

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

Thursday, July 3, 2025, at 1:00 p.m.
Civil Service Commission Room
Civic Center Plaza
1200 Third Ave, Suite 300
San Diego, California 92101

- A. The regular business meeting of the Civil Service Commission was called to order by Vice President Will Moore at 1:14 p.m. Also present were Commissioner Samuel Merrill and Commissioner Trang Pham. President Nicolaz Portillo was absent.
- B. The staff was represented by 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

Nicolaz Portillo, President
Will Moore, Vice President
Samuel Merrill, Commissioner
Trang Pham, Commissioner
Vacant, Commissioner

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ITEMS FOR ACTION

INTRODUCTION

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

ACTION TAKEN/PENDING

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

At 1:15 p.m., Saba O'Neal reported out the actions of closed session.

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 to 20 can be approved with one motion.)

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| 3. Approval of the minutes for the regular meeting of May 1, 2025. | Commissioner Merrill made a motion to approve the consent agenda.
Commissioner Pham seconded the motion.
Approved 3-0. |
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| 4. Approval of Exceptional Merit Increase for Monica M. Bejarano, Senior Management Analyst. | |
| 5. Approval of Exceptional Merit Increase for Reeva Shayne S. Victoria, Payroll Specialist II. | |
| 6. Request from the Personnel Director to merge the current Police Officer I eligible list (T11621) with the new Police Officer I eligible list (T11942). | |
| 7. Request from the Personnel Director to merge the current Police Officer II eligible list (T11622) with the new Police Officer II eligible list (T11943). | |
| 8. Request from the Personnel Director to merge the current Recreation Center Director II eligible list (T10604) with the new Recreation Center Director II eligible list (T11941). | |
| 9. Request from the Personnel Director to use City employees as raters for the Fire Engineer examination. | |

10. Reham N. Al Saeed, Assistant Engineer – Civil, Engineering and Capital Projects Department, for a six-month (first extension) special leave without pay ending December 13, 2025, with their job to be saved.
Hire Date: May 6, 2019
Reason: Childcare.
Department Recommendation: Approve.
11. Richard J. Bedard, Parking Enforcement Officer I, Police Department, for a one-year (first extension) special leave without pay ending June 7, 2026, with their name to be placed on the eligible list for Parking Enforcement Officer I.
Hire Date: March 2, 2017
Reason: Maintain employment eligibility.
Department Recommendation: Approve.
12. Charles E. Berotte, Heavy Truck Driver II, Transportation Department, for a one-year special leave without pay ending July 2, 2026, with their name to be placed on the eligible list for Heavy Truck Driver II.
Hire Date: August 5, 2023
Reason: Loss of Commercial Driver License.
Department Recommendation: Approve.
13. De'Arcy L. Harris, Patch Truck Operator, Transportation Department, for a one-year (first extension) special leave without pay ending June 7, 2026, with their name to be placed on the eligible list for Patch Truck Operator.
Hire Date: March 30, 1995
Reason: Need additional time to obtain Commercial Driver License.
Department Recommendation: Approve.
14. Jaime M. Morales Castaneda, Plasterer, General Services Department, for a six-month special leave without pay ending October 22, 2025, with their job to be saved.
Hire Date: August 8, 2022
Reason: Personal.
Department Recommendation: Approve.

15. Jwan A. Mufti, Assistant Engineer - Civil, Engineering and Capital Projects Department, for a one-year special leave without pay ending March 16, 2026, with their job to be saved.
Hire Date: June 3, 2019
Reason: Family care.
Department Recommendation: Approve.
16. David C. Payne, Equipment Technician II, Parks and Recreation Department, for a one-year (first extension) special leave without pay ending July 30, 2026, with their name to be placed on the eligible list for Equipment Technician II.
Hire Date: December 5, 2016
Reason: Maintain employment eligibility.
Department Recommendation: Approve.
17. Jorge S. Ruiz, Fire Engineer, Fire-Rescue Department, for a one-year special leave without pay ending June 27, 2026, with their name to be placed on the eligible lists for Fire Engineer and Fire Fighter II.
Hire Date: November 8, 2014
Reason: Medical.
Department Recommendation: Approve.
18. Aaron M. Stevens, Utility Worker I, Stormwater Department, for a two-month special leave without pay ending June 21, 2025, with their job to be saved.
Hire Date: December 30, 2019
Reason: Personal.
Department Recommendation: Approve.
19. Timothy D. Carroll, Wastewater Chief Plant Operator, Public Utilities Department, for a leave of absence from the Classified Service effective May 24, 2025, while filling an unclassified position with their name to be placed on the appropriate eligible list.
Hire Date: December 18, 2023
20. Maritza Duque, Senior Personnel Analyst, Personnel Department, for a leave of absence from the Classified Service effective September 17, 2022, while filling an unclassified position with their name to be placed on the appropriate eligible list.
Hire Date: July 10, 2017

LEAVE OF ABSENCE WITHOUT PAY – DISCUSSION

21. Brianna S. Alvarez Bradley, Public Information Clerk, Office of the City Treasurer, for a one-year special leave without pay ending April 24, 2026, with their name to be placed on the eligible lists for Public Information Clerk and Clerical Assistant II.
Hire Date: May 16, 2022
Reason: Outside employment.
Department Recommendation: Approve.

Commissioner Merrill made a motion to approve the request.
Commissioner Pham seconded the motion.
Approved 3-0.
Speaking for staff was Carissa Rosemore.
22. Christian M. Del Razo, Supervising Department Human Resources Analyst, Public Utilities Department, for a one-year special leave without pay ending May 26, 2026, with their name to be placed on the eligible lists for Supervising Department Human Resources Analyst, Supervising Management Analyst, Senior Department Human Resources Analyst, Senior Management Analyst, Associate Personnel Analyst, Associate Department Human Resources Analyst, and Associate Management Analyst.
Hire Date: July 26, 2021
Reason: Outside employment.
Department Recommendation: Approve.

Vice President Moore made a motion to approve the request.
Commissioner Pham seconded the motion.
Approved 3-0.
Speaking for staff was Carissa Rosemore.
Speaking was Christian M. Del Razo.
23. Madison-Leigh F. Holl, Recreation Leader I, Parks and Recreation Department, for a two-month special leave without pay ending June 30, 2025, with their job to be saved.
Hire Date: August 3, 2024
Reason: Personal.
Department Recommendation: Deny.

Vice President Moore made a motion to deny the request.
Commissioner Pham seconded the motion.
Approved 2-1.
Commissioner Merrill voted no.
Speaking for staff was Carissa Rosemore.
Speaking for the department was Louis Merlin.
24. Monica R. Langston, Administrative Aide II, Stormwater Department, for a one-year (second extension) special leave without pay ending May 12, 2026, with their name to be placed on the eligible lists for Administrative Aide II and Administrative Aide I.
Hire Date: March 2, 2013
Reason: Family care.
Department Recommendation: Approve.

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

25. Diana Penaloza, Dispatcher II, Police Department, for a one-year (second extension) special leave without pay ending May 7, 2026, with their name to be placed on the eligible lists for Dispatcher II and Police 911 Dispatcher.
Hire Date: October 12, 2015
Reason: Maintain employment eligibility.
Department Recommendation: Approve.

Commissioner Merrill made a motion to approve the request.
Commissioner Pham seconded the motion.
Approved 3-0.
Speaking for staff was Carissa Rosemore.
Speaking was Diana Penaloza.

POLICY ITEMS – DISCUSSION

26. Appointment to the San Diego Civil Service Commission Joint Apprenticeship Committee: Epifanio Rios, nominated for appointment as Alternate Management Member.

Commissioner Pham made a motion to approve the appointment.
Commissioner Merrill seconded the motion.
Approved 3-0.
Speaking for staff was Samuel Hagos.

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

Commissioner Pham made a motion to approve the request.
Commissioner Merrill seconded the motion.
Approved 3-0.
Speaking for staff was Rachel McDonald-Hernandez.

28. Request from the Environmental Services Department to exempt a Program Coordinator position from the Classified Service.

Commissioner Merrill made a motion to approve the request.
Commissioner Pham seconded the motion.
Approved 3-0.
Speaking for staff was Rachel McDonald-Hernandez.
Speaking for the department was Jeremy Bauer.

29. Formation of an Ad Hoc Committee to conduct the Personnel Director performance evaluation.

Commissioner Merrill made a motion to approve the formation of an Ad Hoc Committee.
Commissioner Pham seconded the motion.
Approved 3-0.
Vice President Moore made a motion for President Portillo and Vice President Moore to serve on the Ad Hoc Committee.
Commissioner Merrill seconded the motion.
Approved 3-0.
Speaking for staff was Saba O'Neal.

INFORMATIONAL ITEMS

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| 30. | Request from Vice President Moore for a report from the Personnel Director. | Information item only.
Two recommendations identified by the Office of the City Auditor have been completed: addressing gaps in hiring process transparency by expanding NEOGOV access to key administrative staff members and strengthening supervisor accountability by making the Employee Review Program training a requirement, with a deadline of one year from appointment. As of December 2023, the Personnel Department has updated over 500 class specifications. The Personnel Department is currently testing online Personnel Change Request Form workflows for organizational reassignments and pay changes. The fourth One-Stop Shop onboarding event was conducted for Fire Recruits. Approximately 60 candidates attended the event.
Speaking for staff was David Dalager. |
| 31. | Request from Vice President Moore inviting City Administration to address the Civil Service Commission. | No report. |

At 1:14 p.m., the meeting commenced.

There being no further business, the meeting was adjourned at 1:50 p.m.