

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

Thursday, June 4, 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 1:03 p.m. Also present were Vice President Will Moore, Commissioner Samuel Merrill, and Commissioner Trang Pham. Commissioner Joy Freeman 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
Joy Freeman, Commissioner
Samuel Merrill, Commissioner
Trang Pham, Commissioner

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Virtual Participation: <https://sandiego.zoomgov.com/j/1602402238>

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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 Merrill, and Commissioner Pham.
Commissioner Freeman was absent.

At 1:04 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 10 can be approved with one motion.)

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| <ol style="list-style-type: none"> 3. Approval of the revised minutes for the regular meeting of April 2, 2026. | <p>Vice President Moore made a motion to approve the consent agenda.
Commissioner Merrill seconded the motion.
Approved 4-0.</p> |
| <ol style="list-style-type: none"> 4. Approval of the minutes for the regular meeting of May 7, 2026. | |

5. Approval of Exceptional Merit Increase for Andres Molina, Administrative Aide II.
6. Shang N. Ahmad, Assistant Engineer – Civil, Engineering and Capital Projects Department, for a one-year (first extension) special leave without pay ending April 15, 2027, with their name to be placed on the eligible lists for Assistant Engineer – Civil and Junior Engineer – Civil.
Hire Date: November 29, 2021
Reason: Family care.
Department Recommendation: Approve.
7. Brandon A. Cosio, Assistant Recreation Center Director, Parks and Recreation Department, for a one-year special leave without pay ending April 26, 2027, with their name to be placed on the eligible lists for Recreation Leader II and Recreation Leader I.
Hire Date: June 13, 2023
Reason: Outside employment.
Department Recommendation: Approve.
8. Christian M. Del Razo, Supervising Department Human Resources Analyst, Public Utilities Department, for a one-year (first-extension) special leave without pay ending May 26, 2027, with their name to be placed on the eligible lists for Supervising Department Human Resources Analyst, Senior Personnel 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.
9. Oscar I. Hernandez, Recreation Center Director II, Parks and Recreation Department, for a one-year special leave without pay ending April 26, 2027, with their name to be placed on the eligible lists for Recreation Leader II, Recreation Leader I and Recreation Aide.
Hire Date: July 11, 2022
Reason: Outside employment.
Department Recommendation: Approve.

10. Andrea Villalobos, Office Support Specialist, Police Department, for a one-year special leave without pay ending May 3, 2027, with their name to be placed on the eligible lists for Office Support Specialist, Special Event Traffic Controller I, and Clerical Assistant II.
Hire Date: July 30, 2020
Reason: Outside employment.
Department Recommendation: Approve.

LEAVE OF ABSENCE WITHOUT PAY – DISCUSSION

11. Briana D. Busherd, Police Officer II, Police Department, for a one-year special leave without pay ending April 23, 2027, with their job to be saved.
Hire Date: April 22, 2021
Reason: Childcare.
Department Recommendation: Modify to name on eligible list.
12. Marcos A. Parra Jr., Utility Worker I, Public Utilities Department, for a six-month special leave without pay ending August 1, 2026, with their job to be saved.
Hire Date: May 4, 2020
Reason: Medical.
Department Recommendation: Modify to name on eligible list.

President Portillo made a motion to approve the request with modification to name on eligible list. The motion failed. Commissioner Merrill made a motion to approve the request. Commissioner Pham seconded the motion. Approved 4-0.
Speaking for staff was Carissa Rosemore. Speaking for the department was Adam Sharki.
Speaking was Briana D. Busherd.

Vice President Moore made a motion to approve the request. Commissioner Merrill seconded the motion. Approved 4-0.
Speaking for staff was Carissa Rosemore. Speaking for the department was Imy Maktitaoui.

POLICY ITEM – DISCUSSION

13. Revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum).
14. Request from the Department of Information Technology to exempt a Program Coordinator position from the Classified Service.

Vice President Moore made a motion to approve staff's recommendations. President Portillo seconded the motion. Approved 4-0.
Speaking for staff was Jennifer Lamas-Villanueva.

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

INFORMATIONAL ITEM

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

Informational item only.
Staff has enrolled in the expanded DOJ subsequent arrest notification program to capture out-of-state arrests for future applicants and employees who have been fingerprinted through the background investigation process.
Staff has completed its review of items proposed for addition to the contracting out Fiscal Year 2027 exemption list.
Personnel Department launched a new Career Pathways resource on its website to make career development information more accessible. It includes visual career pathway charts for each classification series, showing potential career growth opportunities and direct links to classification specifications.
Speaking for staff was David Dalager.

At 1:03 p.m., the meeting commenced.

There being no further business, the meeting was adjourned at 1:32 p.m.

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