

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

Thursday, December 5, 2024, 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 President Sunday Gover at 1:10 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 Lamien 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
Samuel Merrill, Commissioner
Will Moore, Commissioner
Trang Pham, Commissioner

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ITEMS FOR ACTION

INTRODUCTION

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

ACTION TAKEN/PENDING

Present were President Gover, Vice President Portillo, Commissioner Merrill, Commissioner Moore, and Commissioner Pham.

Nothing to report.

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 12 can be approved with one motion.)

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| <p>3. Approval of the minutes for the regular meeting of November 7, 2024.</p> <p>4. Approval of Exceptional Merit Increase for Shaneisha M. Burton, Payroll Supervisor.</p> <p>5. Approval of Exceptional Merit Increase for Marisol Bustamante Sanchez, Payroll Specialist II.</p> <p>6. Approval of Exceptional Merit Increase for Eduardo Garcia Estrada, Sanitation Driver II.</p> <p>7. Approval of Exceptional Merit Increase for Maria D. Sanchez, Payroll Specialist II.</p> <p>8. Approval of Exceptional Merit Increase for Ashley S. Wallace, Payroll Specialist II.</p> | <p>Vice President Portillo made a motion to approve items 3 through 11. Commissioner Pham seconded the motion. Approved 5-0. Item 12 was withdrawn.</p> |
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9. Oscar Ramirez, Golf Course Greenskeeper, Parks and Recreation Department, for a one-year (first extension) special leave without pay ending November 9, 2025, 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.
10. Andrea S. Zamudio, Payroll Specialist II, Fire-Rescue Department, for a one-year special leave without pay ending November 7, 2025, with their name to be placed on the eligible lists for Payroll Specialist II, Payroll Specialist I, Account Clerk, and Clerical Assistant II.
Hire Date: January 6, 2014
Reason: Childcare.
Department Recommendation: Approval.
11. Daniel R. Holguin, Associate Management Analyst, Police Department, for a leave of absence from the Classified Service effective October 12, 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.
Hire Date: February 19, 2015
12. Request from the Commission on Police Practices to exempt two Program Coordinator positions from the Classified Service.

Withdrawn.

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

13. Maurice L. Crosby, Water Systems Technician I, Public Utilities Department, for a one-year special leave without pay ending December 5, 2025, with their job to be saved.
Hire Date: June 10, 2023
Reason: Loss of Commercial Driver License.
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 was Maurice L. Crosby.

14. Johnny Stanley, Heavy Truck Driver II, Transportation Department, for a three-month (second extension) special leave without pay ending February 1, 2025, with their job to be saved.
Hire Date: September 12, 2023
Reason: Medical.
Department Recommendation: Modification to name on eligible list.

Commissioner Moore made a motion to approve the request for six months of special leave without pay ending May 1, 2025, with their job to be saved. President Gover seconded the motion. Approved 5-0.
Speaking for staff was Carissa Rosemore.
Speaking was Johnny Stanley.

POLICY ITEMS – DISCUSSION

15. Revision to Personnel Manual Index Code D-3, Career Advancement (Addendum).

Commissioner Moore made a motion to approve the revision. Commissioner Pham seconded the motion. Approved 5-0.
Speaking for staff was Rachel McDonald-Hernandez.

16. Staff recommendations on special salary adjustments, new classifications, and title changes for the Fiscal Year 2026 Salary Ordinance.

Speaking for staff was Rachel McDonald-Hernandez

Recommended for Approval:

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- 1) Deputy Fire Marshal I, Deputy Fire Marshal II, Supervising Deputy Fire Marshal
- 2) Pump Station Operations Superintendent, Senior Pump Station Operations Supervisor

1) Deputy Fire Marshal I, Deputy Fire Marshal II, Supervising Deputy Fire Marshal

Vice President Portillo made a motion to approve staff's recommendation for the title changes for the Fire Prevention Inspector I, Fire Prevention Inspector II, and Fire Prevention Supervisor classifications to Deputy Fire Marshal I, Deputy Fire Marshal II, and Supervising Deputy Fire Marshal, respectively. Commissioner Merrill seconded the motion. Approved 5-0.

Not Recommended for Approval:

- 1) Construction Estimator
- 2) Fleet Attendant
- 3) Plasterer

2) Pump Station Operations Superintendent, Senior Pump Station Operations Supervisor

Commissioner Merrill made a motion to approve staff's recommendation to create the new classifications of Pump Station Operations Superintendent and Senior Pump Station Operations Supervisor, at monthly salaries of approximately \$9,452 and \$8,219, respectively.

Vice President Portillo seconded the motion.
Approved 5-0.

3) Construction Estimator

President Gover made a motion to approve a special salary adjustment of 10% for the Construction Estimator classification.

Vice President Portillo seconded the motion.

Approved 5-0.

Speaking for Local 127 was Andres Alva-Cardenas.

4) Fleet Attendant

Vice President Portillo made a motion to approve a special salary adjustment of 10% for the Fleet Attendant classification.

President Gover seconded the motion.

Approved 5-0.

Speaking for Local 127 was Andres Alva-Cardenas.

5) Plasterer

Vice President Portillo made a motion to approve a special salary adjustment of 10% for the Plasterer classification.

Commissioner Pham seconded the motion.

Approved 5-0.

Speaking for Local 127 was Andres Alva-Cardenas.

INFORMATIONAL ITEMS

17. Request from Commissioner Moore for a report from the Personnel Director.

Informational item only.

The Personnel Department reduced the number of supplemental application questions for over 50 job bulletins to create a better experience for applicants. Due to Measure E not passing, there will be a strategic hiring freeze. There has been a vacancy rate decrease from 18.5% two years ago to 11.5% now.

Speaking was David Dalager.

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| 18. | Request from Commissioner Moore inviting the Chief Operating Officer, or their designee, to address the Civil Service Commission. | No report. |
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ADJOURNMENT

At 1:10 p.m., the meeting commenced.

There being no further business, the meeting was adjourned at 1:56 p.m.

Sunday Gover, President