

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

Thursday, March 5, 2026, 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 and Commissioner Samuel Merrill. Commissioner Joy Freeman and Commissioner Trang Pham were 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
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, and Commissioner Merrill.
Commissioner Freeman and Commissioner Pham were absent.

At 1:00 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 7 can be approved with one motion.)

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| 3. | Approval of the minutes for the regular meeting of February 5, 2026. | Commissioner Merrill made a motion to approve the consent agenda. Vice President Moore seconded the motion.
Approved 3-0. |
| 4. | Melissa E. Barbour, Librarian II, Library Department, for a one-year special leave without pay ending February 21, 2027, with their name to be placed on the eligible lists for Librarian II, Librarian I, and Library Assistant III.
Hire Date: April 25, 2016
Reason: Medical.
Department Recommendation: Approve. | |
| 5. | Jason P. Belgau, Code Compliance Officer, Environmental Services Department, for a one-year special leave without pay ending March 10, 2027, with their job to be saved.
Hire Date: August 17, 2024
Reason: Relocation.
Department Recommendation: Approve. | |

6. Lance W. Schlager, Combination Inspector I, Development Services Department, for a one-year special leave without pay ending February 12, 2027, with their name to be placed on the eligible lists for Combination Inspector I, Electrical Inspector I, Structural Inspector I, Zoning Investigator II, and Zoning Investigator I.
Hire Date: January 7, 2023
Reason: Need additional time to obtain International Code Council Certification.
Department Recommendation: Approve.
7. Approval of the minutes of the San Diego City Civil Service Commission Joint Apprenticeship Committee meetings of July 22, 2025, and October 7, 2025.

LEAVE OF ABSENCE WITHOUT PAY – DISCUSSION

8. Lilian Montijo, Account Clerk, Office of the City Attorney, for a four-month special leave without pay ending June 30, 2026, with their job to be saved.
Hire Date: April 8, 2019
Reason: Medical.
Department Recommendation: Modify to name on eligible list. Withdrawn.

POLICY ITEM – DISCUSSION

9. Revisions to Personnel Manual Index Code G-7 and Index Code G-7A. President Portillo made a motion to approve the revisions.
Vice President Moore seconded the motion.
Approved 3-0.
Speaking for staff was Carissa Rosemore.

INFORMATIONAL ITEM

10. Request from Vice President Moore for a report from the Personnel Director. Informational item only.
Soft launch of online transfer request form in NEOGOV. A key benefit is that employees who apply will be able to self-schedule for interviews through NEOGOV. Personnel Department has taken on a new advisory role in the City's contracting out process related to A.B. 339. An email inbox has been established for

departments to send their inquiries to. Staff are also conducting a review of the exemption list to identify services that could be performed by represented classifications. Speaking for staff was David Dalager.

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

There being no further business, the meeting was adjourned at 1:15 p.m.

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