

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

Thursday, October 2, 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 1:13 p.m. Also present were Commissioner Joy Freeman, 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 Lamen 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 Vice President Moore, Commissioner Freeman, Commissioner Merrill, and Commissioner Pham. President Portillo was absent.

At 1:13 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 12 can be approved with one motion.)

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| 3. | Approval of the minutes for the regular meeting of September 4, 2025. | Commissioner Freeman made the motion to approve items 3-9 and items 11-12. Commissioner Pham seconded the motion. Approved 4-0.
Item 10 was moved to discussion. |
| 4. | Approval of Exceptional Merit Increase for Jason P. Belgau, Code Compliance Officer. | |
| 5. | Approval of Exceptional Merit Increase for Celinna C. Cosio, Senior Management Analyst. | |
| 6. | Approval of Exceptional Merit Increase for Ruby S. Houck, Administrative Aide II. | |
| 7. | Approval of Exceptional Merit Increase for Anthony Le, Code Compliance Officer. | |
| 8. | Khalid A. Arredondo, Customer Services Representative, Public Utilities Department, for a two-month special leave without pay ending December 16, 2025, with their job to be saved.
Hire Date: June 10, 2023
Reason: Family Care.
Department Recommendation: Approve. | |

9. Robert J. Grim, Police Officer II, Police Department, for a one-year (first extension) special leave without pay ending September 8, 2026, with their name to be placed on the eligible list for Police Officer II.
Hire Date: December 3, 2018
Reason: Outside Employment.
Department Recommendation: Approve.
10. Dion R. Moore Jr., Plant Operator Trainee, Public Utilities Department, for a five-month special leave without pay ending September 26, 2025, with their job to be saved.
Hire Date: August 5, 2024
Reason: Medical.
Department Recommendation: Approve.

Vice President Moore made a motion to approve the request ending October 10, 2025, with their job to be saved.
Commissioner Pham seconded the motion.
Approved 4-0.
Speaking for staff was Carissa Rosemore.
11. Celia N. Ramirez, Special Event Traffic Controller I, Police Department, for a one-year (eighth extension) special leave without pay ending September 14, 2026, with their name to be placed on the eligible list for Special Event Traffic Controller I.
Hire Date: October 23, 2003
Reason: Medical.
Department Recommendation: Approve.
12. Letty Soto, Office Support Specialist, Personnel Department, for a one-year (third extension) special leave without pay ending September 30, 2026, with their name to be placed on the eligible lists for Office Support Specialist, Clerical Assistant II, and Benefits Representative I.
Hire Date: June 18, 2018
Reason: Family Care.
Department Recommendation: Approve.

LEAVE OF ABSENCE WITHOUT PAY – DISCUSSION

13. Mario Raman II, Laborer, Public Utilities Department, for a one-year special leave without pay ending September 11, 2026, with their job to be saved.
Hire Date: February 16, 2022
Reason: Need additional time to obtain Commercial Driver License and Grade D2 certification.
Department Recommendation: Modify to name on eligible list.

Vice President Moore made a motion to approve the request with modification to name on eligible list.
Commissioner Freeman seconded the motion.
Approved 4-0.
Speaking for staff was Carissa Rosemore.
Speaking for the department was Rachel Davenport.
Speaking was Mario Raman II.

POLICY ITEMS – DISCUSSION

14. Request from the Council Administration Office to exempt a Council Representative I position from the Classified Service.

Commissioner Freeman made a motion to approve the request.
Commissioner Pham seconded the motion.
Approved 4-0.
Speaking for staff was Jennifer Lamas-Villanueva.

15. Staff recommendations on classification deletions for the Fiscal Year 2027 Salary Ordinance.

Recommended for Deletion:

- a) ARJIS Administrator
- b) Assistant Facility Manager
- c) Building Code and Noise Abatement Supervisor
- d) Deputy Noise Abatement Officer
- e) Editor/Proofreader
- f) Equipment Service Supervisor
- g) Firearms Technician
- h) Forensics Alcohol Analyst
- i) Investigation Support Manager
- j) Micrographics Clerk
- k) Noise Abatement Officer
- l) Photographer
- m) Senior Stable Attendant
- n) Stable Attendant
- o) Tank Service Technician I
- p) Tank Service Technician II

Not Recommended for Deletion:

- q) Agricultural Lease Manager
- r) Fitness Specialist

Commissioner Freeman made a motion to approve staff's recommendations.
Commissioner Merrill seconded the motion.
Approved 4-0.
Speaking for staff was Jennifer Lamas-Villanueva.

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

Commissioner Merrill made a motion to approve the revision.
Commissioner Pham seconded the motion.
Approved 4-0.
Speaking for staff was Jennifer Lamas-Villanueva.

INFORMATIONAL ITEMS

17. Request from Vice President Moore for a report from the Personnel Director.

Informational item only.
The meet and confer for the Reduction In Force (RIF) process has been completed. The number of impacted employees is approximately 30. Only 12 positions do not have vacancies in the same classification. The remaining have vacancies in the same classification. RIF implementation deadline is December 2, 2025. In Personnel, six positions were impacted, four were vacant and two were unclassified.
Speaking for staff was David Dalager.

At 1:13 p.m., the meeting commenced.

There being no further business, the meeting was adjourned at 1:39 p.m.