedIn and Handshake are being leveraged for recruitment. Speaking for staff was Saba O’Neal. Speaking were Julie Rasco and Alia Khouri.

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**ADJOURNMENT**

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At 1:00 p.m., the meeting commenced.

There being no further business, the meeting was adjourned at 2:01 p.m.

Sunday Gover, President