ITEMS FOR ACTION

INTRODUCTION

1. Roll Call.

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 2 through 30 can be approved with one motion.)

2. Approval of the minutes for the regular business meeting and closed session meeting of June 1, 2023.

3. Approval of Exceptional Merit Increase for Bryan S. Beattie, Administrative Aide II.

4. Approval of Exceptional Merit Increase for Jacob G. Bradley, Code Compliance Officer.

5. Approval of Exceptional Merit Increase for Frank J. Carriedo, Park Utility Supervisor.

6. Approval of Exceptional Merit Increase for Jesus M. Chavez, Code Compliance Officer.


8. Approval of Exceptional Merit Increase for Leigh A. Dabler, Carpenter.


10. Approval of Exceptional Merit Increase for Fadi Kabro, Senior Civil Engineer.

11. Approval of Exceptional Merit Increase for Cesar Sanabria Larios, Disposal Site Representative.

12. Approval of Exceptional Merit Increase for David Lee, Area Manager II.

13. Approval of Exceptional Merit Increase for Joon S. Lee, Structural Engineering Associate.

14. Approval of Exceptional Merit Increase for Samuel E. Maldonado, Disposal Site Representative.

15. Approval of Exceptional Merit Increase for Victor A. Quan, Assistant Engineer – Civil.

16. Approval of Exceptional Merit Increase for Armon M. Radford, Disposal Site Representative.
17. Approval of Exceptional Merit Increase for David Sanchez, Code Compliance Officer.

18. Approval of Exceptional Merit Increase for Ernesto Trillo Jr., Code Compliance Officer.

19. Approval of Exceptional Merit Increase for Marvin A. Vasquez, Pesticide Applicator.

20. Margarita Abrego, Police Records Clerk, Police Department, for a six-month (first extension) special leave without pay ending January 7, 2024, with their name to be placed on the eligible lists for Police Records Clerk and Clerical Assistant II.  
   Hire Date: June 18, 2007  
   Reason: Medical.  
   Department Recommendation: Approval.

21. Justin R. Ono, Supervising Recycling Specialist, Environmental Services Department, for a one-year special leave without pay ending June 30, 2024, with their name to be placed on the eligible lists for Supervising Recycling Specialist and Recycling Specialist III.  
   Hire Date: October 23, 2017  
   Reason: Relocation.  
   Department Recommendation: Approval.

22. Katherine E. Padilla, Storm Water Environmental Specialist II, Stormwater Department, for a one-year special leave without pay ending June 9, 2024, with their name to be placed on the eligible lists for Storm Water Environmental Specialist II, Environmental Biologist II, Biologist II, Storm Water Environmental Specialist I, Environmental Biologist I, Marine Biologist I, Biologist I, Storm Water Inspector I, Hazardous Material/Pretreatment Trainee, Laboratory Technician, Assistant Laboratory Technician, and Laboratory Assistant.  
   Hire Date: May 12, 2012  
   Reason: Childcare.  
   Department Recommendation: Approval.
23. Cindy K. Reyes, Police Records Clerk, Police Department, for a one-year special leave without pay ending June 14, 2024, with their name to be placed on the eligible list for Police Records Clerk.
   Hire Date: January 18, 2022
   Reason: Relocation.
   Department Recommendation: Approval.

24. Staci A. White, Fire Fighter II, Fire-Rescue Department, for a one-year special leave without pay ending July 9, 2024, with their name to be placed on the eligible list for Fire Fighter II.
   Hire Date: November 4, 2017
   Reason: Pending disability retirement determination.
   Department Recommendation: Approval.

25. Hengameh A. Maher, Supervising Management Analyst, Public Utilities Department, for a leave of absence from the Classified Service effective April 1, 2023, while filling an unclassified position with their name to be placed on the appropriate eligible list.

26. Nancy Zamora-Hudson, Executive Assistant, Transportation Department, for a leave of absence from the Classified Service effective June 26, 2023, while filling an unclassified position with their name to be placed on the appropriate eligible list.

27. Request from the Communications Department to exempt a Program Coordinator position from the Classified Service.

28. Request from the Development Services Department to exempt an Assistant Deputy Director position, a Principal Accountant position, and a Program Coordinator position from the Classified Service.

29. Request from the Department of Information Technology to exempt three Program Coordinator positions from the Classified Service.
30. Request from the Parks and Recreation Department to exempt a Program Manager position from the Classified Service.

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

31. Mireya D. Frias Mendoza, Police Officer I, Police Department, for a one-year special leave without pay ending June 1, 2024, with their job to be saved.  
Hire Date: February 24, 2022  
Reason: Childcare and relocation.  
Department Recommendation: Modification to name on eligible list.

32. Kristina N. Miller, Police Dispatch Supervisor, Police Department, for a one-year (second extension) special leave without pay ending June 14, 2024, with their name to be placed on the eligible lists for Police Dispatch Supervisor, Police Dispatcher, Police 911 Dispatcher, Dispatcher II, Dispatcher I, and Senior Clerk/Typist.  
Hire Date: August 31, 2001  
Reason: Pending disability retirement determination.  
Department Recommendation: Approval.

POLICY ITEMS – DISCUSSION

33. Cannabis Usage Outside of the Workplace and Assembly Bill 2188.

34. Request from the Personnel Director to merge the current Recreation Leader I (T10975) and Recreation Leader II (T11348) eligible lists with the new Recreation Leader I (T11726) and Recreation Leader II (T11731) eligible lists.


36. Request from the Development Services Department for Suspended Competition to appoint Icela Gonzalez, Karolina Lapisch, and Kathlyn C. Yang to the position of Development Services Permit Technician.

37. Spencer T. Miller, appealing the rejection of their reinstatement application for Fire Fighter II.
38. Ki’Vonne C. Nash, appealing their medical disqualification for the position of Clerical Assistant II.

39. Discussion and possible action regarding Personnel Director compensation.

**LEAVES OF ABSENCE WITHOUT PAY – TOTAL**

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**ITEMS FOR INFORMATION**

**NEW BUSINESS**

I:\CSC\AGENDA\2023\7. July 6, 2023 – Agenda.doc
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CLOSED SESSION

NOTE: The Commission will convene at 11:30 a.m. to hear public comment and discussion of the content of the Closed Session Agenda. Public testimony for the Closed Session Agenda will be taken before adjourning into closed session. At the close of public comment and discussion, the Commission will adjourn the public session and go into closed session. The regular meeting will begin at 1:00 p.m.

The Commission will meet in Closed Session with the following agenda:

1. PUBLIC EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1):
   a. Micah R. Bossard, appealing their conviction record disqualification for the position of Grounds Maintenance Worker I.
   b. Steven Guzman Jr., appealing their conviction record disqualification for the position of Grounds Maintenance Worker I.

2. Deliberation on disciplinary appeal pursuant to California Government Code Section 54957:
   a. Don Cotton

3. Public Employee Performance Evaluation pursuant to Government Code Section 54957 – Personnel Director
CITY OF SAN DIEGO
MINUTES OF THE MEETING OF THE
CIVIL SERVICE COMMISSION

Thursday, June 1, 2023, at 1:00 p.m.
Civil Service Commission Room, Civic Center Plaza
1200 Third Avenue, Suite 300
San Diego, California 92101

A. The regular business meeting of the Civil Service Commission was called to order by President Tammy Lin at 1:07 p.m. Also present were Vice-President Nicolaz Portillo, Commissioner Sunday Gover, Commissioner Aaron Olsen, and Commissioner Will Moore.

B. The staff was represented by Personnel Director Douglas Edwards, Deputy Personnel Director Darren Keenaghan, 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  

Tammy Lin, President  
Nicolaz Portillo, Vice-President  
Sunday Gover, Commissioner  
Will Moore, Commissioner  
Aaron Olsen, Commissioner  

Thursday, June 1, 2023, at 1:00 p.m.  
Civil Service Commission Room, Civic Center Plaza  
1200 Third Avenue, Suite 300  
San Diego, California 92101  

This agenda and the supplemental information for each agenda item, if any, can be made available in alternative formats to assist persons with disabilities. Special assistance at the meeting is also available. To request such assistance, please call the Personnel Department Services Supervisor at 619-236-6402. Requests should be made as early as possible prior to the meeting. Every attempt will be made to accommodate all reasonable requests.

ITEMS FOR ACTION

INTRODUCTION

1. Roll Call.

ACTION TAKEN/PENDING

Present were President Lin, Vice-President Portillo, Commissioner Gover, Commissioner Olsen, and Commissioner Moore.

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.)

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CONSENT AGENDA (Items 2 through 12 can be approved with one motion.)

2. Approval of the minutes for the regular business meeting and closed session meeting of May 4, 2023. Vice-President Portillo made a motion to approve items 2 through 12. Commissioner Gover seconded the motion. Approved 5–0.

3. Approval of Exceptional Merit Increase for Magdaleno Correa, Grounds Maintenance Worker II.

4. Approval of Exceptional Merit Increase for Tina M. Duquette, Parking Enforcement Supervisor.

5. Approval of Exceptional Merit Increase for Jonathan Garibay, Therapeutic Recreation Leader.

6. Approval of Exceptional Merit Increase for Eric A. Grube, Therapeutic Recreation Leader.

7. Approval of Exceptional Merit Increases for select Grounds Maintenance Worker I and Grounds Maintenance Worker II employees in the Parks and Recreation Department.

8. Approval of Exceptional Merit Increase for Clarence E. Hill Jr., Therapeutic Recreation Leader.

9. Approval of Exceptional Merit Increase for Juan C. Jimenez, Development Project Manager II.

10. Approval of Exceptional Merit Increase for Paola Ochoa, Therapeutic Recreation Leader.

11. Monica R. Langston, Administrative Aide II, Stormwater Department, for a one-year special leave without pay ending May 12, 2024, 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: Approval.
12. Diana Penaloza, Dispatcher II, Police Department, for a one-year special leave without pay ending May 7, 2024, with their name to be placed on the eligible list for Dispatcher II.  
   Hire Date: October 12, 2015  
   Reason: Medical.  
   Department Recommendation: Approval.  

**LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION**

13. Hanadi A. Arjan, Customer Services Representative, Public Utilities Department, for a ten-month (first extension) special leave without pay ending March 15, 2024, with their job to be saved.  
   Hire Date: May 27, 2014  
   Reason: Childcare.  
   Department Recommendation: Approval.  

14. Casey R. Cole, Police Officer I, Police Department, for a four-month (first extension) special leave without pay ending September 1, 2023, with their name to be placed on the eligible list for Police Officer I.  
   Hire Date: April 22, 2021  
   Reason: Outside employment.  
   Department Recommendation: Approval.  

15. Tony Dao, Laboratory Technician, Police Department, for a one-year (second extension) special leave without pay ending January 10, 2024, with their name to be placed on the eligible list for Laboratory Technician.  
   Hire Date: November 18, 2013  
   Reason: Family care.  
   Department Recommendation: Approval.  

16. Julio C. Gonzalez, Water Systems Technician III, Public Utilities Department, for a one-year (seventh extension) special leave without pay ending March 3, 2024, with their name to be placed on the eligible lists for Water Systems Technician III, Water systems Technician II, Utility Worker II, Building Service Technician, and Grounds Maintenance Worker I.  
   Hire Date: June 25, 1998  
   Reason: Maintain employment eligibility.  
   Department Recommendation: Denial.  

Commissioner Olsen made a motion to approve the request.  
Vice-President Portillo seconded the motion.  
Approved 5–0.  
Speaking for staff was Carissa Rosemore.  
Speaking was Hanadi A. Arjan.  

Vice-President Portillo made a motion to approve the request.  
Commissioner Gover seconded the motion.  
Approved 5–0.  
Speaking for staff was Carissa Rosemore.  

Vice-President Portillo made a motion to approve the request.  
Commissioner Gover seconded the motion.  
Approved 5–0.  
Speaking for staff was Carissa Rosemore.  

Commissioner Moore made a motion to deny the request.  
Commissioner Olsen seconded the motion.  
Motion to deny the request passed 5–0.  
Speaking for staff was Carissa Rosemore.  
Speaking for the department was William Curcio.
POLICY ITEMS - DISCUSSION

17. Personnel Department Action Plan.
   No vote required.
   Speaking for staff was Douglas Edwards.

18. Request from the Personnel Director to use City employees as raters for the Fire Battalion Chief examination.
   Commissioner Moore made a motion to approve the request.
   Commissioner Gover seconded the motion.
   Approved 5–0.
   Speaking for staff was Michael Diep.

19. Request from the Personnel Director to merge the current Junior Planner (T10848), Assistant Planner (T10849), and Associate Planner (T10953) eligible lists with the new Junior Planner (T11733), Assistant Planner (T11734), and Associate Planner (T11735) eligible lists.
   Vice-President Portillo made a motion to approve the request.
   Commissioner Moore seconded the motion.
   Approved 5–0.
   Speaking for staff was Darren Keenaghan.

20. Request from the Personnel Director to merge the current Senior Public Information Officer (T11462) eligible list with the new Senior Public Information Officer (T11743) eligible list.
   Commissioner Gover made a motion to approve the request.
   Vice-President Portillo seconded the motion.
   Approved 5–0.
   Speaking for staff was Darren Keenaghan.

21. Request from the Compliance Department to exempt a Program Coordinator position from the Classified Service.
   Vice-President Portillo made a motion to approve the request.
   Commissioner Moore seconded the motion.
   Approved 5–0.
   Speaking for staff was Rachel McDonald-Hernandez.

22. Request from the Economic Development Department to exempt a Program Coordinator position from the Classified Service.
   Commissioner Moore made a motion to approve the request.
   Commissioner Olsen seconded the motion.
   Approved 5–0.
   Speaking for staff was Rachel McDonald-Hernandez.

23. Request from the Engineering and Capital Projects Department to exempt a Program Manager position from the Classified Service.
   Commissioner Olsen made a motion to approve the request.
   Vice-President Portillo seconded the motion.
   Approved 5–0.
   Speaking for staff was Rachel McDonald-Hernandez.
24. Requests from the Environmental Services Department to exempt an Assistant Deputy Director position and a Program Manager position from the Classified Service.

Commissioner Gover made a motion to approve the request.
Commissioner Moore seconded the motion.
Approved 5–0.
Speaking for staff was Rachel McDonald–Hernandez.

25. Request from the General Services Department to exempt an Assistant Department Director position from the Classified Service.

Commissioner Gover made a motion to approve the request.
Commissioner Moore seconded the motion.
Approved 5–0.
Speaking for staff was Rachel McDonald–Hernandez.

26. Requests from the Human Resources Department to exempt three Program Manager positions and seven Program Coordinator positions from the Classified Service.

Commissioner Olsen made a motion to approve the request.
Commissioner Moore seconded the motion.
Approved 5–0.
Speaking for staff was Rachel McDonald–Hernandez.

27. Requests from the Department of Information Technology to exempt an Assistant Deputy Director position and a Program Coordinator position from the Classified Service.

Vice-President Portillo made a motion to approve the request.
Commissioner Gover seconded the motion.
Approved 5–0.
Speaking for staff was Rachel McDonald–Hernandez.

28. Requests from the Parks and Recreation Department to exempt a Deputy Director position and a Program Manager position from the Classified Service.

Commissioner Moore made a motion to approve the request.
Commissioner Gover seconded the motion.
Approved 5–0.
Speaking for staff was Rachel McDonald–Hernandez.

29. Request from the Performance and Analytics Department to exempt a Program Coordinator position from the Classified Service.

Commissioner Moore made a motion to approve the request.
Vice-President Portillo seconded the motion.
Approved 5–0.
Speaking for staff was Rachel McDonald–Hernandez.

30. Request from the Personnel Department to exempt a Program Coordinator position from the Classified Service.

Commissioner Moore made a motion to approve the request.
Commissioner Olsen seconded the motion.
Approved 5–0.
Speaking for staff was Rachel McDonald–Hernandez.
31. Request from the Police Department to exempt an Assistant Police Chief position from the Classified Service.

Commissioner Olsen made a motion to approve the request.
Vice-President Portillo seconded the motion.
Approved 5–0.
Speaking for staff was Rachel McDonald–Hernandez.

32. Requests from the Public Utilities Department to exempt two Program Manager positions and six Program Coordinator positions from the Classified Service.

Commissioner Olsen made a motion to approve the request.
Commissioner Moore seconded the motion.
Approved 5–0.
Speaking for staff was Rachel McDonald–Hernandez.
Speaking for the department was Yajaira Gharst.

33. Requests from the Department of Real Estate and Airport Management to exempt three Program Coordinator positions from the Classified Service.

Commissioner Moore made a motion to approve the request.
Commissioner Gover seconded the motion.
Approved 5–0.
Speaking for staff was Rachel McDonald–Hernandez.

34. Request from the Sustainability and Mobility Department to exempt a Program Manager position from the Classified Service.

Vice-President Portillo made a motion to approve the request.
Commissioner Moore seconded the motion.
Approved 5–0.
Speaking for staff was Rachel McDonald–Hernandez.

35. Requests from the Transportation Department to exempt an Assistant Deputy Director position, a Program Manager position, and two Program Coordinator positions from the Classified Service.

Commissioner Moore made a motion to approve the request.
Vice-President Portillo seconded the motion.
Approved 5–0.
Speaking for staff was Rachel McDonald–Hernandez.


Vice-President Portillo made a motion to approve the request.
Commissioner Gover seconded the motion.
Approved 5–0.
Speaking for staff was Rachel McDonald–Hernandez.

Vice-President Portillo made a motion to approve the Salary Review Process. Commissioner Gover seconded the motion. Approved 5–0. Speaking for staff was Rachel McDonald-Hernandez.


Commissioner Gover made a motion to accept the report. Commissioner Moore seconded the motion. Approved 5–0. Speaking for staff was Darren Keenaghan.


Commissioner Moore made a motion to approve the appeal. Vice-President Portillo seconded the motion. Approved 4–1. Commissioner Olsen dissenting. Speaking for staff was Dylan Cooper. Speaking was Jonathan I. Tufele. Speaking for Local 127 was Matt Kastrinsky.

**LEAVES OF ABSENCE WITHOUT PAY – TOTAL**

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**ITEMS FOR INFORMATION**

**NEW BUSINESS**

**ADJOURNMENT**

At 1:07 p.m., the Commission convened into open session.

There being no further business, the meeting was adjourned at 2:36 p.m.

Tammy Lin, President
A. The closed session meeting of the Civil Service Commission was called to order by President Tammy Lin at 11:38 a.m. Also present were Vice-President Nicolaz Portillo, Commissioner Sunday Gover, Commissioner Aaron Olsen, and Commissioner Will Moore.

B. The staff was represented by Personnel Director Douglas Edwards 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  

Tammy Lin, President  
Nicolaz Portillo, Vice-President  
Sunday Gower, Commissioner  
Will Moore, Commissioner  
Aaron Olsen, Commissioner  

Thursday, June 1, 2023, at 11:30 a.m.  
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CLOSED SESSION  

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The Commission will meet in Closed Session with the following agenda:  


Tammy Lin, President
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Bryan S. Beattie, Administrative Aide II

The Public Utilities Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Bryan S. Beattie, Administrative Aide II, effective March 17, 2023, from “C” step ($27.43/hr.) to “E” step ($30.19/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

Douglas Edwards
Personnel Director

DE: MZ: km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\7. July 6, 2023\EMI - Beattie.doc
REQUEST FOR EXCEPTIONAL MERIT INCREASE

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Bryan Beatle

DEPARTMENT NAME: Public Utilities

LAST PERFORMANCE EVALUATION:
DATE: 10/10/22

OVERALL EVALUATION: Meets Standard

PREVIOUS Exceptional Merit Increases Granted to Employee in Higher Present Job:
FROM __________ STEP TO __________ STEP
DATE(S):

TOTAL CITY SERVICE:
YEARS: 8
MONTHS: 5

PRESENT STANDARD RATE:
$27.43

RECOMMENDED STANDARD RATE:
$31.10

DATE REGULAR MERIT INCREASE IS DUE:
3/17/2023

Effective Date of Recommended Increase:
3/17/2023

Is Exceptional Merit Increase to be Granted in Conjunction with Regular Merit Increase?
☐ YES / ☐ NO

DISPLAY THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE PROPERLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, 1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACHIEVEMENTS OF THE EMPLOYEE, 2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, 3) LIST ANY WORK-SAFETY OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

Bryan Beatle is currently an Administrative AID II who has made significant contributions to the Public Utilities Department (PUD). He has gone beyond his current job classification. Over the past six months, WDB's EAM/Data Integrity Team has undergone a personal shift where all five individuals with liability claims and Public Request Act (PRA) experience have left the Division. Due to operational need, Bryan's position was transitioned under the direct supervision of the Supervising Management Analyst and his work was reassigned to include processing PRA Requests and Liability Claims analysis for all of WDB.

Bryan took the initiative to familiarize himself with the two separate database systems needed to successfully perform these critical duties: SWIM and EAM. He has learned both systems to provide timely and accurate information to his supervisor. For Liability Claims, he researches, gathers information, analyzes, and provides a recommendation to upper Management as to whether or not PUD is liable. For PRA requests, Bryan analyzes what information is relevant to the request, prepares the information for his supervisor, and makes recommendations for reduction. Currently, Bryan is the Division's data liaison for both of these time consuming processes. As a result of his efforts, WDB has maintained compliance with the responsive timelines associated with both PRA and Liability Claims protocols - thus maintaining compliance while avoiding any potential penalties or violations imposed upon the Branch.

The duties above are in addition to what Bryan already performs on a regular basis which include but not limited to, setting up Citywide and non-Citywide Purchase Orders; preparing Material Request forms; inputting Goods Receipts in MIGO; tracking expenditures on purchase orders, balancing and closing purchase orders to release encumbered funds. Bryan utilizes SAP to perform queries for monitoring and analysis of purchase orders and ARIBA. He is responsible for compiling and analyzing statistical information in a timely, comprehensive, and accurate manner to produce professional staff reports. He serves as the Water Distribution Division Cellular Coordinator, Corporate Appraiser Coordinator, Laptop/AVM Card Coordinator, and DOT/DMV coordinator for the Division.

Bryan is an exemplary employee who works well independently and as part of a team. As a former field supervisor, he maintains a positive attitude and prides himself on providing a high level of Customer Service. He is always willing to step up and assist in projects in the best interest of the Department. Overall, Bryan is a valuable employee and is most deserving of consideration for an exceptional merit increase.

☐ Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

APPOINTING AUTHORITY SIGNATURE

CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION

ATTACHMENT 1
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Jacob G. Bradley, Code Compliance Officer

The Environmental Services Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Jacob G. Bradley, Code Compliance Officer, effective May 13, 2023, from “A” step ($23.68/hr.) to “D” step ($27.23/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

Douglas Edwards
Personnel Director

DE:JC:km

Attachment: 1. Request for Exceptional Merit Increase

P:\CSC\CSC Items\2023\7. July 6, 2023\EMI – Bradley.doc
REQUEST FOR EXCEPTIONAL MERIT INCREASE

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>JACOB BRADLEY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT NAME</td>
<td>ENVIRONMENTAL SERVICES DEPARTMENT</td>
</tr>
<tr>
<td>PERSONNEL AREA NO.</td>
<td>3635</td>
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<tr>
<td>LAST PERFORMANCE EVALUATION</td>
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</tr>
<tr>
<td>PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN STEPS PRESENT JOB</td>
<td></td>
</tr>
<tr>
<td>FROM</td>
<td>___________ STEP TO _______ STEP</td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>OVERALL EVALUATION</td>
<td>Meet Standard</td>
</tr>
<tr>
<td>TOTAL CITY SERVICE</td>
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<tr>
<td>YEARS</td>
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<tr>
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<td>26.66 G - Step $23, 6 B A</td>
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<tr>
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<td>5/13/2023</td>
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<tr>
<td>RECOMMENDED STANDARD RATE NUMBER AND STEP</td>
<td>27.23 C - Step</td>
</tr>
<tr>
<td>EFFECTIVE DATE OF RECOMMENDED INCREASE</td>
<td>5/14/2023</td>
</tr>
<tr>
<td>6/13/2023</td>
<td></td>
</tr>
</tbody>
</table>

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB, AND, AS APPROPRIATE, (3) LIST ANY WORK UNDERTAKEN OR SAFETY IDEA PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE MOUNT SAVES.

The reason I believe Jacob Bradley should receive a merit increase is because Jacob goes above and beyond his duties as a Code Compliance Officer.

Jacob has responded to our departments needs repeatedly during this period and has routinely taken on extra work beyond his regular responsibilities to assure the continuation of critical operations such as training new Code Compliance Officers, creating a spreadsheet for container violations in the college area, reduction of a case load in a active area of the city.

Jacob is continuously going out of his area to help other Code Compliance Officer in their assigned areas to help reduce their case loads, Jacob provides great customer to the City of San Diego community. Jacob constantly employs problem-solving encroachment to enforcement. Throughout this period Jacob has arrived to work on time and attend all necessary training.

Jacob is a tremendously valuable employee in the Environmental Service Department.

<table>
<thead>
<tr>
<th>APPOINTING AUTHORITY SIGNATURE</th>
<th>Program Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT DIRECTOR SIGNATURE</td>
<td>Asst Director</td>
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<tr>
<td>MAYOR'S APPROVAL (MAYORAL DEPARTMENTS ONLY)</td>
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</tr>
<tr>
<td>DATE EMPLOYED BY CIVIL SERVICE COMMISSION</td>
<td>05/19/2023</td>
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</tbody>
</table>

Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.
The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Frank J. Carriedo Jr., Utility Supervisor (Option Class: Park Utility Supervisor), effective March 4, 2023, from “A” step ($25.58/hr.) to “D” step ($29.18/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

Douglas Edwards
Personnel Director

Attachment: 1. Request for Exceptional Merit Increase
REQUEST FOR EXCEPTIONAL MERIT INCREASE

Frank Carrød6, Sr. 

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Frank Carrød6

DEPARTMENT NAME: Parks and Recreation

PERSONNEL AREA NO.: 3150

LAST PERFORMANCE EVALUATION: 9/28/2022

PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB: 

DATE(S): N/A

FROM N/A TO N/A

STEP TO STEP

TOTAL CITY SERVICE: YEARS: 18 MONTHS: 3

PRESENT STANDARD RATE NUMBER AND STEP: $/27.95 A / # 25.5B

DATE REGULAR MERIT INCREASE IS DUE: 3/4/2023

RECOMMENDED STANDARD RATE NUMBER AND STEP: D/$29.18

EFFECTIVE DATE OF RECOMMENDED INCREASE: 3/4/2023

IN EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE?

O YES O NO

EXPLAIN THE REASONS FOR THIS EXCEPTIONAL MERIT INCREASE THROUGHFULLY AND COMPLETELY IN THE SPACE PROVIDED BELOW; AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

Frank supervises one of the two Mow Crews for the Parks and Recreation Department which consist of 17 employees for mowing and sweeping for over 350 parks citywide. Frank's crews work in specialized services and job duties that include but are not limited to mowing and sweeping of passive, athletic and joint use sites in most of the park system citywide.

1.) Frank has recently spearheaded several special projects for the beautification and renovation of Balboa Park, Homeless Strategies and Wastewater Plants for general maintenance, irrigation repairs, enhancements, and clean-ups. These efforts were in response to inquiries from several applications and platforms such as AskParks, Get It Done and safety concerns from City staff. There were several areas that were addressed with many aspects to the projects leading large crews from several work units. There were many duties that were performed such as weed abatement, tree trimming, planter clearing, non-native removals, mulch installation to comply with the Departments Best Management Practices and brush clearance to reduce potential fire hazards.

2.) Frank has been performing double duties by covering for the vacant Park Utility Supervisor for over a year. On top of his own required responsibilities, he has been processing payroll, writing Employee Performance Reviews, Vehicle Incident Reports and training several rotating Out of Class employees for that vacant position which supervises an additional 17 employees. He also assists with the Parks & Recreation Department Manager's service request system as an Administrator for the multiple work units that work off those requests on a daily basis.

Frank is a highly productive, knowledgeable, and dedicated employee who possesses a very strong maintenance background. He always has a positive can-do attitude, a great passion for the job and is always assisting with duties even outside his scope of work. His willingness and work performance far exceed his performance plan and he is very deserving of this exceptional merit increase.

[Signature]

APPOINTING AUTHORITY SIGNATURE

[Title]

DATE: 6/7/23

DEPARTMENT DIRECTOR SIGNATURE

[Signature]

DATE: 6/7/23

MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)

[Signature]

DATE: 6/7/23

DATE APPROVED BY CIVIL SERVICE COMMISSION

CS-80 (Rev. 01-2010)
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Jesus M. Chavez, Code Compliance Officer

The Environmental Services Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Jesus M. Chavez, Code Compliance Officer, effective April 1, 2023, from “C” step ($26.06/hr.) to “E” step ($28.51/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

Douglas Edwards
Personnel Director

DE:JC:km

Attachment: 1. Request for Exceptional Merit Increase
REQUEST FOR EXCEPTIONAL MERIT INCREASE

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIgINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

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<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>Job: Cadre Compliance Officer</th>
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</thead>
<tbody>
<tr>
<td>Jesus M Chazer</td>
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<tr>
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<th>EFFECTIVE DATE OF RECOMMENDED INCREASE:</th>
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<tbody>
<tr>
<td>28,51 E-Step</td>
<td>4/1/2023</td>
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</table>

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SIX CIVIL EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE; (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

During the time that Jesus has come on board with Environmental Services Department as a Cadre Compliance Officer, he has constantly shown himself as a top performer.

Jesus's main function is leading an abatement team, working closely with the San Diego Police Department, and private contractor Urban Corps. From the start Jesus has taken it upon himself to streamline and organize his efforts by creating a system which he is able to coordinate with his team to be as effective and efficient as possible.

Jesus is a highly motivated self-starter, always early in the office, organizing his day, contacting SDPD and Urban Corps, creating a plan of the day and throughout the day begins to plan his next day. Excellent record keeping skills. Uploads accurate documents and photos for easy retrieval.

Having observed Jesus in the field, he motivates and directs his crew to be the most productive as possible. Moves quickly for location to location and ensuring the area has been properly cleaned. He is quick to respond to high priority locations presented by his Supervisors.

In a short period of time Jesus and his crew has made a very positive noticeable impact in problem areas within his assigned beat, which shows a great positive reflection on ESD and Mayor Todd Gloria.

<table>
<thead>
<tr>
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<th>DATE</th>
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<tr>
<th>DEPARTMENT DIRECTOR SIGNATURE</th>
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<tbody>
<tr>
<td>Matthew Cleary</td>
<td>Asst. Director</td>
<td>5/19/2023</td>
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<td>Alia Khouri</td>
<td>DCOO</td>
<td>05/19/2023</td>
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</tbody>
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CS-30 (rev. 01-2010)
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Scott T. Chouinard, Grounds Maintenance Supervisor

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Scott T. Chouinard, Grounds Maintenance Supervisor, effective January 7, 2023, from "C" step ($25.66/hr.) to "E" step ($28.11/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H–8 and recommends approval.

Douglas Edwards
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase
Scott is currently the Grounds Maintenance Supervisor for District 41, assigned out of the City Heights/Park de la Cruz Area of the Community Parks II Division for Parks and Recreation. Scott has been instrumental in forming work projects that benefit and enhance the communities within District 41, which includes City Heights, Normal Heights, University Heights, Mission Hills, North Park and Colina del Sol neighborhoods. During this time, the entire district was short 8 Grounds Maintenance Workers. In the City Heights area alone leaving one GMW and himself to take care of all of the work for the entire area. This prompted him to begin a crew concept that would team up a group of GMWs from the other areas and assist wherever they would be needed, therefore minimizing the amount of work for one person, at least until staffing levels came back up. He was also in charge of the pilot project to procure and test battery operated equipment that will eventually take the place of gas powered equipment. He quoted, tested and purchased all the equipment for the City Heights area and secured special training from the manufacturer to go over all the equipment's parameters.

Scott has been an invaluable asset to the district as well as the City as a whole. He has established great rapport with San Diego City School principals and BSS to mitigate issues at joint use fields as well as made himself available when the needs of the district arise. He is well liked by his supervisors and his subordinates alike and leads by example. Scott is very deserving of this exceptional merit increase.
DATE:       June 30, 2023

TO:         Civil Service Commission

FROM:       Douglas Edwards, Personnel Director

SUBJECT:    Exceptional Merit Increase for Leigh A. Dabler, Carpenter

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Leigh A. Dabler, Carpenter, effective October 3, 2022, from "A" step ($25.32/hr.) to "E" step ($36.30/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

[Signature]
Douglas Edwards
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

i:CSC\CSC Items\2023\7, July 6, 2023\EMI - Dabler.doc
REQUEST FOR EXCEPTIONAL MERIT INCREASE

<table>
<thead>
<tr>
<th>EMPLOYEE NAME:</th>
<th>Leigh A. Dabler</th>
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<tbody>
<tr>
<td>EMPLOYEE ID:</td>
<td>#311182</td>
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<tr>
<td>DEPARTMENT NAME:</td>
<td>Parks and Recreation</td>
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<tr>
<td>PERSONNEL AREA NO.:</td>
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<tr>
<td>DATE OF PERFORMANCE EVALUATION:</td>
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<td>DATE:</td>
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<td>TOTAL CITY SERVICE:</td>
<td>1 Year, 2 Months</td>
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<tr>
<td>PREVIOUS MERIT INCREASES GRANTED TO EMPLOYEE IN PREVIOUS JOB:</td>
<td>FROM - TO -</td>
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<td>DATE(S):</td>
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<td>RECOMMENDED STANDARD RATE NUMBER AND STEP:</td>
<td>$27.72(4) $25.32</td>
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<td>EFFECTIVE DATE OF RECOMMENDED INCREASE:</td>
<td>10/4/2022 10/3/2022</td>
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<tr>
<td>IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR INCREASE?</td>
<td>YES</td>
</tr>
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I am requesting that Leigh Dabler, ID #311182 be granted the Exceptional Merit Increase to Step E for the Carpenter classification. The effective date would be October 4, 2022.

Leigh has 18 years of Carpentry experience prior to joining the City. His Carpentry work throughout Mission Bay and Shoreline Parks are as follows but not limited to: construct and repair buildings, walls, fences, docks, benches, install and other structures; build and install, doors, frames, doors, related hardware, partitions, form setting for flat work, tile work, striping parking lots and estimate materials and labor costs. He leads the work for grounds maintenance staff in carpentry projects.

During the past year, Leigh has been awarded Discretionary Days (DL) for his skillset and strong work ethic, including a DL for Exceptional Support from the Deputy Director, Louis Marlin. During his time with our section, he has volunteered to fix safety concerns as needed. Leigh has an incredible desire to learn and put forth his best effort to attain his goals. Quality is number one goal. He is a team player, always willing to assist his co-workers with tasks such as working on the Vulcan 3, heavy equipment work, facilitate work, sign repairs, concrete finishing and assisting the equipment technician with irrigation repairs. He also helps Shoreline Parks with projects assistance. Leigh's communication skills and problem-solving abilities are superb. All of this deserves Leigh of this Exceptional Merit Step Increase.

Thank you for your consideration of this matter. If you have any questions, please feel free to contact Mike Rodrigues, District Manager for Mission Bay Park at (619) 980-3819 or mrodrigues@sandiego.gov.

☐ Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

<table>
<thead>
<tr>
<th>APPOINTING AUTHORITY</th>
<th>TITLE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Kristina Peralta</td>
<td>Deputy Director</td>
<td>5/20/23</td>
</tr>
<tr>
<td>Lisa Marlin</td>
<td>Deputy Chief Operating Officer</td>
<td>5/20/23</td>
</tr>
</tbody>
</table>

CS-80 (Rev. 01-2012)
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Joaquin R. G. Godinez, Pesticide Applicator

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Joaquin R. G. Godinez, Pesticide Applicator, effective March 4, 2023, from “C” step ($25.68/hr.) to “E” step ($28.11/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

Douglas Edwards
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\7. July 6, 2023\EMI - Godinez.doc
# REQUEST FOR EXCEPTIONAL MERIT INCREASE

**City of San Diego**  
Civil Service Commission

**Employee Name:** Joaquin Godinez  
**Job:** Park/Rec Applicator

<table>
<thead>
<tr>
<th>Employee</th>
<th>Performance Evaluation: 5/14/2023</th>
<th>Previous Exceptional Merit Increases Granted to Employee in Higher Present Job:</th>
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**Overall Evaluation:** Meet Standards

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<td>3150</td>
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**Recommended Standard Rate Number and Step:**  
**Effective Date of Recommended Increase:** 3/4/2023

**Is Exceptional Merit Increase to be Granted in Conjunction with Regular Merit Increase?** Yes

**Explain the reasons for the exceptional merit increase thoroughly and completely in the space provided below. As a minimum, (1) Describe the specific exceptional accomplishments of the employee. (2) Describe in what way the employee has been outstanding in relation to others in the same job and, as appropriate, (3) List any work simplification or safety ideas proposed by the employee with an estimate of the amount saved.**

Joaquin Godinez has been a reliable and dependable Park/Rec Applicator to the City of San Diego DRP Citywide department. Joaquin is a hard worker and always has a great attitude when it comes to taking on extra responsibilities. His work ethics are greatly noticed by many within the department and he has even been approached by various departments within the City of San Diego. But due to his loyalty to DPR Citywide and the respect for his team he has turned down every offer every time. Joaquin Godinez has taken a lead role within the Citywide Park/Rec department taking care of 350 Citywide parks.

Joaquin Godinez has acquired the Qualified Applicator Certificate license through California Department Pesticide Regulations which is a very valuable, difficult, and pursued license to obtain which is a great benefit for the department. With the QAC license he has been able to make a huge impact within the department, by taking on tremendous responsibility. An example of this is his work ethic that he always takes on more and more work requests out on the field. He exudes great professionalism and is dedicated, reliable, and diligent in all tasks and responsibilities given to him always up for the challenge. The maintenance requirements of having the QAC license requires constant trainings and attendance to various seminars and conferences which is located throughout San Diego with very strict rules guided by the state of California. The QAC license is a particular license to be in possession of as it is an asset to the City of San Diego, hence the reason he is being pursued by external companies as well.

Applying pesticides requires a high level of skill and knowledge and Joaquin Godinez has displayed it with his time working for the City of San Diego pesticide department. His spray techniques are by far some of the best the City looks for. He has an abundance of knowledge and takes into consideration the identification of pests, identifying the best course of action and selecting the best pesticide for control. He has been a strong crew performer and is positively impacting the work units overall performance. He always looks for ways to improve in his craftmanship of being an applicator. He considers his surroundings like wind, pedestrians walking in the park. He would take helpful suggestions from others and will implement them in his own technique. His cooperative nature and professionalism within the crew has been greatly appreciated and is a real asset to the crew.

Joaquin Godinez handles questions and concerns from citywide patrons with utmost respect. Joaquin is bilingual, which has been a huge benefit in being able to respond to citywide patrons in multiple languages. With many new members joining the team he has help guide, train, and mentor our new crew members. His experience is invaluable in the on-going training and daily decision-making functions that are so essential to our operations.

Joaquin Godinez is a highly productive, extremely intelligent, and dedicated employee who is a positive role model to everyone around him. He has a true heart of service, a genuine passion for his role and is always willing to assist in duties outside of his scope of work. His positive attitude and work performance far exceed his performance plan and he is very deserving of the exceptional merit increase.

**Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.**

**Appointing Authority Signature:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Director 5/3/23</th>
</tr>
</thead>
<tbody>
<tr>
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**Department Director’s Signature:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Deputy Director 5/3/23</th>
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**MAYORAL APPROVAL MAYORAL DEPARTMENTS ONLY:**

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**DATE APPROVED BY CIVIL SERVICE COMMISSION:**

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<th>Date</th>
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</table>
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Fadi Kabro, Senior Civil Engineer

The Engineering and Capital Projects Department is requesting an Exceptional Merit Increase be granted to Fadi Kabro, Senior Civil Engineer, effective June 10, 2023, from “C” step ($57.26/hr.) to “D” step ($60.07/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

Douglas Edwards
Personnel Director

DE:JC:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\7. July 6, 2023\EMI - Kabro.doc
REQUEST FOR EXCEPTIONAL MERIT INCREASE

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

<table>
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<tr>
<th>EMPLOYEE NAME:</th>
<th>Fadi Kabro</th>
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<tr>
<td>DEPARTMENT NAME:</td>
<td>Engineering and Capital Projects</td>
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<td>PERSONNEL AREA NO:</td>
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<td>JOB:</td>
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<td>FROM</td>
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<td>DATE</td>
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**EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.**

Recommended revisions to contract templates and coordinated with internal staff and Purchasing and Contracting (P&C) Department for implementation.

- Reviewed and edited Supplementary Special Provisions (SSP), and recommended updates to the Whitebook.
- Implemented additional peer reviews to be conducted by the Senior Engineer before project advertisement. The peer reviews were focused on contract items that have caused a project rebid or a contractor protest.
- Performed as the Specification Engineer on the Mission Bay Athletic Area Comfort Station project.
- Implemented one-one meetings with staff, reviewed staff's work and provided recommendations on performance improvements.
- Took on the responsibility of chairing the SOP committee. Reached out to division leaders to nominate committee members.
- Participated in department-wide committee meetings such as the Benchmarking and Water & Sewer Planning Design and Construction committees. Also, attended the department meeting with the P&C department.
- Attended APWA/ASCE Advanced Public Works Management Modular 4 Training and received certification.
- Leading a newly established section with tremendous workload and responsibility with great professionalism and ability. Taking on challenging and new assignments willingly for the betterment of the organization and the section.
- Many of these assignments and duties listed above are beyond what he was expected to do in terms of the position and role of the section. However, Fadi is very interested in expanding his knowledge and experience to make the right process improvements and development of staff.

- Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

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DATE APPROVED BY CIVIL SERVICE COMMISSION

CS-80 (Rev. 01-2010)
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Cesar Sanabria Larios, Disposal Site Representative

The Environmental Services Department is requesting an Exceptional Merit Increase be granted to Cesar Sanabria Larios, Disposal Site Representative, effective June 10, 2023, from “C” step ($20.20/hr.) to “D” step ($21.24/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

Douglas Edwards
Personnel Director

DE:JC:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\7. July 6, 2023\EMI - Larios.doc
REQUEST FOR EXCEPTIONAL MERIT INCREASE

CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION

ATTACHMENT 1

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Cesar Sanabria-Larios

DEPARTMENT NAME: ESD

PERSONNEL AREA NO: 2165

LAST PERFORMANCE EVALUATION: 4/18/2023

PREVIEWS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIGHER PRESENT JOB:

FROM N/A STEP TO N/A STEP

DATE(S): N/A

OVERALL EVALUATION: Met standards

DATE REGULAR MERIT INCREASE IS DUE: 4/4/2024

TOTAL CITY SERVICE:

YEARS: 1

MONTHS: 2

PRESENT STANDARD RATE NUMBER AND STEP: $20.20 C STEP

RECOMMENDED STANDARD RATE NUMBER AND STEP: $21.74 D

EFFECTIVE DATE OF RECOMMENDED INCREASE: 6/10/2023

IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? YES

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE IN FULL AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACHIEVEMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

Cesar Sanabria-Larios has performed in an outstanding manner. He has managed to maintain a near perfect balancing record with only one variance in his entire transaction history of over a year. For example, in a four-month period, from January 2023 through April 2023, Cesar processed 12,793 transactions with no variances in his register. Cesar maintains a consistently high average of transactions with only one error. He has a great attitude and is well respected by our employees and the public. The section processes over a thousand transactions daily, which is important for employees to maintain speed and accuracy in assisting customers. The Disposal Site Representative is essential in the City due to the volume of customers and revenue generated at the Miramar Landfill and Greenery. When we are understaffed, Cesar agrees to assist on overtime. He also trains new employees and is a valuable source of information to his co-workers. He consistently ensures that transactions are performed accurately and reviewed thoroughly. Cesar provides excellent service to internal and external customers and promotes a positive work environment. He is a great asset to the City and is deserving of an Exceptional Merit Increase.

☐ Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

APPOINTING AUTHORITY SIGNATURE

APPOINTING AUTHORITY NAME

TITLE Program Manager

DATE 06/02/2023

PERFORMING DIRECTOR SIGNATURE

TITLE Asst Director

DATE 07/20/2023

MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)

TITLE

DATE

APPROVED BY CIVIL SERVICE COMMISSION

DATE 06/05/2023

CS-20 (Rev. 01-2019)
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for David Lee, Area Manager II

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for David Lee, Area Manager II, effective August 19, 2023, from “C” step ($35.85/hr.) to “E” step ($41.48/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

Douglas Edwards
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\7. July 6, 2023\EMI - D. Lee.doc
ATTACHMENT 1

CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION

REQUEST FOR EXCEPTIONAL MERIT INCREASE

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Lee, David
DEPARTMENT NAME: Parks and Recreation
PERSONNEL AREA NO: 3175

LAST PERFORMANCE EVALUATION: 10/21/2019
PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN PREVIOUS JOB:

DATE: 02/03/2019

OVERALL EVALUATION: MEETS STANDARDS

TOTAL CITY SERVICE:

YEARS: 28
MONTHS: 10

PRESENT STANDARD RATE NUMBER AND STEP:

C STEP - 34.90 - $35.85

DATE REGULAR MERIT INCREASE IS DOED:

8/20/2023

RECOMMENDED STANDARD RATE NUMBER AND STEP:

E STEP - $38.54 - $39.60

DATE EFFECTIVE DATE OF RECOMMENDED INCREASE:

1/19/2023

IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE?

Yes


David has been the Area Manager for the Collina del Sol/Golden Hill/North Chollas Lake area for over a year now and has done a tremendous job. He has been able to address concerns from constituents and user groups in a timely and professional manner, has been involved in and headed community, area, and district wide maintenance projects, overseen the Shigofa Virus handwashing station monitoring for the El Cajon Boulevard corridor among other necessary tasks. David has a great rapport with his staff, he brings out the very best in all of them, even while being short staffed at both the maintenance and recreation levels. Under his guidance, maintenance staff have been able to beautify Collina Park which included building floor maintenance, gym floor refinishing, spreading newly delivered playground mulch cover, homeless encampment abatement at neighborhood parks, addressing Get It Done reports that mainly involve graffiti and working with other departments, such as Stormwater, to rebuild a failing storm channel and drain that could have possibly caused the western side of the tennis courts to fail and collapse. On the recreation side, David has pushed and challenged his staff to promote the regeneration of programs, such as youth basketball, day camps, special events and working with agencies to better program attendance. One particular event was Teen Nite, where Collina had the largest ever attendance from any site in its history with over 400 participants. David leads by example and is present at all of these functions, making sure he’s involved not only helping his staff plan for them but working alongside them, whether it’s on the maintenance side or the recreation side. Dave is a great example of a team leader and deserves this increase.

Please check this box to indicate that an appointing authority has considered the financial impact of this request.

APPOINTING AUTHORITY SIGNATURE

DEPARTMENT CHIEF SIGNATURE

MAYORAL APPROPRIATION

DATE

DATE

DATE

MAYORAL APPROVAL

DATE

DATE

DATE

DATE

DATE

DATE

CB-40 (Rev. 01-2010)
DATE:       June 30, 2023

TO:         Civil Service Commission

FROM:       Douglas Edwards, Personnel Director

SUBJECT:    Exceptional Merit Increase for Joon S. Lee, Structural Engineering Associate

The Development Services Department is requesting an Exceptional Merit Increase be granted to Joon S. Lee, Structural Engineering Associate, effective June 10, 2023, from “D” step ($52.06/hr.) to “E” step ($54.54/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

[Signature]
Douglas Edwards
Personnel Director

DE:HE:jkm

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\7. July 6, 2023\EM1 - J. Lee.doc
Joon Lee has made exceptional contributions to DSD during his short tenure including solely reviewing the reconstruction of airport Terminal 1 at San Diego International Airport. Joon brings to the Department a unique skill set that includes finite element modeling, extensive experience in steel and concrete design. Joon is an exceptionally hard worker and has demonstrated a unique ability to review complex projects much sooner than other recent hires.

Joon has demonstrated energy and enthusiasm in advancing his aptitude and knowledge of non-structural code requirements and will be taking the State required certification examination prior to his 2 year work anniversary.
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Samuel E. Maldonado, Disposal Site Representative

The Environmental Services Department is requesting an Exceptional Merit Increase be granted to Samuel E. Maldonado, Disposal Site Representative, effective June 10, 2023, from "C" step ($20.26/hr.) to "D" step ($21.24/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

Douglas Edwards
Personnel Director

DE:JC:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\7. July 6, 2023\EMI - Maldonado.doc
REQUEST FOR EXCEPTIONAL MERIT INCREASE

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYER NAME: SAMUEL MUNDOVA

DEPARTMENT NAME: ESD
PERSONNEL AREA NO: 2165

LAST PERFORMANCE EVALUATION: 4/24/2023
DATE: 5/12/2023
OVERALL EVALUATION: Met standards
PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN PREVIOUS JOB:
FROM N/A STEP TO N/A STEP
DATE(S): N/A

TOTAL CITY SERVICE: Year:
MONTHS:

PRESENT STANDARD RATE NUMBER AND STEP: $ 20.20 C STEP
RECOMMENDED STANDARD RATE NUMBER AND STEP: $ 22.36 E $ 21.24 D
EFFECTIVE DATE OF RECOMMENDED INCREASE: 6/10/2023
IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE?

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE; (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

Samuel is an exceptional Disposal Site Representative (DSR) who provides excellent customer service while delivering respect, courtesy and tact to the public. In the past few months from October 2022 to January 2023 he processed 11,915 transactions with no out of balances. Samuel received the Operation Zero Award and Disciplinary Leave for this outstanding achievement and maintains a perfect balancing record. Samuel was selected to train multiple new DSRs due to his knowledge, skills and abilities. He always makes himself available for overtime and even suggests dates when he can assist based on reviewing the section's operational needs. Samuel volunteers to assist supervisors in end of day tasks and also assists the other DSRs in their end of day tasks. Samuel is extremely productive and volunteers to assist supervisors by processing the end of day transactions and verify totals and origins in the paperwork. This task is helpful to supervisory staff to ensure the reconciliation process is through and accurate. Samuel is a consummate professional and increases morale by his positive attitude and work ethic.

☐ Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

APPOINTING AUTHORITY SIGNATURE: Date: 06/02/2023

PROGRAM MANAGER: Title: Program Manager

DEPARTMENT DIRECTOR’S SIGNATURE: Date: 6-2-2023

ASST DIRECTOR: Title: Asst Director

MAYOR’S APPROVAL (MAYORAL DEPARTMENTS ONLY): Title: DCOC

DATE APPROVED BY CIVIL SERVICE COMMISSION: 06/05/2023

CS-89 (Rev. 01-2010)
THE CITY OF SAN DIEGO

MEMORANDUM

DATE:       June 30, 2023

TO:         Civil Service Commission

FROM:       Douglas Edwards, Personnel Director

SUBJECT:    Exceptional Merit Increase for Victor A. Quan, Assistant Engineer – Civil

The Public Utilities Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Victor A. Quan, Assistant Engineer – Civil, effective June 1, 2023, from “C” step ($43.01/hr.) to “E” step ($47.27/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

Douglas Edwards  
Personnel Director

DE: MZ: km

Attachment: 1. Request for Exceptional Merit Increase

F:\CSC\CSC Items\2023\7. July 6, 2023\EMI - Quan.doc
CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
REQUEST FOR EXCEPTIONAL MERIT INCREASE  

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Victor A. Quan  
DEPARTMENT NAME:  
DEPARTMENT PHONE:  
PERSONNEL AREA NO.: 6240  
OVERALL EVALUATION: Meet Standard - Exceptional  
PURPOSE OF EXCEPTIONAL MERIT INCREASE: To employee in hiring range step job.  
Previous Exceptional Merit Increases Granted to Employee in Hiring Range Step Job:  
PRIOR 
STEP TO 
STEP  
(UNITED)  
PREVIOUS STANDARD RATE NUMBER AND STEP  
Assistant Engineer - Civil 35-10/hr Step C-T  
RECOMMENDED STANDARD RATE NUMBER AND STEP  
Assistant Engineer - Civil 47-27  
EFFECTIVE DATE OF RECOMMENDED INCREASE  
6/11/23  
INCREASE IN REGULAR STANDARD RATE (Dollars)  
611.23  
INCREASE IN EXCEPTIONAL STANDARD RATES TO BE GRANTED IN CONJUNCTION WITH REGULAR STANDARD INCREASE  
0  
YES  
NO  
NOMINAL  
DIVISION  
OATH 

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE ACCURATELY AND COMPLETELY ON THIS REQUEST FORM. AS A MINIMUM, DESCRIBE THE SPECIFIC EXCEPTIONAL ACHIEVEMENTS OF THE EMPLOYEE. DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND AS SUPERVISOR. STATE ANY ASSOCIATION OR DEPARTMENT RECOMMENDATION IF THE EMPLOYEE WOULD HAVE BEEN ASSIGNED TO ANOTHER DEPARTMENT INSTEAD OF THE ONE SHOWN.

Victor met a combination of two years of previous professional engineering experience as a Project Engineer and Resident Engineer at Civil Construction. As a Project Engineer, he managed various multiple subcontractor projects for 3 separate projects, updated tracking and progress logs, reviewed RFIs and submittals, and executed multiple subcontractor meetings and change orders in a timely manner. During the construction phase of the projects, he worked closely with project managers and subcontractors to ensure the project schedule was met and daily site visits were conducted to inspect the progress and structural components. As a Resident Engineer, he was responsible for the project progress meetings where he managed the purchase and contractors, managed the work plan and certified himself with the AOA guidelines to avoid future liability on processing projects.

With the two years of prior experience, Victor began as an Engineer - Civil 3 Step A. Currently, as an Assistant Engineer - Civil 3 Step A, he assisted other teams within the Engineering and Project Management Division by taking on additional tasks on top of his current responsibilities. He was the tasks manager for the CHPS and CHPS Condition Assessment, Monroe Dam Upstream Near-Term Repairs, and the Collie Creek Territorial Water Pipeline. He provided support to all aspects of the project. For CHPS and CHPS Condition Assessment, he finalized the final condition assessment report by reviewing Hillside's draft report and providing comments from the city staff. After the final report, he began the planning process for CHPS and CHPS. For the Monroe Dam Upstream Repairs, he coordinated with various engineering disciplines, provided support to the consultant, and communicated with all parties involved. Moreover, he will be reviewing the plans, specifications, and schedules to ensure the project is on track. His role is critical as he will be reviewing work for the upstream repair to meet CHPS's deadline. He provided support to the completion of the repair work, which was completed on time. He also finalized the planning report for the Collie Creek Territorial Water Pipeline. He reviewed the CCTV videos for potential anomalies, analyzed hydraulic data for capacity and pressure loss, and generating risk analysis to provide appropriate recommendations. For the planning report at ROE, he reviewed the data and recommendations to meet ROE's conditions in terms of pressure and capacity for the downstream repair project. His role was managing the project which was on a tight schedule but ensure the work was completed in time.

On Victor's current team, he was performing a wide variety of tasks in addition to assisting other teams with their tasks. The assigned duties were tubing under his immediate from  
Including the Portable Water Pump Station (PWPS) Condition Assessment, Pump Station No. 1 New Force Main Math planning, uprating the water and wastewater design package, installing the scope of work on the Sutherland Elevation Survey, installing the scope of work package in Engineering and Capital Improvements for the Waterfall Dam Spillway and Emergency Release, and conducting the setup of the portable water pump radial condition assessment.

Victor assisted in the Programmatic Water Transfers Position Condition Assessment, where he reviewed report to provide comments to the consultant and then will proceed with the planning stage of the project. The PWPS Condition Assessment involved preliminary site visits to view the current conditions of each pump station and observing the detail of the site, structural, pump, plate, valves, and other elements of each of the 48 pump stations. The condition assessment involved creating a site visit in the pump stations for the planning stage. Pump Station 1 New Force Main Involved accessing a percent done curve to arrive at an estimate for installing the second force main, reviewing previous condition assessment reports to analyze the current conditions of the existing force main, and recalculate input from Senior to finalize the planning report and costs estimates.

The district recognizes Victor's 2 years of prior experience on top of the tasks he is managing under this team as well as on other teams. This merit increase is appropriate to his efforts in this current position.

Please check the box to indicate that as an appointing authority you have considered the financial impact of this request.

APPOINING AUTHORITY SIGNED:  
DEPARTMENT INTERIM DIRECTOR SIGNED:  
EXEC. CHIEF OF STAFF / DEPUTY DIRECTOR SIGNED:  
MATERIALS MANAGER SIGNED:  
DEPUTY DIRECTOR SIGNED:  
DATE: 6/12/2022  
DATE: 11/13/2023  
DATE: 06/09/2023  
DATE: 05/30/2023  
DATE: 01/12/2021
DATE:       June 30, 2023

TO:         Civil Service Commission

FROM:       Douglas Edwards, Personnel Director

SUBJECT:    Exceptional Merit Increase for Armon M. Radford, Disposal Site Representative

The Environmental Services Department is requesting an Exceptional Merit Increase be granted to Armon M. Radford, Disposal Site Representative, effective May 27, 2023, from “A” step ($18.47/hr.) to “C” step ($20.20/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

Douglas Edwards
Personnel Director

DE:JC:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\7. July 6, 2023\EMI - Radford.doc
**REQUEST FOR EXCEPTIONAL MERIT INCREASE**

**INSTRUCTIONS:** PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGIONAL TO THE PERSONNEL DEPARTMENT. SUBMITTING ARMON IN ENVELOPE DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

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<td>ARMON RADFORD</td>
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<td>DISPOSAL SITE REPRESENTATIVE</td>
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**EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE. (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.**

Armon Radford performs in his position as a Disposal Site Representative to the highest possible standard. He has an exceptional cash balancing record, with no errors, and perfect attendance. Both accomplishments are difficult to achieve. In addition to processing a high volume of transactions on a daily basis, Armon volunteers for overtime to assist when we are short staffed. His assistance has been essential to the landfill's operational needs.

Armon was selected to serve on the new Simplified Fee Schedule Project Team. He has taken on a very important role in entering transactions, testing those transactions, and reporting any errors or validations to the project lead. Armon demonstrated the ability to develop creative solutions to solve problems. Armon has a positive attitude and outstanding work ethic. He is an exemplary employee who leads by example and carries out his duties until all tasks are completed.

Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

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<td>[Signature]</td>
<td>Alia Khouri</td>
<td>DCOO 06/05/2023</td>
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GS-80 (Rev. 01-2010)
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for David Sanchez, Code Compliance Officer

The Environmental Services Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for David Sanchez, Code Compliance Officer, effective May 13, 2023, from “A” step ($23.68/hr.) to “D” step ($27.23/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H–8 and recommends approval.

Douglas Edwards
Personnel Director

DE:JC:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\7. July 6, 2023\EMI - Sanchez.doc
REQUEST FOR EXCEPTIONAL MERIT INCREASE

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: David Sanchez

DEPARTMENT NAME: ENVIRONMENTAL SERVICES DEPARTMENT

PERSONNEL AREA NO: 3635

JOB: CODE COMPLIANCE OFFICER

LAST PERFORMANCE EVALUATION: 11/17/22 - 11/19/22

PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIGHER PRESENT JOB:

FROM _____ STEP TO _____ STEP

DATE(S):

TOTAL CITY SERVICE: 7 YEARS 5 MONTHS 0 DAYS

PRESENT STANDARD RATE NUMBER AND STEP: 26.66 G - Step 23, 69A

DATE REGULAR MERIT INCREASE IS DUE: 5/13/2023

RECOMMENDED STANDARD RATE NUMBER AND STEP:

27.23 D - Step

EFFECTIVE DATE OF RECOMMENDED INCREASE: 5/14/2023 - 5/13/2023

IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE?

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THROUGHOUT AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SPECIALIZATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

The reason I believe David Sanchez should receive a merit increase is because David goes above and beyond his duties as a Code Compliance Officer.

David has worked abatements, hot spots, and city wide in our division. Learning all aspects of the job responsibility making him a well knowledgeable Code Officer. David routinely takes on extra work beyond his regular responsibilities such as training new Code Compliance Officers, helping other Code Compliance Officer in their assigned areas to help reduce their case loads. David provides great customer services to the City of San Diego working community cleanups. David constantly employs problem-solving approach to enforcement. David volunteers to work overtime on the hot spot crews on the weekends.

David is a tremendously valuable employee in the Environmental Service Department.

[Signature]

Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

APPOINTING AUTHORITY SIGNATURE

TITLE: Mgr. Mgr.

DATE: 4/21/2023

DEPARTMENT DIRECTOR SIGNATURE

TITLE: Asst. Director

DATE: 5/19/2023

MAYORAL AUTHORITY (MAYORAL DEPARTMENTS ONLY)

TITLE: DCOO

DATE: 05/19/2023

DATE APPROVED BY CIVIL SERVICE COMMISSION

CS-60 (Rev. 01-2010)
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Ernesto Trillo Jr., Code Compliance Officer

The Environmental Services Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Ernesto Trillo Jr., Code Compliance Officer, effective April 29, 2023, from “C” step ($26.06/hr.) to “F” step ($28.51/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

Douglas Edwards
Personnel Director

DE:JC:km

Attachment: 1. Request for Exceptional Merit Increase
REQUEST FOR EXCEPTIONAL MERIT INCREASE

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Ernesto Trillo Jr.  
DEPARTMENT NAME: Environmental Services Department  
PERSONNEL AREA NO: 3635  
DATE: 19/31/22-4/19/2023  
PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB:  
FROM ___________ STEP TO ___________ STEP  
DATE(S):  

TOTAL CITY SERVICE: 8 YEARS 2 MONTHS 8’9”  
PRESENT STANDARD RATE NUMBER AND STEP: 27.23 D - Step 20, 00  
RECOMMENDED STANDARD RATE NUMBER AND STEP: 28.51 E - Step  
DUE DATE OF RECOMMENDED INCREASE: 4/30/2023  

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACHIEVEMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY MENTIONED OR SAFETY INJURIES INCURRED BY THE EMPLOYEE WITH AN ESTIMATE OF THE MOUNT SAVES.

The reason I believe Ernesto Trillo should receive a merit increase is because Ernesto goes above and beyond his duties as a Code Compliance Officer.

Ernesto has worked abatements, hot spots, and city-wide in our division. Learning all aspects of the job responsibility making him a well-knowledgeable Code Officer. Ernesto routinely takes on extra work beyond his regular responsibilities such as training new Code Compliance Officers, helping other Code Compliance Officers in their assigned areas to help reduce their case loads while maintaining his own case load. Ernesto provides great customer services to the City of San Diego working community cleanups. Ernesto volunteers to work overtime on the hot spot crews on the weekends. Ernesto observance of work hours, vehicle and equipment usage and appropriate appearance and conduct.

Ernesto is a tremendously valuable employee in the Environmental Service Department.
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Marvin A. Vasquez, Pesticide Applicator

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Marvin A. Vasquez, Pesticide Applicator, effective March 4, 2023, from “C” step ($25.68/hr.) to “E” step ($28.11/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

Douglas Edwards  
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\7. July 6, 2023\EMI - Vasquez.doc
REQUEST FOR EXCEPTIONAL MERIT INCREASE

Marvin Vasquez, Marvin A.

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Marvin Vasquez

DEPARTMENT NAME: Parks & Recreation

PERSONNEL AREA: 3150

LAST PERFORMANCE EVALUATION: 3/14/2023

DATE:

PERFORMANCE EVALUATION: 4/1/2022

DATE OF PERFORMANCE EVALUATION:

OVERALL EVALUATION: Meet Standards

PREVIOUS EXCEPTIONAL MERIT INC. OR ALREADY GIVEN: N/A

EXCEPTIONAL ACOMPLISHMENTS OF THE EMPLOYEE: Marvin Vasquez is a highly productive, extremely intelligent, and dedicated employee who is a positive role model to everyone around him. He has a true heart of service, a genuine passion for his role and is always willing to assist in duties outside his scope of work, his positive attitude and work performance far exceed his performance plan, and he is very deserving of the exceptional merit increase.

RECOMMENDED STANDARD RATE NUMBER AND STEP:

E/$28.11/

DATE RECOMMENDED INCREASE IS DUE: 3/4/2023

EXPLANATIONS FOR THE EXCEPTIONAL MERIT INCREASE:

Marvin Vasquez has been a reliable and dependable Pesticide Applicator to the City of San Diego ORP citywide department. Marvin is a hard worker and always has a great attitude when it comes to taking on extra responsibilities. His work ethic is greatly noticed by many within the department and has even extended externally in which he has been aggressively pursued by the San Diego County for the position of Pesticide Applicator II, which offers a higher pay grade. But due to his loyalty and respect for the City of San Diego, he has turned down the offer every time. He is looking forward to continuing his career advancement within the City of San Diego. Marvin Vasquez has taken on a lead role within the Citywide Pesticide crew. Making sure that all 350 citywide parks are being taken care of.

Marvin Vasquez has acquired the Qualified Applicator License through California Department of Pesticide Regulation. The extended requirements and knowledge of having a QAL is a great benefit for the department. With the QAL license he has been able to make a huge impact within the department, by taking on extra responsibilities. He excels great professionalism and is dedicated, reliable, and diligent in all assigned. Marvin is always up for a challenge.

Marvin Vasquez has a tremendous knowledge and background in the maintenance care of the various types of spray equipment, Marvin handles questions and concerns from citywide patrons with utmost respect. Marvin is bilingual, which has been a huge benefit in being able to respond to citywide patrons in multiple languages. With many new members joining the team he has help guide, train, and mentor our new crew members. His experience is invaluable in the ongoing training and daily decision-making functions that is so essential to our operations.

Marvin Vasquez is highly productive, extremely intelligent, and dedicated employee who is a positive role model to everyone around him. He has a true heart of service, a genuine passion for his role and is always willing to assist in duties outside his scope of work, his positive attitude and work performance far exceed his performance plan, and he is very deserving of the exceptional merit increase.

DATE APPROVED BY: Civil Service Commission

ATACHMENT 1

CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION

Kristina Peralta
Deputy Chief Operating Officer
6/21/23

APPOINTING AUTHORITY SIGNATURE

DATE

DEPARTMENT DIRECT OR SUPERVISOR

DATE

MAYORAL APPROVAL (CIVIL SERVICE COMMISSION ONLY)

DATE

CS-80 (Rev. 01-2010)

TOTAL CITY SERVICE:

YEARS: 3
MONTHS: 30

PRESENT STANDARD RATE NUMBER AND STEP:

C/$25.68

DATE REGULAR MERIT INCREASE IS DUE:

3/1/2022

9/1/2022

12/1/2022

1/1/2023

3/1/2023

6/1/2023

9/1/2023

12/1/2023

PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIGHER PRESENT JOB:

FROM N/A STEP TO N/A STEP

DATE(S):

N/A

O YES

O NO

EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE?

APPROPRIATE

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Marvin Vasquez

DEPARTMENT NAME: Parks & Recreation

PERSONNEL AREA: 3150

LAST PERFORMANCE EVALUATION: 3/14/2023

DATE:

PERFORMANCE EVALUATION: 4/1/2022

DATE OF PERFORMANCE EVALUATION:

OVERALL EVALUATION: Meet Standards

PREVIOUS EXCEPTIONAL MERIT INC. OR ALREADY GIVEN: N/A

EXCEPTIONAL ACOMPLISHMENTS OF THE EMPLOYEE: Marvin Vasquez is a highly productive, extremely intelligent, and dedicated employee who is a positive role model to everyone around him. He has a true heart of service, a genuine passion for his role and is always willing to assist in duties outside his scope of work, his positive attitude and work performance far exceed his performance plan, and he is very deserving of the exceptional merit increase.

RECOMMENDED STANDARD RATE NUMBER AND STEP:

E/$28.11/

DATE RECOMMENDED INCREASE IS DUE: 3/4/2023

EXPLANATIONS FOR THE EXCEPTIONAL MERIT INCREASE:

Marvin Vasquez has been a reliable and dependable Pesticide Applicator to the City of San Diego ORP citywide department. Marvin is a hard worker and always has a great attitude when it comes to taking on extra responsibilities. His work ethic is greatly noticed by many within the department and has even extended externally in which he has been aggressively pursued by the San Diego County for the position of Pesticide Applicator II, which offers a higher pay grade. But due to his loyalty and respect for the City of San Diego, he has turned down the offer every time. He is looking forward to continuing his career advancement within the City of San Diego. Marvin Vasquez has taken on a lead role within the Citywide Pesticide crew. Making sure that all 350 citywide parks are being taken care of.

Marvin Vasquez has acquired the Qualified Applicator License through California Department of Pesticide Regulation. The extended requirements and knowledge of having a QAL is a great benefit for the department. With the QAL license he has been able to make a huge impact within the department, by taking on extra responsibilities. He excels great professionalism and is dedicated, reliable, and diligent in all assigned. Marvin is always up for a challenge.

Marvin Vasquez has a tremendous knowledge and background in the maintenance care of the various types of spray equipment, Marvin handles questions and concerns from citywide patrons with utmost respect. Marvin is bilingual, which has been a huge benefit in being able to respond to citywide patrons in multiple languages. With many new members joining the team he has help guide, train, and mentor our new crew members. His experience is invaluable in the ongoing training and daily decision-making functions that is so essential to our operations.

Marvin Vasquez is an expert in the handling of chemicals, calculating the correct mix rate, and training the team on the proper techniques used for every application, ensuring a huge success in citywide parks with different chemicals and preemergent chemicals being utilized. One instance of this was Marvin was a huge advocate for using preemergent in planter beds to help limit the number of pesticides being used at city wide parks. Marvin handles questions and concerns from citywide patrons with utmost respect. Marvin is bilingual, which has been a huge benefit in being able to respond to citywide patrons in multiple languages. With many new members joining the team he has help guide, train, and mentor our new crew members. His experience is invaluable in the ongoing training and daily decision-making functions that is so essential to our operations.

Marvin Vasquez is a highly productive, extremely intelligent, and dedicated employee who is a positive role model to everyone around him. He has a true heart of service, a genuine passion for his role and is always willing to assist in duties outside his scope of work, his positive attitude and work performance far exceed his performance plan, and he is very deserving of the exceptional merit increase.

DATE APPROVED BY: Civil Service Commission

ATACHMENT 1

CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION

Kristina Peralta
Deputy Chief Operating Officer
6/21/23

APPOINTING AUTHORITY SIGNATURE

DATE

DEPARTMENT DIRECT OR SUPERVISOR

DATE

MAYORAL APPROVAL (CIVIL SERVICE COMMISSION ONLY)

DATE

CS-80 (Rev. 01-2010)
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request to Exempt a Program Coordinator Position from the Classified Service

Attached is a request from the Communications Department to exempt a Program Coordinator position from the Classified Service.

The Program Coordinator position will oversee the Publishing Services Section. This position will oversee day-to-day operations; establish systems and processes to facilitate efficient workflows; develop and administer quality control policies, standards, and procedures for pre-press, printing and production, post-press, and inventory management; implement risk mitigation planning and monitoring; set and maintain workplace safety policies; stay up-to-date on printing best practices and industry standards; establish section goals, objectives, and key performance indicators and develop strategies to achieve them; and work with external vendors on specifications and completion times for outsourcing requests.

Charter Section 117 states that the Unclassified Service shall include “managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council.”

Upon review of the duties and responsibilities of this position, staff finds that it meets the intent of Charter Section 117. Therefore, it is recommended that this request be approved.

Douglas Edwards
Personnel Director

DE:RM:km

Attachment: 1. Exemption of a Program Coordinator Position Request
DATE:       June 7, 2023
TO:         Civil Service Commission  
            via Douglas Edwards, Personnel Director  
FROM:       Nicole Darling, Director, Communications Department
SUBJECT:    Exemption of 1.00 Program Coordinator Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Communications Department requests to exempt one position from the Classified Service. This position will oversee the Publishing Services division recently moved to the Communications Department.

The Communications Department absorbed the Publishing Services responsibilities for graphic design, electronic publishing, high-volume quick print, bindery services, business cards, official forms, and creating posters and banners. The team currently has 10 positions: eight full-time, one supplemental and one provisional.

In the prior organizational structure (from 2013-2018), the section had an equivalent position, a Program Manager (position #31004,675) overseeing the operations of Publishing Services and Central Stores. This position was not carried over in the restructuring process. Communications discovered that this position is essential to oversee the Publishing Services team, manage day-to-day operations, ensure an effective workflow is in place and formulate and administer departmental policies and programs.

The Program Coordinator position would be responsible for the following but not limited to:

1. Oversee Publishing Services’ day-to-day operations; set goals, objectives and KPIs and develop strategies to achieve them; create plans and ensure execution for various projects and initiatives.
2. Manage the Publishing Services staff by promoting teamwork, facilitating communication and collaboration within the team and department, developing succession planning, and identifying and implementing training.
3. Administer resource allocation, budgeting, staffing, and other operational and tactical impacts on Publishing Services.
4. Establish systems and processes to facilitate efficient workflows.
5. Implement and enforce quality control policies, standards and procedures; monitor the progress of projects; track performance goals and ensure that printing is completed on time and within budget; implement risk mitigation planning and monitoring.

6. Oversee equipment and inventory management, including production printers and copiers, paper, envelopes and ink.

7. Analyze, prepare and administer Publishing Services' budget and cost management activities to align with the City's Internal Service Fund.

8. Work with external vendors on specifications and completion times for outsourced requests.

9. Set and maintain workplace safety policies; provide Safety Data Sheets (SDS) for printing inks and cleaning chemicals; and establish protocols for responding to medical emergencies.

10. Stay current with printing best practices and industry standards and invest in printing equipment upgrades to provide cutting-edge services when necessary. Foster a culture of innovation to explore new printing techniques and products.

11. Prepare reports and correspondence for management.

12. Support the department director and management team and perform special projects as assigned.

With this Program Coordinator position, the Communications Department will have a manager in place to ensure the success and growth of a high-performance operation that can support the City's essential publishing service needs.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance upon initiating the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

Sincerely,

Nicole Darling
Communications Department Director
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request to Exempt an Assistant Deputy Director Position, a Principal Accountant Position, and a Program Coordinator Position from the Classified Service

Attached is a request from the Development Services Department to exempt an Assistant Deputy Director position, a Principal Accountant position, and a Program Coordinator position from the Classified Service.

The Assistant Deputy Director position will assist with overseeing the Business Operations and Support Services Division. This position will manage fiscal operations and land use records; develop procedures for the division; implement and provide process improvement updates; and develop policies for the refund process, telework terms, and the department training program.

The Principal Accountant position will oversee accounting activities within the permit tracking system, cashier services, and the City’s financial system (SAP). This position will serve as an internal auditor; liaison with the Office of the City Auditor; develop policies for delinquent account management and permit fee updates; and coordinate process revisions.

The Program Coordinator position will develop and coordinate the Cannabis Social Equity Program in the Cannabis Business Division. This position will develop and implement policies and procedures for the program; provide program updates to stakeholders; assist with drafting and evaluating related municipal code amendments; and develop training and education materials, an equity workforce plan, and criteria for grant applications; and coordinate with local consultants.

Charter Section 117 states that the Unclassified Service shall include “managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council.”
Upon review of the duties and responsibilities of these positions, staff finds that they meet the intent of Charter Section 117. Therefore, it is recommended that this request be approved.

Douglas Edwards
Personnel Director

DE:RM:km

Attachment: 1. Exemption of an Assistant Deputy Director Position, a Principal Accountant Position, and a Program Coordinator Position Request

I:\CSC\CSC Items\2023\7. July 6, 2023\Request from the Development Services Department to exempt an Assistant Deputy Director position, a Principal Accountant position, and a Program Coordinator position from the Classified Service.docx
THE CITY OF SAN DIEGO
MEMORANDUM

DATE: June 16, 2023

TO: Civil Service Commission
    via Douglas Edwards, Personnel Director

FROM: Elyse W. Lowe, Department Director, Development Services

SUBJECT: Exemption of Positions from the Classified Service

Pursuant to City Charter Article VIII, Section 117(a)(17), the Development Services Department is requesting to exempt one Assistant Deputy Director, one Principal Accountant, and one Program Coordinator position from the Classified Service newly adopted in the Fiscal Year 2024 Budget.

The Assistant Deputy Director position will report to the Deputy Director of the Business Operations & Support Services Division for broad guidance and direction responsible for managing all fiscal operations and land use records office. This position will continue to develop procedures, train personnel as-needed, and provide process improvement updates.

The Principal Accountant position will report to the Assistant Deputy Director position of the Business Operations & Support Services Division responsible for oversight of accountant activities within the permit tracking system, cashier services, and reconciliation with the City’s financial system (SAP). The position will also serve in an internal auditor role for the department and be the primary department liaison to the Auditor’s Department.

The Program Coordinator position will report to the Deputy Director for broad guidance in the Cannabis Business Division responsible for developing and coordinating the Cannabis Social Equity Program. Key tasks of the position include development and implementation of policies and procedures of the program, provide program updates to key stakeholders, and assist with drafting and evaluating related municipal code amendments.

Charter Section 117 states that the Unclassified Service shall include, “managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council.” I respectively request the Civil Service Commission’s support to exempt these positions from the Classified Service. Thank you for your consideration.

ELYSE W. LOWE

cc: Rimah Khouri-Velez, Deputy Director, Development Services
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request to Exempt Three Program Coordinator Positions from the Classified Service

Attached is a request from the Department of Information Technology to exempt three Program Coordinator positions from the Classified Service.

The three Program Coordinator positions will manage the Citywide Geographic Information System (GIS) licensing, infrastructure, and data editing environments. These positions will provide support in the coordination, acquisition, administration, and/or oversight of Citywide spatial technology initiatives; oversee digital equity policy development and implementation, enterprise systems integration, mobile application development for field resources, and advancement of emergent technologies; manage and support initiatives to support Climate Action Plan actions; and manage budget monitoring and procurement for Enterprise Geospatial Information System (EGIS) program equipment and materials.

Charter Section 117 states that the Unclassified Service shall include “managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council.”

Upon review of the duties and responsibilities of these positions, staff finds that they meet the intent of Charter Section 117. Therefore, it is recommended that this request be approved.

__________________________
Douglas Edwards
Personnel Director

DE:RM:km

Attachment: 1. Exemption of Three Program Coordinator Positions Request

F:\CSC\CSC Items\2023\7, July 6, 2023\Request from the Department of Information Technology to exempt three Program Coordinator positions from the Classified Service.docx
Per Article VIII, Section 117(a) 17 of the City of San Diego City Charter, the Department of Information Technology (DoIT) is requesting to exempt three (3.00 FTE) Program Coordinator position from Classified Service.

The Department of Information Technology provides citywide oversight regarding geospatial technology strategy, spatial analytics support, and collaborative regional technology via the City’s and County’s Joint Powers Authority, the San Diego Geospatial Information Source (SanGIS). The overarching goal of the Enterprise Geospatial Information System (EGIS) Division is to ensure all residents have equitable access to City operations services, access to spatial data and mapping information, and the tools and skills necessary to use the technology which are essential for San Diegans to thrive economically. This critical technology is used by most departments to plan and provision services, ensure asset management, reduce risk and support collaborative efforts with City partners, public agencies, vendors and the public.

The three Program Coordinators will have significant responsibilities essential to operations, digital equity policy development and implementation, enterprise systems integrations, mobile application development for field resources and advancement of emergent technologies such as digital twins, remotely sensed LiDAR and surface elevation models. The positions will manage the coordination of public/private, interagency, and interdepartmental partnerships to further initiative objectives and support associated Climate Action Plan actions such as carbon sequestration calculations via volumetric tree canopy estimates, heat island effects via albedo assessments and erosion and flooding assessments. The roles will manage budget monitoring and procurement for EGIS program equipment and materials. These positions will be responsible for managing recruitment, onboarding, training, and tasks department-specific and enterprise interns and staff.

The Program Coordinators will manage the support of the successful delivery of effective citywide GIS licensing, infrastructure and data editing environments to ensure public health and emergency response. The positions will provide professional support in the coordination,
acquisition, administration, and/or oversight of citywide spatial technology initiatives such as high availability and CIP construction drawing capture workflows.

Charter Section 117 states that the Unclassified Service employment category shall include "managerial employees having significant responsibilities for formulating and administering department policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectively request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

Jonathan Bohmke
Director, Department of Information Technology

cc: Eric Dargan, Chief Operating Officer
    Matthew Vespi, Chief Information Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O'Donnell, Principal Accountant, Department of Finance
    Scott Daeschner, Deputy Director, Department of Information Technology
    Bill Walker, Finance Manager, Department of Information Technology
DATE:       June 30, 2023

TO:         Civil Service Commission

FROM:       Douglas Edwards, Personnel Director

SUBJECT:    Request to Exempt a Program Manager Position from the Classified Service

Attached is a request from the Parks and Recreation Department to exempt a Program Manager position from the Classified Service.

The Program Manager position will oversee the Grants and CIP Administration Section. This position will implement grant programs and procedures; develop and deliver strategic funding initiatives, operational objectives, and strategies; work with community planning groups, stakeholders, local government agencies, grant recipients, and non-profit organizations; serve as point of contact for the Mayor’s Office and other departments to allocate grants to capital projects; and develop policies for capital project grants to include outlining program responsibilities and implementation, how to apply for advance payment, methods of advancing funds, types of cooperative agreements, and reimbursement of grants.

Charter Section 117 states that the Unclassified Service shall include “managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council.”

Upon review of the duties and responsibilities of this position, staff finds that it meets the intent of Charter Section 117. Therefore, it is recommended that this request be approved.

Douglas Edwards
Personnel Director

DE:RM:km

Attachment: 1. Exemption of a Program Manager Position Request
Pursuant to Article VIII, Section 117(a) of the City Charter, the Parks and Recreation Department is requesting that the Civil Service Commission review and exempt one Program Manager position from the Classified Service.

Under the general direction of the Parks and Recreation Assistant Director, the Capital Projects, Grants, and Development Program Manager will oversee and manage the Grants and CIP Administration section in the Administrative Services Division. Responsibilities include implementing grant programs and procedures, developing and delivering strategic initiatives and operational objectives, coordinating, and communicating with officials, management, working with local community planning groups, Parks and Recreation Board, Mission Bay Committee, and other stakeholders. The position will create funding strategies, track project funding, scope, timeline, and budget and ensure all project deadlines are met and receive appropriate grant extensions when needed.

The position will oversee and manage over $127 million dollars in grant funding available to the City and will be responsible to ensure expenditures meet deadlines and monitor the grant funding. The position will also manage and strategize Parks capital funds, such as the Regional Park Improvement Fund, Mission Bay Park Improvement Fund and Citywide Park DIF funding. Currently, the Department manages 53 grants ranging from $100,000 to $8.5 million dollars with turnaround times of two to four years. The position will manage the Department's six grant advance payment agreements with non-profit organizations. The number of advance payment agreements with non-profit organizations is expected to grow with the success of the program and allocation of this position.

The position will interact with high level grant recipients, philanthropic non-profit organizations, and State and Federal grant agencies. The position will also be the key point of contact on all budgetary CIP and Grant development for the Mayor’s Office and Council Offices as well as the Office of the Chief Operating Officer, Department of Finance, the Independent Budget Analyst, Office of the City Auditor, Office of the City Attorney, Government Affairs and Engineering and Capital Projects.
The position supervises one Supervising Management Analyst and is the second line supervisor of two Senior Management Analysts and 1 Associate Management Analyst who are the CIP budgeting and monitoring analysts and administer grant applications.

Charter Section 117 states that Unclassified Service employment category shall include "managerial employees having significant responsibilities for formulating and administering Department policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council".

I respectfully request the Civil Service Commission’s support to exempt this Program Manager position from the Classified Service.

Thank you for your consideration.

Andy Field
Parks and Recreation Director

Attachment 1: Parks and Recreation Proposed Organization Chart

cc: Kristina Peralta, Deputy Chief Operating Officer
THE CITY OF SAN DIEGO

MEMORANDUM

DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request for Special Leave Without Pay for Mireya D. Frias Mendoza, Police Officer I

Mireya D. Frias Mendoza, Police Officer I, is requesting a one-year special leave without pay ending June 1, 2024, with their job to be saved for Police Officer I.

Mireya D. Frias Mendoza is requesting this leave to care for their son and to be with their husband who is on active military duty stationed in Mississippi. Mireya D. Frias Mendoza states, “I plan to return when I establish a more stable care for my son.” The Police Department is recommending modification of this request, stating that saving the position would be a hardship for the department.

Mireya D. Frias Mendoza has been employed with the City since February 24, 2022. Their most recent performance evaluation was “Meets Standards.”

Douglas Edwards
Personnel Director

DE: EW: km

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THE CITY OF SAN DIEGO

MEMORANDUM

DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request for Special Leave Without Pay (second extension) for Kristina N. Miller, Police Dispatch Supervisor

Kristina N. Miller, Police Dispatch Supervisor, is requesting a one-year (second extension) special leave without pay ending June 14, 2024, with their name to be placed on the eligible lists for Police Dispatch Supervisor, Police Dispatcher, Police 911 Dispatcher, Dispatcher II, Dispatcher I, and Senior Clerk/Typist.

Kristina N. Miller is requesting this extension while she awaits a decision on their disability retirement application. The Police Department is recommending approval of this request.

This request is brought to the attention of the Commission because this extension request, if approved, would continue Kristina N. Miller’s eligibility beyond the two-year limit that the Commission has used as a general guideline for the maximum length of special leaves.

Kristina N. Miller has been employed with the City since August 31, 2001, and has been on special leave without pay continuously since June 15, 2021. Their leave history is summarized below.

<table>
<thead>
<tr>
<th>Leave Dates</th>
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<tbody>
<tr>
<td>06-15-21 to 06-14-22</td>
<td>Original request – Name on Eligible List</td>
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<tr>
<td>06-15-22 to 06-14-23</td>
<td>1st Extension – Name on Eligible List</td>
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</table>

Kristina N. Miller’s last performance evaluation was “Meets Standards.”

In a letter dated August 8, 2022, Kristina N. Miller was advised that “The Commission stated that any future request for leave extension with job saved or name on appropriate eligible list will be evaluated very closely on a case-by-case basis.”

Douglas Edwards
Personnel Director

DE: EW: km

I:\CSC\CSC Items\2023\7. June 6, 2023\SLWOF - Miller.doc
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Cannabis Usage Outside of the Workplace and Assembly Bill 2188

This is an informational item only. No immediate action is necessary on the part of the Civil Service Commission.

At the June 1, 2023, Civil Service Commission meeting, Commissioner Moore requested information from Legal Counsel to the Commission about the impact of Assembly Bill 2188 on cannabis disqualifications.

Attached is a memorandum from the Office of the City Attorney related to this request.

Douglas Edwards
Personnel Director

DE:SO:km

Attachment: 1. Memorandum from the Office of the City Attorney related to Cannabis Usage Outside of the Workplace and AB 2188

I:\CSC\CSC Items\2023\7. July 6, 2023\Cannabis Usage Outside of the Workplace and Assembly Bill 2188.docx
Office of  
The City Attorney  
City of San Diego  

MEMORANDUM  

DATE: July 6, 2023
TO: Civil Service Commission
FROM: David J. Karin, Senior Deputy City Attorney
SUBJECT: Cannabis Usage Outside of the Workplace and AB 2188

At the June 1, 2023, Civil Service Commission meeting, questions arose as to how Assembly Bill 2188 (AB 2188), which becomes effective on January 1, 2024, will impact the City’s practice of disqualifying all job applicants who test positive for recent cannabis usage in preemployment drug screens.¹ This memorandum is intended to provide a general overview of the City’s preemployment drug testing policies, the evolution of legalized marijuana usage in California, the legislative intent behind AB 2188, and AB 2188’s anticipated impacts on the City’s hiring practices.

**Preemployment Drug Testing**

The City conducts preemployment medical examinations for a variety of reasons, including to determine an applicant’s fitness for the position’s duties, to ensure adequate health and safety protections for all employees, and to comply with applicable state and federal laws. See City of San Diego, Personnel Manual, Index Code C-4, II.A. Medical examinations are required for new job applicants as well as repeat applicants who have not had an exam within the past 12 months. See Personnel Manual, Index Code C-4, II.B. Former employees seeking reinstatement to open eligible lists and employees returning to duty following a prolonged absence of 12 months or longer are also subject to medical examinations. Id.

Drug and alcohol screening is routinely conducted during an applicant’s medical evaluation. The tests screen for the use of prohibited controlled substances as well as the potential abuse of prescription drugs. See Personnel Manual, Index Code C-4, III.A.2.a. This screening is intended to identify behaviors or habits that might compromise an applicant’s ability to perform their job duties safely, efficiently, and competently. Screening is also used to comply with state and federal laws prohibiting drug usage in the workplace. See Personnel Manual, Index Code C-4, II.A.2.b and c.

¹The terms “cannabis” and “marijuana” are used synonymously in this memorandum.
Preemployment Drug Testing and Cannabis Usage
July 6, 2023
Page 2

The City contracts with Concentra, an outside health care company, for preemployment drug testing. Concentra offers 5-panel and 10-panel drug screens that use the latest FDA-approved technology to ensure objective results. Marijuana contains a chemical compound known as tetrahydrocannabinol or THC. This compound is responsible for the psychoactive effects associated with cannabis consumption and inhalation and causes impairment or intoxication. Once THC is metabolized, it is stored in the body as a nonpsychoactive metabolite. The presence of these metabolites only shows that an individual consumed/inhaled cannabis within the last few weeks and does not measure or show a level of impairment. Current marijuana testing screens and detects the presence of the nonpsychoactive cannabis metabolite, not THC.

Positive Drug Screen Disqualifications and the Right to Appeal

Pursuant to Civil Service Rule II, Section 6(1)(c), an applicant may be disqualified from City employment if the Personnel Director finds that the applicant’s “habitual[] or excessive[] use[] [of] habit-forming drugs or intoxicating beverages . . . would adversely affect job performance or public safety.” Evidence of an applicant’s recent illegal drug use is considered a medically disqualifying event. This includes positive drug screens for marijuana.2

Medically disqualified applicants may appeal to the Civil Service Commission. See Civil Service Rule II, Section 6(2); see also, Personnel Manual, Index Code C-4, III.B.5. These appeals are to be heard at the Civil Service Commission’s next regularly scheduled public meeting and shall afford applicants the right to present medical evidence in support of their appeals. Id.

Marijuana Remains a Schedule I Controlled Substance Despite Legalized Usage in California

California, like most states and the federal government, has a long history of criminalizing the possession, cultivation, and use of marijuana. Legalization efforts gained popularity in the early 1990s, culminating in the passage of Proposition 215, known as the Compassionate Use Act of 1996, which allowed for the medicinal use of marijuana. Under Proposition 215, seriously ill individuals were authorized to obtain and use marijuana for medical purposes provided a physician recommended and determined that the person’s health would benefit from its usage.

Recreational cannabis use was legalized in 2016 when California voters approved the Adult Use of Marijuana Act (AUMA), also known as Proposition 64. This legislation decriminalized the use and possession of a limited amount of marijuana or concentrated cannabis by adults, age 21 and older. In addition, a comprehensive set of statewide regulations was established for commercial non-medical marijuana business activities.

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2 Under federal law, it is illegal to possess or distribute any amount of marijuana. See 21 U.S.C. §§ 841 & 844.
Preemployment Drug Testing and Cannabis Usage  
July 6, 2023  
Page 3

Despite the legalization of medicinal and recreational marijuana usage in California, nothing restricts employers for enacting and enforcing workplace policies pertaining to cannabis. In fact, cannabis continues to be listed as a Schedule I controlled substance under both state and federal law. See Cal. Health & Safety Code § 11054(d)(13) and 21 U.S.C. § 812.

**AB 2188 – Prohibits Employment Discrimination based on Cannabis Usage Outside of the Workplace**

Currently, it is illegal in California for public and private employers of 5 or more employees to discriminate against job applicants who belong to a protected category, or to retaliate against them because they have asserted their rights under the law. See Cal. Gov’t Code §§ 12900-12996 (known as the California Fair Employment and Housing Act or FEHA). Protected categories include the following: race (including traits historically associated with race, including but not limited to, hair, texture and protective hairstyles); religious creed; color; national origin; ancestry; physical disability; mental disability; medical conditions; genetic information; marital status; gender identity; gender expression; age (over 40); sexual orientation; or military and veteran status.

In September 2022, California Governor Gavin Newsom signed AB 2188 into law, expanding FEHA’s protected categories to include cannabis usage in certain situations. Starting on January 1, 2024, it will be unlawful for California employers, with limited exceptions, to discriminate against any person in hiring or disciplinary matters, or otherwise penalizing individuals for their use of cannabis or marijuana off the job and away from the workplace, or based on an employer-required drug screening test that finds a person has nonpsychoactive cannabis metabolites in their hair, blood, urine, or other bodily fluid.³

In enacting AB 2188, the California legislature recognized that employment-related drug tests are meant to identify impaired employees. As stated, commonly used drug tests currently only screen for cannabis’ nonpsychoactive metabolites in a person’s hair or bodily fluids without any correlation to on-the-job impairment. As science improves, the legislature finds that employers will have access to multiple types of tests which will not rely strictly on the presence of nonpsychoactive metabolites. Suggested alternative drug tests may include impairment tests, which measures an individual against their own baseline performance, and tests that can identify the presence of THC in an individual’s bodily fluids.

AB 2188 expressly does not apply to employees in the building and constructions trade; nor does it apply to applicants or employees hired for positions requiring federal government background investigations or security clearances. The legislation also does not preempt state or federal laws requiring applicants or employees be tested for controlled substances as a condition of employment, the receipt of federal funding or federal licensing-related benefits, or entering into federal contracts.⁴

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³ AB 2188 adds Section 12954 to the California Government Code which becomes operative on January 1, 2024.

⁴ For example, the City’s drug and alcohol testing policy for positions requiring a commercial driver license will continue to follow U.S. Department of Transportation requirements.
Preemployment Drug Testing and Cannabis Usage
July 6, 2023
Page 4

AB 2188 also does not prohibit employers from conducting preemployment drug testing or taking adverse employment actions against applicants and employees for failed drug tests, provided the drug screening is based on scientifically valid methods that do not screen for nonpsychoactive cannabis metabolites. Additionally, the legislation expressly states that it does not permit the possession or the use of cannabis in the workplace or on-the-job impairment and does not affect the rights and obligations of employers to maintain a drug- and alcohol-free workplace.

Preparations for AB 2188’s Implementation

City staff is aware of AB 2188 and discussions have occurred with the Personnel and Human Resources Departments regarding its implementation. The City has also reached out to Concentra to discovery whether it has the drug testing capabilities to screen for THC and not the nonpsychoactive cannabis metabolites. According to Concentra, the science and technology relating to testing for the presence of THC and cannabis impairment is developing, and it will share updated information with the City when it becomes available.

Assuming updated testing capabilities come online by January 1, 2024, the City can continue screening job applicants for recent cannabis usage based on detectible levels of THC. If, for some reason, there is a delay in the development of updated tests, the City will have to decide whether to continue testing applicants for cannabis. Alternatively, efforts could be taken to revise the Civil Service Rules to exempt disqualifications based on positive drug tests for nonpsychoactive cannabis metabolites.5

5 Pursuant to San Diego Charter section 118, the Civil Service Commission recommends all rules governing the supervision and control of the classified service to the City Council, who must adopt any such rule, or amendment thereto, by ordinance.
June 30, 2023

Civil Service Commission

Douglas Edwards, Personnel Director

Merger of Recreation Leader I (T10975 and T11726) and Recreation Leader II (T11348 and T11731) Eligible Lists

Civil Service Rule IV, Section 1(2) requires the approval of the Civil Service Commission prior to the merger of any eligible lists. In accordance with this rule, staff is requesting that the current Recreation Leader I (T10975) and Recreation Leader II (T11348) eligible lists be merged with the new Recreation Leader I (T11726) and Recreation Leader II (T11731) eligible lists which are scheduled to open for recruitment on July 7, 2023.

The recruitments for Recreation Leader I (T11726) and Recreation Leader II (T11731) will reopen to accommodate a change to the minimum qualifications.

By merging the lists, the new eligible lists will be available for certification and candidates on the current eligible lists will continue to maintain their eligibility until those lists expire. All current eligibles may extend their eligibility period by applying during the new Recreation Leader I (T11726) and Recreation Leader II (T11731) recruitments.

If this request is approved, the Personnel Department will notify all eligibles on the current lists of the merger, as required by Civil Service Rule IV, Section 1(2).

Douglas Edwards
Personnel Director

DE: MD: km
Attached for your review and approval are proposed revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum). Proposed changes to the index code are in bold and italics. The proposed changes are briefly outlined below.

Personnel Manual Index Code D-3, Career Advancement (Addendum)

Page 1 - Revised to incorporate the new classification of Environmental Scientist II as a career advancement opportunity for the new Environmental Scientist I classification as approved by the Civil Service Commission during the Fiscal Year 2024 Salary Season.

Page 1 - Revised to delete the classification of Marine Biologist I as eligible to career advance to the Marine Biologist II classification. This Marine Biologist I classification has been deleted effective July 1, 2023.

Page 1 - Revised to incorporate the classification of Account Audit Clerk as a career advancement opportunity for the Account Clerk classification per request from the Personnel Department. This career advancement relationship is being re-established because the Account Audit Clerk classification makes more at E-step than the Account Clerk classification effective July 1, 2023.

Page 1 - Revised to incorporate the classification of Account Clerk as eligible to career advance to Account Audit Clerk per request from the Personnel Department. This career advancement relationship is being re-established because the Account Audit Clerk classification makes more at E-step than the Account Clerk classification effective July 1, 2023.

Page 1 - Revised to incorporate the Payroll Specialist I classification as a career advancement opportunity for the Account Audit Clerk classification per request from the Personnel Department since the Account Audit Clerk classification is already eligible to career advance to Payroll Specialist II.
Civil Service Commission
June 30, 2023

Page 3 – Revised to incorporate the new classification of Police 911 Dispatcher as a career advancement opportunity for the Dispatcher I classification per request from the Police Department.

Page 3 – Revised to incorporate the new classification of Police 911 Dispatcher as eligible to career advance to the Police Dispatcher classification per request from the Police Department.

Page 5 – Revised to change the title of Development Services Technician to Development Services Permit Technician.

Page 5 – Revised to incorporate the classification of City Attorney Investigator II (formerly City Attorney Investigator) as a career advancement opportunity for the new City Attorney Investigator Trainee and new City Attorney Investigator I classifications as approved by the Civil Service Commission during the Fiscal Year 2024 Salary Season.

Page 5 – Revised to incorporate the new classification of Wildfire Mitigation Specialist as a career advancement opportunity for the Code Compliance Officer classification as approved by the Civil Service Commission during the Fiscal Year 2024 Salary Season.

Page 6 – Revised to delete the classification of Paramedic I as eligible to career advance to the Paramedic II classification per request from the Personnel Department. The Paramedic I classification was deleted effective July 1, 2020.

Page 6 – Revised to delete the classification of Finance Analyst I as a career advancement opportunity for the Accountant I classification. This career advancement opportunity is no longer appropriate as the Accountant I classification makes more at E-step than the Finance Analyst I classification effective July 1, 2023.

Page 6 – Revised to delete the classification of Finance Analyst II as a career advancement opportunity for Accountant II. This career advancement opportunity is no longer appropriate as the two classifications make the same at E-step effective July 1, 2023.

Page 7 – Revised to incorporate the new classification of Associate Compliance Officer as a career advancement opportunity for the new Compliance Officer Trainee and new Assistant Compliance Officer classifications as approved by the Civil Service Commission during the Fiscal Year 2024 Salary Season.

Page 9 – Revised to incorporate the classification of Crime Scene Specialist II (formerly Crime Scene Specialist) as a career advancement opportunity for the new Crime Scene Specialist I classification as approved by the Civil Service Commission during the Fiscal Year 2024 Salary Season.

Page 9 – Revised to incorporate the classification of Pool Guard II as a career advancement opportunity for the new Water Safety Instructor classification as approved by the Civil Service Commission during the Fiscal Year 2024 Salary Season.
Staff recommends approval of the proposed revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum).

Douglas Edwards
Personnel Director

DE:RM:km

2. Memo from the Police Department
## Examinations

### ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

### CAREER ADVANCEMENT

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*The class of Public Service Career Trainee may be used in any occupational group and advanced to the appropriate target class under the Career Advancement Program.*
## Examinations

**ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3**

### CAREER ADVANCEMENT

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Examinations

ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

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**Communications**

| Dispatcher I               | Dispatcher II          |
| Dispatcher I               | Fire Dispatcher        |
| Dispatcher I               | **Police 911 Dispatcher** |
| Dispatcher I               | Public Works Dispatcher |
| Dispatcher II              | Police Dispatcher      |

*Police 911 Dispatcher*
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<td>Water Systems Technician II</td>
</tr>
<tr>
<td>Utility Worker I</td>
<td>Water Systems Technician III</td>
</tr>
<tr>
<td><strong>Custodial</strong></td>
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<tr>
<td>Custodian I</td>
<td>Custodian II</td>
</tr>
<tr>
<td><strong>Data Processing</strong></td>
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<td>Clerical Assistant I</td>
<td>Police Records Data Specialist</td>
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<tr>
<td>Programmer Analyst I</td>
<td>Programmer Analyst II</td>
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<tr>
<td><strong>Engineering</strong></td>
<td></td>
</tr>
<tr>
<td>Drafting Aide</td>
<td>Senior Drafting Aide</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Junior Engineering Aide</td>
</tr>
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<td>Engineering Trainee</td>
<td>Senior Corrosion Engineering Aide</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Senior Drafting Aide</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Junior Engineering Aide</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Senior Engineering Aide</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Hydrography Aide</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Junior Engineering Aide</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Plan Review Specialist I</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Plan Review Specialist II</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Plan Review Specialist III</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Senior Backflow and Cross Connection Specialist</td>
</tr>
</tbody>
</table>
### Examinations

**ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3**

**CAREER ADVANCEMENT**

<table>
<thead>
<tr>
<th>ENTRY-LEVEL CLASSIFICATION</th>
<th>PROMOTIONAL OPPORTUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Trainee</td>
<td>Junior Engineering Aide</td>
</tr>
<tr>
<td></td>
<td>Senior Survey Aide</td>
</tr>
<tr>
<td>Junior Engineer - Civil</td>
<td>Assistant Engineer - Civil</td>
</tr>
<tr>
<td>Junior Engineer - Civil</td>
<td>Assistant Engineer - Traffic</td>
</tr>
<tr>
<td>Junior Engineer - Civil</td>
<td>Structural Engineering Assistant</td>
</tr>
<tr>
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<td>Structural Engineering Associate</td>
</tr>
<tr>
<td>Junior Engineer - Electrical</td>
<td>Assistant Engineer - Corrosion</td>
</tr>
<tr>
<td>Junior Engineer - Electrical</td>
<td>Assistant Engineer - Electrical</td>
</tr>
<tr>
<td>Junior Engineer - Fire Protection</td>
<td>Assistant Engineer - Fire Protection</td>
</tr>
<tr>
<td>Junior Engineer - Mechanical</td>
<td>Assistant Engineer - Mechanical Associate</td>
</tr>
<tr>
<td>Development Services Technician</td>
<td>Plan Review Specialist I</td>
</tr>
<tr>
<td>Development Services Permit Technician</td>
<td>Plan Review Specialist II</td>
</tr>
<tr>
<td>Development Services Permit Technician</td>
<td>Plan Review Specialist III</td>
</tr>
<tr>
<td>Zoning Investigator I</td>
<td>Plan Review Specialist II</td>
</tr>
</tbody>
</table>

**Equipment Maintenance**

<table>
<thead>
<tr>
<th>ENTRY-LEVEL CLASSIFICATION</th>
<th>PROMOTIONAL OPPORTUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motive Service Trainee</td>
<td>Motive Service Technician</td>
</tr>
<tr>
<td>Equipment Technician I</td>
<td>Parking Meter Technician</td>
</tr>
<tr>
<td>Equipment Technician I</td>
<td>Plant Technician I</td>
</tr>
<tr>
<td>Equipment Technician I</td>
<td>Aquatics Technician I</td>
</tr>
<tr>
<td>Pump Station Operator Trainee</td>
<td>Pump Station Operator</td>
</tr>
<tr>
<td>Water Distribution Operator Trainee</td>
<td>Assistant Water Distribution Operator</td>
</tr>
<tr>
<td></td>
<td>Water Distribution Operator</td>
</tr>
</tbody>
</table>

**Equipment Operation**

<table>
<thead>
<tr>
<th>ENTRY-LEVEL CLASSIFICATION</th>
<th>PROMOTIONAL OPPORTUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanitation Driver Trainee</td>
<td>Sanitation Driver I</td>
</tr>
<tr>
<td></td>
<td>Sanitation Driver II</td>
</tr>
</tbody>
</table>

**Field Contact**

<table>
<thead>
<tr>
<th>ENTRY-LEVEL CLASSIFICATION</th>
<th>PROMOTIONAL OPPORTUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Attorney Investigator Trainee</td>
<td>City Attorney Investigator I</td>
</tr>
<tr>
<td>City Attorney Investigator Trainee</td>
<td>City Attorney Investigator II</td>
</tr>
<tr>
<td>Claims Aide</td>
<td>Claims Representative I</td>
</tr>
<tr>
<td></td>
<td>Claims Representative II</td>
</tr>
<tr>
<td>Code Compliance Officer</td>
<td>Police Code Compliance Officer</td>
</tr>
<tr>
<td>Code Compliance Officer</td>
<td>Wildfire Mitigation Specialist</td>
</tr>
<tr>
<td>Collections Investigator Trainee</td>
<td>Collections Investigator I</td>
</tr>
<tr>
<td>Field Representative</td>
<td>Senior Backflow and Cross Connection Specialist</td>
</tr>
<tr>
<td>Liability Claims Aide</td>
<td>Liability Claims Representative I</td>
</tr>
<tr>
<td>Liability Claims Aide</td>
<td>Liability Claims Representative II</td>
</tr>
<tr>
<td>Safety Representative I</td>
<td>Safety Representative I</td>
</tr>
<tr>
<td>Security Representative I</td>
<td>Security Representative II</td>
</tr>
</tbody>
</table>

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*Note: The above table outlines various entry-level classifications and their corresponding promotional opportunities within the City of San Diego. The table is organized under different categories such as Entry-Level Classification, Environmental Science, and Fire Protection.*
### Addendum to Personnel Manual Index Code D-3

**Career Advancement**

<table>
<thead>
<tr>
<th><strong>Entry-Level Classification</strong></th>
<th><strong>Promotional Opportunity</strong></th>
</tr>
</thead>
</table>
| Workers’ Compensation Claims Aide | Workers’ Compensation Claims Representative I  
Workers’ Compensation Claims Representative II |
| Fire | Fire Prevention Inspector I  
Fire Prevention Inspector II |
| Fire Recruitment | Fire Fighter I  
Fire Fighter II |
| Paramedic I | Paramedic II |
| Library | Librarian II |
| Management, Fiscal & Staff | Finance Analyst I  
Finance Analyst II |
| Accountant I | Accountant I  
Accountant II |
| Accountant II | Accountant II  
Accountant II |
| Account Trainee | Account Trainee  
Finance Analyst I  
Finance Analyst II |
| Administrative Aide I | Administrative Aide II  
Administrative Aide II |
| Administrative Aide II | Administrative Aide II  
Administrative Aide II |
| Administrative Aide II | Administrative Aide II  
Administrative Aide II |
| Administrative Aide II | Assistant Department Human Resources Analyst  
Assistant Department Human Resources Analyst |
| Administrative Aide II | Assistant Dispute Resolution Officer  
Dispute Resolution Officer |
| Administrative Aide II | Assistant Management Analyst  
Associate Management Analyst |
| Administrative Aide II | Assistant Personnel Analyst  
Associate Personnel Analyst |
| Administrative Aide II | Assistant Trainer  
Trainer |
| Administrative Aide II | Employee Assistance Counselor |
| Administrative Aide II | Employee Benefits Specialist II |
| Administrative Aide II | Finance Analyst I  
Finance Analyst II |
| Administrative Aide II | Literacy Analyst |
| Administrative Aide II | Organization Effectiveness Specialist II |
| Administrative Aide II | Records Management Analyst |
## Examinations

**ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3**

### CAREER ADVANCEMENT

<table>
<thead>
<tr>
<th>ENTRY-LEVEL CLASSIFICATION</th>
<th>PROMOTIONAL OPPORTUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Aide II</td>
<td>Recycling Specialist I</td>
</tr>
<tr>
<td></td>
<td>Recycling Specialist II</td>
</tr>
<tr>
<td>Buyer’s Aide I</td>
<td>Buyer’s Aide II</td>
</tr>
<tr>
<td>Business Systems Aide</td>
<td>Business Systems Analyst I</td>
</tr>
<tr>
<td></td>
<td>Business Systems Analyst II</td>
</tr>
<tr>
<td>Compliance Officer Trainee</td>
<td>Assistant Compliance Officer</td>
</tr>
<tr>
<td></td>
<td>Associate Compliance Officer</td>
</tr>
<tr>
<td>Geographic Information Systems Technician</td>
<td>Geographic Information Systems Analyst I</td>
</tr>
<tr>
<td></td>
<td>Geographic Information Systems Analyst II</td>
</tr>
<tr>
<td>Information Systems Analyst I</td>
<td>Business Systems Analyst I</td>
</tr>
<tr>
<td></td>
<td>Business Systems Analyst II</td>
</tr>
<tr>
<td>Information Systems Technician</td>
<td>Information Systems Analyst I</td>
</tr>
<tr>
<td></td>
<td>Information Systems Analyst II</td>
</tr>
<tr>
<td>Junior Property Agent</td>
<td>Assistant Property Agent</td>
</tr>
<tr>
<td></td>
<td>Associate Property Agent</td>
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<tr>
<td>Management Trainee</td>
<td>Arts Management Assistant</td>
</tr>
<tr>
<td></td>
<td>Arts Management Associate</td>
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<tr>
<td>Management Trainee</td>
<td>Assistant Department Human Resources Analyst</td>
</tr>
<tr>
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<td>Associate Department Human Resources Analyst</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Assistant Dispute Resolution Officer</td>
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<tr>
<td>Management Trainee</td>
<td>Assistant Economist</td>
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<td>Associate Economist</td>
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<td>Assistant Management Analyst</td>
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<td>Associate Management Analyst</td>
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<td>Assistant Property Agent</td>
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<td>Associate Property Agent</td>
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<td>Assistant Trainer</td>
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<td>Management Trainee</td>
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<tr>
<td>Management Trainee</td>
<td>Business Systems Analyst I</td>
</tr>
<tr>
<td></td>
<td>Business Systems Analyst II</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Community Development Specialist I</td>
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<td>Community Development Specialist II</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Employee Assistance Counselor</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Employee Benefits Specialist I</td>
</tr>
<tr>
<td></td>
<td>Employee Benefits Specialist II</td>
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<tr>
<td>Management Trainee</td>
<td>Finance Analyst I</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Finance Analyst II</td>
</tr>
</tbody>
</table>
## Examinations

**ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3**

### CAREER ADVANCEMENT

<table>
<thead>
<tr>
<th>ENTRY-LEVEL CLASSIFICATION</th>
<th>PROMOTIONAL OPPORTUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Trainee</td>
<td>Geographic Information Systems Analyst I</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Geographic Information Systems Analyst II</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Information Systems Analyst I</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Information Systems Analyst II</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Literacy Analyst</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Organization Effectiveness Specialist I</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Organization Effectiveness Specialist II</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Records Management Analyst</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Recycling Specialist I</td>
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<td>Recycling Specialist II</td>
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<td>Personnel Assistant II</td>
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<td>Procurement Contracting Trainee</td>
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<td>Marine Safety</td>
<td>Lifeguard III</td>
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<td>Lifetime Guard II</td>
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<td>Park Maintenance</td>
<td>Golf Course Greenskeeper</td>
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<td>Grounds Maintenance Worker I</td>
<td>Grounds Maintenance Worker II</td>
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<td>Assistant Planner</td>
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<td>Junior Planner</td>
<td>Associate Planner</td>
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<tr>
<td>Planning Technician I</td>
<td>Planning Technician II</td>
</tr>
<tr>
<td>Planning Technician II</td>
<td>Planning Technician III</td>
</tr>
<tr>
<td>Zoning Investigator I</td>
<td>Zoning Investigator II</td>
</tr>
<tr>
<td>Plant Operation</td>
<td>Assistant Wastewater Plant Operator</td>
</tr>
<tr>
<td>Plant Operator Trainee</td>
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<tr>
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<td>Water Plant Operator</td>
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</table>
Examinations

**ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3**

**CAREER ADVANCEMENT**

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<thead>
<tr>
<th>Entry-Level Classification</th>
<th>Promotional Opportunity</th>
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<tr>
<td>Plant Operator Trainee</td>
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<td><strong>Police</strong></td>
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</tr>
<tr>
<td>Latent Print Examiner Aide</td>
<td>Latent Print Examiner I</td>
</tr>
<tr>
<td></td>
<td>Latent Print Examiner II</td>
</tr>
<tr>
<td>Clerical Assistant I</td>
<td>Clerical Assistant II</td>
</tr>
<tr>
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<td>Cal I.D. Technician</td>
</tr>
<tr>
<td>Crime Scene Specialist I</td>
<td>Crime Scene Specialist II</td>
</tr>
<tr>
<td>Document Examiner I</td>
<td>Document Examiner II</td>
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<tr>
<td></td>
<td>Document Examiner III</td>
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<td>Polygrapher I</td>
<td>Polygrapher II</td>
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<td>Polygrapher III</td>
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<td>Junior Chemist</td>
<td>Criminalist I</td>
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<td></td>
<td>Criminalist II</td>
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<td>Police Investigative Service Officer I</td>
<td>Police Investigative Service Officer II</td>
</tr>
<tr>
<td>Police Recruit</td>
<td>Police Officer I</td>
</tr>
<tr>
<td>Police Officer I</td>
<td>Police Officer II</td>
</tr>
<tr>
<td>Police Service Officer I</td>
<td>Police Service Officer II</td>
</tr>
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<td><strong>Printing</strong></td>
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<tr>
<td>Publishing Specialist I</td>
<td>Publishing Specialist II</td>
</tr>
<tr>
<td><strong>Recreation</strong></td>
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</tr>
<tr>
<td>Park Ranger Aide</td>
<td>Park Ranger</td>
</tr>
<tr>
<td>Pool Guard I</td>
<td>Pool Guard II</td>
</tr>
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<td>Recreation Aide</td>
<td>Golf Operations Assistant</td>
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<td>Recreation Aide</td>
<td>Recreation Leader I</td>
</tr>
<tr>
<td>Recreation Center Director II</td>
<td>Recreation Center Director III</td>
</tr>
<tr>
<td>Recreation Leader I</td>
<td>Recreation Leader II</td>
</tr>
<tr>
<td>Water Safety Instructor</td>
<td>Pool Guard II</td>
</tr>
<tr>
<td><strong>Skilled Trades</strong></td>
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<td>Electrician</td>
<td>Plant Process Control Electrician</td>
</tr>
<tr>
<td>Instrumentation and Control Technician</td>
<td>Electronics Technician</td>
</tr>
<tr>
<td>Traffic Signal Technician I</td>
<td>Instrumentation and Control Technician I</td>
</tr>
<tr>
<td></td>
<td>Traffic Signal Technician II</td>
</tr>
<tr>
<td><strong>Storekeeping</strong></td>
<td></td>
</tr>
<tr>
<td>Stock Clerk</td>
<td>Police Property and Evidence Specialist</td>
</tr>
</tbody>
</table>
DATE: June 28, 2023

TO: Civil Service Commission, via Douglas Edwards, Personnel Director

FROM: David Nisleit, Police Chief, Police Department

SUBJECT: Request to Revise the Addendum to Personnel Manual Index Code D-3 - Career Advancement

This is a request to consider revising the Addendum Personnel Manual Index Code D-3 to include the career advancement opportunity for Police Dispatcher to be underfilled by the new Police 911 Dispatcher classification and to include the career advancement opportunity for the new Police Dispatcher 911 Dispatcher classification to be underfilled by the Dispatcher I classification. The new classification of Police 911 Dispatcher was approved for Fiscal Year 2024.

It is further requested to delete the classification of Dispatcher I as eligible to career advance to the Dispatcher II classification and delete the Dispatcher II classification as being eligible to career advance to the Police Dispatcher classification.

Moving forward it is the department's goal to reclassify all current Dispatcher II to Police 911 Dispatchers.

<table>
<thead>
<tr>
<th>Entry-Level Classification</th>
<th>Promotional Opportunity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispatcher I</td>
<td>Police 911 Dispatcher</td>
</tr>
<tr>
<td>Police 9-1-1 Dispatcher</td>
<td>Police Dispatcher</td>
</tr>
</tbody>
</table>

Thank you for your consideration.

David Nisleit

cc: Eric Dargan, Chief Operating Officer
    Julie Rasco, Human Resources Director
    Rolando Charvel, Department of Finance
    Nicholas O'Donnell, Principal Accountant, Department of Finance
DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request for Suspended Competition to Appoint Icela Gonzalez, Karolina Lapisch, and Kathryn C. Yang to the position of Development Services Permit Technician

Attached is a request from the Development Services Department to suspend competition in order to allow the appointment of Icela Gonzalez, Karoline Lapisch, and Kathryn C. Yang to the position of Development Services Permit Technician.

The three incumbents have served in their current positions as Public Information Clerks ranging from a minimum of 5 years to nearly 10 years. Their positions were reclassified to Development Services Permit Technician on May 26, 2023. There is no current eligible list for the Development Services Permit Technician classification.

Civil Service Rule XIII provides that "The Commission may suspend competition for appointment to... (b) a position which has changed so significantly to require reclassification to a class with a higher rate of pay, and when a specific person in the Classified Service can be determined to have been fulfilling those duties for a designated period of time prior to the action." Civil Service Rule XIII (t) further provides that in order to approve a request for suspended competition, the Commission must find that competition is impractical and that the position would best be filled by a specific person because of their recognized attainments.

Personnel Manual Index Code D–5, II, B provides that when a position has been upgraded through a reclassification and there is an incumbent, a request for suspended competition may be evaluated in terms of the job-related qualifications of the incumbent, the incumbent's years of service in the class and the position, the availability of competitors, circumstances under which the position was reclassified, and the extent of hardship to the incumbent and the department.

Staff has reviewed this request, concludes that all of the above criteria have been met, and recommends approval of this request.

[Signature]
Douglas Edwards
Personnel Director

DE: CR: km

Attachments: 1. Request for Suspended Competition
2. Employment Applications
3. Development Services Permit Technician Class Specification

I:\CSC\CSC Items 2023\7. July 6, 2023 Request for Suspended Competition to Appoint Icela Gonzalez, Karolina Lapisch, and Kathryn C. Yang for the Position of Development Services Permit Technician.docx
THE CITY OF SAN DIEGO
MEMORANDUM

DATE: June 23, 2023

TO: Civil Service Commission
    Via Douglas Edwards, Director, Personnel Department

FROM: Elyse W. Lowe, Director, Development Services

SUBJECT: Request for Suspended Competition

Pursuant to Civil Services Rule XIII and procedures contained within Personnel Regulation D-5, this memo is to request suspended competition of the recently reclassified job class of three Public Information Clerks employees to the Development Service Technicians job classification.

The three incumbents (Icela Gonzalez, Karolina Lapisch, and Kathryn Yang) have all served in as a Public Information Clerk in the Solar Photovoltaic Permitting Section in the Building Construction & Safety Division ranging from a minimum of 5 to nearly 10 years. All three equally perform exceptionally on this team processing thousands of permits annually, which required a unique skill set beyond the scope of the Public Information Clerk. Duties in the Solar Photovoltaic Permitting Section include the following core responsibilities:

- Review and evaluate plans for completeness and for conformance with ordinances and department's standards, policies and guidelines and building codes
- Review plan contents and be knowledgeable with certain electrical building code requirements to determine if the submitted projects can be approved or need to be routed to an engineer for a more thorough review
- Review for EV Charger, Battery backup, verify amperage
- Identify and provide corrections lists to applicants
- Main Panel Upgrade, manually add the additional disconnect/reconnect inspection to verify amperage
- Multifamily building, notify customer need to create new project and submit as a Standalone electrical project with plans
- Issue Solar Photovoltaic Permits to applicants once all regulatory checks and process verifications have been finalized

Last year, the Civil Service Commission approved the creation of a new job classification, Development Services Technician, for the purpose of creating a classification that more appropriately suits the skills, knowledge and abilities of certain Public Information Clerks performing more technical-related permitting responsibilities. The Commission also created the new job classification to establish a succession path for the Public Information Clerks to career advance to the Plan Review Specialist job classification series primarily responsible for permit set-up, residential combined reviews, and issuance, including solar photovoltaic permits.
The Public Information Clerks assigned to 100% permit processing duties are the exact positions where it was determined the positions changed so significantly as to require reclassification to a class with a higher rate of pay resulting in the reclassification to Development Services Technician. These three employees in the Classified Service have been performing these duties. Their strong knowledge of the requirements of these types of permits and years of expertise of how to process such permits in the Department’s permitting system makes competition impracticable in that the 3 positions can be best be filled by the selection of these 3 employees having currently and already performing all duties of the job classification. Additionally, there is no current eligible list. To appoint anyone in lieu of these three employees would cause a significant operational hardship to customers seeking solar panels permits with the loss of expertise and skills.

A total of nine Development Services Technician positions have been created of which six are currently vacant and three being held by the employees as Public Information Clerks proposed for suspended competition into the Development Services Technician job classification. The department plans to hold an open recruitment process for the 6 vacant positions. A request to the Personnel Department has been requested to recruit for these positions which is tentatively scheduled to open for applications July 7th, pending final review of job bulletin materials. It will likely be September to able to hold interviews and fill in early October the soonest while these three employees continue to perform the role.

Given there will still be open competition for the six vacant positions and identifying the unique skills and three employees’ attainment of knowledge for the positions in the Solar Photovoltaic Permitting Section, I respectfully request the Civil Services Commission’s approval of this request. Please do not hesitate to contact me for any additional questions.

Thank you,

ELYSE W. LOWE

CC: Rimah Khouri-Velez, Deputy Director, Development Services
    Tara Robinson, Outstation Personnel Liaison, Personnel Department
    Mimi Espindola, Personnel Liaison, Personnel Department
CITY OF SAN DIEGO EMPLOYMENT APPLICATION

The City of SAN DIEGO
Personnel Department
1200 3rd Ave., Suite 300, MS 51P
San Diego, CA 92101
(619) 236-6400
http://www.sandiego.gov/empdept

Received:
For Official Use Only:
☐ Scanned
☐ Profile Created
☐ App Attached
☐ Initials:

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.

JOBS INFORMATION

*JOB POSTING NUMBER: 1252
* POSITION TITLE: Development Services Technician

PERSONAL INFORMATION

* FIRST NAME: ICELA
MIDDLE INITIAL: 
* LAST NAME: GONZALEZ

* ADDRESS: 

* CITY: 

* STATE: 

* ZIP: 

HOME PHONE: 
ALTERNATE PHONE: 

EMAIL ADDRESS:

*DATE OF BIRTH (MONTH/DAY): 
DRIVER LICENSE: 
YES ☐ NO ☐ 
DRIVER LICENSE NUMBER: 
State: CA 
Number: 
IRRESPONSIBLE TO WORK IN THE UNITED STATES: 
YES ☐ NO ☐

PREFERENCES

ARE YOU WILLING TO RELOCATE? YES ☐ NO ☐ MAYBE ☐
WHAT TYPE OF JOB ARE YOU LOOKING FOR? 
REGULAR ☐ TEMPORARY ☐ SEASONAL ☐ INTERNSHIP ☐

TYPES OF WORK YOU WILL ACCEPT: FULL-TIME ☐ PART-TIME ☐ PER DIEM ☐
SHIFTS YOU WILL ACCEPT: DAY ☐ EVENING ☐ NIGHT ☐ ROTATING ☐ WEEKENDS ☐ ON CALL (AS NEEDED) ☐

EDUCATION

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:
☐ Some High School
☐ Some College
☐ Associate’s Degree
☐ Bachelor’s Degree
☐ Master’s
☐ Doctorate
☐ Technical College

HIGH SCHOOL EDUCATION

Did you graduate from high school or receive a G.E.D.? YES ☐ NO ☐
If no, what was the highest level completed? 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐

SCHOOL NAME: SANTA BARBARA HIGH SCHOOL
CITY: SANTA BARBARA
STATE: CA

COLLEGE/UNIVERSITY EDUCATION

DEGREE RECEIVED: INCOMPLETE

SCHOOL NAME: SANTA BARBARA CITY COLLEGE
SCHOOL LOCATION: (CITY/STATE) SANTA BARBARA, CA
DID YOU GRADUATE? YES ☐ NO ☐
SEMESTER ☐ QUARTER ☐
# OF UNITS COMPLETED: 18

MAJOR:
GENERAL STUDIES

SCHOOL NAME: INSTITUTO ANGLO AMERICANOS
SCHOOL LOCATION: (CITY/STATE) Cuernavaca Morelos, Mexico
DID YOU GRADUATE? YES ☐ NO ☐
SEMESTER ☐ QUARTER ☐
# OF UNITS COMPLETED: N/A

MAJOR:
TEACHER’S DIPLOMA – BILINGUAL (Teacher of English Language, K - 12 School)

SCHOOL NAME:
SCHOOL LOCATION: (CITY/STATE)
DID YOU GRADUATE? YES ☐ NO ☐
SEMESTER ☐ QUARTER ☐
# OF UNITS COMPLETED:
**Position Title:** Developments Services Technician  
**Name:** Iceta Gonzalez

### Certificates & Licenses

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<th>License Number</th>
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### Work History

**Dates:**  
From 6/2005 To 5/2014  
**Employer:** Olivia G. Rodriguez, Law Offices  
**Position Title:** Office Manager/Administrative Aide  
**Address:** PO Box 4444  
**City:** Santa Barbara  
**State:** CA  
**Company Website:**  
**Phone Number:**  
**Supervisor:** (Name & Title)  
**Hours Worked Per Week:** 30  
**May We Contact This Employer?** Yes [ ] No [ ]

- Manage office duties, client billing, and banking.  
- Answer inquiries and provide information to the general public, clients, visitors, and other interested parties regarding services offered at the office.  
- Perform routine clerical and administrative function such as drafting correspondence, scheduling appointments, and maintaining files.  
- Responsible for processing U.S. Immigration forms and conducting official translation and interpretations English/Spanish for interviews in Immigration hearings in U.S. Federal Court settings.
Position Title: Developments Services Technician

**Reason for Leaving:**
Moved to San Diego

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<th>DATE:</th>
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<th>To 5/2015</th>
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<tr>
<td>EMPLOYER:</td>
<td>City of San Diego / DSD Inspections Office</td>
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<td>POSITION TITLE:</td>
<td>Public Information Clerk</td>
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<tr>
<td>ADDRESS:</td>
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<td>HOURS WORKED PER WEEK:</td>
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<td>MAY WE CONTACT THIS EMPLOYER?</td>
<td>YES ☐ NO ☐</td>
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**DUTIES:**
Primary Task: Solar Photovoltaic Permits Over the Counter and Electronic Submittal set up and issuance Printing and perforating of plans Responding to customer queries regarding status and issues
Counter: Issuing miscellaneous no plan Mechanical, Electrical, and Plumbing permits Providing the public visiting the counter with detailed and complex information regarding permits, payment of fees, and the inspection process. SimpleE-Permits Manage, distribute and issue
SimpleE-Permits Phases: Scheduling inspections Processing overtime requests Providing customers with detailed and complex information regarding permitting, fees, and inspections.
Fire Desk: Fire Suppression and Alarm Scheduling Processing overtime requests and logging into the Overtime Log Sheet Respond to customer email and phone queries
Records Processing: Routing final documents including electrical circuit cards Proctoring: Interview candidate preparation and processing
Special Projects: Graphic designs for department signage Updating Temporary Certificate of Occupancy Form Home Show DSD Participation Out of Class Assignment (OCA) Transcribing for Deputy Director Department (DSD) website update meetings. Assigned to train new staff.

**Reason for Leaving:**
Transferred to Solar FY 2012
**Position Title:** Developments Services Technician

**Name:** Icela Gonzalez

**DUTIES:**

Solar Photovoltaic Permitting of Residential project submittals. Conduct thorough research of complex projects. Setup and issuance of projects that comply with parameters for the permit type. Perform minor technical plan check to ensure compliance with Development Services Department parameters and submittal requirements, construction specifications, and city ordinances for completeness and accuracy.

For **No Plan Review** - Screening of submittal documents to verify customer contact information and detailed screening of plans to process for issuance or to request corrections.

For **Plan Review** - Add specific reviews for the project type and fees and invoicing. Issue reviewed projects after completed review.

- Review construction plans and drawings to verify project meets required regulations and ordinances and to ensure site conditions are met.
- Research and compile data for customers or in response to public inquiry via a shared email inbox.
- Perform permit related billing inquiries, and invoicing.
- Perform various administrative tasks such as appointment and inspection scheduling.
- Manage a wide range of duties in a timely and effective manner, including timely plan processing and routing and coordinating with discipline managers (e.g. Planning, Engineering and Building).
- Respond and assist in the resolution of development related inquiries and complaints.
- Perform data entry and coordinate routing of various permits, plans; use specialized database/permit tracking programs such as PTS and Accela.
- Strong bilingual oral and written communication skills (English and Spanish). To provide technical, administrative, and clerical support to the Development Services Department.
- To provide assistance to the general public at the front counter and online; to receive and process Solar Photovoltaic applications for completeness and accuracy.
- Possess the flexibility to adjust to changing workload volume.
- Organized time management;
- Commitment to providing outstanding customer service and resolution to issues. Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; exercise tact and diplomacy; listen and understand the concerns of customers and diffuse tense situations.

**REASON FOR LEAVING:** Requesting re-classification

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**SKILLS**

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<th>OFFICE SKILLS</th>
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**OTHER SKILLS**

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<tr>
<td>LANGUAGE: SPANISH □ SPEAK □ READ □ WRITE</td>
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**ADDITIONAL INFORMATION**
**Position Title:** Developments Services Technician

**Name:** Icela Gonzalez

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<tr>
<td><strong>ADDR:</strong> (Street, City, State, Zip Code)</td>
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<tr>
<td><strong>EMAIL ADDRESS:</strong></td>
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| **REFERENCE TYPE:** Professional | **NAME:** | **POSITION:** |
| **ADDR:** (Street, City, State, Zip Code) |
| **EMAIL ADDRESS:** | **PHONE NUMBER:** |

| **REFERENCE TYPE:** Professional | **NAME:** | **POSITION:** |
| **ADDR:** (Street, City, State, Zip Code) |
| **EMAIL ADDRESS:** | **PHONE NUMBER:** |

**APPLICANT DECLARATION**

I certify that all statements made in relation to my application for this job are true and complete to the best of my knowledge. I authorize the City of San Diego to do a complete investigation of my current/past employment, references, school/military records, and other job-related inquiries that may be needed to arrive at a hiring decision. I hereby release the City of San Diego and all contacts from all liability in responding to these inquiries and acknowledge that information received will be confidential and that neither I, nor my representative, will have access to it. I understand that any employment offer is conditional pending results of all screening processes that are applicable to this job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs, including marijuana, or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may cause for disqualification and/or termination of employment. I also understand that nothing in this application constitutes an expressed or implied contract for employment with the City of San Diego and that I must notify the Personnel Department of any changes in my name, address (home, email) or phone number or I may miss employment opportunities.

**Signature:**

**Icela Gonzalez**

**DATE:** 6/27/2023
Position Title: Developments Services Technician
Name: Icicia Gonzalez

AGENCY-WIDE QUESTIONS

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.

* 1. ARE YOU A UNITED STATES CITIZEN OR DO YOU CURRENTLY HAVE THE LEGAL RIGHT TO WORK IN THE UNITED STATES?
   YES ☒ NO ☐

2. LIST ALL OTHER NAMES THAT MAY APPEAR ON OFFICIAL RECORDS:

3. I UNDERSTAND THAT THE CITY OF SAN DIEGO UTILIZES ELECTRONIC MAIL (E-MAIL) TO NOTIFY APPLICANTS OF IMPORTANT INFORMATION RELATED TO JOB APPLICATIONS SUBMITTED ONLINE THROUGH GOVERNMENTJOBS.COM. AS AN APPLICANT, IF I DO NOT WANT TO RECEIVE EMAILS FROM THE CITY OF SAN DIEGO AND DECIDE TO UNSUBSCRIBE FROM EMAIL NOTIFICATIONS, I MAY MISS IMPORTANT INFORMATION (E.G., EMPLOYMENT OPPORTUNITIES) REGARDING THE STATUS OF ANY JOB APPLICATION(S) THAT I SUBMIT ONLINE. I HAVE READ AND ACKNOWLEDGE THE STATEMENT ABOVE.
   YES ☒ NO ☐

4. PLEASE SELECT THE APPROPRIATE STATEMENT BELOW:
   □ I AM A CURRENT/FORMER CITY OF SAN DIEGO EMPLOYEE AND HAVE APPLIED TO RECEIVE PENSION PAYMENTS FROM THE SAN DIEGO CITY EMPLOYEES' RETIREMENT SYSTEM (SDCERS).
   □ I AM A FORMER CITY OF SAN DIEGO EMPLOYEE BUT HAVE NOT APPLIED TO RECEIVE PENSION PAYMENTS FROM THE SAN DIEGO CITY EMPLOYEES' RETIREMENT SYSTEM (SDCERS).
   □ I AM A RETIRED CITY OF SAN DIEGO Employee AND AM CURRENTLY RECEIVING PENSION PAYMENTS FROM THE SAN DIEGO CITY EMPLOYEES' RETIREMENT SYSTEM (SDCERS).
   □ I HAVE NOT PREVIOUSLY WORKED FOR THE CITY OF SAN DIEGO AS A GOVERNMENT/MUNICIPAL EMPLOYEE
   ☒ I AM CURRENTLY WORKING FOR THE CITY OF SAN DIEGO AS A GOVERNMENT/MUNICIPAL EMPLOYEE.
# City of San Diego Employment Application

**CITY OF SAN DIEGO**
Personnel Department
1200 3rd Ave., Suite 300, MS 51P
San Diego, CA 92101
(519) 236-6400
http://www.sandiego.gov/empoppp

**QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.**

**JOB INFORMATION**

- **JOB POSTING NUMBER:** 1252
- **POSITION TITLE:** Development Services Technician

**PERSONAL INFORMATION**

- **FIRST NAME:** Karolina
- **MIDDLE INITIAL:**
- **LAST NAME:** Lapisch

- **ADDRESS:**

- **CITY:**
- **STATE:**
- **ZIP:**

- **HOME PHONE:**
- **ALTERNATE PHONE:** N/A

- **EMAIL ADDRESS:**

- **DATE OF BIRTH (MONTH/DAY):**
- **DRIVER LICENSE:**
- **DRIVER LICENSE NUMBER:**
- **LEGAL RIGHT TO WORK IN THE UNITED STATES:**

**PREFERENCES**

- **ARE YOU WILLING TO RELOCATE:**
- **WHAT TYPE OF JOB ARE YOU LOOKING FOR:**
- **TYPES OF WORK YOU WILL ACCEPT:**
- **SHIFTS YOU WILL ACCEPT:**

**EDUCATION**

- **WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:**
  - Some High School
  - Some College
  - Associate's Degree
  - Bachelor's Degree
  - Master's
  - Doctorate

**HIGH SCHOOL EDUCATION**

- **DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.:**
- **IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED:**

**COLLEGE/UNIVERSITY EDUCATION**

- **SCHOOL NAME:** Colorado State University Global
- **DEGREE RECEIVED:**
- **SCHOOL LOCATION:** (CITY/STATE)
- **DID YOU GRADUATE:**
- **# OF UNITS COMPLETED:**

**MAJOR:** Bachelor of Business Management with a specialization in Human Resources

- **SCHOOL NAME:** San Diego City College
- **DEGREE RECEIVED:**
- **SCHOOL LOCATION:** (CITY/STATE)
- **DID YOU GRADUATE:**
- **# OF UNITS COMPLETED:**

**MAJOR:** Associate in Arts
**Position Title:** Development Services Technician

**Name:** Karolina Lapisch

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**WORK HISTORY**

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<th>EMPLOYER:</th>
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<tbody>
<tr>
<td>From 2019</td>
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<td>City of San Diego</td>
<td>Public Information Clerk</td>
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<th>ADDRESS:</th>
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<td><a href="https://www.sandiego.gov/development-services">https://www.sandiego.gov/development-services</a></td>
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<th>HOURS WORKED PER WEEK:</th>
<th>MAY WE CONTACT THIS EMPLOYER?</th>
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<tbody>
<tr>
<td>40</td>
<td>Yes ☑</td>
</tr>
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</table>
Position Title: Development Services Technician

Name: Karolina Lapisch

DUTIES:
- Conduct reviews of drawings and construction plans to verify project is in compliance with regulations and ordinances and meets site conditions
- Setting up Photovoltaic Permits
- Reviewing solar building construction plans for single family and duplexes for compliance with code regulations
- Adding structural if required and adding other disciplines
- Assessing fees
- Setting up solar and fire projects for review
- Determining the roof tilt and KW for solar projects
- Determining the type of Home (Single/Duplex/Townhome/Multifamily)
- Reviewing plans for completeness and for conformance with department standards, guidelines and policies
- Issuance of Photovoltaic Projects
- Setting up Fire Permits for Residential and Non-Residential
- Issuance of Fire projects (stamping plans)
- Adding Fire Fees and Quantity
- Adding contacts and inspections
- Routing plans to appropriate section for review
- Research and solve application issues in the Accela and PTS system
- Providing administrative support to management and department staff
- Providing detail Information to the public regarding procedures, regulations and policies
- Trouble shooting projects
- Typing Correspondence and Customer Service
- Researching Information for public and providing permit status
- Worked the front counter and provided Photovoltaic project Information to customers over the counter
- I used to set up mechanical, plumbing and electrical Permits and assisted customers at the front counter as well as scheduled inspections

REASON FOR LEAVING:
New opportunities

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<th>EMPLOYER:</th>
<th>POSITION TITLE:</th>
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<tbody>
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<td>From 2019</td>
<td>City of San Diego (Risk Management)</td>
<td>Clerical Assistant</td>
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<tbody>
<tr>
<td>40</td>
<td>YES ☐ NO ☐</td>
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</table>
Position Title: Development Services Technician

Name: Karolina Lapisch

DUTIES:
- Maintaining and processing various records such as direct payments
- Entering, modifying and querying computerized files
- Reviewing records for accuracy and completeness
- Preparing notices and bills
- Typing correspondence, reports, forms and requisitions

REASON FOR LEAVING:
Offered a permanent position at Development Services

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</thead>
<tbody>
<tr>
<td>40</td>
<td>YES ☐ NO ☐</td>
</tr>
</tbody>
</table>

DUTIES:
- Reviewing monthly sales
- Forecasting monthly sales and oversee project expenditures with Store Manager
- Analyzing budget and reports
- Managing promotional orderings and organizing events
- Documenting procedures for internal use
- Consulting (Customer Service)
- Managing inventory
- Assisting in improving the overall efficiency and effectiveness of operations in the department and store
- Front store operations
- Handling return and customers issues

REASON FOR LEAVING:
New Opportunities

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<td>OFFICE SKILLS</td>
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<tr>
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<tr>
<td>MICROSOFT OFFICE</td>
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<tr>
<td>SKILL LEVEL:</td>
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<td>10 Years</td>
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<table>
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<tbody>
<tr>
<td>SKILL: ACCEL</td>
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<td>SKILL LEVEL:</td>
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<tr>
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Position Title: Development Services Technician
Name: Karolina Lapisch

<table>
<thead>
<tr>
<th>SKILL</th>
<th>SKILL LEVEL:</th>
<th>EXPERIENCE: (YEARS OR MONTHS)</th>
</tr>
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<tbody>
<tr>
<td>PTS-El Ninos</td>
<td>☒ SKILLED</td>
<td>3 Years</td>
</tr>
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**LANGUAGES OTHER THAN ENGLISH THAT YOU ARE PROFICIENT**

<table>
<thead>
<tr>
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<th>LANGUAGE:</th>
<th>☒ SPEAK ☒ READ ☒ WRITE</th>
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<tbody>
<tr>
<td>German</td>
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<td>Polish</td>
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**ADDITIONAL INFORMATION**

**REFERENCES**

<table>
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<tr>
<th>REFERENCE TYPE: Previous Supervisor</th>
<th>NAME:</th>
<th>POSITION:</th>
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**ADDRESS:** (Street, City, State, Zip Code)

**EMAIL ADDRESS:**

**PHONE NUMBER:**

<table>
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<tr>
<th>REFERENCE TYPE: Supervisor of current Supervisor</th>
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<th>POSITION:</th>
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**ADDRESS:** (Street, City, State, Zip Code)

**EMAIL ADDRESS:**

**PHONE NUMBER:**

<table>
<thead>
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<th>REFERENCE TYPE: Co-Worker</th>
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</table>

**ADDRESS:** (Street, City, State, Zip Code)

**EMAIL ADDRESS:**

**PHONE NUMBER:**
I certify that all statements made in relation to my application for this job are true and complete to the best of my knowledge. I authorize the City of San Diego to do a complete investigation of my current/past employment, references, school/military records, and other job-related inquiries that may be needed to arrive at a hiring decision. I hereby release the City of San Diego and all contacts from all liability in responding to these inquiries and acknowledge that information received will be confidential and that neither I, nor my representative, will have access to it. I understand that any employment offer is conditional pending results of all screening processes that are applicable to this job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs, including marijuana, or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. I also understand that nothing in this application constitutes an expressed or implied contract for employment with the City of San Diego and that I must notify the Personnel Department of any changes in my name, address (home, email) or phone number or I may lose employment opportunities.

Signature: Karolina Lapisch

Date: 6/27/2023
<table>
<thead>
<tr>
<th><strong>AGENCY-WIDE QUESTIONS</strong></th>
</tr>
</thead>
</table>

**QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.**

1. **ARE YOU A UNITED STATES CITIZEN OR DO YOU CURRENTLY HAVE THE LEGAL RIGHT TO WORK IN THE UNITED STATES?**
   - YES ☑
   - NO ☐

2. **LIST ALL OTHER NAMES THAT MAY APPEAR ON OFFICIAL RECORDS:**

3. **I UNDERSTAND THAT THE CITY OF SAN DIEGO UTILIZES ELECTRONIC MAIL (E-MAIL) TO NOTIFY APPLICANTS OF IMPORTANT INFORMATION RELATED TO JOB APPLICATIONS SUBMITTED ONLINE THROUGH GOVERNMENTJOBS.COM. AS AN APPLICANT, IF I DO NOT WANT TO RECEIVE EMAILS FROM THE CITY OF SAN DIEGO AND DECIDE TO UNSUBSCRIBE FROM EMAIL NOTIFICATIONS, I MAY MISS IMPORTANT INFORMATION (E.G., EMPLOYMENT OPPORTUNITIES) REGARDING THE STATUS OF ANY JOB APPLICATION(S) THAT I SUBMIT ONLINE. I HAVE READ AND ACKNOWLEDGE THE STATEMENT ABOVE.**
   - YES ☑
   - NO ☐

4. **PLEASE SELECT THE APPROPRIATE STATEMENT BELOW:**
   - □ I AM A CURRENT/FORMER CITY OF SAN DIEGO EMPLOYEE AND HAVE APPLIED TO RECEIVE PENSION PAYMENTS FROM THE SAN DIEGO CITY EMPLOYEES' RETIREMENT SYSTEM (SDCERS).
   - □ I AM A FORMER CITY OF SAN DIEGO EMPLOYEE BUT HAVE NOT APPLIED TO RECEIVE PENSION PAYMENTS FROM THE SAN DIEGO CITY EMPLOYEES' RETIREMENT SYSTEM (SDCERS).
   - □ I AM A RETIRED CITY OF SAN DIEGO EMPLOYEE AND AM CURRENTLY RECEIVING PENSION PAYMENTS FROM THE SAN DIEGO CITY EMPLOYEES' RETIREMENT SYSTEM (SDCERS).
   - □ I HAVE NOT PREVIOUSLY WORKED FOR THE CITY OF SAN DIEGO AS A GOVERNMENT/MUNICIPAL EMPLOYEE.
   - ☑ I AM CURRENTLY WORKING FOR THE CITY OF SAN DIEGO AS A GOVERNMENT/MUNICIPAL EMPLOYEE.
**CITY OF SAN DIEGO EMPLOYMENT APPLICATION**

The City of
SAN DIEGO
Personnel Department,
1200 3rd Ave., Suite 300, MS 51P
San Diego, CA 92101
(619) 236-6400
http://www.sandiego.gov/empopp

Received: 
For Official Use Only:

- ☐ Scanned
- ☐ Profile Created
- ☐ App Attached
- ☐ Initials: ___

**QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.**

### JOB INFORMATION

* JOB POSTING NUMBER: 1252  
  * POSITION TITLE: Development Services Technician

### PERSONAL INFORMATION

- **FIRST NAME:** Kathryn  
  - MIDDLE INITIAL: C  
  - **LAST NAME:** Yang

- **ADDRESS:**

- **CITY:**  
  - **STATE:**  
  - **ZIP:**

- **HOME PHONE:** N/A  
  - **ALTERNATE PHONE:**

- **EMAIL ADDRESS:**

- **DATE OF BIRTH (MONTH/DAY):**
- **DRIVER LICENSE:**
  - YES ☐ NO ☐
  - **STATE:** CA  
  - **NUMBER:**

- **LEGAL RIGHT TO WORK IN THE UNITED STATES:**
  - YES ☐ NO ☐

### PREFERENCES

- ARE YOU WILLING TO RELOCATE? ☐ YES ☐ NO ☐ MAYBE ☐

- WHAT TYPE OF JOB ARE YOU LOOKING FOR?
  - REGULAR ☐ TEMPORARY ☐ SEASONAL ☐ INTERNSHIP ☐

- TYPES OF WORK YOU WILL ACCEPT:
  - FULL-TIME ☐ PART-TIME ☐ PER DIEM ☐
  - **SHIFTS YOU WILL ACCEPT:**
    - DAY ☐ EVENING ☐ NIGHT ☐ ROTATING ☐ WEEKENDS ☐ ON CALL (AS NEEDED) ☐

### EDUCATION

- WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:
  - SOME HIGH SCHOOL ☐  
  - SOME COLLEGE ☑  
  - ASSOCIATE’S DEGREE ☐  
  - MASTER’S ☐  
  - HIGH SCHOOL ☐  
  - TECHNICAL COLLEGE ☐  
  - BACHELOR’S DEGREE ☐  
  - DOCTORATE ☐

### HIGH SCHOOL EDUCATION

- DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? ☐ YES ☐ NO ☐

- IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED?  
  - ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐

- **SCHOOL NAME:** Mira Mesa High School  
  - **CITY:** San Diego  
  - **STATE:** CA

### COLLEGE/UNIVERSITY EDUCATION

| SCHOOL NAME: San Diego State University | DEGREE RECEIVED: |
| SCHOOL LOCATION: (CITY/STATE) San Diego / California | DID YOU GRADUATE? YES ☐ NO ☐ |

- MAJOR: Computer Science – Senior Level – BS degree in progress

| SCHOOL NAME: San Diego Mesa College | DEGREE RECEIVED: |
| SCHOOL LOCATION: (CITY/STATE) San Diego / California | DID YOU GRADUATE? YES ☐ NO ☐ |

- MAJOR: Computer and Information Science/ Building Construction Technology

| SCHOOL NAME: |
| SCHOOL LOCATION: (CITY/STATE) |
| DID YOU GRADUATE? YES ☐ NO ☐ |

| MAJOR: |

---

**CERTIFICATES & LICENSES**
Position Title: Development Services Technician

Name: Kathlyn Yang

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<thead>
<tr>
<th>TYPE</th>
<th>DATE ISSUED: (MONTH/YEAR)</th>
<th>EXPIRATION DATE: (MONTH/YEAR)</th>
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</table>

WORK HISTORY

DATES:
From: October 2016  To: Present

EMPLOYER:
City of San Diego - Development Service Department

POSITION TITLE:
Public Information Clerk

ADDRESS:
1222 First Ave

CITY:
San Diego

STATE:
CA

COMPANY WEBSITE:
http://www.sandiego.gov/development-services/

PHONE NUMBER:

SUPERVISOR: (NAME & TITLE)

HOURS WORKED PER WEEK:
40 HRS PER WEEK

MAY WE CONTACT THIS EMPLOYER?
YES ☒ NO ☐

DUTIES:

- Perform reviews of construction plans and drawing to confirm project meets site conditions and is compliance with ordinance and regulations.
- Review building construction plans for single family, duplexes, and townhomes for compliance with building code regulations and reviewing maps and other legal descriptions.
- Research and troubleshooting complicated projects. Issuing Fire Permit and Photovoltaic Permits and assessing fees.
- Provided detailed information to the public regarding complex government municipal code procedures, rules, policies, and regulations to internal and external customers.
- Prepare orientation and create spreadsheet to keep track of contractor’s information for department professional certification program and class training.
- Responsibility includes full range of supervisory duties, such as processing refunds, invoicing, writing procedures for submittals and training new employees, reviewing plans for completeness and compliance, answering inquiries regarding project status, assess fees, setup projects for review and issued permits.
- Prioritized high volume emails/calls and daily workload as well as scheduling inspections and making appointments.
- Responding to external customers and internal staff’s questions and complaints regarding processing permits, scheduling inspections, invoices, refunds, and procedure for project submittals.
- Working a public counter with daily face-to-face customer interaction, issuing permits over the counter in a fast-paced environment.
- Administrative services include filing confidential records, researching building records, calculating permit fees for refund projects, scheduling appointments, setting up meetings with staff, routing confidential documents to correct department, emailing customers, generating invoices, ordering office supplies, and issuing refunds.
- Proficient in Microsoft Word, Excel, Outlook, City of San Diego Permit Tracking System (PTS) and Accela.
- Detail oriented and highly organized as well as strong problems-solving skills
- Strong ability to manage time and prioritize task.
- Excellent verbal and written communications skills
Position Title: Development Services Technician

### Reason for Leaving:
Company Relocation to East Coast

<table>
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<tr>
<th>DATES: From:</th>
<th>December 2005 To: April 2006</th>
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<tbody>
<tr>
<td>ADDRESS:</td>
<td>12860 El Camino Real, Suite 200</td>
</tr>
<tr>
<td>CITY:</td>
<td>San Diego</td>
</tr>
<tr>
<td>STATE: CA</td>
<td></td>
</tr>
<tr>
<td>COMPANY WEBSITE:</td>
<td><a href="http://www.jpmorganchase.com">www.jpmorganchase.com</a></td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
<td></td>
</tr>
<tr>
<td>MAY WE CONTACT THIS EMPLOYER?</td>
<td>YES ☐ NO ☒</td>
</tr>
<tr>
<td>DUTIES:</td>
<td></td>
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<tr>
<td></td>
<td>Overseer receptionist area, including greeting visitors and responding to telephone, emails and in-person requests for information.</td>
</tr>
<tr>
<td></td>
<td>Heavy Data Entry, customer services</td>
</tr>
<tr>
<td></td>
<td>Analyzing documents and input in system.</td>
</tr>
<tr>
<td></td>
<td>Calculate loan fees and answering multi-line phone calls.</td>
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</tbody>
</table>
Position Title: Development Services Technician

Name: Kathlyn Yang

REASON FOR LEAVING:
Company Relocation & Better Opportunity

SKILLS

OFFICE SKILLS

<table>
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<tr>
<th>SKILL</th>
<th>TYPE: (NET WORDS PER MINUTE)</th>
<th>DATA ENTRY: (NET WORDS PER MINUTE)</th>
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<td></td>
<td>57 WPM with no errors</td>
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OTHER SKILLS

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<th>SKILL LEVEL</th>
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<tr>
<td>Microsoft Office Word/Excel/Outlook/Powerpoint</td>
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<td>10 years</td>
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<tr>
<td>Accela</td>
<td>Skilled</td>
<td>More than 6 yrs</td>
</tr>
<tr>
<td>PTS - Project Tracking System</td>
<td>Beginner</td>
<td>More than 6 yrs</td>
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LANGUAGES OTHER THAN ENGLISH THAT YOU ARE PROFICIENT

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<th>LANGUAGE</th>
<th>SPEAK</th>
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<th>WRITE</th>
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<td>English &amp; Vietnamese</td>
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<tr>
<td>Chinese</td>
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ADDITIONAL INFORMATION

REFERENCES

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<tr>
<td>EMAIL ADDRESS:</td>
<td>PHONE NUMBER:</td>
<td></td>
</tr>
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</table>
Position Title: Development Services Technician

Name: Kathlyn Yang

APPLICANT DECLARATION

I certify that all statements made in relation to my application for this job are true and complete to the best of my knowledge. I authorize the City of San Diego to do a complete investigation of my current/past employment, references, school/military records, and other job-related inquiries that may be needed to arrive at a hiring decision. I hereby release the City of San Diego and all contacts from all liability in responding to these inquiries and acknowledge that information received will be confidential and that neither I, nor my representative, will have access to it. I understand that any employment offer is conditional pending results of all screening processes that are applicable to this job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs, including marijuana, or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. I also understand that nothing in this application constitutes an expressed or implied contract for employment with the City of San Diego and that I must notify the Personnel Department of any changes in my name, address (home, email) or phone number or I may miss employment opportunities.

X Kathlyn Yang

Kathlyn Yang

SIGNATURE OF APPLICANT

6/27/2023

DATE
Position Title: Development Services Technician

**Name: Kathlyn Yang**

---

### AGENCY-WIDE QUESTIONS

**QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>1. Are you a United States citizen or do you currently have the legal right to work in the United States?</td>
<td></td>
</tr>
<tr>
<td>YES □ NO □</td>
<td></td>
</tr>
<tr>
<td>2. List all other names that may appear on official records:</td>
<td></td>
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<td></td>
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<tr>
<td>3. I understand that the City of San Diego utilizes electronic mail (e-mail) to notify applicants of important information related to job applications submitted online through GovernmentJobs.com. As an applicant, if I do not want to receive emails from the City of San Diego and decide to unsubscribe from email notifications, I may miss important information (e.g., employment opportunities) regarding the status of any job application(s) that I submit online. I have read and acknowledge the statement above.</td>
<td></td>
</tr>
<tr>
<td>YES □ NO □</td>
<td></td>
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<tr>
<td>4. Please select the appropriate statement below:</td>
<td></td>
</tr>
<tr>
<td>□ I am a current/former City of San Diego employee and have applied to receive pension payments from the San Diego City Employees' Retirement System (SDCERS).</td>
<td></td>
</tr>
<tr>
<td>□ I am a former City of San Diego employee but have <strong>NOT</strong> applied to receive pension payments from the San Diego City Employees' Retirement System (SDCERS).</td>
<td></td>
</tr>
<tr>
<td>□ I am a retired City of San Diego employee and am currently receiving pension payments from the San Diego City Employees' Retirement System (SDCERS).</td>
<td></td>
</tr>
<tr>
<td>□ I have not previously worked for the City of San Diego as a Government/Municipal Employee.</td>
<td></td>
</tr>
<tr>
<td>□ I am currently working for the City of San Diego as a Government/Municipal Employee.</td>
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</table>
CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION

DEVELOPMENT SERVICES PERMIT TECHNICIAN – 1252

NOTE: formerly Development Services Technician

DEFINITION:
Under general supervision, to review and research the most complex building and construction permit materials, plans, and requirements; perform plan check and permit issuance functions; and to perform related work.

DISTINGUISHING CHARACTERISTICS:
Development Services Permit Technicians in the Development Services Department are responsible for providing information to the public regarding building and construction permits and assisting the public with plan check filing procedures. While Public Information Clerks provide specific and detailed information regarding complex government rules, policies, municipal code provisions and regulations which pertain to respective departments, Development Services Permit Technicians are technically proficient in the review of building and construction permit materials and assisting with related permit issuance to include the proper intake and set-up of permit applications and assessment of technical permit requirements.

* EXAMPLES OF DUTIES:
- Processes, tracks, and issues no-plan permits in a permitting system;
- Researches and provides technical information to the public regarding building and construction permit requirements and permit status;
- Assists customers with plan check filing procedures and processes plan check fees;
- Reviews and evaluates plans for completeness and for conformance with department standards, policies, legal mandates, and guidelines;
- Utilizes permit tracking system to input and maintain permit information;
- Researches and resolves permit application issues in permit tracking system and troubleshoots problems;
- Calculates and assigns permit fees for appropriate invoicing;
- Routes plans to appropriate sections for review;
- Provides information to the public regarding building and construction permit requirements and status;
- Performs tasks to support plan review sections.

* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.
MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of full-time clerical, public contact, or customer service experience which must include one year of full-time experience in the setup, issuance, or review of construction permit applications for compliance with applicable building codes in a public agency utilizing a permit application software.
Spencer T. Miller is appealing the rejection of their reinstatement application for Fire Fighter II. Spencer T. Miller was notified of the rejection of their reinstatement application in a letter dated May 16, 2023 (Attachment 1). Their reinstatement application was rejected because they did not apply within one year from their separation date as required by Civil Service Rule IV, Section 5(1):

Any employee who has served satisfactorily and presently fulfills the minimum requirements for the classification, and who, without fault or delinquency on his/her part, resigns or demotes from his/her position, may request reinstatement to the eligible list for any class in which such service was rendered, and/or to the eligible list for a comparable or lower class in the same occupational group.

The request for reinstatement may be made immediately upon demotion, reduction in status, resignation, or termination and must be made within one year from the date of such action.

Spencer T. Miller was hired with the City on March 9, 2019, as a Fire Recruit and resigned on December 22, 2021, as a Fire Fighter II after accepting employment with a different municipality. Spencer T. Miller submitted their reinstatement application on May 6, 2023, more than a year after their separation date.

In their appeal letter (Attachment 2), Spencer T. Miller indicates they would like to return to the San Diego Fire-Rescue Department.

Douglas Edwards  
Personnel Director

DE:CR:km

Attachments: 1. Denial of Reinstatement Application Letter  
2. Appeal Letter

I:\CSC\CSC Items\2023\7. July 6, 2023\Reinstatement Appeal - Miller.docx
May 16, 2023

Spencer T. Miller

Dear Spencer T. Miller:

We have reviewed your Request for Reinstatement to the eligible list for Fire Fighter II.

Civil Service Commission policy requires that a former incumbent must have satisfactory service in a class in order to request reinstatement to that class, a comparable class, or a lower class in the same occupational group. Requests for Reinstatement must be submitted within one year of the date of termination or demotion. Also, the person placing the request must meet the current minimum job requirements and must have served continuously in a class for at least six months.

Because you left the City more than one year before you submitted your Request for Reinstatement, you are not eligible to be placed on the reinstatement list for Fire Fighter II.

Although we are not presently accepting applications for Fire Fighter II, you may visit the Personnel Department website at http://www.sandiego.gov/empopp/current/index.shtml for information on current jobs available.

Any person whose Request for Reinstatement is denied, may within 5 calendar days of the date of this letter, appeal in writing to the Civil Service Commission at the below address.

Please contact me at (619) 236-6148 if you have any questions.

Sincerely,

Elizabeth Wright
Personnel Analyst

 EW:km

L:\Services\B Standard Letters\Liaison\2023\REIN-1\Miller.doc
May 20, 2023

Civil Service Commission
1200 Third Avenue, Suite 300, MS 51P
San Diego, CA 92101

To whom it may concern,

My name is Spencer Miller, I am currently a career firefighter for the City of Chico in Northern California. I proudly served the fine City of San Diego as a firefighter from 2019-2021. I lived in San Diego for 10 years, 2 years with the department and 8 years while serving in the Navy. I love the history of the city, the department and the communities I used to serve.

Unfortunately in August of 2020 my father lost his battle with cancer. His death was not only sudden but heart-wrenching to my family and I. During that time I decided to move to Northern California to help my mother with not only her grief but to help sell my childhood home and ensure she was in a good place moving forward. My love for the department is why I continued to commute from San Diego to Chico every chance I could. By December 2021, I felt my family needed me to be in Northern California more frequently, so I decided to leave the department to be with them.

In the past year being away from SDFD I have felt a void in my career life. Working for SDFD gave me the same sense of pride and service as when I served in the Navy. I reach out not only hopeful but eager about my return to such an amazing department. Although I have been gone for over a year, I hope this letter provides some clarity to the reasons behind that. My goal is to return to the department, provide the highest level of care to the community, be an asset to SDFD and hopefully have a long standing career moving forward.

I appreciate you reviewing my case and look forward to hearing from you in the future. Please reach out with any further questions. I hope this letter grants me the opportunity to return to SDFD.

Sincerely,

Spencer T. Miller
THE CITY OF SAN DIEGO

MEMORANDUM

DATE: June 30, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Ki’Vonne C. Nash, Appealing their Medical Disqualification for the Position of Clerical Assistant II

Ki’Vonne Nash is appealing their disqualification for the position of Clerical Assistant II with the Stormwater Department. This disqualification is based on Ki’Vonne Nash’s use of an illegal drug. The Personnel Department’s disqualification letter to Ki’Vonne Nash and the Pre-Employment Questionnaire completed by Ki’Vonne Nash are attached.

The Pre-Employment Questionnaire was completed on May 19, 2023, as part of the pre-employment medical examination. Question number 1 asked, “Are you using illegal drugs or prescription drugs that were NOT prescribed to you?” Ki’Vonne Nash’s response to this question was “Yes.” If a candidate indicates “Yes,” the questionnaire requires a response indicating the “Type(s),” “Frequency,” and “Date(s) last used.” Ki’Vonne Nash’s responses were “Edible gummies,” “Every blue moon if that (every once & a while)” and “April 28th,” respectively.

Ki’Vonne Nash’s appeal letter is attached.

The Commission’s employment standards under Personnel Manual Index Code C-4 provide that the drug and alcohol screening is intended to identify behaviors or habits that may compromise the individual’s ability to safely, efficiently, and competently perform the duties of the position. The drug screening is also used to comply with state and federal laws prohibiting drug use in the workplace, including the Federal Drug-Free Workplace Act, 41 U.S.C. §§ 8100, et seq.

Therefore, based on the above information and the Commission’s policy, staff recommends denial of this appeal.

Douglas Edwards
Personnel Director

DE:DC:km

Attachments: 1. Disqualification Letter
2. Pre-Employment Questionnaire
3. Appeal Letter
4. Class Specification for Clerical Assistant II
June 7, 2023

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
NUMBER

Kl’Vonne C. Nash

Dear Ms. Nash:

This is to advise you that you do not meet the City's Medical Employment Standards for the position of Clerical Assistant II. This is based on your response to the City of San Diego Pre-Employment Questionnaire you completed on May 19, 2023. Question number 1 asked, “Are you using illegal drugs or prescription drugs that were NOT prescribed to you? Your response to this question was “Yes.” Since you indicated “Yes,” the questionnaire requires a response indicating the “Type(s),” “Frequency,” and “Date(s) last used.” Your responses were “Edible gummies”, “every blue moon if that (every once & awhile)”, and “April 28th” in the order of your responses.

Illegal drugs include those controlled substances defined in Schedule I through V of Section 202 of the Controlled Substance Act [21 U.S.C. § 812]. Marijuana is an illegal drug because it is still defined as a Schedule I controlled substance under this federal statute.

Therefore, you have been disqualified for employment. If you wish to appeal this decision to the Civil Service Commission, you have five (5) business days from your receipt of this notice to submit your appeal in writing to the following address.

City of San Diego, Personnel Department
Attention: Civil Service Commission
1200 Third Avenue, Suite 300
San Diego, CA 92101

If you have any questions, you may contact me at (619) 236-7113.

Sincerely,

Eva Sanchez
Deputy Personnel Director
City of San Diego
Personnel Department
Pre-Employment Questionnaire

READ THIS WARNING CAREFULLY

Answer the questions below honestly and completely. False or incomplete information may be cause for your disqualification or dismissal.

If deemed necessary this questionnaire will be forwarded to the City medical provider for further review and evaluation.

Date: 5/19/23

Name: KiVonne Nash

Social Security No.: __________ Other Names Used: __________

Date of Birth: __________ Age: __________

Title of Position: CA-2 (Clerical Assistant) Department: Stormwater

Telephone Numbers: (________) __________

1. Are you using illegal drugs or prescription drugs that were NOT prescribed to you?

[ ] Yes [ ] No

Illegal drugs include those controlled substances defined in Schedule I through V of Section 102 of the Controlled Substances Act [21 U.S.C. § 812]. Marijuana is an illegal drug because it is still defined as a Schedule I controlled substance under this federal statute.

[ ] Yes [ ] No

If yes, Type(s): Edible gummies

Frequency: Every blue moon if that (every once & awhile)

Date(s) last used: April 28th

2. Do you have any physical and/or medical limitations that would prevent you from performing the duties of this position? [ ] Yes [ ] No. If yes, please explain the limitations.

__________________________________________________________

I certify that the information given by me is true and complete to the best of my knowledge and belief. I consent to its use in any proceeding where it may be relevant and material. I understand that falsification or omission of information may be cause for disqualification or dismissal.

Date: 5/19/23

Signature: [Signature]

Pre-Employment Questionnaire Rev. 2/2017
Good Afternoon Dylan,

My name is Ki’Vonne Nash. I would like to request a Civil Service Appeal Hearing, regarding the letter I received on June 12, 2023, from Eva Sanchez, Deputy Personnel Director, stating that I was disqualified for employment with the City of San Diego.

Thank you for your time.

Sincerely,
Ki’Vonne Nash
CLASSIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

CLERICAL ASSISTANT II

DEFINITION:

Under general supervision, to perform a variety of clerical work of average difficulty in various City departments; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the general clerical series. Positions classified at this level may be underfilled with Clerical Assistants I in accordance with the City's Career Advancement Program.

EXAMPLE OF DUTIES:

- Prepares statistical reports requiring the location and assembly of data from a variety of sources;
- Sorts and files records and other documents;
- Issues permits and licenses in accordance with established procedures;
- Collects fees and issues receipts;
- Maintains files where discretion is involved;
- Serves as a receptionist;
- Answers inquiries over the telephone and counter regarding City services and general departmental procedures and policies;
- Photocopies and collates various documents;
- Makes entries into logs and other control records;
- Reconciles payments and balances against encumbrances;
- Processes the less complex payroll and related documents or assists in processing a large and complex payroll;
- Prepares and sends out notices, bills, and similar forms;
- Orders and distributes office supplies;
- Maintains inventories and invoices of supplies;
- Maintains mailing lists;
- Sorts and routes incoming and outgoing mail;
- Reviews records for accuracy and completeness;
- Conducts periodic equipment inventories;
- Operates a variety of office equipment;
- Enters, modifies and queries computerized files;
- Types correspondence, reports, forms, requisitions, and a variety of other documents from rough drafts, tape recordings or oral instructions;
- Arranges materials into proper format and corrects grammar, punctuation and spelling;
- Prepares and processes various records such as purchase requisitions, receiving reports, and direct payments;
- Maintains a petty cash fund;
- Schedules appointments;
- Makes travel and hotel accommodations and processes travel expense reports;
- May assist in the training of new employees and review the work of other lower level or less experienced clerical employees.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of clerical experience, six months of which must include a wide range of qualifying clerical duties in a position where the primary job responsibility is primarily clerical in nature; OR completion of a formalized (classroom) clerical training program consisting of a minimum of 520 hours of training in clerical or office procedures. Ability to type at a corrected speed of 30 words per minute may be required for some positions. Some positions may require the ability to type at a corrected speed of 50 words per minute.

EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.
M E M O R A N D U M

DATE: June 30, 2023
TO: Civil Service Commission
FROM: Douglas Edwards, Personnel Director
SUBJECT: Discussion and Possible Action Regarding Personnel Director Compensation

There is no report for this item. The Commission has directed staff to place this item on the agenda.

Douglas Edwards
Personnel Director

DE:SO:km

Attachments: 1. Top 100 Salaried Employees
2. Personnel Director Salary Survey

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<td>SURVEY JURISDICTION</td>
<td>POSITION</td>
<td>POPULATION</td>
<td>EMPLOYEES (FT &amp; PT)</td>
</tr>
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<tr>
<td>City of San Diego</td>
<td>Personnel Director</td>
<td>1,381,162</td>
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<tr>
<td>City of Anaheim</td>
<td>Human Resources Director</td>
<td>344,461</td>
<td>1,729</td>
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<td>City of Austin, TX</td>
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<td>13,586</td>
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<td>1,323</td>
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<td>Director-Human Resources</td>
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<td>1,720</td>
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<td>Director of Human Resources</td>
<td>451,207</td>
<td>6,000</td>
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<td>City of Los Angeles</td>
<td>General Manager Personnel Department</td>
<td>3,822,238</td>
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<td>County of Los Angeles</td>
<td>Human Resources Director</td>
<td>9,721,138</td>
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<td>City of Oakland</td>
<td>Director of Human Resources Management</td>
<td>430,553</td>
<td>5,007</td>
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<td>County of Orange</td>
<td>Human Resources Director</td>
<td>3,151,184</td>
<td>19,644</td>
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<td>City of Portland, OR</td>
<td>Chief Human Resources Officer</td>
<td>635,067</td>
<td>8,700</td>
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<td>County of San Diego</td>
<td>Director, Human Resources</td>
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<td>Human Resources Director</td>
<td>808,437</td>
<td>36,215</td>
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<td>City of San Jose</td>
<td>Director, Employee Relations and Human Resources</td>
<td>971,353</td>
<td>7,683</td>
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<td>City of Santa Ana</td>
<td>Executive Director of Human Resources</td>
<td>308,189</td>
<td>1,518</td>
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<td>City of Seattle, WA</td>
<td>Human Resources Director/Executive Director</td>
<td>749,256</td>
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</table>

Average Salary of Survey Jurisdictions $248,604
% Above San Diego Personnel Director Salary 1.06%

Median Salary of Survey Jurisdictions $247,390
% Above San Diego Personnel Director Salary 0.57%

Population data supplied by U.S. Census Bureau (July 1, 2022, estimates).