

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

Thursday, July 7, 2022, at 1:00 p.m.
Online Meeting

- A. The regular business meeting of the Civil Service Commission was called to order by Vice-President Nicolaz Portillo at 1:01 p.m. Also present were Commissioner Sunday Gover and Commissioner Tammy Lin. President Jacquelyn R. Atkinson and Commissioner Aaron Olsen were absent.

- B. The staff was represented by Personnel Director Douglas Edwards, 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

Jacquelyn R. Atkinson, President
Nicolaz Portillo, Vice-President
Sunday Gover, Commissioner
Tammy Lin, Commissioner
Aaron Olsen, Commissioner

Thursday, July 7, 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 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@sanidiego.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 Vice-President Nicolaz Portillo, Commissioner Sunday Gover, and Commissioner Tammy Lin. President Jacquelyn R. Atkinson and Commissioner Aaron Olsen were 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.)

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| 2. Approval of the minutes for the regular business meeting of June 2, 2022. | Approved items 2 through 13 with one motion except for item 27 which is a subset of item 3. Item 27 was continued to the next meeting. |
| 3. Leaves of Absence Without Pay - In Order. Items 27 through 29. | |
| 4. Approval of Exceptional Merit Increase for Brent R. Duclos, Recreation Specialist (Option Class: Golf). | |
| 5. Approval of Exceptional Merit Increase for Ashley C. Dulaney, Assistant Planner. | |
| 6. Approval of Exceptional Merit Increase for Peggy L. Furtado, Senior Management Analyst. | |
| 7. Approval of Exceptional Merit Increase for Nathan A. Hamblen, Recreation Specialist (Option Class: Golf). | |
| 8. Approval of Exceptional Merit Increase for Edgar Ramirez Manriquez, Assistant Planner. | |
| 9. Approval of Exceptional Merit Increase for Salome Y. Martinez, District Manager. | |
| 10. Approval of Exceptional Merit Increase for Frank A. McCollister, Recreation Specialist (Option Class: Golf). | |
| 11. Approval of Exceptional Merit Increase for Jaime Meza, Grounds Maintenance Worker II. | |
| 12. Approval of Exceptional Merit Increase for Daniel T. Mielke, Recreation Specialist (Option Class: Golf). | |
| 13. Approval of Exceptional Merit Increase for Jennifer Sandoval, Finance Analyst III. | |

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

14. Kyle T. Gantz, Lifeguard II, Fire-Rescue Department, for a one-year (first extension) special leave without pay ending June 25, 2023, with his name to be placed on the eligible list for Lifeguard II.
Hire Date: May 4, 2012
Reason: Education.
Department Recommendation: Approval.

Approved.
Speaking for staff was Carissa Rosemore.
15. Irazema Garcia, Contracts Processing Clerk, Engineering & Capital Projects Department, for a three-month special leave without pay ending August 16, 2022, with her job to be saved.
Hire Date: November 23, 2002
Reason: Medical.
Department Recommendation: Modification to name on eligible list.

Approved with modification to name on eligible list ending October 6, 2022.
Speaking for staff was Carissa Rosemore.
Speaking for MEA was Cathleen Higgins.
Speaking for the department was Carrie Purcell.
16. Kristina N. Miller, Police Dispatch Supervisor, Police Department, for a one-year (first extension) special leave without pay ending June 14, 2023, with her name to be placed on the eligible lists for Police Dispatch Supervisor, Police Dispatcher, Dispatcher II, Dispatcher I, and Senior Clerk/Typist.
Hire Date: August 31, 2001
Reason: Medical.
Department Recommendation: Approval.

Approved.
Speaking for staff was Carissa Rosemore.
Speaking for the department was Silvia Satrom.
17. Thanh T. Nguyen, Library Assistant II, Library Department, for a one-year special leave without pay ending January 31, 2023, with her job to be saved.
Hire Date: December 4, 2012
Reason: Family Care.
Department Recommendation: Modification to name on eligible list.

Approved with modification to name on eligible list.
Speaking for staff was Carissa Rosemore.
Speaking for the department was Robert Cronk.
18. Abegail M. Ortega, Customer Services Representative, Public Utilities Department, for a five-month (first extension) special leave without pay ending November 30, 2022, with her job to be saved.
Hire Date: July 11, 2016
Reason: Childcare.
Department Recommendation: Approval.

Approved.
Speaking for staff was Carissa Rosemore.

POLICY ITEMS - DISCUSSION

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| 19. | Requests from the Council Administration Office to exempt Two Program Manager positions and Forty-Six Council Representative I Positions from the Classified Service. | Approved.
Speaking for staff was Rachel McDonald-Hernandez.
Speaking for the department was Mary Ann Wallace. |
| 20. | Request from the Office of the Chief Operating Officer to exempt a Program Coordinator position from the Classified Service. | Approved.
Speaking for staff was Rachel McDonald-Hernandez. |
| 21. | Request from the Office of the City Attorney to exempt a Program Manager position from the Classified Service. | Approved.
Speaking for staff was Rachel McDonald-Hernandez. |
| 22. | Request from the Risk Management Department to exempt Two Program Coordinator positions from the Classified Service. | Approved.
Speaking for staff was Rachel McDonald-Hernandez. |
| 23. | Revision to Personnel Manual Index Code D-3, Career Advancement (Addendum). | Approved.
Speaking for staff was Rachel McDonald-Hernandez. |
| 24. | Anais Bailey, appealing her medical disqualification for the position of Trainer. | Approved.
Speaking for staff was Edgar Portilla.
Speaking was Anais Bailey.
Speaking for the department was Yajaira Gharst. |
| 25. | Shelton R. McIntyre-Hall Jr., appealing his medical disqualification for the position of Grounds Maintenance Worker I. | Denied.
Speaking for staff was Edgar Portilla.
Speaking was Shelton R. McIntyre-Hall Jr. |
| 26. | Thomas J. Huygens, appealing the rejection of his reinstatement application for Fire Fighter III. | Denied. (Commissioner Gover abstained.)
Speaking for staff was Carissa Rosemore.
Speaking was Thomas J. Huygens.
Speaking was Ty Shimoguchi.
Speaking for the department was John Wood. |

LEAVES OF ABSENCE WITHOUT PAY - IN ORDER

27. Catherine R. Strickler, Dispatcher II, Police Department, for a one-year special leave without pay ending April 17, 2023, with her name to be placed on the eligible list for Dispatcher II.
Hire Date: August 30, 2018
Reason: Medical.
Department Recommendation: Approval.
- Continued.

LEAVES OF ABSENCE WITHOUT PAY – UNCLASSIFIED

28. Rachel A. McDonald-Hernandez, Associate Personnel Analyst, Personnel Department, for a leave of absence from the Classified Service effective March 7, 2022, while filling an unclassified position with her name to be placed on the appropriate eligible list.
29. Steve M. Palle, District Manager, Parks and Recreation Department, for a leave of absence from the Classified Service effective June 4, 2022, while filling an unclassified position with his name to be placed on the appropriate eligible list.

LEAVES OF ABSENCE WITHOUT PAY - TOTAL

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

CLOSED SESSION

At 12:01 p.m., the Commission met in Closed Session with the following agenda:

- I. Deliberation on disciplinary appeal pursuant to Government Code Section 54957:
 - a. Christopher Swanson- Termination upheld.

ADJOURNMENT

At 1:01 p.m., the Commission convened into open session. There being no further business, the meeting was adjourned at 3:05 p.m.

Nicolaz Portillo, Vice-President