

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

Thursday, September 4, 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 President Nicolaz Portillo at 1:00 p.m. Also present were Vice President Will Moore, Commissioner Samuel Merrill, and Commissioner Joy Freeman. Commissioner Trang Pham was absent.
- 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

Nicolaz Portillo, President
Will Moore, Vice President
Joy Freeman, Commissioner
Samuel Merrill, 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 Portillo, Vice President Moore, Commissioner Freeman, and Commissioner Merrill. Commissioner Pham was absent.

At 1:01 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 8 can be approved with one motion.)

3. Approval of the minutes for the regular meeting of July 3, 2025.

Vice President Moore made the motion to approve the consent agenda.
Commissioner Freeman seconded the motion.
Approved 4-0.

4. Kerry Beriont, Marine Mechanic, Fire-Rescue Department, for a one-year special leave without pay ending April 23, 2026, with their name to be placed on the eligible list for Pump Station Operator Trainee.
Hire Date: June 7, 2014
Reason: Medical.
Department Recommendation: Approve.

5. David S. Mandel, Combination Inspector I, Development Services Department, for a four-month special leave without pay ending September 1, 2025, with their job to be saved.
Hire Date: December 10, 2022
Reason: Need additional time to obtain International Code Council certification.
Department Recommendation: Approve.

6. Hector C. Flores, Water Systems District Manager, Public Utilities Department, for a leave of absence from the Classified Service effective July 18, 2025, 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: August 2, 1999
7. Velina O. Hamilton, Supervising Management Analyst, Public Utilities Department, for a leave of absence from the Classified Service effective March 29, 2025, while filling an unclassified position with their name to be placed on the appropriate eligible list.
Hire Date: July 21, 2001
8. Approval of the minutes of the San Diego City Civil Service Commission Joint Apprenticeship Committee meetings of January 21, 2025, March 11, 2025, and May 28, 2025.

POLICY ITEMS – DISCUSSION

9. Review of Fiscal Year 2027 Salary Proposals submitted for study.

Recommended for Study:

- 1) Agricultural Lease Manager
- 2) ARJIS Administrator
- 3) Assistant Facility Manager
- 4) Building Code and Noise Abatement Supervisor
- 5) Deputy Noise Abatement Officer and Noise Abatement Officer
- 6) Digital Equity Specialist I and Digital Equity Specialist II
- 7) Editor/Proofreader
- 8) Emergency Medical Technician
- 9) Equipment Service Supervisor
- 10) Firearms Technician
- 11) Fitness Specialist
- 12) Forensics Alcohol Analyst
- 13) Investigation Support Manager
- 14) Junior Engineer – Corrosion
- 15) Legal Secretary I, Legal Secretary II, Senior Legal Secretary, and Principal Legal Secretary

Speaking for staff was Rachel McDonald-Hernandez.

Recommended for Study:

Commissioner Freeman made a motion to approve for further study subitems 1-21 under “Recommended for Study.” Vice President Moore seconded the motion.
Approved 4-0.
Subitem 22 was withdrawn.

- 16) Micrographics Clerk
- 17) Paramedic
- 18) Parking Enforcement Officer I, Parking Enforcement Officer II, Parking Enforcement Supervisor, Senior Parking Enforcement Supervisor, and new classification: Parking Enforcement Recruit
- 19) Photographer
- 20) Stable Attendant and Senior Stable Attendant
- 21) Tank Service Technician I and Tank Service Technician II
- 22) Wildfire Mitigation Specialist and Wildfire Mitigation Specialist Supervisor

INFORMATIONAL ITEMS

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| 10. | 2024 Equal Employment Opportunity Annual Report. | Informational item only.
Speaking for staff was Darren Keenaghan. |
| 11. | Request from Vice President Moore for a report from the Personnel Director. | Informational item only.
As of July 1, non-sworn candidates have access to all 13 Concentra facilities for pre-employment medical appointments. Personnel introduced a live scheduling system for all Concentra locations and gave access to Concentra to view appointments. The Outstation pilot program has been extended to the end of the year to provide more accurate data to evaluate.
Speaking for staff was David Dalager. |
| 12. | Request from Vice President Moore inviting City Administration to address the Civil Service Commission. | Nothing to report. |

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

There being no further business, the meeting was adjourned at 1:33 p.m.