City of San Diego
Civil Service Commission

AGENDA

Jacquelyn R. Atkinson, President
Nicolaz Portillo, Vice-President
Sunday Gover, Commissioner
Tammy Lin, Commissioner
Aaron Olsen, Commissioner

Thursday, June 2, 2022 at 1:00 p.m.
Online Meeting
Click here to view meeting on Zoom Webinar at the scheduled time.

Until further notice, Civil Service Commission meetings will be conducted pursuant to the provisions of California Executive Order 29–20, which suspends certain requirements of the Ralph M. Brown Act.

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Closed Session: https://sandiego.zoomgov.com/j/1601441297 (PUBLIC COMMENT ONLY)
Open Session: https://sandiego.zoomgov.com/j/1602402238

To Join By Telephone:

Closed Session: Dial 1–669–254–5252. When prompted, input Webinar ID: 160 144 1297# (PUBLIC COMMENT ONLY)
Open Session: Dial 1–669–254–5252. When prompted, input Webinar ID: 160 240 2238#
How To Speak To A Particular Item Or During Non-Agenda Public Comment:

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ITEMS FOR ACTION

NOTE: The Commission will convene at 12:00 p.m. to hear public comment and discussion of the content of the Closed Session Agenda. At the close of public comment and discussion, the Commission will adjourn the public session and go into closed session. The regular business meeting will begin at 1:00 p.m.

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 7 can be approved with one motion.)

2. Approval of the minutes for the regular business meeting of May 5, 2022.

3. Leaves of Absence Without Pay – In Order. Items 38 through 43.

4. Approval of Exceptional Merit Increase for Raquel Herrera, Administrative Aide I.

5. Approval of Exceptional Merit Increase for Albert R. Sais Jr., District Manager.

6. Approval of Exceptional Merit Increase for Stephanie R. Smith, Marine Biologist II.

**LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION**

8. Mai–Lan Le, Administrative Aide II, Public Utilities Department, for a one-year special leave without pay ending May 9, 2023, with her name to be placed on the eligible lists for Administrative Aide II and Administrative Aide I.
   - Hire Date: January 14, 2013
   - Reason: Outside employment.
   - Department Recommendation: Approval.

9. Minh N. Phan, Equipment Operator I (Option Class: Sewer Maintenance Equipment Operator), Public Utilities Department, for a six-month special leave without pay ending November 13, 2022, with his job to be saved.
   - Hire Date: December 11, 2000
   - Reason: Loss of Class B Driver License.
   - Department Recommendation: Approval.

**POLICY ITEMS – DISCUSSION**

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

11. Request from the Department of Finance to exempt a Program Coordinator position from the Classified Service.

12. Request from the Department of General Services to exempt a Program Coordinator position from the Classified Service.

13. Request from the Department of Race and Equity to exempt two Program Coordinator positions from the Classified Service.

14. Request from the Department of Real Estate and Airport Management to exempt a Program Manager position from the Classified Service.
15. Request from the Development Services Department to exempt a Program Manager position from the Classified Service.

16. Requests from the Engineering and Capital Projects Department to exempt an Assistant Department Director position, three Deputy Director positions, and an Assistant Deputy Director position from the Classified Service.

17. Requests from the Environmental Services Department to exempt a Deputy Director position, a Program Manager position, and a Program Coordinator position from the Classified Service.

18. Request from the Homelessness Strategies and Solutions Department to exempt two Program Coordinator positions from the Classified Service.

19. Requests from the Human Resources Department to exempt two Program Manager positions and five Program Coordinator positions from the Classified Service.

20. Request from the Office of Emergency Services to exempt a Program Coordinator position from the Classified Service.

21. Request from the Office of the Chief Operating Officer to exempt a Program Coordinator position from the Classified Service.

22. Request from the Office of the City Clerk to exempt a Program Manager position from the Classified Service.

23. Request from the Office of the City Treasurer to exempt a Program Manager position from the Classified Service.

24. Requests from the Parks and Recreation Department to exempt a Program Manager position and a Program Coordinator position from the Classified Service.
25. Request from the Performance and Analytics Department to exempt a Program Coordinator position from the Classified Service.

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

27. Requests from the Planning Department to exempt two Program Manager positions from the Classified Service.

28. Requests from the Public Utilities Department to exempt two Assistant Deputy Director positions, two Program Manager positions, and an Assistant to the Water Department Director position from the Classified Service.

29. Requests from the Stormwater Department to exempt an Assistant Deputy Director position and a Program Manager position from the Classified Service.

30. Request from the Sustainability and Mobility Department to exempt two Program Coordinator positions from the Classified Service.

31. Request from the Chief Operating Officer to create a temporary Department Director position and a temporary Assistant Department Director position for the proposed Strategic Capital Projects Department.

32. Request from the Personnel Director to use a City employee as rater for the Equipment Operator II examination.


35. Discussion and Possible Action Regarding Personnel Director Compensation.
36. Christopher D. Charfauros, appealing the rejection of his applications for Laborer (T11178), Grounds Maintenance Worker I (T11225), and Grounds Maintenance Worker II (T11457).

37. George O. Dillard, appealing his medical disqualification for the position of Lifeguard I.

LEAVES OF ABSENCE WITHOUT PAY – IN ORDER

38. Hanadi A. Arjan, Customer Services Representative, Public Utilities Department, for a one-year special leave without pay ending May 10, 2023, with her job to be saved.
   Hire Date: May 27, 2014
   Reason: Childcare.
   Department Recommendation: Approval.

39. Rosa M. Relucio, Word Processing Operator, Public Utilities Department, for a one-month special leave without pay ending June 17, 2022, with her job to be saved.
   Hire Date: August 5, 2013
   Reason: Childcare.
   Department Recommendation: Approval.

LEAVES OF ABSENCE WITHOUT PAY – UNCLASSIFIED

40. Michelle Abella Shon, Project Officer II, Parks and Recreation Department, for a leave of absence from the Classified Service effective March 19, 2022, while filling an unclassified position with her name to be placed on the appropriate eligible list.

41. Michele L. Kelley, Supervising Management Analyst, Parks and Recreation Department, for a leave of absence from the Classified Service effective March 19, 2022, while filling an unclassified position with her name to be placed on the appropriate eligible list.
42. Virgil C. Palisoc, Information Systems Analyst IV, Police Department, for a leave of absence from the Classified Service effective May 5, 2022, while temporarily filling an unclassified position with his job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

43. Alma G. Rife, Supervising Public Information Officer, Communications Department, for a leave of absence from the Classified Service effective May 14, 2022, while temporarily filling an unclassified position with her job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

LEAVES OF ABSENCE WITHOUT PAY – TOTAL

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ITEMS FOR INFORMATION

NEW BUSINESS

CLOSED SESSION

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

I. Public Employee Performance Evaluation pursuant to Government Code Section 54957 – Personnel Director.
A. The regular business meeting of the Civil Service Commission was called to order by President Jacquelyn R. Atkinson at 1:03 p.m. Also present were Vice-President Nicolaz Portillo, Commissioner Sunday Gover, Commissioner Tammy Lin, and Commissioner Aaron Olsen.

B. The staff was represented by Personnel Director Douglas Edwards, Assistant Personnel Director Anne Lamen Aban, and Assistant to the Director Saba Berenji. Serving as legal advisor to the Commission was Senior Deputy City Attorney David Karlin.
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ITEMS FOR ACTION

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INTRODUCTION

1. Roll Call.

ACTION TAKEN/PENDING

Present were President Jacquelyn R. Atkinson, Vice-President Nicolaz Portillo, Commissioner Sunday Gover, Commissioner Tammy Lin, and Commissioner Aaron Olsen.

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 4 can be approved with one motion.)

2. Approval of the minutes for the regular business meeting of April 7, 2022.

3. Leaves of Absence Without Pay - In Order. Items 11 through 16.

4. Approval of Exceptional Merit Increase for Manuel C. Padilla, Administrative Aide II.

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

5. Ryan M. Allen, Police Officer II, requesting a one-year special leave without pay ending April 10, 2023, with his job to be saved.
   Hire Date: December 3, 2018
   Reason: Outside employment.
   Department Recommendation: Modification to name on eligible list.

6. Angel A. Vidrios, Police Officer II, requesting a one-year special leave without pay ending April 30, 2023, with his job to be saved.
   Hire Date: June 19, 2010
   Reason: Relocation.
   Department Recommendation: Modification to name on eligible list.

POLICY ITEMS – DISCUSSION

7. Request from the Public Utilities Department to create and exempt an Executive Assistant Director position from the Classified Service.

8. Staff Recommendations on Overtime Eligibility for New Classifications.

10. Jose A. Martinez, appealing his medical disqualification for the position of Lake Aide II.

11. Darryl N. Kane, Customer Services Representative, Public Utilities Department, for a six-month special leave without pay ending July 5, 2022, with his job to be saved.
   Hire Date: September 9, 2019
   Reason: Medical.
   Department Recommendation: Approval.

12. Fabian L. Lopez, Plant Technician III, Public Utilities Department, for an eight-month special leave without pay ending June 25, 2022, with his job to be saved.
   Hire Date: July 26, 1999
   Reason: Medical.
   Department Recommendation: Approval.

13. Angela M. Shelton, Recreation Center Director II, Parks and Recreation Department, for a one-year special leave without pay ending March 21, 2023, with her name to be placed on the eligible list.
   Hire Date: March 19, 2015
   Reason: Family care.
   Department Recommendation: Approval.

14. Lisa J. Johnson-Walton, Senior Planner (Option Class: Code Enforcement Coordinator), Development Services Department, for a leave of absence from the Classified Service effective March 24, 2022, while temporarily filling an unclassified position with her job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

LEAVES OF ABSENCE WITHOUT PAY – IN ORDER

LEAVES OF ABSENCE WITHOUT PAY – UNCLASSIFIED
15. Lisa A. Poston, Senior Zoning Investigator, Development Services Department, for a leave of absence from the Classified Service effective December 20, 2021, while temporarily filling an unclassified position with her job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

16. Michael F. Ruiz, Senior Planner, Parks and Recreation Department, for a leave of absence from the Classified Service effective May 7, 2022, while filling an unclassified position with his name to be placed on the appropriate eligible list. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

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CLOSED SESSION

At 12:00 p.m., the Commission met in Closed Session with the following agenda:


ADJOURNMENT

At 1:03 p.m., the Commission convened into open session. There being no further business, the meeting was adjourned at 2:01 p.m.

Jacquelyn R. Atkinson, President
DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Raquel Herrera, Administrative Aide I

The Development Services Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Raquel Herrera, Administrative Aide I, effective February 19, 2022, from “C” step ($21.63/hr.) to “E” step ($23.76/hr.).

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

Douglas Edwards
Personnel Director

DE:ds

Attachment: 1. Request for Exceptional Merit Increase

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I am requesting that Raquel Herrera, PERNR be granted and exception Merit Increase step E for the Administrative Aide 1 classification. The effective date would be 2/19/2022.

Ms. Herrera brings the advanced knowledge, skills, and experience warranted for this exceptional merit increase. As an Administrative Aide 1, Ms. Herrera has worked on complex and large Accounts Payable transactions such as processing invoice payments, flat fee refunds, deposit account refunds and bond releases for over a year.

Ms. Herrera's expertise exceeds that of an entry level Administrative Aide 1, and we would like to compensate her for her skills.

Thank you for your consideration of this matter. If you have any further questions, please feel free to contact me at (619) 446-5257.

Thank you,

Elsa Lopez
Assistant Deputy Director

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

[ ]

[ ]
Here is further explanation on Raquel's exceptional accomplishments and how she is outstanding in relation to other employees in the same job classification.

Out-of-the eleven Administrative Aide's in DSD, four are in the Business Operations Support Services Division and each has a totally different role; this is due to the limitations and requirements on the role assignments in SAP.

Raquel has been with DSD for over 20 years and has extensive experience in all aspects of accounts payable functions. She processes payments in the Vendor Invoice Management (VIM) in SAP in timely manner to ensure prompt payment of refunds to customers.

She works closely with the analyst's team to assure that the proper accounting information is utilized on each transaction.

Raquel created a spreadsheet to track refund activity and shared it with her co-workers for others to be able to respond to customer inquiries when she is out-of-the office.

Raquel has extensive knowledge with SAP and DSD's internal tracking systems PTS and Accela. She has been the lead in training new staff on various Accounts Payable procedures while being responsible for ensuring accounts payable deadlines are met. Raquel also contributed in putting together written procedures for various trainings in our division.
DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Albert R. Sais Jr., District Manager

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Albert R. Sais Jr., District Manager, effective May 6, 2022, from “C” step ($38.42/hr.) to “E” step ($42.14/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:ls

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2022\6. June 2, 2022\EMI - Sais.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: Albert R. Saha

DEPARTMENT NAME: Parks and Recreation

PERSONNEL AREA NO: 3150

LAST PERFORMANCE EVALUATION: 8/9/2021

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

DATE: 5/7/2021

FROM: N/A

STEP TO: N/A

STEP

RECOMMENDED STANDARD RATE NUMBER AND STEP:

E/$42.14

OVERALL EVALUATION: Meet Standards

PRESENT STANDARD RATE NUMBER AND STEP:

C/ $38.42

DATE REGULAR MERIT INCREASE IS DUE:

5/7/2022 5/6/2022

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

☐ YES ☐ NO

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 SAVES.

Albert manages the Citywide Maintenance Services for the Parks and Recreation Department. The Section is comprised of nine work units that include, Aquatics Services, Equipment Repair, Hard-scape and Facilities, Irrigation Maintenance, Mowing and Sweeping, Managing Mangers-Plus, Park Forestry, Pest Management, Playground Repair, Storm Water Compliance and Turf maintenance.

In the last nine months, Albert has been involved in numerous projects that have been above and beyond to beautify Balboa Park, to provide outstanding service delivery to the public and improve services for City residents. Most notable and just to mention two projects to exemplify the reason why an exceptional merit increase is appropriate are as follows:

1. Albert’s crew installed a flagpole, spectator bleacher repairs and backstop replacement at Memorial Community Park, all within tight time-frame and deadlines within a week to meet a request of the Mayor’s office.

2. Clay Park Nature Exploration Area. The Nature Exploration Area is a place where kids can explore, build and play in a safe, natural environment. No plastic slides, no fake rock climbing walls or concrete animals with hot rubber surfacing below. Instead, the space features a fort-building area with natural building materials such as branches, reeds, pine cones and tree cookies (1” thick log rounds), along with a large log and boulder climbing area. Being adjacent to Florida Canyon hiking trails, it is the perfect starting point for a day of nature exploration.

To further improve services, Albert created a concise contact list for services and quick reference sheet to improve efficiencies in Citywide services to all divisions. Under Albert’s leadership, the team has been involved in numerous repairs, irrigation and playground repairs to improve the lives of our City residents similar to the two examples mentioned above.

In short, Albert is an exceptional leader, very responsive and provides a variety of solutions to problems. He has a positive attitude and encourages his staff to do their best, even on the smallest projects. His years of experience and vast knowledge about irrigation, turf, hard-scape and playground maintenance justifies a step increase. His performance as a District Manager is far beyond his nine month tenure and is most deserving of this 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

TITLE

DATE

DEPARTMENT DIRECTOR SIGNATURE

TITLE

DATE

MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)

TITLE

DATE

DATE APPROVED BY CIVIL SERVICE COMMISSION

CS-80(Rev. 01-2010)
DATE:       May 27, 2022

TO:         Civil Service Commission

FROM:       Douglas Edwards, Personnel Director

SUBJECT:    Exceptional Merit Increase for Stephanie R. Smith, Marine Biologist II

The Public Utilities Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Stephanie R. Smith, Marine Biologist II, effective May 13, 2021, from "A" step ($31.85/hr.) to "D" step ($36.86/hr.).

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

Douglas Edwards
Personnel Director

DE:CR:ls

Attachment:  1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2022\6. June 2, 2022\EMI - Smith.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:** Stephanie Smith  
**JOB:** Marine Biologist II

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>PUBLIC UTILITIES/EMTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL AREA NO</td>
<td>Cost #60013425</td>
</tr>
</tbody>
</table>

**LAST PERFORMANCE EVALUATION:**

- DATE: 11/25/2020
- OVERALL EVALUATION: Meets/Exceeds Standards
- DATE(S): 11/25/2020

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

- Date(s): N/A
- From: N/A
- To: N/A

**TOTAL CITY SERVICE:**

- YEARS: 1
- MONTHS: 5

**PRESENT STANDARD RATE NUMBER AND STEP:**

- 1610 A $31.85

**DATE REGULAR MERIT INCREASE IS DUE:**

- 5/13/2021

**RECOMMENDED STANDARD RATE NUMBER AND STEP:**

- 1610 D $36.80

**DATE EFFECTIVE DATE OF RECOMMENDED INCREASE:**

- 5/13/2021

**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 SPECIAL 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.**

Stephanie has surpassed expectations since starting with the Marine Biology and Ocean Operations (MBOO) section, providing valuable support on several process improvements throughout the section. She is innovative and driven and utilizes her passion for process improvement and automation to create work efficiencies across all facets of the Ocean Monitoring Program. Using her developed skills in Qualtrax, our divisional compliance software, she has developed custom fields and reports to help us answer specific questions related to MBOO data and documents in Qualtrax. Stephanie has been extremely helpful with developing an equipment tracking workflow for MBOO, a process that will help both optimize oceanographic equipment and sensor tracking and calibration schedules and allow us to ask questions about sensor drift and longevity that will ultimately save the City's resources. This workflow will empower us to spend our budget more wisely by staggering when sensors are out for service, replacing sensors as needed, and having the appropriate number of backups on hand.

Her most recent accomplishment is her work as a core code and documentation contributor for our metadata collection software, NavOps, which is set to replace our current outdated software. Throughout this process, she has collaborated with our ocean operations staff, management, and the IT department to help develop a product that will increase the efficiency of metadata collection and improve data quality and integrity for all arms of our monitoring program. Currently, she is coordinating with IT to create useful metadata documentation, training materials to increase redundancy, and ensuring compatibility of the software across both vessels. In addition, she is working with our ocean operations work group and management to optimize field crew scheduling including automated emails with calendar requests and management reports for crew time at sea. Her efforts will allow us to reduce the amount of time spent adding/revising data in an outdated Access database and allow for more connection to the NavOps software. Lastly, Stephanie has demonstrated her drive for professional development by completing courses towards gaining the Public Service Management Certificate (formerly Supervisor's Academy).

<table>
<thead>
<tr>
<th>APPOINTING AUTHORITY SIGNATURE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Director</td>
<td>5-5-2021</td>
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<table>
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<tr>
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<tbody>
<tr>
<td>Director</td>
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</table>

<table>
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<tr>
<th>MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>5/17/2021</td>
</tr>
</tbody>
</table>

CS-80(Rev.01-2010)
SAN DIEGO CITY CIVIL SERVICE COMMISSION
JOINT APPRENTICESHIP COMMITTEE MEETING

MINUTES

Wednesday, August 19, 2020, at 10:00 A.M.
War Memorial Building
3325 Zoo Drive, San Diego, CA 92101

I. CALL MEETING TO ORDER

The meeting was called to order at 10:05 a.m. by Joint Apprenticeship Committee (JAC) Chair Roy Kirby.

II. ATTENDANCE

Members: Larry Blackman, Laura Colvin, James Doll, Wesley Greeson, Roy Kirby, Harrold Leggate, Rodrigo Sosa
Alternates: Victor Lopez,
Apprentices Pilar Amaya, Carlos Arroyo, Alex Collins, Samuel Gomez, Felipe Herrera Hernandez, Thomas Lane, Robert Montoya, Justin Oliveras, Ernesto Ruiz
Consultant: Carrie Stanonis

III. MINUTES

The February 26, 2020, JAC meeting minutes were unanimously approved.

IV. APPRENTICES TO REPORT

The following Apprentice was approved to advance after presenting documentation verifying completion of the required work and school hours for a period.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TRADE</th>
<th>ADVANCE TO PERIOD</th>
<th>STARTED</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilar Amaya</td>
<td>Plumber</td>
<td>Journey Level</td>
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<td>Carlos Arroyo</td>
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<td>10/23/2017</td>
<td>Advanced</td>
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<tr>
<td>Alex Collins</td>
<td>Electrician</td>
<td>9</td>
<td>4/25/2016</td>
<td>Advanced</td>
</tr>
<tr>
<td>Samuel Gomez</td>
<td>Communications Technician</td>
<td>6</td>
<td>1/26/2019</td>
<td>Advanced</td>
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<tr>
<td>Felipe Herrera-Hernandez</td>
<td>Electrician</td>
<td>8</td>
<td>10/10/2016</td>
<td>Advanced</td>
</tr>
<tr>
<td>Robert Montoya</td>
<td>HVACR Technician</td>
<td>5</td>
<td>9/10/2018</td>
<td>Advanced</td>
</tr>
</tbody>
</table>
V. NEW BUSINESS

1. We will work with Apprentices who can not complete all of their school work by the time their Apprenticeship term is completed due to issues related to Covid-19 to ensure they can complete their classes after advancement.

VI. REPORTS

1. State of California, Division of Apprenticeship Standards (DAS) Consultant Carrie Stanonis was present and reported that the State DAS is going through organizational changes and some temporary reassignments.
2. Community College Advisor Dr. Rose LaMuraglia sent an email reporting that SDCCD is not holding face to face classes this semester except for 3 AIRE classes. Many trades were cancelled as they could not be delivered remotely.
3. Joint Apprenticeship Committee Chairperson and Secretary were present.
4. Next advancement subject to passing grade for each Apprentice.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TRADE</th>
<th>ADVANCE TO PERIOD</th>
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</thead>
<tbody>
<tr>
<td>Carlos Arroyo</td>
<td>Fleet Technician</td>
<td>7</td>
</tr>
<tr>
<td>Alex Collins</td>
<td>Electrician</td>
<td>10</td>
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<tr>
<td>Samuel Gomez</td>
<td>Communications Technician</td>
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<tr>
<td>Felipe Herrera-Hernandez</td>
<td>Electrician</td>
<td>9</td>
</tr>
<tr>
<td>Thomas Lane Jr.</td>
<td>Communications Technician</td>
<td>4</td>
</tr>
<tr>
<td>Robert Montoya</td>
<td>HVACR Technician</td>
<td>6</td>
</tr>
<tr>
<td>Justin Oliveras</td>
<td>Fleet Technician</td>
<td>7</td>
</tr>
</tbody>
</table>

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:24 a. m.
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SPECIAL JOINT APPRENTICESHIP COMMITTEE MEETING

MINUTES

November 17, 2020, at 10:00 A.M.
Microsoft Teams Meeting

I. CALL MEETING TO ORDER

The meeting was called to order at 10:10 a.m. by Joint Apprenticeship Committee (JAC) Chair Roy Kirby.

II. ATTENDANCE

Members: Larry Blackman, Laura Colvin, James Doll, Wesley Greeson, Roy Kirby, Harrold Leggate, Rodrigo Sosa
Alternates: Victor Lopez, Lance Smith, James Williams
Apprentices Felipe Herrera Hernandez,

II. 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.)

III. APPRENTICES TO REPORT

<table>
<thead>
<tr>
<th>NAME</th>
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<th>ADVANCE TO PERIOD</th>
<th>STARTED</th>
<th>ACTION TAKEN</th>
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<tbody>
<tr>
<td>Felipe Herrera-Hernandez</td>
<td>Electrician</td>
<td>7</td>
<td>10/10/2016</td>
<td>Advanced</td>
</tr>
</tbody>
</table>
III. **NEW BUSINESS**

Felipe Herrera-Hernandez was approved to advance to Period 7 at C step effective 11/1/2019. Due to his name being left off of the agenda for the 2/26/2020 meeting, this advancement was formalized at this special meeting. His advancement to Period 8 was approved at the 8/19/2020 meeting.

V. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:40 a.m.
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SPECIAL JOINT APPRENTICESHIP COMMITTEE MEETING

MINUTES

April 29, 2021, at 10:30 A.M.
Microsoft Teams Meeting

I. CALL MEETING TO ORDER

The meeting was called to order at 10:38 a.m. by Joint Apprenticeship Committee (JAC) member who was approved as Acting Chairperson, Harold Leggate.

II. ATTENDANCE

Members: Larry Blackman, Laura Colvin, James Doll, Wesley Greeson, Harold Leggate, Rodrigo Sosa
Alternates: Brian Anderson Victor Lopez, Lance Smith, James Williams
Apprentices Carlos Arroyo, Alex Collins, Samuel Gomez, Felipe Herrera Hernandez, Thomas Lane, Robert Montoya, Justin Oliveras

III. MINUTES

The August 19, 2020 and November 17, 2020, JAC meeting minutes were unanimously approved.

IV. APPRENTICES TO REPORT

The following Apprentice was approved to advance after presenting documentation verifying completion of the required work and school hours for a period.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TRADE</th>
<th>ADVANCE TO PERIOD</th>
<th>STARTED</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carlos Arroyo</td>
<td>Fleet Technician</td>
<td>7 &amp; 8</td>
<td>10/23/2017</td>
<td>Advanced</td>
</tr>
<tr>
<td>Alex Collins</td>
<td>Electrician</td>
<td>10</td>
<td>4/25/2016</td>
<td>Advanced</td>
</tr>
<tr>
<td>Name</td>
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<td>Number</td>
<td>Date</td>
<td>Level</td>
</tr>
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<tr>
<td>Samuel Gomez</td>
<td>Communications Technician</td>
<td>7</td>
<td>1/26/2019</td>
<td>Advanced</td>
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<td>9</td>
<td>10/10/2016</td>
<td>Advanced</td>
</tr>
<tr>
<td>Thomas Lane Jr.</td>
<td>Communications Technician</td>
<td>4</td>
<td>12/14/2019</td>
<td>Advanced</td>
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<tr>
<td>Robert Montoya</td>
<td>HVACR Technician</td>
<td>6</td>
<td>9/10/2018</td>
<td>Advanced</td>
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<tr>
<td>Justin Oliveras</td>
<td>Fleet Technician</td>
<td>7 &amp; 8</td>
<td>10/23/2017</td>
<td>Advanced</td>
</tr>
</tbody>
</table>

V. REPORTS

1. State of California, Division of Apprenticeship Standards (DAS) Consultant Carrie Stanonis reported that the HVACR Title Change was almost completed.
2. Community College Advisor Dr. Rose LaMuraglia reported that SDCCD is still holding online courses.
3. Joint Apprenticeship Committee Chairperson was not present.
4. Joint Apprenticeship Committee Secretary did not report.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:43 a.m.
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SPECIAL JOINT APPRENTICESHIP COMMITTEE MEETING

MINUTES

August 31, 2021, at 10:00 A.M.
Microsoft Teams Meeting

I. CALL MEETING TO ORDER

The meeting was called to order at 10:03 a.m. by Joint Apprenticeship Committee (JAC) member who was approved as Acting Chairperson, Harold Leggate.

II. ATTENDANCE

Members: Larry Blackman, Laura Colvin, James Doll, Kristen Geitz, Wesley Greeson, Harold Leggate, Rodrigo Sosa
Alternates: Brian Anderson Victor Lopez, Lance Smith, James Williams
Apprentices: Carlos Arroyo, Samuel Gomez, Felipe Herrera Hernandez, Thomas Lane, Justin Oliveras

III. MINUTES

The April 29, 2021, JAC meeting minutes were unanimously approved.

IV. APPRENTICES TO REPORT

The following Apprentices were approved to advance after presenting documentation verifying completion of the required work and school hours for a period.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TRADE</th>
<th>ADVANCE TO PERIOD</th>
<th>STARTED</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carlos Arroyo</td>
<td>Fleet Technician</td>
<td>J.L.</td>
<td>10/23/2017</td>
<td>Advanced</td>
</tr>
<tr>
<td>Samuel Gomez</td>
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<td>1/26/2019</td>
<td>Advanced</td>
</tr>
<tr>
<td>Felipe Herrera-Hernandez</td>
<td>Electrician</td>
<td>10</td>
<td>10/10/2016</td>
<td>Advanced</td>
</tr>
</tbody>
</table>
V. **NEW BUSINESS**

1. Request for Reduction in Term from Justin Oliveras was approved.
2. Covid-19 Vaccination is being Required for all in person classes at City College.

VI. **REPORTS**

1. State of California, Division of Apprenticeship Standards (DAS) Consultant was not present.
2. Community College Advisor was not present.
3. Joint Apprenticeship Committee Chairperson Kristen Geitz thanked Hal Leggate for acting as chair during the meeting.
4. Joint Apprenticeship Committee Secretary Laura Colvin introduced and welcomed the new JAC Chair Musheerah Little.

VI. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:52 a.m.
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SPECIAL JOINT APPRENTICESHIP COMMITTEE MEETING

MINUTES

November 17, 2021, at 10:30 A.M.
Microsoft Teams Meeting

I. CALL MEETING TO ORDER

The meeting was called to order at 10:31 a.m. by Joint Apprenticeship Committee (JAC) Chairperson, Musheerah Little.

II. ATTENDANCE

Members: Laura Colvin, James Doll, Wesley Greeson, Harold Leggate, Musheerah Little, Rodrigo Sosa
Alternates: Brian Anderson, Victor Lopez, Lance Smith, James Williams
Apprentices: Adrian Flores, Bennett Sceusa
Consultant: Carrie Stanonis

III. MINUTES

The August 31, 2021, JAC meeting minutes were unanimously approved.

IV. INDENTURE APPRENTICES

1. Introduce new apprentices.
2. New apprentices pay standard. Both apprentices will start at the pay step closest to 5% of their current pay. Adrian Flores will start at “C” step and Bennett Sceusa will start at “A” step.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TRADE</th>
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<tr>
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<td>Sceusa, Bennett</td>
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</tbody>
</table>

V. NEW BUSINESS

There was no new business.
VI. REPORTS

2. Community College Advisor was not present.
3. Joint Apprenticeship Committee Chairperson did not report.
4. Joint Apprenticeship Committee Secretary did not report.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:50 a.m.
DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request for Special Leave Without Pay for Mai-Lan Le, Administrative Aide II

Mai-Lan Le, Administrative Aide II, is requesting a one-year special leave without pay ending May 9, 2023, with her name to be placed on the eligible lists for Administrative Aide II and Administrative Aide I.

Ms. Le is requesting this leave for outside employment. She has accepted a position with the Port of San Diego to gain additional experience and enhance her skills. She intends to return to the City in the future. The Public Utilities Department is recommending approval of this request.

This request is being brought to the Commission’s attention since the reason for leave is outside employment.

Ms. Le has been employed with the City since January 14, 2013. Her most recent performance evaluation was “Meets Standards.”

Douglas Edwards
Personnel Director
DATE: May 27, 2022
TO: Civil Service Commission
FROM: Douglas Edwards, Personnel Director
SUBJECT: Request for Special Leave Without Pay for Minh N. Phan, Equipment Operator I (Option Class: Sewer Maintenance Equipment Operator)

Minh N. Phan, Equipment Operator I (Option Class: Sewer Maintenance Equipment Operator), is requesting a six-month special leave without pay ending November 13, 2022, with his job to be saved.

Mr. Phan is requesting this leave due to the loss of his Class B Driver License which is a requirement for his position. Mr. Phan indicates that the DMV downgraded his commercial license and he needs time to resolve the issue. The Public Utilities Department is recommending approval of this request.

Mr. Phan has been employed with the City since December 11, 2000. His most recent performance evaluation was “Meets Standards.”

Douglas Edwards
Personnel Director

DE:CR:km

I:\CSC\CSC Items\2022\6. June 2, 2022\SLWOP-Phan.doc
DATE: May 27, 2022

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.

Under the direction of the Department Director, the Program Coordinator position will be responsible for overseeing Citywide marketing/promotional advertising services. This position will address gaps in service to reach underserved communities using traditional methods of advertising; strategize and implement marketing, branding, and advertising plans for City departments; identify funding sources and measure outcomes; oversee the marketing and advertising budget and contract agreements; and develop policies to keep the department informed about the market, industry trends, and competitive landscape.

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:ds

Attachment: 1. Exemption of a Program Coordinator Position Request

1:\CSC\CSC Items\2022\6. June 2, 2022\Request from the Communications Department to exempt a Program Coordinator position from the Classified Service.docx
DATE: May 6, 2022

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 is requesting to exempt one position from the Classified Service. This position will oversee the citywide marketing/promotional advertising services.

The Program Coordinator position will oversee the citywide marketing/promotional advertising services. Significant responsibilities include but are not limited to:

- Formulating or administering related departmental policies.
- Helping our teams better target outreach efforts into diverse communities.
- Assisting City departments identify marketing tools that they can use to directly connect with residents in all areas, especially underserved areas.
- Providing the City’s information in a more equitable format. This could mean billboards, bus stop ads, handouts, postcards, placements in community publications, and working more closely with community organizations to connect directly with our residents.
- Overseeing marketing and advertising budgets and contract agreements.
- Abiding by the City’s purchasing and contracting and budgetary guidelines.
- Collaborating with the Mayor’s Office and various stakeholders in the organization.
- Working closely with Parks and Recreation to aid in implementing their recommendations from the Equity in Recreation Programming Audit.

Our goal is to centralize these marketing efforts and improve access to all City programs.

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 respectfully request the Civil Service Commission’s support to exempt this position from the Classified Service.
Thank you for your consideration.

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 27, 2022

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 Department of Finance to exempt a Program Coordinator position from the Classified Service.

Under the direction of a Principal Accountant, the Program Coordinator position will oversee the Citywide business processes for accounts payable and fixed assets from an information technology management role. These two areas will integrate with the City’s Enterprise Resource Planning (ERP) Module, SAP, and require a City business lead to understand both the business processes and information technology requirements.

This position will serve as the Business Process Coordinator (BPC) for its respective areas and modules; set priorities for ERP support; implement process improvements and maintain documentation of process narratives Citywide; propose new finance policies for modules; review internal controls, review authorization requests, and train end-users; and provide ongoing maintenance and support Citywide.

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:Is

Attachment: 1. Exemption of a Program Coordinator Position Request

I:\CSC\CSC Items\2022\6. June 2, 2022\Request from the Department of Finance to exempt a Program Coordinator position from the Classified Service.docx
DATE: May 6, 2022

TO: Civil Service Commission
   via Douglas Edwards, Personnel Director

FROM: Rolando Charvel, Department of Finance Director and City Comptroller

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 Department of Finance is requesting to exempt one position from the Classified Service. This position will oversee the citywide business processes for accounts payable and fixed assets from an IT application management role. These two areas are integrated with the City's ERP module, SAP, and require a City business lead to understand both the business processes and IT requirements.

This essential position serves as the Business Process Coordinator or BPC for the following two modules of SAP:

- Accounts Payable Module – used to process invoices, and record and manage accounting data of all vendors. This data represents invoices, credit memos, and bank clearing (payment) transactions for vendors.
- Fixed Assets Module – used to manage fixed (capital) assets within the SAP system that will eventually be reported as assets on the City's balance sheets in the City's financial reports.

As a BPC for the City, the position acts as the primary point of contact and subject matter expert for that module and serves hundreds of end-users across departments. This requires years of experience about the business process and SAP module to understand any issues that may arise. All City departments use the Accounts Payable module on a daily basis, while all large departments will use the Fixed Assets module.

BPC's raise new issues and request new functionality, set the priority of work for ERP support, train, implement process improvements, and maintain documentation of processes and procedures (process narratives) citywide. They manage the City's business process as it relates to the IT application which involves working with Department of Finance staff, Department of IT staff, and other departments to understand and propose new finance policies (i.e. accounts payable and capital asset accounting policies) the system can serve. The position has a significant responsibility to understand policy and financial requirements, formulate a project plan consisting of numerous department stakeholders, execute the project plan, review internal controls, review authorization requests for security access, train end-users, resolve any post-implementation issues, and provide on-going maintenance and support citywide.
The results of these policy decisions have a significant impact on the operations of departments. For example, the BPC can formulate an accounts payable policy that requires processing of invoices in the system using more automation and less staff intervention. Staff time is saved from processing and invoices are posted in a more timely and accurate manner, but departments have to adjust their business process to post goods receipts on a more frequent basis. Goods receipts are documents related to purchase order invoices that are posted in conjunction with an invoice and serve as system documentation and a control point that goods or services were received satisfactorily. Since all departments procure and pay for goods and services with invoices, this policy decision would have a significant impact on all department’s operations and resources as they adjust to a different way of posting goods receipts.

The position works within the Systems division of the Department of Finance reporting under the Principal Accountant supporting all Department of Finance managed IT applications. Attached is an organizational chart highlighting the relationship of the position (in yellow on last page) to the rest of the department.

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

Thank you for your consideration

Attachment: DOF Org Chart (4-18-2022)

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    William Yu, Financial Operations Manager, Department of Finance
    Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 27, 2022

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 Department of General Services to exempt a Program Coordinator position from the Classified Service.

Under the direction of a Deputy Director, the Program Coordinator position will oversee the Facilities Enterprise Asset Management (EAM) Program and the Facilities Work Control Section Preventative Maintenance (PM) Program. This position will oversee all information technology aspects for SAP/EAM; develop, refine, and manage the EAM and PM programs and set goals; and develop maintenance policies and procedures for entering PM tasks and for the use of the EAM modules by staff.

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.

[Signature]
Douglas Edwards
Personnel Director

DE:RM:ls

Attachment: 1. Exemption of a Program Coordinator Position Request

I:\CSC\CSC Items\2022\6. June 2, 2022\Request from the Department of General Services to exempt a Program Coordinator position from the Classified Service.docx
DATE: May 05, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Casey Smith, Department of General Services Director

SUBJECT: Exemption of 1.00 Program Coordinator Position from the Classified Service

Pursuant to Article VIII, Section 117(a) of the City Charter, the Department of General Services - Facilities Services Division is requesting to exempt one position from the Classified Service. This position will oversee the Facilities Enterprise Asset Management (EAM) Program and the Facilities Work Control Section Preventative Maintenance (PM) Program. The following highlights the need and primary responsibilities of this position:

- Position will oversee all Information Technology aspects for the Facilities Services Division including input and output of data into SAP/EAM, addition of modules, functions or processes to better track preventative maintenance, and monitoring SAP/EAM to ensure that the division is meeting PM expectations.
- Provides dedicated staff to further develop, refine and manage the EAM and PM programs and goals.
- This position is the first step in the long term objective to complete more maintenance work orders and shifts from completing reactive tasks to more planned, preventative tasks to prolong the useful life of City facilities.
- This position will validate and manage data inputted into the systems to ensure that the output data is accurate.
- This position will ensure that all assets and asset components are listed or added to the system which provides more accurate inventory control.

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

Thank you for your consideration.
DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

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

Attached is a request from the Department of Race and Equity to exempt two Program Coordinator positions from the Classified Service.

Under the direction of Program Managers, the two Program Coordinator positions will be responsible for developing Race and Equity Action plans across all City departments; implement and achieve racial equity in City operations and public programs; develop equity-driven strategies; develop process narratives, administrative regulations, programs, policies, and implementation plans to create a culture of inclusivity; design and facilitate trainings; and provide support to departments to execute Race and Equity plans.

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:ls

Attachment: 1. Exemption of Two Program Coordinator Positions Request
DATE: May 4, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Kim Desmond, Chief Race & Equity Officer

SUBJECT: Exemption of 2.00 Race & Equity Program Coordinator Positions from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Department of Race and Equity is requesting to exempt two Race & Equity Program Coordinator positions from Classified Service.

Per Article 2: Administrative Code, Division 55, The Office of Race and Equity is a City Department charged with developing Race and Equity Action Plans across all City departments to implement and achieve racial equity in City operations and public programs.

The Department of Race and Equity will address all forms of disparities experienced by individuals in San Diego. The Department will intentionally create a culture of inclusivity by advancing equitable outcomes; dismantling policies, procedures, and budget decisions that perpetuate inequity and systemic racism.

I am seeking an exemption for two Race & Equity Program Coordinator positions from Classified Service as the Department is in the process of building out infrastructure to bolster partnerships with all City departments to develop equity-driven strategies. The two Race & Equity Program Coordinators will develop process narratives, Administrative Regulations, new programs, policies, and implementation plans that will be scaled through future budget request based on available fiscal resources.

The Program Coordinators will focus on building out new infrastructure in the following areas to guide all Departments towards compliance with the Administrative Code:

- **Learning and Development Curriculum and Process Guidance**: Design and facilitate trainings on racial equity and inclusion with a curriculum that contextualizes historic oppression, systemic racism, and implicit/explicit biases to provide City Departments with tools to build equitable outcomes.

- **Equity-Centered Coaching (ECC) Administrative Regulations**: Provide ECC to drive an inquiry-driven approach that leads to action and strategy development by
providing support to City Departments to execute tailored Race and Equity Plans. Equity-Centered Coaching will be guided by administrative guidance for all City Departments, which will be developed by each Program Coordinator.

- **Administrative Regulations:** The Program Coordinators will develop Administrative Regulations to manage city department Justice, Equity, Diversity, and Inclusion (J.E.D.I) Teams to identify equitable opportunities and prioritize strategies that align with citywide goals. The J.E.D.I teams will be responsible for developing Department Race and Equity Plans; therefore, the roles and responsibilities will be outlined in a formal process and administrative guidance.

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 respectfully request the Civil Service Commission’s support to exempt both positions from the Classified Service.

Thank you for your consideration!

Kim Desmond (she/her)
Chief Race & Equity Officer
Department of Race and Equity

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O'Donnell, Principal Accountant, Department of Finance
DATE: May 27, 2022

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 Department of Real Estate and Airport Management to exempt a Program Manager position from the Classified Service.

Under the direction of the Real Estate Assets Director, the Program Manager position will be responsible for overseeing the Financial and Records Management team that includes oversight over revenue and expenditures for the department. This position will oversee the development and monitoring of the department's budget; lead efforts in implementing new lease administration software; develop policies regarding employee parking processes, lease administration procedures, airport administrative processes, and fiscal procedures; and conduct financial analysis of complex financial real estate transactions, capital improvement projects, lease agreements, and grant management for Federal Aviation Administration 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:ds

Attachment: 1. Exemption of a Program Manager Position Request
DATE: May 6, 2022

TO: Civil Service Commission via Douglas Edwards, Personnel Director

FROM: Penny Maus, Director, Real Estate and Airport Management

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Department of Real Estate and Airport Management (DREAM) is requesting to exempt one position from the Classified Service. This position will oversee the Financial and Records Management team which includes oversight of seven Real Estate financial, records and administrative support staff and four Airport Management financial and administrative support staff.

The Program Manager position will have financial oversight over revenue and expenditures for the Real Estate and Airport Management functions. DREAM manages a complex real estate portfolio with over 800 leases and agreements with third parties, generating more than $80 million in income. The department also provides complete real estate acquisition and relocation services for the City of San Diego, operates the Brown Field and Montgomery-Gibbs airports, processes sales of City owned properties, among other functions. The Program Manager, Financial and Records Management, position will oversee development and monitoring of DREAM’s budget, including revenue and expenditure projections, rent processing, account management for all agreements, and conduct financial analysis of complex financial real estate transactions, capital improvement projects, lease agreements, and grant management for Federal Aviation Administration grants. This position will be responsible for defining and documenting finance and records department policies, including employee parking processes, Public Records Act review procedures, lease administration procedures, airport administrative processes, fiscal procedures and ensuring the proper controls are in place. In addition, this position will be responsible for help leading efforts in implementing a new lease administration software and other special projects as determined by the Director, such as oversight of implementation of audit recommendations and Office of the Future.

The Program Manager will sit on the department’s Management team and provide the designated leadership to the Financial and Records Management Team. The Program Manager will be the primary point of contact for Department of Finance. This position is essential to bringing the previously separate fiscal and administrative operations of Real Estate and Airport Management, into one cohesive team and managerial oversight over all four Business
Areas for DREAM. This position will report directly to the Department Director and indirectly to the Deputy Directors of Real Estate and Airport Management. Attached is an organizational chart showing the new team, the position reporting relationships, and hierarchical structure.

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

Thank you for your consideration.

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O'Donnell, Principal Accountant, Department of Finance

Signature: [Signature]
Email: pmaus@sandiego.gov
DATE: May 27, 2022

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 Development Services Department to exempt a Program Manager position from the Classified Service.

Under the direction of a Deputy Director, the Program Manager position in the Telecom and Utility Division will be responsible for managing and overseeing the inspections of private development issued permits for engineering construction and wireless cell site installations in the public right-of-way. This position will coordinate inspection services; oversee compliance with State and Federal electrical, traffic, and civil engineering mandates for land development; develop and implement coordination guidelines in the public right-of-way; and create and implement initiatives aligned with the goals of the department’s strategic plan.

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

I:\CSC\CSC Items\2022\6. June 2, 2022\Request from the Development Services Department to exempt a Program Manager position from the Classified Service.docx
DATE: April 22, 2022

TO: Civil Service Commission
    via Douglas Edwards, Personnel Director

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

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to City Charter Article VIII, Section 117(a), the Development Services Department is requesting to exempt one position from the Classified Service in the Telecom & Utility Division. The position will report to the Deputy Director for broad guidance and direction for managing the inspections of private development issued permits for engineering construction and wireless cell site installations in the public right-of-way.

Key tasks of the position include the following:
- Management of approximately 30 classified engineering positions
- Develop and implement policies and procedures to safely and efficiently perform inspections
- Review and approve customer bond adjustments and releases of permitted projects
- Review permit application and review cycles status analytics to plan quarterly and annual workload distribution
- Create, implement, and support initiatives aligned with the goals of the Department's strategic plan

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

Thank you for your consideration.

ELYSE W. LOWE

CC: Gary Geller, Assistant Director, Development Services
    Rimah Khouri-Velez, Deputy Director, Development Services
DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Requests to Exempt an Assistant Department Director Position, Three Deputy Director Positions, and an Assistant Deputy Director Position from the Classified Service

Attached are requests from the Engineering and Capital Projects Department to exempt an Assistant Department Director position, three Deputy Director positions, and an Assistant Deputy Director position from the Classified Service.

Under the direction of the Department Director, the Assistant Department Director position will oversee the Engineering Design Branch consisting of three divisions and over 350 employees. This position will be responsible for preliminary engineering and design for a broad range of City projects; construction engineering support; and other technical engineering support services such as administration of the land surveying program, environmental review and permitting, contract management services, standards and contract documents, ADA access law requirements, stormwater construction services, and traffic engineering.

Under the direction of an Assistant Department Director, the Project Management Office Division Deputy Director position will oversee and provide accountability for the entire City Capital Improvement Program (CIP). This position will develop procedures and processes that impact project management; develop new tools that assist in efficient and effective project management; provide a coordinated approach to the development and delivery of infrastructure; develop reporting to measure project delivery performance, schedule, and budget; and develop policies to create project schedule delivery and cost curves that will be implemented Citywide.

Under the direction of an Assistant Department Director, the Construction Engineering Support Division Deputy Director position will oversee the department land surveying program and provide management oversight of the Materials Test Lab. This position will oversee the stormwater construction program, ADA requirements, and traffic engineering; administer technical requirements of land surveying; and develop policies regarding Asset Management for Survey Monumentation that will be implemented Citywide.
Under the direction of an Assistant Department Director, the Program and Project Development Division Deputy Director position will oversee this division and provide technical support and engineering services such as preliminary engineering, environmental review and permitting, contract management services, contracts and standards documents, ADA access law requirements for City CIP and other public projects; and develop Citywide policies, procedures, and contract language associated with areas of oversight required for the delivery of the CIP.

Under the direction of a Deputy Director, the Assistant Deputy Director position will manage the Construction Engineering Support Division. This position will serve as the City's registered land surveyor as required by State law and will administer the department's land surveying program; provide management oversight of the Materials Test Lab; assist in overseeing the stormwater construction program, ADA requirements, and traffic engineering; develop policies and guidelines for construction performed in the public-right-of-way; and prepare documentation for property boundaries.

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 these requests be approved.

Douglas Edwards
Personnel Director

DE:RM:km

Attachments: 1. Exemption of an Assistant Department Director Position Request  
2 Exemption of Three Deputy Director Positions Request  
3. Exemption of an Assistant Deputy Director Position Request
DATE: May 6, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Rania Amen, Director, Engineering & Capital Projects Department

SUBJECT: Exemption of 1.00 Assistant Department Director Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Engineering & Capital Projects Department (E&CP) is requesting to exempt one position from the Classified Service.

The City’s FY 2023 Capital Improvement Program Proposed Budget set yet another record high and is expected to continue to increase in the foreseeable future. Based on this increased demand, E&CP will need to adapt and adjust its operations in order to maintain service levels and efficiencies. As a result, the department has reorganized its structure and has requested additional positions in the FY 2023 Proposed Budget to meet this increased CIP demand and focus on the delivery of the CIP.

As part of the reorganization, 1.00 Assistant Department Director is requested in the FY 2023 Proposed Budget to oversee the Engineering Design Branch consisting of three divisions and over 350 employees. The Assistant Department Director will be responsible for preliminary engineering and design for a broad range of City projects, construction engineering support, and other technical engineering support services such as administration of the land surveying program, Materials Test Lab, environmental review and permitting, contract management services, standards and contract documents, ADA access law requirements, stormwater construction services, and traffic engineering. The Assistant Director will routinely interact with the Mayor, City Council Members, Key Community Officials, Business Leaders, heads of numerous government agencies, and other stakeholders.

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 respectfully request the Civil Service Commission’s support to exempt this position from the Classified Service.
Thank you for your consideration

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O'Donnell, Principal Accountant, Department of Finance
DATE: May 6, 2022

TO: Civil Service Commission
    via Douglas Edwards, Personnel Director

FROM: Rania Amen, Director, Engineering & Capital Projects Department

SUBJECT: Exemption of 3.00 Deputy Director Positions from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Engineering & Capital Projects Department (E&CP) is requesting to exempt one position from the Classified Service.

The City’s FY 2023 Capital Improvements Program Proposed Budget set yet another record high and is expected to continue to increase in the foreseeable future. Based on this increased demand, E&CP will need to adapt and adjust its operations to maintain service levels and increase efficiencies. As a result, the department has reorganized its structure and has requested additional positions in the FY 2023 Proposed Budget to meet this increased CIP demand and focus on the delivery of the CIP. As part of the reorganization, 1.00 Assistant Director and 2.00 Deputy Directors were requested in the FY 2023 Proposed Budget to oversee new divisions that will provide project management and construction engineering support.

One Deputy Director position will oversee the new Project Management Office Division which will provide oversight and accountability for the entire City CIP. The Deputy Director will be responsible for developing procedures and processes that impact project management, develop new tools that assist in efficient and effective project management, provide a coordinated approach to the development and delivery of infrastructure, and develop reporting to measure project delivery performance, schedule, and budget. The Deputy Director will routinely interact with Mayor, City Council Members, Key Community Officials, and other stakeholders.

One Deputy Director position will manage the Construction Engineering Support Division and will be responsible for administering the departments land surveying program and provide management oversight of the Materials Test Lab where soil and concrete testing are done in support of the City’s CIP projects. The Deputy Director will also oversee the stormwater construction program, ADA, and traffic engineering. The Deputy Director will routinely interact with Mayor, City Council Members, Key Community Officials, and other stakeholders.

The Assistant Director position requested in Fiscal Year 2023 budget was created in January 2022 by repurposing a vacant Deputy Director Position. This repurposing occurred due to the urgent need for the Assistant Director position to be filled immediately. The Assistant Director
requested in the Proposed budget is being repurposed for one Deputy Director position that will oversee the Program and Project Development Division and will be responsible for providing technical support and engineering services such as preliminary engineering, environmental review and permitting, contract management services, contracts and standards documents, and ADA access law requirements for City CIP and other public projects. The Deputy Director will routinely interact with Mayor, City Council Members, Key Community Officials, and other stakeholders.

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

Thank you for your consideration

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvet, Department of Finance Director and City Comptroller
    Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 6, 2022

TO: Civil Service Commission
    via Douglas Edwards, Personnel Director

FROM: Rania Amen, Director, Engineering & Capital Projects Department

SUBJECT: Exemption of 1.00 Assistant Deputy Director Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Engineering & Capital Projects Department is requesting to exempt one position from the Classified Service.

One Assistant Deputy Director position under the direction of the Deputy Director will be responsible for managing the Construction Engineering Support Division. The Assistant Deputy Director will serve as the City’s registered land surveyor as required by State law and will be responsible for administering the department’s land surveying program and provide management oversight of the Materials Test Lab where soil and concrete testing are done in support of the City’s CIP projects. The Assistant Deputy Director will also assist in overseeing the stormwater construction program, ADA, and traffic engineering. The Assistant Deputy Director will routinely interact with Mayor, City Council Members, Key Community Officials, and other stakeholders.

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

Thank you for your consideration

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O’Donnell, Principal Accountant, Department of Finance
Attached are requests from the Environmental Services Department to exempt a Deputy Director position, a Program Manager position, and a Program Coordinator position from the Classified Service.

The Deputy Director position will oversee the Clean San Diego program, Citywide Solid Waste Code Enforcement, and the impoundment function associated with the new Sidewalk Vending ordinance. Under the direction of an Assistant Department Director, this position will provide management oversight and ensure compliance with Senate Bill 946 or the Sidewalk Vending ordinance; develop and implement inventory control procedures; develop staffing and operational plans, policies, and procedures; provide management oversight of the Clean SD Program that oversees homeless camp waste abatements; and management oversight of the Solid Waste Code Enforcement program to enforce solid waste code violations.

The Program Manager position will assist the Collections Services Division with the implementation of Senate Bill 1383 related to the disposal of organic waste, and provide oversight to the Division’s administrative and operational staff. Under the direction of a Deputy Director, this position will coordinate container assembly and distribution services; supervise a Program Coordinator position; support and manage personnel issues; and ensure compliance with all State and local mandates related to solid waste operations and Senate Bill 1383.

The Program Coordinator position will oversee the Collection Services Division vehicle and packer trucks, daily operations of the Miramar Place Operations Yard, and develop operational efficiencies. Under the direction of a Program Manager, this position will coordinate the repair, maintenance, planning/purchase, retirements, and software/hardware integration of the packer and vehicle fleet; develop and implement standard operating procedures for new vehicle equipment; oversee modifications to improve all vehicle effectiveness; oversee related contracts; and oversee industrial regulatory compliance for the Operations Yard.
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 these requests be approved.

Douglas Edwards
Personnel Director

Attachments: 1. Exemption of a Deputy Director Position Request
2. Exemption of a Program Manager Position Request
3. Exemption of a Program Coordinator Position Request
DATE: May 6, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Renee Robertson, Environmental Services Director

SUBJECT: Exemption of 1.00 Deputy Director from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Environmental Services Department is requesting to exempt one Deputy Director position from the Classified Service. This position will oversee the Clean San Diego program, Citywide Solid Waste Code Enforcement and the impoundment function associated with the new Sidewalk Vending ordinance.

This position will be responsible for the management and oversight of a variety of programs that will be reorganized under it to include: 1) the management and oversight of the Environmental Services Department’s implementation of the impoundment function of the new Sidewalk Vending Ordinance. This position will oversee the development and implementation of all aspects of ESD’s impoundment efforts, while ensuring compliance with the ordinance as well as the over-arching State law (SB 946). This Deputy Director will be responsible for leasing and setting up a property storage room; developing and implementing inventory control procedures with aging functions; developing procedures for disposing of unclaimed items; developing staffing and operational plans, policies and procedures; hiring staff; obtaining vehicles; supervising a first-line supervisor; and overseeing all operations; 2) the management and oversight of the City’s existing Clean SD Program that oversees homeless camp waste abatements, sidewalk sanitation and waste removal from public rights-of-way throughout the City and; 3) the management and oversight of the City’s existing Citywide Solid Waste Code Enforcement program that enforces solid waste code violations related to waste on private property, including from encampments, and waste on sidewalks and parkways; overflowing dumpsters and waste collection containers being left in the right-of-way after collection hours; and waste being collected by franchise haulers outside of allowed hours.

Additional responsibilities that further warrant a Deputy Director include interacting with other City Departments in order to develop effective policy and procedures surrounding these programs, interaction with City Council Offices, community members, upper management in other City departments, and other agencies, all of which require a high level of political acumen and decision-making responsibilities.
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 respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

Renee Robertson
Environmental Services Director

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O'Donnell, Principal Accountant, Department of Finance
DATE: May 6, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Renee Robertson, Environmental Services Director

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Environmental Services Department is requesting to exempt one Program Manager position from the Classified Service. This position will assist the Collection Services Division (Division) with the implementation of Senate Bill 1383 (SB 1383) and provide additional oversight to the Division's Administrative and Operations staff.

This position will be primarily responsible for the management and oversight of SB 1383 implementation within the Division. This includes being the key coordinator of container and kitchen pail assembly and distribution services, software and route data integrations, and supervising a Program Coordinator who will oversee the Division's packer fleet, which will include the onboarding of 61 refuse packer trucks in Fiscal Year 2023. The position will also provide support with managing and addressing personnel issues including hiring, safety, training, rewards and recognition, discipline issues, and ensuring compliance with all local and State mandates related to solid waste operations and SB 1383.

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

Thank you for your consideration.

Renee Robertson
Environmental Services Director

cc: Jay Goldstone, Chief Operating Officer
Julie Perez-Rasco, Human Resources Director
Rolando Charvel, Department of Finance Director and City Comptroller
Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 6, 2022

TO: Civil Service Commission via Douglas Edwards, Personnel Director

FROM: Renee Robertson, Environmental Services Director

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 Environmental Services Department is requesting to exempt one Program Coordinator position from the Classified Service. This position will oversee the Collection Services Division's (Division) vehicle and packer trucks, daily operations of the Miramar Place Operations Yard, and develop operational efficiencies using Routeware and Salesforce.

This position would be primarily responsible for coordinating the repair, maintenance, planning/purchase, retirements, and software/hardware integration with the Division’s packer and vehicle fleet. These duties include coordinating all issues with vehicle hardware/software including GPS systems, pre and post-trip vehicle inspections, radios, and Routeware. The position will also develop and implement Standard Operating Procedures for new vehicle equipment, research and evaluate equipment and systems for state-of-the-art improvements, and oversee modifications to improve overall vehicle efficiencies. The position would also oversee the Division's alternative vehicle fueling infrastructure, the Compressed Natural Gas Fueling Station, Senate Bill 1383 CIP and related contracts, and oversee all industrial regulatory compliance for the Division's Operations Yard. The position will analyze and implement necessary changes based on Federal, State, and local regulations and legislation that may impact the Division’s packer trucks; respond to inquiries; write reports; act as equipment trainer for operators; and perform related tasks as assigned. Lastly, the position will use data gathered from Routeware and Salesforce to develop and implement operational efficiencies.

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

Thank you for your consideration.

Renee Robertson
Environmental Services Director

cc: Jay Goldstone, Chief Operating Officer
Julie Perez-Rasco, Human Resources Director
Rolando Charvet, Department of Finance Director and City Comptroller
Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

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

Attached is a request from the Homelessness Strategies and Solutions Department to exempt two Program Coordinator positions from the Classified Service.

Under the direction of a Program Manager, the Data Systems and Management Program Coordinator position will be responsible for data systems design and management. This position will perform analysis to inform project development and housing policy that reduces and prevents homelessness; perform long-range funding planning; develop tools to gather data to make informed decisions for programming; and develop policies, priorities, and work procedures that align with the Community Action Plan on Homelessness.

Under the direction of a Program Manager, the Grants Management Program Coordinator position will be responsible for managing and administering federal and non-federal grants. This position will prepare, monitor, and implement grant activities and ensure operational and reporting requirements are fulfilled; identify and acquire local, state, and federal support and funding; develop policies related to grant strategies; liaison with funding agencies to represent the City; and develop policies, priorities, and work procedures that align with the Community Action Plan on Homelessness.

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:ds

Attachment: 1. Exemption of Two Program Coordinator Positions Request

I:\CSC\CSC Items\2022\6. June 2, 2022\Request from the Homelessness Strategies and Solutions Department to exempt Two Program Coordinator positions from the Classified Service.docx
DATE:  May 5th, 2022

TO:  Civil Service Commission
     via Douglas Edwards, Personnel Director

FROM:  Hafsa Kaka, Director, Homelessness Strategies and Solutions Department

SUBJECT:  Exemption of 2.00 Program Coordinators Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Homelessness Strategies and Solutions Department is requesting to exempt two positions from the Classified Service. These positions will oversee 1) Data management and 2) Grant management functions of the department.

Under the direction of the Program Manager, the Program Coordinator for Data Systems and Management in the Project and Program Development Unit will be responsible for data systems design and management as well as critical analysis to inform project development and housing policy that reduces and prevents homelessness, stakeholder engagement, and long-range funding planning, among other related duties. The position will establish policies, priorities, and work procedures aligned with the Division's and City's strategic goals as well as the recently published Community Action Plan on Homelessness. Without this critical role, the department will not be able to execute its strategy for utilizing data to improve programs effectiveness and efficiency.

The Program Coordinator for Grants Management will manage and administer federal and non-federal grant related activities including the preparing, monitoring, and implementation grant activities as well as ensuring operational and reporting requirements are fulfilled. The position will help to identify and acquire local, state, and federal support and funding to expand and enhance the City's programs. The position will establish policies, priorities, and work procedures aligned with the Division's and City's strategic goals as well as the recently published Community Action Plan on Homelessness. Without this critical position the department will miss critical opportunities to fund new and improved programs and which will reduce the services available as well increase reliance on and costs to General Fund.

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 respectfully request the Civil Service Commission’s support to exempt these positions from the Classified Service.

Thank you for your consideration

cc: Jay Goldstone, Chief Operating Officer
Julie Perez-Rasco, Human Resources Director
Rolando Charvel, Department of Finance Director and City Comptroller
Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Requests to Exempt Two Program Manager Positions and Five Program Coordinator Positions from the Classified Service

Attached are requests from the Human Resources Department to exempt two Program Manager positions and five Program Coordinator positions from the Classified Service.

One Program Manager position will serve as a Senior Human Resources Officer (HRO) and will report to another Program Manager position serving as a Supervising HRO. This position will serve as a liaison to all City departments by providing guidance and policy advice on labor employment issues, the meet and confer process, grievance resolution, disciplinary actions and appeals, leave provisions, and federal and state employment and labor laws; participate in labor negotiations and analyze proposals before meeting and conferring with the impacted employee organizations; and develop policies such as memorandum of understanding language related to department work standards, agreements with employee organizations, property rights discipline process, and threat management policy.

Under the direction of a Deputy Director, the other Program Manager position will oversee the Californians for All Employ and Empower Internship Program. This position will design and execute a comprehensive youth internship program; develop strategies to create internship opportunities; recruit and monitor interns; provide compliance reports to City Council and the State of California; and develop administrative regulations related to the internship program and career pathways.

Under the direction of a Deputy Director, one Program Coordinator position will oversee the Citywide Employee Engagement Program. This position will oversee all aspects of the Citywide Employee Engagement Program and Administrative Regulation 95.91 (Employee Rewards and Recognition Program); design and execute the Employee Engagement Strategy; and manage changes and improvements to Administrative Regulation 95.91.

Under the direction of a Deputy Director, four Program Coordinator positions will serve as Reasonable Accommodation Coordinators. These positions will oversee all aspects of the Citywide Reasonable Accommodation Program and Administrative Regulation 96.21 (City Policy for Individuals with Disabilities: Employment); determine effective reasonable accommodations; and oversee the COVID-19 Reasonable Accommodation Testing Program and exemption 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 these positions, staff finds that they meet the intent of Charter Section 117. Therefore, it is recommended that these requests be approved.

Douglas Edwards
Personnel Director

DE:RM:ls

Attachments: 1. Exemption of a Program Manager Position Request
2. Exemption of a Program Manager Position Request
3. Exemption of a Program Coordinator Position Request
4. Exemption of Four Program Coordinator Positions Request

I:\CSC\CSC Items\2022\6. June 2, 2022\Request from the Human Resources Department to exempt Two Program Manager positions and Five Program Coordinator positions from the Classified Service.docx
DATE: May 09, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Julie Perez-Rasco, Human Resources Director

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Human Resources Department is requesting to exempt one position from the Classified Service. This position will serve as a Senior Human Resources Officer (HRO).

HROs act as liaisons to all City Departments, providing guidance, recommendations, and policy advice to the Mayor and Department management on labor and employment issues, such as the meet and confer process with the recognized employee organizations, grievance resolution, disciplinary actions and appeals, leave provisions, federal and state employment and labor laws, rewards and recognition programs, assisting in employer/employee relation matters, conducting administrative investigations, participating in labor negotiations, providing employee trainings, assisting with change management initiatives, representing the City on various City committees, developing and maintaining relationships with the recognized employee organizations, and handling special duties and assignments. As Program Managers, HROs ensure compliance with the City's six memoranda of understanding (MOUs) for each of the City's recognized employee organizations.

Given the fact that the Human Resources Department supports every Department and office within the City, the additional staff are needed to help the heavy workload. The City has specific meet and confer obligations each time an operational change results in an impact to wages, hours, and working conditions. An HRO analyzes department proposals before meeting and conferring with the impacted recognized employee organizations. The additional HRO position will join seven HROs who will focus on making HR operations more efficient and will ensure that all department objectives align with Mayoral priorities. Specifically, the addition of the new HRO will allow for the workload to be properly distributed by the City’s operational branches and independent departments.

The position requires increased level of working knowledge of local, state and federal employment and labor laws, regulations and initiatives, knowledge of the Meyers-Milias-Brown Act, compliance with the MOUs, expertise, political acumen, advanced communication and writing skills, and a high level of sensitivity to the way in which the
position communicates with employees, Departments, and the recognized employee organizations. For this reason and the reasons listed above, HR believes that this position should be exempt from the Classified Service.

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

Thank you for your consideration

cc: Jay Goldstone, Chief Operating Officer
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 09, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Julie Perez-Rasco, Human Resources Director

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Human Resources Department is requesting to exempt one position from the Classified Service. This position will oversee the Californians for All Employ and Empower Internship Program.

The Employ and Empower Program Manager position will oversee all aspects the $18.5 Million dollar grant awarded by the State of California. Acting independently and in consultation with the Human Resources Deputy Director, the position will design and execute a comprehensive youth internship program offering Citywide internship opportunities for youth ages 16-30. The position will develop effective strategies to create internship opportunities, recruit interns, and work with community stakeholders to remove barriers for program participants. A significant level of independent judgement, decision making, and political awareness is required for this position due to the community impact of the program.

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

Thank you for your consideration

cc: Jay Goldstone, Chief Operating Officer
Rolando Charvel, Department of Finance Director and City Comptroller
Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 09, 2022

TO: Civil Service Commission
    via Douglas Edwards, Personnel Director

FROM: Julie Perez-Rasco, Human Resources Director

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 Human Resources Department is requesting to exempt one position from the Classified Service. This position will oversee the Citywide Employee Engagement Program.

The Employee Engagement Program Coordinator position will oversee all aspects of the Citywide Employee Engagement Program and Administrative Regulation 95.91, EMPLOYEE REWARDS AND RECOGNITION PROGRAM. Acting independently and in consultation with the Human Recourses Deputy Director, the position will design and execute a comprehensive Employee Engagement Strategy based on industry best practices and employee data. The program will develop effective strategies to increase employee retention and identify ways to improve the overall employee experience. The position will manage changes and improvements to Administrative Regulation 95.91 to align the program with strategic changes while satisfying meet and confer obligation with the City’s Recognized Employee Organizations. A significant level of independent judgement, decision making, and political awareness is required for this position due to the Citywide impact of the program.

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

Thank you for your consideration

cc: Jay Goldstone, Chief Operating Officer
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 09, 2022
TO: Civil Service Commission
via Douglas Edwards, Personnel Director
FROM: Julie Perez-Rasco, Human Resources Director
SUBJECT: Exemption of 4.00 Program Coordinator Positions from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Human Resources Department is requesting to exempt four positions from the Classified Service. These positions will serve as Reasonable Accommodation Program Coordinators.

The Reasonable Accommodation Program Coordinator positions will oversee all aspects of the Citywide Reasonable Accommodation Program and Administrative Regulation 96.21, CITY POLICY FOR INDIVIDUALS WITH DISABILITIES: EMPLOYMENT. Acting independently and in consultation with the Human Resources Deputy Director, the positions will engage in a timely, good faith interactive process with employees in assigned departments to determine effective reasonable accommodations, if any, in response to a request for reasonable accommodation by an applicant or employee with a known or defined disability in accordance with the Americans with Disabilities Act and the California Fair Employment and Housing Act. The positions will also oversee the COVID-19 Reasonable Accommodation Testing Program and exemption requests. A significant level of independent judgement, decision making, and political awareness is required for these positions due to the Citywide impact of the program.

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 respectfully request the Civil Service Commission’s support to exempt these positions from the Classified Service.

Thank you for your consideration.

cc: Jay Goldstone, Chief Operating Officer
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 27, 2022

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 Office of Emergency Services to exempt a Program Coordinator position from the Classified Service.

Under the direction of the Executive Director, the Program Coordinator position will be responsible for multiple critical regional emergency prevention and protection programs. This position will provide oversight and development of City-level emergency plans, protocols, and procedures; coordinate Citywide emergency preparedness training and exercises; ensure compliance with state and federal requirements; develop policies regarding City involvement in regional planning/working groups or committees; and assist the Executive Director with updating existing administrative regulations and departmental policies.

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:ls

Attachment: 1. Exemption of a Program Coordinator Position Request

I:\CSC\CSC Items\2022\6. June 2, 2022\Request from the Office of Emergency Services to exempt a Program Coordinator position from the Classified Service.docx
DATE: May 5, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Chris Heiser, Executive Director, Office of Emergency Services

SUBJECT: Exemption of 1.00 Program Coordinator from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Office of Emergency Services (OES) is requesting to exempt one position from the Classified Service. The Program Coordinator position was added in OES' Fiscal Year (FY) 2019 adopted budget and was subsequently approved by the Civil Service Commission and City Council. In FY22 the Program Coordinator was repurposed for the newly created Executive Director position and this request seeks to restore the Program Coordinator position.

The Program Coordinator position will report directly to the OES Executive Director and will be responsible for multiple critical regional emergency prevention and protection programs. The Program Coordinator will be responsible for: coordination and administration of Regional Urban Area Security Strategy, coordinating Bi-national emergency management, preventive radiological/nuclear detection (PRND) capabilities and support coordination, management and coordination of the annual Urban Area Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR) updates, city Naval Nuclear Propulsion Program (NNPP) integration, BioWatch monitoring and reporting, and coordination with the San Diego Regional Transit Security Working Group. Additionally, the Program Coordinator will serve as the OES Public Records Requests liaison and coordinator.

The Program Coordinator will be responsible for the oversight and development of City-level emergency plans, protocols, and procedures; coordination of citywide emergency preparedness training and exercises, and ensuring compliance with state and national requirements; supervision and oversight of City-level Risk Management/Threat Analysis programs and procedures; and oversight and coordination of security strategies and reports.

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 this position from the Classified Service.

Thank you for your consideration.

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 27, 2022

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 Office of the Chief Operating Officer to exempt a Program Coordinator position from the Classified Service.

Under the direction of a Program Manager, the Program Coordinator position will be responsible for overseeing the development of the City's language access policy. This position will provide support to the Office of Immigrant Affairs to meet the goals of the Welcoming SD Implementation Plan; develop the language access policy and address language gaps for City staff and the community; establish an internal language access working group with City departments; collaborate with City departments on accessibility, translation needs, and evaluating progress; represent the City in community forums and with regional partners; and develop policies to implement the language access policy.

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

Attachment: 1. Exemption of a Program Coordinator Position Request

I:\CSC\CSC Items\2022\6. June 2, 2022\Request from the Office of the Chief Operating Officer to exempt a Program Coordinator position from the Classified Service.docx
DATE: May 6, 2022

TO: Civil Service Commission
Via Douglas Edwards, Personnel Director

FROM: Kristina Peralta, Deputy Chief Operating Officer

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 Office of Immigrant Affairs within the Office of the Chief Operating Officer is requesting to exempt one position from the Classified Service. This position will oversee the development of the City of San Diego’s language access policy and provide support to accelerate the growth and Office of Immigrant Affairs to meet the goals of the Welcoming SD Implementation Plan.

The Program Coordinator will be responsible for developing the language access policy in the City of San Diego (City). This will be one of the essential and core programs of the Office of Immigrant Affairs.

San Diego is home to approximately 344,000 foreign-born residents that represent over 115 countries and territories and speak over 70 languages and dialects. The Welcoming San Diego initiative, launched by the City in 2019, included among its many recommendations the expansion of language access to ensure that city resources are accessible and that City communications are equitable to all immigrant communities.

Developing this language access program will help the many thousands of immigrants living in San Diego better understand the services and resources that the city provides. This program will also help these populations better communicate with the City to create a more welcoming city for all newcomers.

The Program Coordinator will play a pivotal role in building out this much-needed language access service. The person that fills this role will need to take a full assessment of current language capabilities in the city, identify additional language needs to ensure meaningful access for under-reached populations, work within city departments to ensure translation services are being utilized to better serve the needs of our diverse immigrant communities, and help coordinate the creation and distribution of City outreach materials in a number of different languages.

Some of the responsibilities of the Program Coordinator include but are not limited to:
• Researching best practices of like-size and comparable agencies which have implemented language access policies for both constituents and City staff
• Leading the effort on developing a language access policy and departmental language access plans
• Establishing an internal language access working group in partnership with other City departments and staff
• Collaborating with the Department of Information Technology on website accessibility
• Collaborating with the Communications Department on the Citywide translation and interpretation service/RFP and evaluate its progress upon implementation
• Participating in the Municipal Language Access Network
• Keeping in close collaboration with the City’s Chief Race and Equity Officer to make certain that the City’s language access policy
• Support the work of the Office in general
• Represents the City in community forums and with regional partners

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

Thank you for your consideration.

cc: Julie Perez-Rasco, Human Resources Director
Rolando Charvet, Department of Finance Director and City Comptroller
Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 27, 2022

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 Office of the City Clerk to exempt a Program Manager position from the Classified Service.

Under the direction of a Deputy Director, the Program Manager position will oversee the Archives Access and Preservation Program and will be responsible for establishing and updating policies and procedures related to the archives; administering and conducting trainings for City Departments and department heads; identifying and evaluating historical records for retention or disposal; creating proposals for city grants; and managing multiple archival projects.

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

Attachment: 1. Exemption of a Program Manager Position Request

I:\CSC\CSC Items\2022\6. June 2, 2022\Request to Exempt a Program Manager Position from the Classified Service.docx
DATE: May 3, 2022

TO: Civil Service Commission
    via Douglas Edwards, Personnel Director

FROM: Elizabeth Maland, City Clerk

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Office of the City Clerk is requesting to exempt one position from the Classified Service. This position will oversee the Archives Access & Preservation Program (Program) within the City Clerk's Archives and Records Management Division.

The City Clerk's Archives and Records Management Division initially hired a consulting archivist when the Program launched in 2014. The decision to hire a consultant made the best sense back then because the Archives did not employ a full-time City archivist. Still, the plan was always to phase in a full-time in-house position.

The consulting archivist worked with the Archives staff to sort and identify collections, analyze and choose archival best standards of preservation of different media types, and establish written guidelines to support those archival best practices for staff use.

Now that the foundation of the Archives is established, we require the Program Manager position to continue the success of the Program as the City's Archivist Program Manager. The role of this position will be to educate City Departments and inform department heads that the City Clerk archives is the central repository for the City of San Diego's historical records. This position will identify historical records that may take on many forms (maps, images, film, audio, official statehood records, glass plate negatives, and artifacts) and will lead and guide department heads on how to identify historical materials. The Archivist Program Manager's mission is to serve the citizens of San Diego by safeguarding the records of our government that are stored in the City Clerk Archives and ensure that the people can discover and learn from their priceless lineage.

The City of San Diego (City) produces a significant amount of records annually. The Archivist Program Manager will establish and update policies and procedures pertinent to the Archives to identify, collect, preserve, and maintain the City's records and artifacts. The archivist will administer annual trainings, conduct the City Clerk’s Annual Archives Month, along with, establishing and conducting SuccessFactors training and City department in-house training.
This ensures mechanisms are in place to prevent legal and historical records from being destroyed, misidentified, or thrown away. By providing educational training, department heads will have the information necessary to protect the City's historical records and gain an in-depth knowledge of archival processes, guidelines, policies and procedures. It is imperative that City departments are trained and educated on the historical and legal significance of City records. This position will serve as the point-of-contact in advising, not only the Office of the City Clerk, but all of the City department directors, including Mayor and Council, on how to appropriately handle legal and historical records. This position will assess and preserve documents, artifact collections, and other items that may have historical and legal importance to the City for inclusion to the City Clerk archives, such as Official City resolutions, ordinances, minutes, and department specific records.

The Archivist Program Manager will oversee the Archives holdings and apply archival best practices in managing a municipal archive in a government setting. Additionally, the position will determine the proper practices and procedures outlined in the City's Archival Policy pertaining to the collection, classification, care, preservation, and disposition of historical records from City departments, such as the Mayor and Council Offices, which have historical, administrative, legal research, cultural, genealogical, and other significant value. This position will plan, assign, direct, and review, via subordinate supervisors, the projects and assignments of staff engaged in maintaining the City Clerk's Access and Preservation Program. The Archivist Program Manager will create proposals for federal grants and PEG Funds, develop procedures to ensure that City's record-keeping/collections comply with grant provisions, and prepare cost analysis for the Program. The position will set program priorities for multiple archival projects, objectives, and goals measured by the City Clerk's standards. Other priorities will include long-range financial planning, space management, productivity improvement studies, and historical records assessments for preservation.

This City's Archivist Program Manager's duties also include:

- Develop, identify, and assess City Clerk historical records for future holdings along with the ability to prioritize digitized collections for uploading purposes for public access to the City Clerk's Digital Archives.
- Evaluate, review, and update City Administrative Regulations on the City's Archive Program.
- Create and develop City Administrative Regulations and policy about identifying and preserving archival materials.
- Evaluate the most sensitive and complex records to determine the basis for their retention or disposal; periodically examine the condition of City records for historical value; supervise subordinate staff in the review and modification of retention and disposition schedules and storage methods.
- Evaluate historical records to determine the value and/or feasibility of transfer to computerized recordkeeping; analyze archives to determine which are compatible with automated cataloging techniques; review computerized records to determine which have archival value.
- Determine and research genres and other subject matters, supervise the preparation of monographs, special reports, and other material for public access.
- Administer the activities of the City Clerk Archives original records of rules and regulations are available to ensure their safekeeping and availability of stored records; direct a program for document conservation.
May 3, 2022

• Maintain, preserve, and secure records, including designated records deemed legally and historically permanent.
• Develop and evaluate programmatic goals and objectives pertaining to the City Clerk Archives.
• Work collaboratively with non-profit organizations (collaborate on applying for grant funding, preservation efforts, and displays).
• Review and approve historical writeups or blurbs for Digital Archives for historical significance and accuracy.
• Create educational forums for other City departments.
• Host the “City Clerk’s Annual Archives Month” tours and lectures.
• Identify, determine, plan, and assign historical and legal records for escalated preservation.
• Train, advise, and guide volunteers and staff on archival best practices regarding proper handling, treatment, and processing of various types of historical materials.
• Effectively collaborate with internal City departments and other government agencies to assess their historical records.
• Review and verify “Department In-House Records Destruction Request” and destruction reports of City Department Schedules per the City Administrative Regulation 85.10, San Diego Municipal Code—Chapter 2, Article 2, Division 26, and the City of San Diego City Clerk Administrative Guidelines.
• Oversee the entire Archives section, including supervision.

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

Thank you for your consideration.

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 27, 2022

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 Office of the City Treasurer to exempt a Program Manager position from the Classified Service.

Under the direction of a Deputy Director, the Program Manager position will oversee all facets of the Delinquent Accounts Program. This position will oversee and manage program operations; collaborate with departments on Citywide billing and collections requirements; oversee maintenance, enhancements, and testing of all program applications; review the structure of the program to address policies and procedures to ensure industry best practices and strong controls are incorporated; and maintain compliance with collection laws and regulations.

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

Attachment: 1. Exemption of a Program Manager Position Request

I:\CSC\CSC Items\2022\6. June 2, 2022\Request from the Office of the City Treasurer to exempt a Program Manager position from the Classified Service.docx
DATE:        May 4, 2022

TO:          Civil Service Commission
             via Douglas Edwards, Personnel Director

FROM:        Elizabeth Correia, City Treasurer

SUBJECT:     Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Office of the City Treasurer is requesting to exempt one position from the Classified Service. This position will oversee all facets of the Delinquent Accounts Program (Program).

The Program Manager position will report directly to the Deputy Director of the Revenue Collections Division. Responsibilities include but are not limited to:

- Oversee and manage Program operations, including 31 positions, with 2 direct reports
- Consistently monitor program policies and procedures to maximize efficiencies while maintaining adequate controls and compliance with collection laws and regulations
- Collaborate with departments citywide on billing and collection requirements
- Oversee on-going maintenance, enhancements and testing of all Program applications
- Reevaluate the Program's performance measures and monitoring mechanisms
- Report and present to stakeholders at all levels of the organization, as needed
- Assist the Deputy Director with strategic and long-range collections decisions

The Delinquent Accounts Program previously had a Program Manager (PM) position; however, in 2018, the PM was transferred to the Treasury Systems Division to assist from a technical perspective with the conversion and implementation of the new debt collections system and to provide the ongoing technical support. The transfer and repurposing created a gap in the need for management oversight of daily operations in the Delinquent Accounts Program.

In compliance with Charter Section 117, this position will possess significant management level responsibilities associated with the Program. Management level oversight, with the ability to efficiently implement and communicate with staff of all levels is imperative for the Program’s success. In addition, critical thinking and cross-departmental collaboration is necessary to ensure processes are implemented in accordance with all City billing and collection regulations.
I respectfully request the Civil Service Commission’s support to exempt this position from the Classified Service. Thank you for your consideration.

cc: Jay Goldstone, Chief Operating Officer  
Matthew Vespi, Chief Financial Officer  
Julie Perez-Rasco, Human Resources Director  
Jonathan Carey, Deputy Director Revenue Collections
DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Requests to Exempt a Program Manager Position and a Program Coordinator Position from the Classified Service

Attached are requests from the Parks and Recreation Department to exempt a Program Manager position and a Program Coordinator position from the Classified Service.

Under the direction of an Assistant Department Director, the Program Manager position will be responsible for overseeing and managing recreation programming for all City of San Diego recreation centers, facilities, and parks. This position will focus on deliverables associated with the 16 recommendations from the Recreation Equity Audit; develop and recommend policy related to opportunities for everyone to play, explore, and learn; manage the Come Play Outside initiative budget and purchasing functions; and ensure equity of recreation opportunities across diverse communities and geographic areas.

Under the direction of a Deputy Director, the Program Coordinator position will manage the Citywide Animal Welfare and the San Diego Humane Society contract. This position will integrate internal controls, policies, procedures, and mitigate potential liability issues related to animal welfare; enforce leash laws; maintain compliance with the contract with the San Diego Humane Society; and develop policies such as how the City engages with stakeholders on the use of public space for leashed dog parks and implement education campaigns.

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.”
Civil Service Commission
May 27, 2022

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 these requests be approved.

Douglas Edwards
Personnel Director

DE:RM:ds

Attachment: 1. Exemption of a Program Manager Position Request
2. Exemption of a Program Coordinator Position Request

I:\CSC\CSC Items\2022\6. June 2, 2022\Request from the Parks and Recreation Department to exempt a Program Manager position and a Program Coordinator position from the Classified Service.docx
DATE: May 4, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Andy Field, Director, Parks and Recreation

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

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 from the Classified Service.

Under the general oversight of the Parks and Recreation Department Assistant Director, the position is responsible for overseeing and managing recreation programming for all City of San Diego recreation centers, facilities, and parks. The position will develop and recommend policy relating to opportunities for everyone to play, explore, learn and play, will manage Come Play Outside initiative budget and purchasing functions to ensure the delivery of recreation services; seek and managing contracts with independent recreation contractors; allocating delivery of services between city staff and contractors; ensuring equity in recreation opportunities across diverse communities and geographic areas, etc.

Key Areas of Responsibility:

- Manage Parks and Programming – Create opportunities for everyone to play, explore, learn, and interact.
- Promote Equity – Addressing long-standing inequities experienced by people in communities of concern and other marginalized populations allowing everyone to fairly share the same benefits from parks and attain full and equal access to recreational opportunities regardless of one’s background, identity, ability, and location.
- Enable Access – Access for everyone to a park or recreational experience.
- Foster Activation – Promote safe and inviting public spaces that support positive experiences for everyone and that further the equity and access goal.
- Conservation, Sustainability, and Resilience – Enhance the parks system natural environment, grounded in science-based stewardship, landscape, while making our City more active, biodiverse, and resilient.
Create Partnerships – A collaborative network of partners and resources that improves and expands recreational opportunities throughout the City.

Equity Funding – Sustainable, equitable, and dedicated funding sources to invest in the City’s parks system.

Create opportunities for consistent recreation program offerings across the city.

Develop policies and procedures associated with provision of recreation services.

Manage vendor pool of recreation service providers.

Update schedule of fees and charges associated with recreation program offerings.

Coordinate recreation program schedules across all recreation centers.

Work with stakeholders to establish a Parks and Recreation Foundation and criteria for projects to receive funding.

Manage recreation center funds including budget preparation and monitoring.

Oversee a program which seeks to attract, employ, and empower the next generation of public servants through a robust youth internship and jobs program and develop volunteer opportunities to assist City programs.

Perform related duties as assigned.

The scope of implementing and managing sixteen recommendations stemming from Recreation Equity Audit requires this position be added to the permanent budget of the department. The position is a Manager and lead to two Supervising Recreation Specialists and a Senior Management Analyst and may supervise other positions slated for the FY23 budget. The Program Manager will coordinate successful delivery of equitable programming across the city that meets the needs and desires of each respective community. Through collaborative efforts with key partners and stakeholders, the Program Manager will secure funding to support equitable and sustainable programs for the Department that meets the needs of our diverse communities.

This position will coordinate critical components of community surveying, understand the needs of each community, identify areas of inequity, prioritize areas for the needs assessment, coordinate development and use of the survey, distribute of the survey to a statistically significant sample of each community, collect and synthesize qualitative data, conduct Department staff inclusive engagement, and administrative and programmatic distribution; establish a communication plan based on the various languages spoken in the City’s diverse communities; coordinate marketing efforts across the Parks and Recreation Department; lead strategic marketing initiatives for the department; and oversee the implementation and distribution of the Opportunity Fund based on the guiding policy that will be publicly routed for input this summer and presented to City Council in the fall for consideration.

The Program Manager will manage over $4 million dollars in recreation center funds by developing policy, general standards and guidelines for numerous types of recreation programs that are offered in the Parks System.

The Program Manager will respond to all inquiries made from the Office of the City Auditor, Council members and the Independent Budget Analyst Staff related to the Recreation Equity Audit.

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.

[Signature]

Andy Field
Parks and Recreation Director

cc: Jay Goldstone, Chief Operating Officer
Kristina Peralta, Deputy Chief Operating Officer
Julie Perez-Rasco, Human Resources Director
Rolando Charvel, Department of Finance Director and City Comptroller
Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 20, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Andy Field, Director, Parks and Recreation

SUBJECT: Exemption of 1.00 Program Coordinator Position from the Classified Service

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 Coordinator position from the Classified Service.

The Program Coordinator will support the Community Parks II Deputy Director in managing Citywide Animal Welfare by being the staff lead managing the San Diego Human Society contract. The Program Coordinator will work to integrate internal controls, policies, and procedures, mitigate potential liability issues and maintain consistent communication related to animal welfare, enforcement of leash laws in City parks and beaches and Public Records Act requests related to animal welfare.

The Program Coordinator has significant responsibility to understand policy and contract management requirements. The position will lead a Senior Management Analyst and a Senior Park Ranger to create policies, procedures and identify strategies to improve process efficiencies, compliance with rules and regulations and contract management and compliance with the contract with the San Diego Humane Society. The Program Coordinator will conduct RTP for contract administration and report on deliverables for the contract to stakeholders.

The Program Coordinator will work closely with Unclassified Leadership to align internal processes with public concerns for animal welfare and safety and will conduct outreach efforts to engage with community stakeholders, elected officials and interested parties.

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 Coordinator position from the Classified Service.

Thank you for your consideration of this request.

Andy Field  
Parks and Recreation Director  

cc: Kristina Peralta, Deputy Chief Operating Officer
DATE: May 27, 2022

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

The Program Coordinator position will be responsible for overseeing components of the Get It Done program. This position will identify new internal and external-facing Get It Done services and optimize service delivery from a business and technical requirement perspective; manage successful roll-out of new services; manage technical system integrations; develop policies related to technical software development, software code management, and vendor management; develop supporting programs and methodology for Get It Done internal department functional areas; develop appropriate change management materials and training approaches; and monitor financial system needs and procurement activities.

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

Attachment: 1. Exemption of a Program Coordinator Position Request

1:CSC\CSC Items\2022\6. June 2, 2022\Request from the Performance and Analytics Department to exempt a Program Coordinator position from the Classified Service.docx
DATE: May 5, 2022
TO: Civil Service Commission
     via Douglas Edwards, Personnel Director
FROM: Kirby Brady, Chief Innovation Officer & Director, Performance & Analytics 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 Performance & Analytics Department is requesting to exempt one position from the Classified Service. This position will oversee components of the Get It Done program, such as:

- Developing support programs and methodology for Get It Done internal department functional areas, creating technical documentation and business and functional requirements, developing appropriate change management materials and training approaches, identifying content needs to meet customer needs, effective presentation skills, the ability to monitor financial system needs and procurement activities, map system functionality and identify Open Data relationships.
- Oversee components of the Get it Done platform related to quality assurance and service delivery, including report generation, trend analysis, business intelligence insights, customer support and survey management.
- Provider ownership over assigned complex technical system enhancements; manage and directly participate in the technical system development lifecycle with activities such as:
  o Capture user stories
  o Distill complex business processes into achievable technical requirements
  o Generate acceptance criteria
  o Manage user acceptance testing
  o Lead and develop training
- Establish and maintain key relationships with our internal departments and outside referral partners and coordinate contact center intake teams

As the Get It Done system continues to grow, this position is critical to the ongoing support and optimization of the technical system requirements, business process requirements, and organizational change management components necessary for optimal function.
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 respectfully request the Civil Service Commission’s support to exempt this position from the Classified Service.

Thank you for your consideration

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

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

The Personnel Department is requesting the exemption of a Program Coordinator position from the Classified Service.

Under the direction of a Deputy Personnel Director, this position will oversee a new Outstation Section responsible for providing on-site advice and assistance to hiring departments on a myriad of personnel issues including the development of interview processes; interpreting and explaining personnel regulations, procedures and policies; coordinating organizational structure changes; and providing career counseling and training. This position will formulate and implement policies and procedures to reduce the time it takes hiring departments to fill their vacancies.

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

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THE CITY OF SAN DIEGO

MEMORANDUM

DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Requests to Exempt Two Program Manager Positions from the Classified Service

Attached are requests from the Planning Department to exempt two Program Manager positions from the Classified Service.

Under the direction of a Deputy Director, the Public Spaces Program Manager position will oversee the Public Spaces Planning and Park Planning sections. This position will implement the Parks for All of Us initiative which aims to address park system inequities; implement measures associated with the Parks Master Plan; manage and administer Citywide Park Development Impact Fees; develop and administer key implementation actions including the Chollas Creek Watershed Regional Park Master Plan, Citywide Trails Master Plan, a Citywide Recreational Value Inventory, and a Parks Needs Index; and develop policies and procedures regarding these plans to prioritize and allocate funding equity and key parks planning policies.

Under the direction of a Deputy Director, the Chief Resiliency Officer Program Manager position will oversee the implementation of Climate Resilient SD which is a comprehensive plan that addresses our changing climate. This position will serve as the City’s Chief Resiliency Officer and manage and implement the Climate Resilient SD plan; monitor and update the plan across City departments; develop policies for monitoring and updating the plan; develop policies to implement and maintain the Coastal Resilience Master Plan using up-to-date research and best practices; participate in regional efforts related to adaptation planning and implementation; and oversee strategy and coordination for grant funding.

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 these requests be approved.

Douglas Edwards
Personnel Director

DE:RM:ds

Attachments: 1. Exemption of a Program Manager Position Request
2. Exemption of a Program Manager Position Request
DATE: May 11, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Heidi Vonblum, Planning Director

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Planning Department is requesting to exempt one position from the Classified Service. This position will oversee the Public Spaces Planning and Park Planning sections.

This Program Manager will be responsible for implementation of the City Council-approved Parks for All of Us initiative. Additionally, Parks for All of Us implementation helps the City achieve its Climate Action Plan goals by providing needed park facilities to support new housing located near transit. The management position will manage the Public Spaces and Park Planning sections responsible for implementation measures associated with the Parks Master Plan.

The Planning Department’s Park Planning team led the landmark Parks for All of Us initiative that focuses on addressing park system inequities and prioritizes park investments in areas with the greatest needs. This recently approved initiative included the adoption of the Parks Master Plan, a Citywide Park Development Impact Fee to replace all existing community planning area-based park impact fees, a General Plan amendment, and the formal designation of the Chollas Creek Watershed as a Regional Park.

With these critical new policies in place, and a fund balance of over $220M of Development Impact Fees, with new revenue anticipated in the new Citywide Parks Development Impact Fee fund as well as other Development Impact Fees for mobility, fire and library assets, the Planning Department foresees a future of opportunities and challenges. Approaching implementation through an innovative lens is critical. The Planning Department intends to lead initiatives such as the Chollas Creek Watershed Regional Parks Master Plan, the Citywide Trails Master Plan, a citywide assessment of park infrastructure, and other related tasks in an efficient and timely manner, which will require additional management oversight.
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 respectfully request the Civil Service Commission’s support to exempt this position from the Classified Service.

Thank you for your consideration

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O'Donnell, Principal Accountant, Department of Finance
DATE: May 11, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Heidi Vonblum, Planning Director

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Planning Department is requesting to exempt one position from the Classified Service. This position will oversee the implementation of Climate Resilient SD.

This Program Manager, serving as the City's Chief Resiliency Officer, will manage the implementation of Climate Resilient SD. In December 2021, the City Council adopted Climate Resilient SD, the City's first ever comprehensive plan to prepare for, respond to, and recover from a changing climate. Accordingly, the City now requires a management position dedicated to ensuring successful implementation as well as regular monitoring and updates to the plan. Position responsibilities include adaptation strategy implementation coordination, monitoring progress across City Departments, participation in regional efforts related to adaptation planning and implementation, and ongoing community and stakeholder engagement.

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

Thank you for your consideration
DATE: May 27, 2022
TO: Civil Service Commission
FROM: Douglas Edwards, Personnel Director
SUBJECT: Requests to Exempt Two Assistant Deputy Director Positions, Two Program Coordinator Positions, and an Assistant to the Water Department Director Position from the Classified Service

Attached are requests from the Public Utilities Department to exempt two Assistant Deputy Director positions, two Program Manager positions, and an Assistant to the Water Department Director position from the Classified Service.

Under the direction of a Deputy Director, the first Assistant Deputy Director position will oversee several financial functions and operate as backup to the Deputy Director for the Finance Division. This position will serve as lead on the City’s negotiating team with Metro Joint Powers Authority (JPA); develop policies on cost allocations, reporting, billing, and complex operational support tasks; and serve as management lead on the cost of service process for determining rate charges in compliance with California Proposition 218.

Under the direction of a Deputy Director, the second Assistant Deputy Director position will oversee six laboratory sections and the air compliance section in the Environmental Monitoring and Technical Services (EMTS) Division. This position will ensure compliance with monitoring and analyses for Public Utilities Department National Pollutant Discharge Elimination System (NPDES) permits; ensure laboratories meet newly developed Environmental Laboratory Accreditation Program (ELAP) regulations; provide guidance to the City Attorney’s Office for municipal code changes; and develop policies to ensure that NPDES and ELAP regulations are met.

Under the direction of an Assistant Deputy Director, the first Program Manager position will oversee the financial components of the SAP Enterprise Asset Management (EAM) system. This position will develop policies, procedures, and documentation to ensure accurate recording of costs and correct reporting of maintenance activities for the department’s Water, Wastewater, and General Fund assets; and develop policies and procedures to ensure accurate financial reporting for grants, the City’s financial statements, and to other government agencies.

Under the direction of a Deputy Director, the second Program Manager position will oversee the Raw Water Operations and Maintenance, Raw Water Engineering, and Lakes Recreation Program sections of the Water Production Division. The position will plan, organize, manage, and evaluate Raw Water staff; participate in the development and implementation
of the department's Strategic Plan; participate in negotiations with a variety of water and environmental agencies; assist with preparing the Division’s annual operating, capital outlay, and personnel budget; oversee operations, maintenance, and regulatory compliance; and develop policies for the Raw Water System Master Plan.

The Assistant to the Water Department Director position will directly serve the Public Utilities Director and other senior executive team members. This position will develop and create Department-wide policies and procedures; perform benchmarking studies comparing City infrastructure versus local, state, and national agencies; perform specials projects such as fleet coordination and radio repeater and cellular equipment placement; assist the senior executive team in developing, coordinating, and implementing the Department’s strategic plan; develop performance metrics and monitor compliance of key performance indicators for each of the key functions; review policies related to water and wastewater; assist with recruiting, hiring, and orientation of unclassified staff; and formulate operational and policy recommendations for senior management.

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 these requests be approved.

Douglas Edwards
Personnel Director

DE:RM:ls

Attachments: 1. Exemption of an Assistant Deputy Director Position Request
2. Exemption of an Assistant Deputy Director Position Request
3. Exemption of a Program Manager Position Request
4. Exemption of a Program Manager Position Request
5. Exemption of an Assistant to the Water Department Director Position Request

I:\CSC\CSC Items\2022\6. June 2, 2022\Request from the Public Utilities Department to exempt Two Assistant Deputy Director positions, Two Program Manager positions, and an Assistant to the Water Department Director position from the Classified Service.docx
DATE: May 6, 2022

TO: Civil Service Commission via Douglas Edwards, Personnel Director

FROM: Lisa M. Celaya, Interim Executive Assistant Director, Public Utilities Department

SUBJECT: Exemption of 1.00 Assistant Deputy Director Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Public Utilities Department is requesting to exempt one position from the Classified Service. This position will oversee several financial functions and operate as backup to the Deputy Director for the Finance Division of the Public Utilities Department.

The Finance Division of the Public Utilities Department has approximately 60 FTE that are responsible for managing the budget, accounts payable, accounting, grants, loans, interagency agreement and rate modeling for the $1.7 billion budget for the Water and Wastewater Utilities, as well as a General Fund recreation program at the City’s reservoirs.

Due to the complex cost allocations required for enterprise funds, subject to California Propositions 26 and 218, the proposed Assistant Deputy Director (ADD) will be responsible for directly overseeing several policies and programmatic areas. The proposed position would oversee one of the Division’s Program Managers as well as serve as a backup for the Division’s Deputy Director. Some of the major policies and programs the position will be responsible for includes serving as a lead member of the City’s negotiation team with the Metro JPA, who represent the 12 other government agencies that participate in the City’s Wastewater treatment program; developing Department Policies on cost allocation, reporting, billing, and other complex operational support tasks, this function also requires an advance knowledge and understanding of the City’s Pure Water Project, which is the largest most complex capital project in the City’s history, as it is a major negotiating point with the Metro JPA; serving as the lead for managing interagency contracts that govern wastewater and water services with other water utilities, wastewater utilities and other government agencies such as military bases operating under the Department of Defense; and being the management lead on the cost of service process for determining rate charges for utility customers in compliance with California Proposition 218. This requires the authority to create policy regarding the Department’s cost structure, cost allocation between funds/operating divisions and have the authority to implement policies that impact other divisions outside of their chain of command.
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 respectfully request the Civil Service Commission’s support to exempt this position from the Classified Service.

Thank you for your consideration

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O'Donnell, Principal Accountant, Department of Finance
Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Public Utilities Department (PUD) is requesting to exempt one position from the Classified Service. This position will oversee the six laboratory sections and the air compliance section of the Department’s Environmental Monitoring and Technical Services (EMTS) Division.

This Assistant Deputy Director (ADD) position will play a critical role in liaising with State and Federal regulators to ensure compliance with monitoring and analyses for PUD’s National Pollutant Discharge Elimination System (NPDES) permits. They will also ensure that laboratories meet newly developed Environmental Laboratory Accreditation Program (ELAP) regulations. In accordance with mandated regulations, the ADD will help develop Divisional policies, guidelines, work instructions, and standard operating procedures. They will also provide guidance to the City Attorney’s Office for municipal code changes associated with new federal and state regulations. Specific duties will include serving as the day-to-day point of contact to ensure that all laboratories are complying with ELAP accreditation standards, and developing policies, guidelines, work instructions, and standard operating procedures to maintain regulatory compliance within the context of City rules and regulations; collaborating with Divisional Program Managers to ensure that NPDES regulations are met; providing ultimate oversight of laboratory purchasing. The ADD will understand purchasing bottlenecks and help develop policies and procedures to make purchasing as efficient as possible; reviewing the muni code when necessary and alerting the City about new regulatory requirements that may require changes to the municipal code; and overseeing personnel issues related to the labs and developing policies and guidelines in accordance with both ELAP and City requirements.

Currently, the EMTS Deputy Director oversees 150 laboratory staff without direct support of another unclassified employee. The ability of the Division to remain current with newly developed regulatory laboratory requirements remain daunting. Accreditation standards are essential for the labs to maintain their certifications. Without certification, the regulatory environmental data produced at the labs will not be accepted by the state, which means that the Department will be out of regulatory compliance and the City could be fined tens of thousands of dollars each day that it is out of compliance and the quality of the data would suffer which could result in additional regulatory issues for the City’s water and wastewater
systems and treatment plants and has the potential to negatively impact public and environmental health and the public’s confidence in our data.

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." This newly added position for Fiscal Year 2023 is not a result of converting a formerly Classified position.

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

Thank you for your consideration

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvet, Department of Finance Director and City Comptroller
    Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 6, 2022

TO: Civil Service Commission
   via Douglas Edwards, Personnel Director

FROM: Lisa M. Celaya, Interim Executive Assistant Director, Public Utilities Department

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Public Utilities Department is requesting to exempt one position from the Classified Service. This position will oversee the financial portions of the SAP Enterprise Asset Management (EAM) system for the Public Utilities Department.

EAM is an integrated SAP-based software solution focuses on the City’s management of infrastructure assets. EAM is designed to assist with asset-based planning; capital asset management including financial planning for the repair and/or construction of municipal infrastructure; predictive, proactive, and corrective maintenance of asset-intensive operations; asset inspections; and condition assessments.

The proposed Program Manager position will focus on the financial components of the system that is responsible for recording the costs to maintain Water, Wastewater, and General Fund assets. Due to the complex cost allocations requirements for enterprise funds subject to California Propositions 26 and 218, the proposed Program Manager will be responsible for directly overseeing several policies and programs to ensure the Department is able to accurately record costs and do required financial reporting for the City’s financial statements, as well as grants and other financial reporting to other government agencies. This position will have to set policies that ensure correct reporting of maintenance activities, while balancing the impacts of those policies on the operational staff that use the system for tracking required maintenance.

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

Thank you for your consideration

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O'Donnell, Principal Accountant, Department of Finance
DATE:       May 6, 2022

TO:         Civil Service Commission
            via Douglas Edwards, Personnel Director

FROM:       Lisa M. Celaya, Interim Executive Assistant Director, Public Utilities Department

SUBJECT:    Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Public Utilities Department is requesting to exempt one position from the Classified Service. Under the general direction of the Public Utilities Water Production Division (WPD) Deputy Director, the WPD Program Manager will oversee the Raw Water Operations and Maintenance, Raw Water Engineering, and Lakes Recreation Program sections of the Water Production Division. WPD has 254 budgeted employees and a Fiscal Year 2022 budget of approximately $359 million. It manages the City’s nine dams and associated reservoirs, raw water system, and three drinking water treatment plants with the capacity to provide nearly 300 million gallons per day of drinking water.

The Program Manager will help plan, organize, manage, and evaluate the work of Raw Water staff and, as a member of the Department’s management team will participate in the development and implementation of the Department Strategic Plan. In addition, the WPD Program Manager could be called upon to represent the Department before a variety of governing bodies within the City, including oversight committees, City Council, Civil Service Commission, etc.; participate in negotiations with a variety of water and environmental agencies and working closely with elected officials; assist with preparation of the Division annual operating, capital outlay and personnel budget, including justifying budget requests and monitoring expenditures against goals and objectives.

The WPD Program Manager will be expected to represent the Division and Department at various industry and professional forums; establish and coordinate Department administrative polices within assigned area of responsibilities; and work collaboratively with other Department Deputy Directors, Assistant Deputy Directors, and Program Managers to ensure the efficient and effective operation of the Department. The WPD Program Manager will manage the raw water system of Public Utilities, ensure the safety and functionality of nine dams and reservoirs, as well as oversee a robust and popular recreation program. The Public Utilities Department is one of the largest landowners in the county, and the Program Manager will oversee operations, maintenance, and regulatory compliance related to these properties. The WPD Program Manager will be responsible for negotiating, tracking, and managing interagency agreements related to the region’s water supply.
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 respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O'Donnell, Principal Accountant, Department of Finance
DATE: May 6, 2022

TO: Civil Service Commission
    via Douglas Edwards, Personnel Director

FROM: Lisa M. Celaya, Interim Executive Assistant Director, Public Utilities Department

SUBJECT: Exemption of 1.00 Assistant to the Water Department Director Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Public Utilities Department is requesting to exempt one position from the Classified Service. This position will Directly serve the Public Utilities Director and the other Senior Executive Team Members.

The Assistant to the Water Department Director will be responsible for performing special projects on behalf of the Director and other executive management in the Public Utilities Department which will require them to develop and create Department-wide policies and procedures, these projects will often be of a sensitive or confidential nature. It will be responsible to develop policies and procedures related to fleet coordination and radio repeater and cellular equipment placement on Department property including standpipes and reservoirs. It will also be responsible for facilitating meetings on inter or intra-departmental projects; assist with recruitment, hiring and, orientation of unclassified staff; and formulating operational and policy recommendations for senior management.

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

Thank you for your consideration

cc: Jay Goldstone, Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O'Donnell, Principal Accountant, Department of Finance
DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Requests to Exempt an Assistant Deputy Director Position and a Program Manager position from the Classified Service

Attached are requests from the Stormwater Department to exempt an Assistant Deputy Director position and a Program Manager from the Classified Service.

Under the direction of a Deputy Director, the Assistant Deputy Director position will be responsible for overseeing the Operations Section of the Stormwater Operations Division. This position will provide oversight and management over the street sweeping program, channel maintenance program, pump station program, and stormwater compliance; set policy direction; ensure annual key performance indicators are met; perform compliance tracking and reporting; ensure safe operations; and implement and oversee all stormwater maintenance regulatory activities.

Under the direction of the Department Director, the Program Manager position will be responsible for overseeing the department's Think Blue Educational Campaign. This position will educate, inform, and receive input from stakeholders on Stormwater and other projects in their neighborhoods; perform outreach and education through coordinated media campaigns; redefine or develop additional public engagement policies and procedures; expand the Think Blue program for public engagement and communications to engage with communities that have not traditionally participated in the public process; and develop a plan to educate and engage stakeholders regarding the Storm Drain Fee.

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 these requests be approved.

Douglas Edwards
Personnel Director

DE:RM:ls

Attachments: 1. Exemption of an Assistant Deputy Director Position Request
2. Exemption of a Program Manager Position Request

I:\CSC\CSC Items\2022\6. June 2, 2022\Request from the Stormwater Department to exempt an Assistant Deputy Director position and a Program Manager position from the Classified Service.docx
DATE: May 3, 2022

TO: Civil Service Commission

via Douglas Edwards, Personnel Director

FROM: Kris McFadden, Stormwater Department Director

SUBJECT: Exemption of 1.00 Assistant Deputy Director Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Stormwater Department is requesting to exempt one position from the Classified Service. This position will oversee the Operations Sections of the Stormwater Operations Division including channel maintenance, street sweeping and parking enforcement, pump stations and low flow diversions, and drain inspections and cleaning.

This Assistant Deputy Director will be responsible for the following areas of management and oversight for the Operations Division:

- **For the street sweeping program:**
  - Setting policy direction for annual street sweeping program optimization and route assessments and implementation of the ongoing Street Sweeping Audit recommendations
  - Ensuring the annual key performance indicators (KPIs) for planned street sweeping mileage and tons of debris removed are achieved
  - Ensuring efficient management of parking enforcement officers to achieve street sweeping compliance and collection of parking violation citations

- **For the channel maintenance program:**
  - Compliance tracking and reporting for all regulatory activities associated with the Municipal Waterways Maintenance Program and the California Environmental Quality Act including coordination with Army Corp of Engineers, Regional Water Quality Control Board, US Fish and Wildlife, and the Coastal Commission
  - Ensuring the annual KPI for planned channel maintenance is achieved

- **For the pump station program:**
  - Ensuring safe operation of all pump stations and low flow diversions for regulatory compliance and for neighborhood flood protection
For Stormwater compliance:
  - Implementation and oversight of all MS4 stormwater maintenance regulatory activities including street sweeping and annual drain inspections and cleanings to ensure that the City stays in compliance with permit conditions and does not incur fines or penalties

In addition to the extensive responsibilities noted above, the Assistant Deputy Director will be responsible for managing one program manager (with four Public Works Supervisors as direct reports), one Development Project Manager III, and two Senior Civil Engineers. As such, this position will require knowledge of operations and resource management, engineering and design, and regulations, compliance, and policy. All stakeholder coordination, customer service requests, and Council Office coordination for the above Sections will be directly managed by the Assistant Deputy Director.

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

Thank you for your consideration,

Kris McFadden
Director
Stormwater Department

cc: Jay Goldstone, Chief Operating Officer
    Alia Khouri, Deputy Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvet, Department of Finance Director and City Comptroller
    Nicholas O'Donnell, Principal Accountant, Department of Finance
DATE: May 9, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Kris McFadden, Director, Stormwater Department

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Stormwater Department (SWD) is requesting to exempt one position from the Classified Service. This position will oversee the department’s Think Blue Educational Campaign which is critical to support behavior changes to achieve compliance with the Stormwater Permit, issued by the Regional Water Quality Control Board.

The SWD recently completed a Funding Strategy that identified ways to address the deficit of funding needs for Stormwater. One of the significant outcomes of this study was the need to better educate, inform and receive input from stakeholders on Stormwater and the upcoming projects in their neighborhoods.

The SWD, in coordination with the Communications Department and Mayor’s Office, has successfully relaunched and rebranded Think Blue. The relaunch event took place in coordination with Coastal Cleanup Day on September 18, 2021. Through media and targeted upcoming events, the Think Blue initiative will continue to increase general public knowledge of the importance of stormwater operations to ensure clean water and clean beaches for all San Diegans.

The SWD has increased efforts to reach residents and community members, including:

- Outreach and education related to water conservation efforts like rebates that will include a bilingual hotline, community workshops, outreach materials at events and cleanups and a social media campaign.
- Outreach and education through a coordinated media campaign – print radio, TV, outdoor and digital advertising -- to inform the general public of the importance of improving stormwater quality to ensure clean water and clean beaches for all of San Diego. This program started in mid-February 2022 with a goal of 24 million impressions (the number of digital views or engagements for a piece of content) by the end of FY2022.
- Launching a revamped ThinkBlue.org website with more engaging content, such as educational videos, animations, interactive maps and data dashboards.
This new Program Manager will report directly to the Department Director and will be responsible for managing all of these programs and providing feedback to Policy and Operational staff that will help us increase awareness, effectiveness and efficiency of the SWD. This will also include management of $1.28 M of contract funding that will be leveraged to support these efforts.

The Program Manager Position will also be responsible for expanding and managing the Think Blue program for public engagement and communications for the Department. This program will focus on public and stakeholder engagement, with an emphasis on reaching, educating, and engaging with people that have not traditionally participated in the public process, to ensure that input is received that is representative of the City's diverse population. Public engagement is an integral component of the success of the Department’s initiatives, which include Green Infrastructure, Flood Resilience and funding needs. The Think Blue program will offer a variety of digital and in-person opportunities for interaction and information sharing available to all residents and demographics.

The public engagement program will also provide a strategy for engagement with the public, community-based organizations, and key stakeholders as each of the Department’s initiatives are developed. To more efficiently manage existing resources dedicated to engagement and outreach, the position will provide a department-wide plan and administration of the program while managing consultants and coordinating with staff.

In addition to measuring and reporting on program effectiveness, the Program Manager will also refine or develop additional public engagement policies and procedures for the Department. This position will also be responsible for the inclusion of social equity and justice as a foundational principle in the Department’s work program, recognizing that our city is comprised of many diverse aspects of identity including race, color, religion, sex, gender, gender identity, national origin, age, disability, sexual orientation, and socioeconomic status. This position will also serve as a community, communications, and legislative liaison with a high degree of independence and discretion.

This position will also be instrumental in the development of a plan to educate and engage stakeholders in advance of a potential funding measure that would require a public vote to increase the Storm Drain Fee. This will require extensive interaction with Policy and Legal staff, as well as diverse stakeholders to measure their willingness to support an increase to the existing fee. This position will also lead surveys on willingness to pay and advise staff on the likelihood of different funding options being acceptable to voters.

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

Thank you for your consideration.

Kris McFadden
Director
Stormwater Department

cc: Jay Goldstone, Chief Operating Officer
    Alia Khouri, Deputy Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvel, Department of Finance Director and City Comptroller
    Nicholas O'Donnell, Principal Accountant, Department of Finance
THE CITY OF SAN DIEGO

MEMORANDUM

DATE: May 27, 2022
TO: Civil Service Commission
FROM: Douglas Edwards, Personnel Director
SUBJECT: Request to Exempt Two Program Coordinator Positions from the Classified Service

Attached is a request from the Sustainability and Mobility Department to exempt two Program Coordinator positions from the Classified Service.

Under the direction of a Program Manager, the Municipal Energy Program Coordinator position will be responsible for developing policies, plans, and programs to ensure the City achieves its 2035 zero emissions municipal goal as part of the Municipal Energy Team. This position will pursue new pathways for building energy retrofits across a large existing building portfolio; coordinate each project phase; formulate and administer policies and programs to support execution of complex building energy projects; and serve in a project management oversight role as retrofits are completed.

Under the direction of a Deputy Director, the Public Power and Franchise Program Coordinator position will be responsible for the administrative oversight of the gas and electric franchises awarded to San Diego Gas and Electric (SDG&E). This position will assist with contract management, consultant oversight, data gathering, and interdepartmental coordination for the study on public power; identify needs and priorities regarding deliverables and phases of the Public Power Feasibility Study; determine the processes, costs, risks, and opportunities in shifting electricity and gas infrastructure in the City from SDG&E to a form of public department agency; and develop policies to advance or significantly change the City’s relationship with SDG&E.

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.

[Signature]
Douglas Edwards
Personnel Director

DE:RM:ds

Attachment: 1. Exemption of Two Program Coordinator Positions Request

I:\CSC\CSC Items\2022\6. June 2, 2022\Request from the Sustainability and Mobility Department to exempt Two Program Coordinator positions from the Classified Service.docx
DATE: May 4, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Alyssa Muto, Sustainability & Mobility Department Director

SUBJECT: Exemption of 2.00 Program Coordinator Positions from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Sustainability & Mobility Department is requesting to exempt two newly budgeted Project Coordinator Position from the Classified Service to oversee (1) the implementation of municipal clean energy projects pursuant to the City’s Climate Action Plan (CAP) goal to achieve zero emissions municipal buildings by 2035; and (2) coordination and management of the Public Power Feasibility Study technical consultant and deliverables and support the oversight and administrative responsibilities regarding the SDG&E gas and electric franchises and the downtown and ballpark area chilled-water system franchises.

The Municipal Energy Project Coordinator will join the Municipal Energy Team, part of the Energy Division in the Sustainability & Mobility Department. The Municipal Energy Team develops plans, policies, and programs to ensure the City achieves its 2035 zero emissions municipal goal (‘zero emissions’ means that all municipal facilities will be energy-efficient, all electric and fueled by renewable energy). This team developed the Municipal Energy Strategy in 2020, and is currently finalizing a Municipal Energy Implementation Plan, and a Zero Emissions Municipal Building and Operations Policy that will provide further guidance to City staff as we collectively work toward the 2035 milestone.

Reaching this lofty goal will require the City to consider and pursue new pathways for building energy retrofits across our large existing building portfolio. Vetting and establishing protocols along these new pathways will require significant collaboration among a wide variety of City decision makers including asset managers, Engineering & Capital Projects, Purchasing & Contracting, Debt Management and Department of Finance, Department of IT, external vendors, grant funders, and others.
The complexities of these projects require significant coordination, management, and critical-path decision making through each project phase, from procurement to scoping to management to close out. The new Program Coordinator will report to the Municipal Energy Program Manager and will oversee a project officer and work with civil engineers that serve as project managers on various building energy projects. The Program Coordinator will be responsible for formulating and administering policies and programs to support execution of complex building energy projects that are essential to achieving the City's municipal CAP goals. These responsibilities include coordinating with Department leaders to establish clear roles, responsibilities, and protocols for managing building energy retrofits and the associated contractors and financing agreements, and then serving in a project management oversight role as retrofits are completed, working closely with the Municipal Energy Program Manager.

The Public Power and Franchise Program Coordinator will support all of the new administrative oversight responsibilities of both the gas and electric franchises awarded to SDG&E, and lead the competitive procurement and award of a new chilled-water franchise agreement of the downtown chilled-water system that covers 4 blocks around the Civic Center area and serves multiple city, county, state, and private commercial buildings.

This role will be responsible for ensuring coordination and communication is maintained between all City departments and senior executive leadership regarding general SDG&E matters citywide, including preparation of the quarterly meeting between the City's Chief Operating Officer and the President of SDG&E and their staffs. The position will also serve as the staff liaison for the Compliance Review Committee, manage the contract for an outside auditor regarding performance under the terms of the franchise, and work in close coordination with the other program leads in the department, the Government Affairs office, and Mayoral staff regarding policies and regulatory items as they pertain to the franchise, Administrative MOU, Undergrounding MOU, and Energy Cooperation Agreement.

Additionally, this position will assist with contract management, consultant oversight, data gathering, and interdepartmental coordination for the study on public power and municipalization. This includes identifying needs and priorities regarding the deliverables and phases of the Public Power Feasibility Study and management of contract for the technical consultant supporting that effort. This is a highly complex initiative to determine the process, costs, risks, and opportunities in shifting the electricity and gas infrastructure in the city from SDG&E to some form of public department or agency. This includes understanding the regulatory and legal processes necessary to take over such responsibilities, the economic impact of acquiring the system(s) from SDG&E and resulting revenue generated from providing this service, and the steps and costs necessary to establish a new public power entity and what that could look like. This position will report to the Deputy Director of the Energy Division.

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

Thank you for your consideration

Alyssa Muto
Director

cc: Jay Goldstone, Chief Operating Officer
    Jeff Sturak, Deputy Chief Operating Officer
    Julie Perez-Rasco, Human Resources Director
    Rolando Charvet, Department of Finance Director and City Comptroller
    Nicholas O’Donnell, Principal Accountant, Department of Finance
DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request to Create a Temporary Department Director Position and Assistant Department Director Position

Attached is a request from the Chief Operating Officer to create a temporary Department Director position and Assistant Department Director position for the proposed Strategic Capital Projects Department, which is a new department proposed to be created for Fiscal Year 2024. Although a Department Director position and one principal assistant position do not need to be exempted by the Civil Service Commission under Charter Section 117(a)(3), the City Council has not yet approved the establishment of the proposed Strategic Capital Projects Department pursuant to Charter Section 26. Since there is a need for these temporary Unclassified positions until such time that the new department is established by the City Council, and since the positions will be needed for an extended period beyond what was originally contemplated for temporary Unclassified positions under Personnel Manual Index Code B-3, the creation of these positions needs to be approved by the Civil Service Commission.

The proposed Strategic Capital Projects Department is responsible for the delivery of large, complicated, and unique Capital Improvement Projects. The Department Director position will oversee the proposed Strategic Capital Projects Department. The Assistant Department Director position will assist in leading the proposed Strategic Capital Projects Department by having knowledge and experience with programs, projects, and construction management of capital projects; will have experience with public contracting law, project financing/funding, and environmental permitting; and will lead a team of City staff and consultants responsible for Capital Program and Project Development.

Charter Section 117(a)(15) states that the Unclassified Service shall include “persons employed in positions for expert professional temporary service when such positions are exempted from the Classified Service for a specified period of temporary service by order of the Civil Service Commission.”

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. Request to Create a Temporary Department Director Position and Assistant Department Director Position
DATE: May 25, 2022

TO: Civil Service Commission via Douglas Edwards, Personnel Director

FROM: Jay Goldstone, Chief Operating Officer

SUBJECT: Request to create 1.00 Temporary Strategic Capital Projects Department Director Position and 1.00 Assistant Department Director Position

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Chief Operating Officer is requesting to create one temporary Department Director position and one temporary Assistant Department Director position for the proposed Strategic Capital Projects Department (SCP). As of January 1, 2022, SCP is operating as its own division within E&CP and is proposing to be its own department in FY 2024. This request is to create temporary Department Director and Assistant Department Director positions to oversee the proposed SCP department. The Department Director and Assistant Department Director will be responsible for the delivery of large, complicated, and unique capital improvement projects.

The Department of Finance will be routing an Ordinance that will create the SCP Department separating a portion of the Engineering and Capital Projects (E&CP) Department to focus on major capital projects.

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 respectfully request the Civil Service Commission's support in creating the temporary Strategic Capital Projects Department Director and Assistant Department Director positions.

Thank you for your consideration.

cc: Julie Perez-Rasco, Human Resources Director
Rolando Charvel, Department of Finance Director and City Comptroller
James Nagelvoort, Director, Strategic Capital Projects
Nicholas O'Donnell, Principal Accountant, Department of Finance
DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Use of a City Employee Rater for the Equipment Operator II – T11594-202203 Examination

Civil Service Rule III, Section 3(1) requires that the Civil Service Commission approve the appointment of City employees to examining boards. In accordance with this rule, staff is requesting your approval to use a City employee as an expert rater for the Equipment Operator II performance examination. This examination is scheduled to be administered in mid-June 2022 and is anticipated to be similar to previous examinations.

Rating criteria is standardized, and an Associate Personnel Analyst will supervise the administration of the examination to ensure uniform and consistent application to all candidates.

Douglas Edwards
Personnel Director

DE:DM:ls

I:\CSC\CSC Items\2022\6. June 2, 2022\Use of a City Employee Rater for the Equipment Operator II Examination.docx
DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum)

Attached for your review and approval are proposed revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum). Proposed additions and 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)**

Pages 2 & 3 – Revised to reflect the title change of Word Processing Operator to Office Support Specialist in accordance with the Fiscal Year 2023 Salary Ordinance.

Page 2 – Revised to incorporate the classification of Court Support Clerk II as a career advancement opportunity for Court Support Clerk I, Clerical Assistant II, and Clerical Assistant I per request from the Office of the City Attorney. Additionally, Court Support Clerk II will also be eligible to career advance to Legal Secretary I and Legal Secretary II.

Page 3 – Revised to incorporate the classification of Test Administration Specialist as a career advancement opportunity for Test Monitor II and Test Monitor I based on an analysis of the applicant pool conducted by the Personnel Department.

Page 4 – Revised to delete the classification of Junior Engineering Aide as eligible to career advance to the Hydrography Aide classification. This career advancement opportunity is no longer appropriate as the Junior Engineering Aide classification makes the same at E-step as the Hydrography Aide classification as of January 1, 2022.

Page 5 – Revised to incorporate the new classification of Development Services Technician to be eligible to career advance to the Plan Review Specialist I, Plan Review Specialist II, and Plan Review Specialist III classifications as approved by the Civil Service Commission during the Fiscal Year 2023 Salary Season.

Page 5 – Revised to incorporate the new classification of Liability Claims Aide to be eligible to career advance to the new classifications of Liability Claims Representative I and Liability Claims Representative II based on analysis conducted by the Personnel Department.

Pages 6 & 7 – Revised to incorporate the new classifications of Arts Management Assistant and Arts Management Associate as career advancement opportunities for Administrative
Civil Service Commission
May 27, 2022

Aide II and Management Trainee as approved by the Civil Service Commission during the Fiscal Year 2023 Salary Season.

Page 6 – Revised to incorporate the classifications of Assistant Personnel Analyst and Associate Personnel Analyst as career advancement opportunities for Administrative Aide II based on an analysis of the applicant pool conducted by the Personnel Department.

Page 6 & 7 – Revised to incorporate the new classification of Literacy Analyst as a career advancement opportunity for Administrative Aide II and Management Trainee as approved by the Civil Service Commission during the Fiscal Year 2023 Salary Season.

Page 6 & 7 – Revised to incorporate the new classification of Records Management Analyst as a career advancement opportunity for Administrative Aide II and Management Trainee as approved by the Civil Service Commission during the Fiscal Year 2023 Salary Season.

Page 8 – Revised to incorporate the new classification of Retirement Financial Specialist Trainee to be eligible to career advance to the new classifications of Retirement Financial Specialist I and Retirement Financial Specialist II as approved by the Civil Service Commission during the Fiscal Year 2023 Salary Season.

Page 8 – Revised to reflect the title change of Greenskeeper to Golf Course Greenskeeper in accordance with the Fiscal Year 2023 Salary Ordinance.

Page 9 – Revised to incorporate the new classification of Instrumentation and Control Technician Trainee to be eligible to career advance to Electronics Technician and Instrumentation and Control Technician as approved by the Civil Service Commission during the Fiscal Year 2023 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

DATE: March 2, 2022

TO: Mr. Douglas Edwards, Personnel Director

FROM: Gina Coburn, Director Employee Relations

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

The Office of the City Attorney respectfully requests for you and the Civil Service Commission to consider a revision to the Addendum to the Personnel Manual, Index Code D-3, Career Advancement. The proposed revision adds the following career advancement classifications:

<table>
<thead>
<tr>
<th>ENTRY-LEVEL CLASSIFICATION</th>
<th>PROMOTIONAL OPPORTUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court Support Clerk I</td>
<td>Court Support Clerk II</td>
</tr>
<tr>
<td>Clerical Assistant II</td>
<td></td>
</tr>
</tbody>
</table>

Adding these classifications to the City’s Career Advancement Occupational Series will greatly aid the Office with transfer of knowledge, recruitment, and retention.

The Principal Clerk and clerical managers have identified that there is a vital need for incumbents in the Court Support Clerk II series to have the operational knowledge specific to the Office’s Criminal Division and case management system in order to meet court-mandated deadlines, understand how to navigate California Law Enforcement Telecommunications System (CLETS) associated database systems, and be well-versed in the prosecutorial functions and standards of a prosecutorial office. The Court Support Clerk series is unique to the City Attorney’s Office.

The Office has also found that when positions become available and a recruitment is opened, often the staff members serving in the Court Support Clerk I and Clerical Assistant II classifications do not yet meet the requisite qualifications to be eligible for the Court Support Clerk II class. This affects employee morale and makes it difficult for the Office to select highly qualified candidates with the applicable knowledge, skills and experience obtained from working in the entry level classifications to underfill.

Allowing the positions to be underfilled by entry-level classifications would be helpful to:
- Streamline the process to fill the higher positions, thus eliminating the need for multiple selection processes.
  - There may no longer be a need to open a recruitment for Court Support Clerk II if there are sufficient eligible employees from the Court Support Clerk I and Clerical Assistant II eligible lists to have the opportunity to underfill.
Douglas Edwards, Personnel Director  
March 2, 2022

- The Office will have more flexibility to utilize the Transfer list, and Open list for any of the classifications in the series, and/or to conduct a Name-only process.
- Create a built-in potential to career advance.
  - A roadmap to career advancement would be a benefit that the department is able to offer to employees serving in the Court Support Clerk I and Clerical Assistant II roles.
  - The ability to career advance would provide clear incentive to prospective candidates, which would go a long way in attracting quality candidates in the series.
- Reduce the number of existing employees who have gained City experience and leave for employment at other jurisdictions.
  - The ability to advance to the journey-level Court Support Clerk II position would help the Office to keep talent that may otherwise leave to higher paying positions at other organizations including the Superior Court or private law firms.
- Train and mentor candidates on the job, which can provide the Office with a qualified pool from which to fill the higher positions.
  - Employees serving in the Clerical Assistant II and Court Support Clerk I job classifications in the Office of the City Attorney are trained in office specific procedures such as utilizing the CLETS database systems with which external candidates would typically not be familiar.
  - Employees serving in the Office would be familiar with the operational specifics of a prosecutorial office such as court-mandated deadlines, case file review, and custody procedures.

For the Court Support Clerk II job class, allowing the Court Support Clerk I and Clerical Assistant II job classes to underfill this “parent” classification is justified, as the work of the Court Support Clerk I positions and of the Clerical Assistant II positions in the Criminal Division, is directly applicable to that of the Court Support Clerk II job class. Of the current 19 Court Support Clerk II incumbents nine of them promoted from the Court Support Clerk I class and three promoted from the Clerical Assistant II class.

Thank you for your consideration of our request, if you have questions, please contact Program Manager Cory Barefield at CBarefield@sandiego.gov or (619) 533-5631.

Sincerely,

Gina Coburn  
Director Employee Relations

cc: Jim McNeill, Assistant City Attorney  
Rolando Charvel, Department of Finance Director and City Comptroller  
Peaches Howell, Senior Human Resources Officer, Human Resources Department  
Cathleen Higgins, Labor Relations Officer, MEA
## Addendum to Personnel Manual Index Code D-3

### Career Advancement

<table>
<thead>
<tr>
<th>Entry-Level Classification</th>
<th>Promotional Opportunity</th>
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<tbody>
<tr>
<td><em>Public Service Career Trainee</em></td>
<td>Occupational Target Class</td>
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<tr>
<td><strong>Building Inspection</strong></td>
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</tr>
<tr>
<td>Combination Inspector I</td>
<td>Combination Inspector II</td>
</tr>
<tr>
<td>Electrical Inspector I</td>
<td>Electrical Inspector II</td>
</tr>
<tr>
<td>Housing Inspector I</td>
<td>Housing Inspector II</td>
</tr>
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<td>Life Safety Inspector I</td>
<td>Life Safety Inspector II</td>
</tr>
<tr>
<td>Mechanical Inspector I</td>
<td>Mechanical Inspector II</td>
</tr>
<tr>
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<td>Structural Inspector II</td>
</tr>
<tr>
<td><strong>Chemists</strong></td>
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<tr>
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<td>Laboratory Technician</td>
</tr>
<tr>
<td>Biologist I</td>
<td>Biologist II</td>
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<tr>
<td>Environmental Biologist I</td>
<td>Environmental Biologist II</td>
</tr>
<tr>
<td>Environmental Health Inspector I</td>
<td>Environmental Health Inspector II</td>
</tr>
<tr>
<td>Hazardous Materials/Pretreatment Trainee</td>
<td>Hazardous Materials Inspector I</td>
</tr>
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<td>Hazardous Materials/Pretreatment Trainee</td>
<td>Hazardous Materials Inspector II</td>
</tr>
<tr>
<td>Hazardous Materials/Pretreatment Trainee</td>
<td>Storm Water Inspector I</td>
</tr>
<tr>
<td>Hazardous Materials/Pretreatment Trainee</td>
<td>Storm Water Inspector II</td>
</tr>
<tr>
<td>Hazardous Materials/Pretreatment Trainee</td>
<td>Wastewater Pretreatment Inspector I</td>
</tr>
<tr>
<td>Hazardous Materials/Pretreatment Trainee</td>
<td>Wastewater Pretreatment Inspector II</td>
</tr>
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<td>Assistant Chemist</td>
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<td>Marine Biologist I</td>
<td>Marine Biologist II</td>
</tr>
<tr>
<td>Storm Water Environmental Specialist I</td>
<td>Storm Water Environmental Specialist II</td>
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<tr>
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<td>Account Clerk</td>
<td>Account Audit Clerk</td>
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<tr>
<td>Auto Messenger I</td>
<td>Auto Messenger II</td>
</tr>
<tr>
<td>Clerical Assistant I</td>
<td>Clerical Assistant II</td>
</tr>
<tr>
<td>Payroll Audit Specialist I</td>
<td>Account Clerk</td>
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<tr>
<td>Payroll Audit Specialist II</td>
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<tr>
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<tr>
<td><strong>Clerical</strong></td>
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<td>Benefits Representative II</td>
<td>Benefits Representative II</td>
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<td>Retirement Assistant</td>
<td>Retirement Assistant</td>
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</tr>
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</tr>
<tr>
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<td>Payroll Specialist II</td>
<td>Payroll Specialist II</td>
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</table>

*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.*
## Addendum to Personnel Manual Index Code D-3

### Career Advancement

<table>
<thead>
<tr>
<th>Entry-Level Classification</th>
<th>Promotional Opportunity</th>
</tr>
</thead>
</table>
| Clerical Assistant I     | Clerk II  
|                           | Benefits Representative I  
|                           | Benefits Representative II |
| Clerical Assistant I     | Clerk II  
|                           | Benefits Representative I  
|                           | Benefits Representative II  
|                           | Retirement Assistant |
| Clerical Assistant I     | Clerk II  
|                           | Cashier |
| Clerical Assistant I     | Clerk II  
|                           | Claims Clerk |
| Clerical Assistant I     | Clerk II  
|                           | Word Processing Operator  
|                           | Office Support Specialist  
|                           | Contracts Processing Clerk |
| Clerical Assistant I     | Clerk II  
|                           | Court Support Clerk I  
|                           | Court Support Clerk II |
|                           | Legal Secretary I  
|                           | Legal Secretary II |
| Clerical Assistant I     | Clerk II  
|                           | Public Information Clerk  
|                           | Customer Services Representative |
| Clerical Assistant I     | Clerk II  
|                           | Deputy City Clerk I |
| Clerical Assistant I     | Clerk II  
|                           | Public Information Clerk  
|                           | Retirement Assistant |
| Clerical Assistant I     | Clerk II  
|                           | Public Information Clerk  
|                           | Test Administration Specialist |
| Clerical Assistant I     | Clerk II  
|                           | Word Processing Operator  
|                           | Office Support Specialist  
|                           | Test Administrative Specialist |
| Clerical Assistant I     | Clerk II  
|                           | Word Processing Operator  
|                           | Office Support Specialist  
|                           | Legal Secretary I  
|                           | Legal Secretary II |
| Clerical Assistant I     | Micrographics Clerk |
### Career Advancement

<table>
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<tr>
<th>Entry-Level Classification</th>
<th>Promotional Opportunity</th>
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<tbody>
<tr>
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<tr>
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<tr>
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<td>Payroll Audit Specialist I</td>
</tr>
<tr>
<td></td>
<td>Payroll Audit Specialist II</td>
</tr>
<tr>
<td>Clerical Assistant I</td>
<td>Clerical Assistant II</td>
</tr>
<tr>
<td></td>
<td>Payroll Specialist I</td>
</tr>
<tr>
<td></td>
<td>Payroll Specialist II</td>
</tr>
<tr>
<td>Clerical Assistant I</td>
<td>Clerical Assistant II</td>
</tr>
<tr>
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<td>Police Records Clerk</td>
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<tr>
<td>Clerical Assistant I</td>
<td>Clerical Assistant II</td>
</tr>
<tr>
<td></td>
<td>Public Information Clerk</td>
</tr>
<tr>
<td></td>
<td>Public Information Specialist</td>
</tr>
<tr>
<td>Clerical Assistant I</td>
<td>Clerical Assistant II</td>
</tr>
<tr>
<td></td>
<td>Vehicle and Fuel Clerk</td>
</tr>
<tr>
<td>Clerical Assistant I</td>
<td>Clerical Assistant II</td>
</tr>
<tr>
<td></td>
<td>Word-Processing Operator Office Support Specialist</td>
</tr>
<tr>
<td>Clerical Assistant I</td>
<td>Test Monitor II</td>
</tr>
<tr>
<td>Legislative Recorder I</td>
<td>Legislative Recorder II</td>
</tr>
<tr>
<td>Library Assistant I</td>
<td>Clerical Assistant I</td>
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<td></td>
<td>Clerical Assistant II</td>
</tr>
<tr>
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<td>Library Assistant II</td>
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<tr>
<td>Test Monitor I</td>
<td>Test Monitor II</td>
</tr>
<tr>
<td></td>
<td>Test Administration Specialist</td>
</tr>
<tr>
<td>Word-Processing Operator Office Support Specialist</td>
<td>Legal Secretary I</td>
</tr>
<tr>
<td></td>
<td>Legal Secretary II</td>
</tr>
</tbody>
</table>

**Communications**

| Dispatcher I               | Dispatcher II                                               |
| Dispatcher I               | Dispatcher II                                               |
| Dispatcher I               | Fire Dispatcher                                              |
| Dispatcher I               | Public Works Dispatcher                                      |
| Dispatcher II              | Police Dispatcher                                           |
## Examinations

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

### CAREER ADVANCEMENT

<table>
<thead>
<tr>
<th>ENTRY-LEVEL CLASSIFICATION</th>
<th>PROMOTIONAL OPPORTUNITY</th>
</tr>
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<tbody>
<tr>
<td><strong>Construction And Maintenance</strong></td>
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</tr>
<tr>
<td>Laborer</td>
<td>Stable Attendant</td>
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<tr>
<td>Laborer</td>
<td>Utility Worker I</td>
</tr>
<tr>
<td>Laborer</td>
<td>Water Systems Technician I</td>
</tr>
<tr>
<td>Water Systems Technician I</td>
<td>Water Systems Technician II</td>
</tr>
<tr>
<td>Water Utility Worker</td>
<td>Water Systems Technician III</td>
</tr>
<tr>
<td>Utility Worker I</td>
<td>Water Systems Technician II</td>
</tr>
<tr>
<td>Utility Worker I</td>
<td>Water Systems Technician III</td>
</tr>
<tr>
<td>Utility Worker I</td>
<td>Building Service Technician</td>
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<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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<tr>
<td>Clerical Assistant I</td>
<td>Clerical Assistant II</td>
</tr>
<tr>
<td></td>
<td>Police Records Data Specialist</td>
</tr>
<tr>
<td>Programmer Analyst I</td>
<td>Programmer Analyst II</td>
</tr>
<tr>
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<td>Programmer Analyst III</td>
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<tr>
<td><strong>Engineering</strong></td>
<td></td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Junior Engineering Aide</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Senior Corrosion Engineering Aide</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Drafting Aide</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Senior Drafting Aide</td>
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<tr>
<td>Engineering Trainee</td>
<td>Junior Engineering Aide</td>
</tr>
<tr>
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<td>Senior Engineering Aide</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Junior 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>Junior Engineering Aide</td>
</tr>
<tr>
<td>Engineering Trainee</td>
<td>Senior Backflow and Cross Connection Specialist</td>
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# ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

## CAREER ADVANCEMENT

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<thead>
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<th>PROMOTIONAL OPPORTUNITY</th>
</tr>
</thead>
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<tr>
<td>Engineering Trainee</td>
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<tr>
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<td>Senior Survey Aide</td>
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<tr>
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<td>Assistant Engineer - Civil</td>
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<tr>
<td>Junior Engineer - Civil</td>
<td>Assistant Engineer - Traffic</td>
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<tr>
<td>Junior Engineer - Civil</td>
<td>Structural Engineering Assistant</td>
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<tr>
<td>Junior Engineer - Civil</td>
<td>Structural Engineering Associate</td>
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<tr>
<td>Junior Engineer - Electrical</td>
<td>Assistant Engineer - Corrosion</td>
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<tr>
<td>Junior Engineer - Electrical</td>
<td>Assistant Engineer - Electrical</td>
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<tr>
<td>Junior Engineer - Fire Protection</td>
<td>Assistant Engineer - Fire Protection</td>
</tr>
<tr>
<td>Junior Engineer - Mechanical</td>
<td>Assistant Engineer - Mechanical</td>
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<td>Plan Review Specialist I</td>
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<tr>
<td></td>
<td>Plan Review Specialist II</td>
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<tr>
<td></td>
<td>Plan Review Specialist III</td>
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<tr>
<td>Zoning Investigator I</td>
<td>Plan Review Specialist III</td>
</tr>
<tr>
<td>Equipment Maintenance</td>
<td>Motive Service Technician</td>
</tr>
<tr>
<td>Motive Service Trainee</td>
<td>Motive Service Technician</td>
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<tr>
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<td>Parking Meter Technician</td>
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<tr>
<td>Equipment Technician I</td>
<td>Plant Technician I</td>
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<tr>
<td>Equipment Technician I</td>
<td>Aquatics Technician I</td>
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<td>Pump Station Operator Trainee</td>
<td>Pump Station Operator</td>
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<tr>
<td>Water Distribution Operator Trainee</td>
<td>Assistant Water Distribution Operator</td>
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<tr>
<td>Equipment Operation</td>
<td>Sanitation Driver Trainee</td>
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<td>Sanitation Driver I</td>
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<td>Claims Aide</td>
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<td>Police Code Compliance Officer</td>
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<td>Collections Investigator I</td>
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<td>Liability Claims Representative I</td>
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<tr>
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<tr>
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<td>Workers’ Compensation Claims Representative I</td>
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<td>Fire Prevention Inspector I</td>
<td>Fire Prevention Inspector II</td>
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<tr>
<td>Fire Recruit</td>
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## 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><strong>Paramedic I</strong></td>
<td>Paramedic II</td>
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<tr>
<td><strong>Librarian I</strong></td>
<td>Librarian II</td>
</tr>
<tr>
<td><strong>Management, Fiscal &amp; Staff</strong></td>
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<td>Accountant I</td>
</tr>
<tr>
<td>Accountant Trainee</td>
<td>Accountant II</td>
</tr>
<tr>
<td>Administrative Aide I</td>
<td>Administrative Aide II</td>
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<td>Arts Management Assistant</td>
</tr>
<tr>
<td>Administrative Aide II</td>
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<td>Administrative Aide II</td>
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<tr>
<td>Administrative Aide II</td>
<td>Organization Effectiveness Specialist I</td>
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<tr>
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<td>Buyer's Aide II</td>
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<tr>
<td>Business Systems Aide</td>
<td>Business Systems Analyst I</td>
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<td>Geographic Information Systems Technician</td>
<td>Geographic Information Systems Analyst I</td>
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<tr>
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<td>Business Systems Analyst II</td>
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## 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>
</table>
| Information Systems Technician | Information Systems Analyst I  
                                 | Information Systems Analyst II  |
| Junior Property Agent | Assistant Property Agent  
                          | Associate Property Agent  |
| Management Trainee | Arts Management Assistant  
                       | Arts Management Associate  |
| Management Trainee | Assistant Department Human Resources Analyst  
                       | Associate Department Human Resources Analyst  |
| Management Trainee | Assistant Dispute Resolution Officer  
                      | Dispute Resolution Officer  |
| Management Trainee | Assistant Economist  
                      | Associate Economist  |
| Management Trainee | Assistant Management Analyst  
                      | Associate Management Analyst  |
| Management Trainee | Assistant Personnel Analyst  
                      | Associate Personnel Analyst  |
| Management Trainee | Assistant Property Agent  
                      | Associate Property Agent  |
| Management Trainee | Assistant Trainer  
                      | Trainer  |
| Management Trainee | Business Systems Analyst I  
                       | Business Systems Analyst II  |
| Management Trainee | Community Development Specialist I  
                       | Community Development Specialist II  |
| Management Trainee | Employee Assistance Counselor  |
| Management Trainee | Employee Benefits Specialist I  
                       | Employee Benefits Specialist II  |
| Management Trainee | Finance Analyst I  
                       | Finance Analyst II  |
| Management Trainee | Geographic Information Systems Analyst I  
                       | Geographic Information Systems Analyst II  |
| Management Trainee | Information Systems Analyst I  
                       | Information Systems Analyst II  |
| Management Trainee | Literacy Analyst  |
| Management Trainee | Organization Effectiveness Specialist I  
                       | Organization Effectiveness Specialist II  |
| Management Trainee | Records Management Analyst  |
| Management Trainee | Recycling Specialist I  
                       | Recycling Specialist II  |
| Management Trainee | Public Information Officer  |
| Personnel Assistant I | Personnel Assistant II  |
### 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>
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### Examinations

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

**CAREER ADVANCEMENT**

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DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Proposed Salary Review Process for Fiscal Year 2024

City Charter Section 130 provides: "It shall be the duty of the Civil Service Commission to prepare and furnish to the Council...a report identifying classifications of employees in the Classified Service which merit special salary consideration because of recruitment or retention problems, changes in duties or responsibilities, or other special factors the Commission deems appropriate."

Attached for your information is the Salary Review Schedule which outlines the key steps and dates to be followed in the upcoming salary review process for Fiscal Year 2024.

As outlined in Attachment 1, the process begins with a letter to departments and recognized employee organizations inviting them to submit salary proposals for the creation of new classifications, deletion of existing classifications, title changes, and special salary adjustments. In September 2022, the Commission will review the proposals submitted and either approve or deny staff’s recommendations regarding which salary proposals merit further study. At subsequent meetings, staff will report to the Commission their recommendations on those salary proposals approved for study.

So that staff may focus their efforts on those issues relevant to Charter Section 130, proposers will be reminded that they have the burden of proof. They must submit all facts and data in support of their requests. This includes identifying specific duties which have changed; additional knowledge, skills, and abilities required; and specific information and data regarding turnover or recruitment problems which have occurred.

It is imperative that information justifying each request be provided on the Salary Proposal Request Form (Attachment 2). Unless complete and accurate information is provided by proposers at the outset, the Commission will have an insufficient basis for their decisions regarding whether or not staff should study the proposals.
In addition, this information is needed so that staff can respond to the issues raised, consider the proposals, and submit recommendations in a timely and efficient manner.

Douglas Edwards
Personnel Director

Attachments: 1. Salary Review Schedule for Fiscal Year 2024
             2. Salary Proposal Request Form

I:\CSC\CSC Items\2022\6. June 2, 2022\Proposed Salary Review Process for Fiscal Year 2024.docx
CITY OF SAN DIEGO CIVIL SERVICE COMMISSION

Salary Review Schedule for Fiscal Year 2024

Friday, June 3, 2022  Notice to departments and recognized employee organizations inviting them to submit proposals for the creation of new classifications, deletion of existing classifications, title changes, and special salary adjustments in accordance with provisions of current ratified M.O.U.'s between the City and recognized employee organizations.

Tuesday, July 5, 2022  Proposals from Mayoral Department Directors due to the Human Resources Department.

Tuesday, July 12, 2022  All proposals due to the Personnel Department.

Thursday, September 1, 2022*  Staff presents their recommendations regarding which salary proposals merit further study. Proposers may present information to the Civil Service Commission in support of their salary requests.

Thursday, October 6, 2022*  Staff presents their recommendations on special salary adjustments, new classifications, classification deletions and title changes. Proposers may make presentations in support of their proposals.

Thursday, November 3, 2022*  Staff presents their recommendations on special salary adjustments, new classifications, classification deletions and title changes. Proposers may make presentations in support of their proposals.

Thursday, December 1, 2022*  Staff presents their recommendations on special salary adjustments, new classifications, classification deletions and title changes. Proposers may make presentations in support of their proposals.

Thursday, February 2, 2023*  Staff presents their recommendations on special salary adjustments, new classifications, classification deletions and title changes. Proposers may make presentations in support of their proposals.

Thursday, March 2, 2023*  Staff presents their recommendations on special salary adjustments, new classifications, classification deletions and title changes. Proposers may make presentations in support of their proposals.

*Projected Civil Service Commission meeting date may be subject to change.
INSTRUCTIONS: Submit only one proposal per form. Each proposal should contain specific justification as requested below. Proposals requiring Mayoral review must be submitted to the Human Resources Department by July 5, 2022. All proposals must be forwarded to the Personnel Department no later than July 12, 2022. Late proposals will not be accepted. Individual employees cannot submit a proposal for their own position or on behalf of a group of employees or an entire classification.

PROPOSAL: Please indicate the type of salary proposal by placing a check in the appropriate box below.

☐ Special salary adjustment for existing classification(s):

List classifications(s). 

Current Monthly Salary (Step E) ____________________________ Percentage of Adjustment __________________

Basis for adjustment: (Check appropriate box(es) below and attach additional pages as needed.)

☐ Significant change in duties and responsibilities (Please describe in detail.)
☐ Inappropriate supervisory differential.
☐ Turnover (Indicate the number of individuals who have left along with names, dates, and reasons for leaving, if possible.)
☐ Recruiting problems (Provide a detailed explanation of problems experienced.)
☐ Other

☐ New Classification:

Proposed classification title ______________________________ Proposed monthly salary __________________

Basis for request: Explain below why a new classification is necessary and how the duties of the proposed new class differ from those of existing classes.

☐ Deletion of Existing Classification:

Classification title ______________________________

Basis for request: Explain below why this classification is no longer needed.

☐ Title Change:

Current title of classification ______________________________

Proposed new title ______________________________

Basis for request: Explain below why the proposed title is more appropriate than the current title.

SUPPORTING JUSTIFICATION FOR PROPOSAL: It is your responsibility to provide detailed and specific documentation to support this request. Unless detailed justification is submitted to support each of the items checked above, the Civil Service Commission may deny the request to study the proposal. Attach additional pages if more space is needed.

Proposed by: (Please print name) __________________________ Title __________________________ Date __________________________

Department Head or Employee Organization __________________________ Signature __________________________ Date __________________________

CS-1517(Rev. 6-15)
DATE: May 27, 2022
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

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

I:\CSC\CSC Items\2022\6. June 2, 2022\Personnel Director Compensation Memo.docx
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## Personnel Director Salary History

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<td>% Above San Diego Personnel Director Salary</td>
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<td>% Above San Diego Personnel Director Salary</td>
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Population data supplied by U.S. Census Bureau.
*Data from 2021
DATE: May 27, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Christopher D. Charfauros, Appealing the Rejection of his Applications for Laborer (T11178), Grounds Maintenance Worker I (T11225), and Grounds Maintenance Worker II (T11457)

Christopher D. Charfauros is appealing the rejection of his applications for Laborer (T11178), Grounds Maintenance Worker I (T11225), and Grounds Maintenance Worker II (T11457).

Civil Service Rule II, Section 6(1) states that an applicant may be disqualified for a class:

... if the Personnel Director shall find that the applicant...(d) has been previously dismissed from any military or public service for inefficiency, delinquency, or misconduct, which would adversely affect job performance or public safety...

It is under this Rule that staff has rejected Mr. Charfauros's applications for employment with the City of San Diego (Attachment 1).

Mr. Charfauros was hired with the City on July 23, 1998, and promoted to Utility Worker II on December 15, 2008, in the Transportation and Storm Water Department. On December 14, 2017, he was issued a Notice of Termination (Attachment 2) for violating multiple City and Departmental policies by deliberately misusing City equipment, wasting City resources, and falsifying timecards. Following his termination, the Transportation and Storm Water Department recommended that he not be rehired with the City (Attachment 3). On January 15, 2019, Mr. Charfauros appealed his termination to the Civil Service Commission and the Commission voted to uphold the termination.

Mr. Charfauros is requesting that his applications for Laborer (T11178), Grounds Maintenance Worker I (T11225) and Grounds Maintenance Worker II (T11457) be approved. Attached is Mr. Charfauros's appeal letter (Attachment 4).
Due to the nature of Mr. Charfauros’s termination from City employment, staff recommends that his appeal be denied.

Douglas Edwards
Personnel Director

Attachments: 1. Denial of Application Letters
2. Notice of Termination
3. No Rehire Notification
4. Appeal Letter
5. Class Specifications
April 21, 2022

Mr. Christopher D. Charfauros

Dear Mr. Charfauros:

This is to notify you that your application for Laborer (T1178), with the City of San Diego cannot be approved for employment.

According to Civil Service Commission Rule II, Section 6, "The following are declared to be causes for rejection of application or disqualification of applicant for the class or subdivision thereof for which the applicant seeks employment, if the Personnel Director shall find that the applicant... has been previously dismissed from any military or public service for inefficiency, delinquency, or misconduct, which would adversely affect job performance or public safety; or has been terminated or had his/her name removed from any eligible list for cause, or has resigned from City service under charges; and where job performance or public safety would be adversely affected by employment of the applicant."

According to your employment records, you were terminated from City service on December 15, 2017. Following your termination, your former department recommended that you not be rehired. Based upon the nature of your termination, your application for employment cannot be approved.

Any person who, by order of the Personnel Director, who is denied permission to compete in any examination or whose application is rejected may, within five working days after notice of rejection or disqualification, appeal in writing to the Civil Service Commission.

Sincerely,

Jennifer Lamas-Villanueva
Program Coordinator

JLV:ls

cc: Recruiting & Examining Division Head
Personnel Records
May 5, 2022

Mr. Christopher D. Charfauros

Mr. Charfauros:

This is to notify you that your application for Grounds Maintenance Worker I (T11225), with the City of San Diego cannot be approved for employment.

According to Civil Service Commission Rule II, Section 6, "The following are declared to be causes for rejection of application or disqualification of applicant for the class or subdivision thereof for which the applicant seeks employment, if the Personnel Director shall find that the applicant... has been previously dismissed from any military or public service for inefficiency, delinquency, or misconduct, which would adversely affect job performance or public safety; or has been terminated or had his/her name removed from any eligible list for cause, or has resigned from City service under charges; and where job performance or public safety would be adversely affected by employment of the applicant."

According to your employment records, you were terminated from City service on December 15, 2017. Following your termination, your former department recommended that you not be rehired. Based upon the nature of your termination, your application for employment cannot be approved.

Any person who, by order of the Personnel Director, who is denied permission to compete in any examination or whose application is rejected may, within five working days after notice of rejection or disqualification, appeal in writing to the Civil Service Commission.

Sincerely,

[Signature]

Jennifer Lamas-Villanueva
Program Coordinator

cc: Recruiting & Examining Division Head
    Personnel Records

L:\Services\B Standard Letters\Liaison\2022\LAIS-3\Charfauros1.docx
May 5, 2022

Mr. Christopher D. Charfauros

Dear Mr. Charfauros:

This is to notify you that your application for Grounds Maintenance Worker II (T11457), with the City of San Diego cannot be approved for employment.

According to Civil Service Commission Rule II, Section 6, "The following are declared to be causes for rejection of application or disqualification of applicant for the class or subdivision thereof for which the applicant seeks employment, if the Personnel Director shall find that the applicant... has been previously dismissed from any military or public service for inefficiency, delinquency, or misconduct, which would adversely affect job performance or public safety; or has been terminated or had his/her name removed from any eligible list for cause, or has resigned from City service under charges; and where job performance or public safety would be adversely affected by employment of the applicant."

According to your employment records, you were terminated from City service on December 15, 2017. Following your termination, your former department recommended that you not be rehired. Based upon the nature of your termination, your application for employment cannot be approved.

Any person who, by order of the Personnel Director, who is denied permission to compete in any examination or whose application is rejected may, within five working days after notice of rejection or disqualification, appeal in writing to the Civil Service Commission.

Sincerely,

Jennifer Lamas-Villanueva
Program Coordinator

cc: Recruiting & Examining Division Head
    Personnel Records

L:\Services\B Standard Letters\Liaison\2022\LAIS-3\Charfauros2.docx
You are hereby advised that your employment with the City of San Diego as a Utility Worker II will be terminated effective December 14, 2017 at 3:30 p.m. in accordance with Personnel Manual Index code L-2.

You were given Advance Notice that this action was being considered and the grounds for this termination on November 16, 2017 (Attachment 1A). You were given the opportunity to respond to this action and as part of the response you and your representative met with Transportation and Storm Water Deputy Director Andrew Kleis on November 28, 2017. After hearing your appeal and considering all the facts presented, the Deputy Director Kleis provided you with the response to your appeal and the justification for upholding the termination (Attachment 1B).

This action is based on the results of a Fact Finding that found over a two month period from June 1, 2017 to August 8, 2017 you, on 37 separate occasions, violated multiple City and Departmental policies by deliberately misusing City equipment, wasting City resources, and falsifying your time card. You admitted to the Fact Finding Panel that on these occasions you had without any authorization taken a city vehicle to a private residence in Spring Valley for extended periods of time ranging from 17 minutes to 6 hours and 30 minutes, during your normal working hours.

You did not ask permission to "break" for an extended period of time nor did you seek prior approval for your personal use of City equipment. These instances total over 70 hours and $1,334.90 in wages along with the associated costs of misused City time and resources. This behavior constitutes misconduct and cannot be tolerated.

Therefore, based on the information available to me, I believe Termination is appropriate. You have violated:
Civil Service Regulation XI Resignation, Removal, Suspension, Reduction in Compensation, Demotion, Section 3:

(a) That the employee is incompetent or inefficient in the performance of his or her duties, in that during this period you flagrantly wasted valuable City time, in excess of 70 hours, and taxpayer resources totaling $1,334.90.

(d) That he employee has violated any lawful or official regulation or order or failed to obey any lawful and reasonable direction given by a superior officer when such a violation or failure to obey amounts to insubordination or serious breach of discipline, in that in during the period reviewed you regularly disobeyed reasonable work direction provided to you by your supervisor, you misused City and taxpayer resources and willfully falsified company work time resulting in violations of numerous City of San Diego rules, regulations and policies.

(h) The employee through negligence or willful conduct has caused damage to public property or waste of public supplies, in that in that during time period that was reviewed, GPS records show that on thirty seven different occasions for over 70 hours of work time, you falsely recorded work time totaling over $1,334.90. You regularly misused both City and taxpayer funds and resources. Additionally, you used your assigned City vehicle to travel without authorization to and from locations for non-City business.

AR 45.50 Private Use of City Labor, Equipment, Materials and Supplies Prohibited, Sections 3.1 and 3.2; that in that during time period that was reviewed, GPS records show that on twenty different occasions for over 70 hours of work time, you falsely recorded this unauthorized break time as regular working time totaling over $1,334.902. You regularly misused both City and taxpayer funds and resources. Additionally, you used your assigned City vehicle to travel without authorization to and from locations for non-City business.

Personnel Manual; Index Code A-3: Improper use of City Resources:

In that during this period you flagrantly wasted valuable City time, in excess of 70 hours, and taxpayer resources totaling $1,334.90.

Personnel Manual; Index Code G-1: Code of Ethics and Conduct, Section II:

(B) As a recognized part of municipal government, City employees must do everything within their ability to protect the public image of that government. In that during this period, GPS records show that on twenty different occasions for over 70 hours of work time, you falsely recorded this unauthorized break time as regular working time totaling over $1,334.902. You regularly misused both City and taxpayer funds and resources. Additionally, you used your assigned City vehicle to travel without authorization to and from locations for non-City business.
(C) Each position in our government is one of public trust. Therefore employees must each perform their duties in a manner which will bring honor and credit to the City government, in accordance with the highest moral and ethical standards. In that during this period you flagrantly wasted valuable City time, in excess of 70 hours, and taxpayer resources totaling $1,334.90.

(E) Employees must be ever mindful of their public trust in the use of manpower, property and funds under their care and, by efficient operation and diligent economy must conserve them. In that during this period you flagrantly wasted valuable City time, in excess of 70 hours, and taxpayer resources totaling $1,334.90.

(F) Every City employee is expected to uphold the public interest as opposed to personal or group interests. In that during this period you flagrantly wasted valuable City time, in excess of 70 hours, and taxpayer resources totaling $1,334.90.

(G) City employees have an obligation to the citizens, to the people’s elected representatives, to fellow employees and to the management to cooperate in the accomplishing the goals of this City and their individual departments and work units. In that during this period you flagrantly wasted valuable City time, in excess of 70 hours, and taxpayer resources totaling $1,334.90.

(K) Employees must adhere to the rules of work and performance established as standards for their positions by the appropriate authority. In that during this period you flagrantly wasted valuable City time, in excess of 70 hours, and taxpayer resources totaling $1,334.90.

This combination of misconduct and performance which does not meet established standards justifies this termination.

In accordance with Civil Service Rule XI, you have the right to appeal your termination to the Civil Service Commission. If you wish to appeal, your request to appeal must be delivered within (5) days after receipt of this notice to the Personnel Director, located at 1200 3rd Avenue, 3rd Floor, San Diego, CA 92101. Failure to submit a written appeal to the Civil Service Commission within (5) days shall be deemed a waiver of your right to appeal and forfeiture of your right to a hearing before the Civil Service Commission.

Kristy Reeser
Deputy Director

Without agreeing, I have read and received a copy of this Notice of Termination and the accompanying documents.
Notice of Termination - Charfauros
December 14, 2017

Page 4

Employee Signature

Supervisor Signature

Witness Signature

Date

Dec, 14, 2017

Dec, 14, 2017

Dec, 14, 2017

Date

Date

Date

Attachments:
(1A). Advance Notice of Termination dated November 16, 2017
(1B). Response to Appeal of Advance Notice of Termination dated December 14, 2017

cc:
Kris McFadden, Director, Transportation & Storm Water Department
Hadi Deghani, Director, Personnel Department
Hasan Yousef, Interim Assistant Director, Transportation & Storm Water Department
Kristy Reeser, Deputy Director, Street Division
Louis Merlin, Human Resources Officer
Daniel Mottola, Human Resources Manager
Greg Halsey, Deputy City Attorney
Joe Castillo, Public Works Superintendent, Street Division
Department Personnel File
Personnel Department Personnel File
January 19, 2018

Mr. Christopher D. Charfauros

Dear Mr. Charfauros:

This is to notify you that at the time of your recent termination from your position, your department recommended against your future employment with the City of San Diego. This recommendation will be maintained in your Personnel Department file and/or your departmental file along with any supporting information, such as investigative files or disciplinary packages in process at the time of your separation from City employment. You are entitled to review your file(s) at any time and may submit explanatory or rebuttal information for placement in your file(s).

If you apply for rehire with the City in the future, we will at that time evaluate your previous job history with us and then take one of the following actions:

1. Approve your application for all positions and/or departments; or,
2. Approve your application only to certain positions and/or departments; or,
3. Reject your application for all positions.

Please call me at (619) 236-6071 if you have any questions or if you wish to review your Personnel Department file. In order to review your departmental file, you should contact your department directly.

Sincerely,

David Dalager
Associate Personnel Analyst

Attachment: 1. Supervisor's Employee Separation Reporting Form

cc: Personnel Records

L:\Services\b stdnd ltrs\liaison\2018\LAIS-5\Charfauros.doc
CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  

SUPERVISOR’S EMPLOYEE SEPARATION REPORTING FORM  

REFERENCE: PERSONNEL MANUAL INDEX CODE L-6  

INSTRUCTIONS: THIS FORM IS TO BE COMPLETED BY THE SEPARATING EMPLOYEE’S FIRST LEVEL (IMMEDIATE) SUPERVISOR AND IMMEDIATELY SENT THROUGH THE CHAIN OF COMMAND TO THE PERSONNEL DEPARTMENT (M.S. 51P). SUPERVISORS MUST PERSONALLY INTERVIEW EACH SEPARATING EMPLOYEE, IF POSSIBLE, TO FULLY DEVELOP THE REASONS FOR SEPARATION. SUGGESTED QUESTIONS BASED ON THE REASON FOR SEPARATION ARE FOUND AS ADDENDUM TO PERSONNEL MANUAL INDEX CODE L-6. FOR FURTHER ASSISTANCE, CALL YOUR PERSONNEL DEPARTMENT LIAISON ANALYST.  

DEPT/PERSONNEL AREA: 6252 Transportation Storm Water  

SUPERVISOR’S NAME  
Derek Mack  

WORK PHONE  

NAME OF EMPLOYEE  
Christopher D. Charfauros  

JOB  
Utility Worker II  

POSITION NO.  
30003345  

FORWARDING ADDRESS OF EMPLOYEE  

PERNR  

DAYS OF WORK M-F  

HOURS OF WORK 7am-3:30pm  

EFFECTIVE DATE OF SEPARATION: 12/14/2017  

REASON FOR LEAVING (ATTACH EXTRA PAGES IF NECESSARY)  

□ QUIT  
□ DISCHARGE  
□ RETIREMENT  
□ END OF LIMITED EMPLOYMENT  
□ LAYOFF  

NARRATIVE – (FULLY DESCRIBE REASON FOR TERMINATION):  
terminated for cause  

COPY OF RESIGNATION FORM ATTACHED:  

□ YES  
□ NO  

IF NO, WHY?  
N/A  

FINAL OVERALL EVALUATION  

□ MEETS STANDARDS  
□ EPRP – NO RATING  
□ UNSATISFACTORY  
□ OTHER  

RECOMMENDATION FOR REHIRE:  

□ YES  
□ NO  

REMARKS: TERMINATED FOR MULTIPLE VIOLATIONS OF CITY POLICY.  

EMPLOYEE WAS GIVEN FORM CS-40 (1-1) - NOTICE TO EMPLOYEE ABOUT UNEMPLOYMENT COMPENSATION  

12/15/2017  

DATE:  

SIGNED: SUPERVISOR  
Derek Mack  

DIV. SUPT./DEPT HEAD  

FOR PERSONNEL DEPARTMENT USE  

VACATION PAYOFF SICK LEAVE PAYOFF COMP TIME PAYOFF  

CS-40 (UI) (REV. 2/10)
DEAR MISS JENNIFER LAMAS VILLANUEVA,

I CHRISTOPHER CHARFAUROS WOULD LIKE TO REQUEST AN APPEAL HEARING ON MY REJECTED APPLICATION(S) FOR LABORER? ALSO, I SEND YOU THIS LETTER TO ASK YOU TO PLEASE REMOVE THE "LETTER NOT TO REHIRE" OUT OF MY FILE?

MAY I PLEASE ASK THE COMMISSION TO REAPPLY WITH THE CITY OF SAN DIEGO AGAIN. IF GIVEN ANOTHER CHANCE, I WILL PROMISE TO REGAIN MY TRUST BACK FROM ALL EFFECTED BY MY ACTIONS. I WILL PROVE THAT I WILL DO THE RIGHT THING AT ALL TIMES. IF I GET THE OPPORTUNITY TO APPEAL, I WILL PROVIDE MY REASONS TO THE COMMISSION WHY I BELIEVE I GET ANOTHER CHANCE. I HOPE ITS ENOUGH INFORMATION TO BE GRANTED THE OPPURTUNITY TO REAPPLY.

THANK YOU FOR YOUR TIME, I APPRECIATE YOUR ATTENTION AND I HOPE TO HEAR FROM YOU SOON. THANK YOU,

CHRISTOPHER DAVID CHARFAUROS

P.S. IF IT'S POSSIBLE, MAY I INCLUDE OTHER POSITION'S WITH THIS APPEAL REQUEST?
FOR THE RECORD I ALSO SUBMITTED APPLICATION'S FOR GMW I & GMW II. MAY INCLUDE THOSE APPLICATION'S WITH THIS LETTER? KNOWING YOU WILL BE DENYING ME THE OPPORTUNITY TO APPLY WITH THOSE APPLICATION'S AS WELL.

SINCERELY YOURS,
CHRISTOPHER CHARFAUROS

Sent from Yahoo Mail on Android
MY TESTIMONY

DATE: JUNE 2, 2022 @1:00 P.M.

TO: THE TAXPAYER'S.
THE CIVIL SERVICE COMMISSION.
CITY OF SAN DIEGO.

FROM: CHRISTOPHER CHARFAUROS.

SUBJECT: MY REQUEST FOR ANOTHER CHANCE TO REAPPLY.

TO WHOM IT MAY CONCERN,

I CHRISTOPHER CHARFAUROS, SEND YOU THIS LETTER TO SINCERELY APOLOGIZE FOR MY MISTAKES AND MY ACTIONS. "I AM SO SORRY FOR THE DECISIONS I MADE, WHICH LEAD TO MY MISCONDUCT. IF I WAS GIVEN ANOTHER CHANCE TO REAPPLY, I PROMISE NEVER TO VIOLATE THE CITY POLICIES AND I PROMISE TO FOLLOW ALL CITY POLICIES AS REQUIRED FROM THIS DAY FORWARD."

I CHRISTOPHER CHARFAUROS, STATE FOR THE RECORD THAT ALL OF MY TESTIMONY I SUBMITTED IS TRUE AND MAY NOT BE RELEVANT TO MY CASE, BUT I FEEL IT SHOULD BE KNOWN FOR THE RECORD. PLEASE CONSIDER THE TESTIMONY I AM GIVING YOU TODAY, IN PART WITH MAKING YOUR DECISION.

I START MY TESTIMONY BY RE-INTRODUCING MYSELF TO ALL PARTIES HERE TODAY AT MY HEARING. MY NAME IS CHRISTOPHER CHARFAUROS. I 'VE WORKED FOR THE CITY OF SAN DIEGO FOR (18) YEARS AND I ENJOYED WORKING FOR THE CITY, BUT I SINCERELY DO REGRET MY CHOICES I MADE WHICH LEAD TO MY MISTAKE(S).
MY SERVICE / MY COMMITMENT

THE FOLLOWING INFORMATION IS A SUMMARY OF MY CAREER WITH THE CITY OF SAN DIEGO:

• I STARTED WITH THE CITY AS A SEASONAL GROUNDS MAINTENANCE WORKER I DURING THE SUMMER SEASON OF JULY 1998.
• AT THE END OF SUMMER, I WAS OFFERED A POSITION AT BALBOA GOLF COURSE AS A FULL TIME HOURLY GMW I.
• AT THE END OF MY (1) YEAR PROBATION, I FAILED MY PROBATION BECAUSE OF MY ATTENDANCE. I WAS GOING THROUGH A DIVORCE AFTER 7 YEARS MARRIAGE DURING THAT TIME AND IT AFFECTED MY ATTENDANCE.
• END RESULT: THE CITY OF SAN DIEGO LAID ME OFF, INSTEAD OF TERMINATION, BECAUSE THEY LIKE MY WORK ETHIC, SO THEY GAVE ME THE OPPORTUNITY TO GET UNEMPLOYMENT.
• AFTER (1) YEAR AWAY FROM THE CITY, I GOT ANOTHER OPPORTUNITY TO APPLY AND INTERVIEW FOR AN GWI POSITION AT MOUNT HOPE CEMETERY. I WAS HIRED BACK TO THE CITY.
• AFTER SPENDING SOME TIME AT THE CEMETERY, I GOT ANOTHER PROMOTION TO GMW II AT MLK PARK AND I MAINTAINED (4) NEIGHBORHOOD PARKS PLUS MLK PARK AS A GMW II. I SPENT (5) YEARS IN THAT CLASSIFICATION.
• IN FEBRUARY 2007, I STARTED WITH STREETS AS A LABORER.
• PROMOTED TO: UW I AND UWII (FEB. 2007 TO DEC. 2017)
• IN 2017 I ADMITTED TO MY MISCONDUCT AND I WAS TERMINATED AND NOT SUSPENDED WITH AT LEAST A 2ND CHANCE
• I KNOW I MADE A MISTAKE, BUT I FEEL AND BELIEVE EVERYONE DESERVES A 2ND CHANCE, ALSO IN MY 18 YEARS I ALWAYS SACRIFICED MY FAMILY TIME TO SUPPORT THE CITY OF SAN DIEGO AS NEEDED.
MY LESSONS LEARNED/ MY CONSEQUENCES - "POST TERMINATION"

THE FOLLOWING INFORMATION BELOW IS ABOUT WHERE I AM NOW, SINCE MY TERMINATION:

- I AM MAKING LESS INCOME NOW.

- I LOST MY APARTMENT DUE TO FINANCIAL HARDSHIP.

- I LOST MY BROTHER (WHO I WAS CARING FOR AT THE TIME) AND MY SISTER AFTER I WAS TERMINATED.

- I WAS HOMELESS.

- "I LEARNED MY LESSON AND I HAVE LOST A LOT OF OPPORTUNITIES SINCE MY TERMINATION."

MY PAST HEARING RESULTS / MY OBJECTIVE

THE FOLLOWING INFORMATION BELOW IS JUST FYI AND I ASK YOU TO PLEASE CONSIDER WHAT I HAVE SUBMITTED, A PART OF MAKING YOUR DECISION:

- **1ST HEARING** - THE COMMISSION SAID IT WAS TO SOON AND I WASN'T READY TO COME BACK.

- **2ND HEARING** - THE COMMISSION RECOMMENDED THAT I COME BACK IN (5) YEARS.

- IT'S BEEN (5) YEARS AND I ASK THE COMMISSION, THE TAXPAYER'S AND THE CITY OF SAN DIEGO FOR ANOTHER CHANCE TO REAPPLY.

- I TAKE FULL RESPONSIBILITY FOR MY ACTIONS AND I PROMISED TO NEVER DO IT AGAIN. BUT WHILE I WAS VIOLATING THE POLICY, I CAN STATE FOR THE RECORD THAT EVERY JOB FOR THE DAY ISSUED TO MY CREW ON THOSE DAYS IN QUESTION, WE COMPLETED PLUS ANY EMERGENCY CALLS.

- I ALSO REDUCED THE NUMBER OF STREET LIGHT KNOCKOVER'S ON RECORD IN OUR BACKLOG BOOK, WHICH WAS ON THE MAYOR'S DESK AT THE TIME. I DID THAT WHILE I WAS IN VIOLATION.

- IF I GET THE OPPORTUNITY TO REPRESENT THE CITY OF SAN DIEGO ONCE AGAIN, I PROMISE TO PAY BACK THE MONEY LOST WHILE WASTING TIME.

- I ASK THE CIVIL SERVICE COMMISSION TO PLEASE REMOVE THE DOCUMENT TITLED "SUPERVISOR'S EMPLOYEE SEPARATION REPORTING" FORM FROM MY FILE. *(ATTACHMENT - A)*

- I ASK THE COMMISSION TO PLEASE CONSIDER A LETTER IN MY SUPPORT, FROM MY SUPERVISOR AT THE TIME DERICK MACK. HE STILL SUPPORTED ME EVEN AFTER MY MISCONDUCT*(ATTACHMENT - B)*.
• I ASK THE COMMISSION TO PLEASE CONSIDER A LETTER OF SUPPORT FROM MY FORMER SUPERVISOR CASSANDRA THODILE OF CITY OF SAN DIEGO PARK AND RECREATION DEPARTMENT (ATTACHMENT - C).
• THANK YOU FOR YOUR TIME AND I HOPE YOU CAN FIND IT IN YOUR HEART TO GIVE ME ANOTHER CHANCE.
• PLEASE FORGIVE ME FOR MY ACTIONS - "I AM SO SORRY!"
## Supervisor's Employee Separation Reporting Form

**Reference:** Personnel Manual Index Code L-6

**Instructions:** This form is to be completed by the separating employee's first level (immediate) supervisor and immediately sent through the chain of command to the personnel department (M.S. 51P). Supervisors must personally interview each separating employee, if possible, to fully develop the reasons for separation. Suggested questions based on the reason for separation are found as addendum to Personnel Manual Index Code L-6. For further assistance, call your Personnel Department Liaison Analyst.

**Dept/Personnel Area:** 6252 Transportation Storm Water

<table>
<thead>
<tr>
<th>Supervisor's Name</th>
<th>Derek Mack</th>
<th>Work Phone</th>
</tr>
</thead>
</table>

**Name of Employee** Christopher D. Charfauros  
**Job** Utility Worker II  
**Position No.** 30003345

**Forwarding Address of Employee**

**Pernr**

**Days of Work** M-F  
**Hours of Work** 7am-3:30pm

**Effective Date of Separation:** 12/14/2017

**Reason for Leaving** (Attach extra pages if necessary)

- [ ] Quit  
- [x] Discharge  
- [ ] Retirement  
- [ ] End of Limited Employment  
- [ ] Layoff

**Narrative** - (Fully describe reason for termination):

- Terminated for cause

**Copy of Resignation Form Attached:**

- [ ] Yes  
- [x] No  

**Final Overall Evaluation**

- [ ] Meets Standards  
- [ ] EPRP - No Rating  
- [x] Unsatisfactory  
- [ ] Other

**Recommendation for Rehire:**

- [ ] Yes  
- [x] No

**Remarks:** Terminated for multiple violations of city policy.

---

**Employee was given form CS-40 (UI) - Notice to Employee about Unemployment Compensation**

12/15/2017

**Signed:**  
**Date:** 12-15-2017

**Div. Supt./Dept Head**

**Date:** 12/15/17

---

**For Personnel Department Use**

**Vacation Payoff**  
**Sick Leave Payoff**  
**Comp Time Payoff**

CS-40 (UI) (REV. 2/2012)
Dear Civil Service Commission,

I'm writing this letter in support of Christopher Charfauros. Chris is assigned to the Street Lighting Underground / Knock over crew. I am his supervisor and he works under another Journeyman Electrician that he assists when an assignment is to be completed. Chris is a very hard worker, always giving 100% effort and he has never complained or refused to do anything asked of him.

I understand the seriousness of Chris' behavior and I am sure he realizes that he has made a few bad decisions, as he is very apologetic for what he has done. Up to this point, Chris has maintained a clean record, never having had any type of misconduct or warnings within our department and his work ethic has been outstanding. He is highly respected by his coworkers as well as all of the supervisors in our section and he has our support.

Chris has been with the City of San Diego for 19 years and it would be detrimental for him and his family if he were to lose his job. He has taken steps to reach out to the EAP for assistance. He is sincere in correcting his behavior, for the betterment of his future.

I ask that you, the Civil Service Commission, please take into consideration and allow Chris to keep his job. I understand that there is disciplinary action for his behavior, but ask that you please consider something other than terminating his employment from the City of San Diego. Perhaps a suspension, rather than termination.

Thank you for your consideration.

Sincerely

Derek Mack

[Signature]
To whom it may concern:

My name is Casandra Palmer-Thodile, I was Chris Chafauros supervisor in 2002 to 2007. He held the position of Grounds maintenance worker II, volunteer baseball coach, special events assistant and anything pertaining to the job and site. He was an above standard employee whose area was always well maintained.

He was ready to volunteer as a coach when I was short of staff and did an exceptionally great job. The kids loved him.

If I had a chance to rehire him I would say yes.

Casandra Palmer Thodile

Retired Area Manager
CLASSIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LABORER

DEFINITION:

Under immediate supervision, to perform routine, unskilled construction and maintenance tasks; and to perform related work.

EXAMPLES OF DUTIES:

- Performs manual and unskilled work as a member of a work crew;
- Performs lifting, loading, moving, digging, scraping, and sweeping tasks, following simple directions;
- Operates pneumatic equipment in breaking pavement for the repair and maintenance of streets and water utilities services;
- Performs heavy physical labor in loading and unloading supplies, equipment, and materials;
- Excavates pipelines and mains with a shovel;
- Assists in laying, joining, and caulkling pipe;
- Uses small manual and power tools as directed;
- Shovels, rakes, and rolls asphalt;
- Operates a spray emulsion gun;
- Assists in crackpouring streets and in pouring cement;
- Assists in painting parking stall lines;
- Assists in constructing, maintaining, and repairing dams, bridges, and reservoirs;
- Assists in treatment plant maintenance by cleaning equipment;
- Drives light motorized equipment such as three-wheel scooters, pickup trucks, dump trucks, crew trucks and similar equipment;
- Sets up temporary traffic safety patterns at work sites as directed.

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.

No specific education or experience is required.

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.
DEFINITION:
Under general supervision, to perform routine grounds maintenance and custodial work at assigned park and recreation facilities; and to perform related work.

* EXAMPLES OF DUTIES:
• Sweeps, scrubs, oils, and polishes floors;
• Dusts and polishes furniture, metal work, and wood work;
• Washes windows and walls;
• Cleans restrooms and replenishes custodial supplies;
• Cleans lighting fixtures and replaces bulbs;
• Cleans buildings and grounds by sweeping, vacuuming, and picking up paper and other trash;
• Operates power edgers, weed cutters, electric hedge shears, vacuum sweepers;
• Operates automatic and manual irrigation systems for watering lawns and other plantings;
• Edges lawns and shrub beds;
• Removes weeds by mechanical and manual means;
• Assists in planting and removing trees and shrubs;
• Assists in loading debris and brush into light pickup trucks;
• Lays out, conditions, and marks grounds for recreational events;
• Moves and arranges furniture and recreational equipment;
• Locks and unlocks gates, windows, and doors;
• Cleans swimming pools and maintains proper water levels;
• Performs routine servicing of equipment and tools used in work;
• May drive a light pickup truck;
• Provides routine information to the public.

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.

No experience or education is required. Possession of a valid California Class C Driver's License.

* 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.
CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GROUNDS MAINTENANCE WORKER II

DEFINITION:

Under general supervision, to perform semi-skilled landscape maintenance and custodial maintenance work; to operate small riding lawn mowers, sweepers, and other grounds maintenance equipment of routine operational difficulty; to perform heavy turf maintenance and park renovation duties; and to perform related work.

EXAMPLES OF DUTIES:

- Performs semi-skilled landscape maintenance and construction work such as pruning, minor grading, soil preparation, and planting;
- Cleans buildings, public restrooms and grounds;
- Maintains custodial supplies and equipment;
- Answers routine questions from the general public;
- Fertilizes lawns and plantings;
- Prepares, lays out, and conditions sports fields for recreational events;
- Moves and arranges furniture and recreational equipment;
- Maintains handball, volleyball and shuffleboard facilities, swings, slides, horseshoe pits, and other sports areas;
- Installs and maintains benches, picnic facilities, signs, fences, and playground equipment;
- Performs minor maintenance and painting work;
- Removes, cleans, adjusts, and replaces sprinkler heads;
- Operates triplex lawn mowers, lawn sweepers, renovators, aerifiers, sod cutters, hot/high water pressure surface cleaners, rototillers and other equipment of comparable operational difficulty;
- Mixes and applies pesticides using small hand sprayers and small, powered spray equipment in chemical pest and weed control work;
- Operates pneumatic hammers and a variety of tools in landscape construction functions;
- Operates light trucks in hauling mowers and other equipment, soil, and supplies;
- Loads debris and brush into pickup trucks;
- May lead the work of subordinate personnel, including probation and/or workfare workers, in the more routine and simple grounds maintenance and custodial work;
- Services and makes minor repairs of equipment used;
- Keeps routine records.

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 paid experience in grounds maintenance work. Qualifying paid experience must include all of the following: cultivating, fertilizing, and planting lawns, shrubs, trees and ground covers; pruning trees and shrubs; and maintenance and minor repair of irrigation sprinklers; OR one year of paid experience performing a combination of grounds maintenance work and the operation, maintenance, or repair of grounds maintenance equipment. Possession of a valid California Class C Driver's License.

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.
George O. Dillard is appealing his disqualification for the position of Lifeguard I with the Fire-Rescue Department. This disqualification is based on a positive urine drug screen for marijuana.

The Pre-Employment Questionnaire was completed on April 12, 2022, 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?" Mr. Dillard's response to this question was "No." The questionnaire states, "Illegal drugs include those controlled substances defined in Schedule I through V of Section 202 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."

Mr. Dillard was seen at Concentra on April 12, 2022, for his pre-employment medical examination. Mr. Dillard completed the Drug Screen Consent form which asked him to list all medications, pills, drugs, or other substances used within the past 30 days. Mr. Dillard did not indicate any usage of marijuana. At that time, he gave a urine specimen which was tested for drugs. The screening test was positive for marijuana and was confirmed by gas chromatography/mass spectrometry.

In the attached appeal letter, Mr. Dillard states, "The reason I wish to appeal and ask for your reconsideration to this decision is that I was unaware I would be tested for Marijuana and that it is still '...considered an illegal drug because it is still defined as a schedule 1 controlled substance under this federal statute [sic].' If I were to have understood this better, I would have stopped my usage of marijuana completely for this position."

The Commission's employment standards under Personnel Manual Index Code C-4 provide that recent usage of illegal drugs or substances or recent abuse of legal or prescription drugs or substances is not acceptable. In addition, Section 131 of the San Diego City Charter provides:
Any applicant for any office or employment in the classified service who shall knowingly make any false statement deemed material to eligibility for the position sought in connection with any test shall thereby forfeit his right to be entered upon the eligible register, and in case he has been appointed to an office or employment he shall forfeit it and may not be entitled for a period up to three years thereafter, within the discretion of and until notified by the Civil Service Commission, to take any Civil Service test or be eligible for appointment to any office or employment in the service of the City.

Therefore, based on the above information and the Commission’s policy, staff recommends denial of this appeal. This will result in Mr. Dillard’s name being removed from the Lifeguard I list and all other eligibility lists. Further, he will not be able to compete in any examinations for employment with the City of San Diego for a period of up to three years.

Douglas Edwards
Personnel Director

Attachments: 1. Disqualification Letter
2. Pre-Employment Questionnaire
3. Drug Screen Consent Form
4. Appeal Letter
5. Class Specification for Lifeguard I
April 26, 2022

George O. Dillard

Dear Mr. Dillard:

This is to advise you that you do not meet the City's Medical Employment Standards for the position of Lifeguard I. This is based on your positive urine drug screen test for Marijuana, confirmed by gas chromatography/mass spectrometry. The test was performed as part of your pre-employment medical examination at Concentra on April 12, 2022.

Civil Service Rule II, Section 6(1) states that an applicant may be disqualified:

... if the Personnel Director shall find that the applicant...(c) habitually or excessively uses habit-forming drugs or intoxicating beverage which would adversely affect job performance or public safety.

Personnel Manual Index Code C-4, III, A., 2. Drug and Alcohol Screening states:

The drug and alcohol screening will test for the use of state and federal prohibited controlled substances and prescription drugs not prescribed to the individual as indicated by laboratory results. 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.

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 also considered an illegal drug because it is still defined as a Schedule I controlled substance under this federal statute.

Additionally, it has come to our attention that you falsified the Pre-Employment Questionnaire and the Drug Screen Consent form that you completed as part of your medical examination for the position of Lifeguard I.

The Pre-Employment Questionnaire completed and signed by you on April 12, 2022, asked, "Are you using illegal drugs or prescription drugs that were NOT prescribed to you?" Your response to this question was "No."

The Drug Screen Consent form completed and signed by you on April 12, 2022, asked you to list all medications, pills, drugs, or other substances you have used within the past 30 days. You did not indicate usage of Marijuana.
Section 131 of the San Diego City Charter provides:

Any applicant for any office or employment in the classified service who shall knowingly make any false statement deemed material to eligibility for the position sought in connection with any test shall thereby forfeit his right to be entered upon the eligible register, and in case he has been appointed to an office or employment he shall forfeit it and may not be entitled for a period up to three years thereafter, within the discretion of and until notified by the Civil Service Commission, to take any Civil Service test or be eligible for appointment to any office or employment in the service of the City.

Because of these findings, you have been disqualified for employment. In addition to the rejection of your application for Lifeguard I, your name is being removed from this and all other eligibility lists. Further, you will not be eligible to compete in any examinations for employment with the City of San Diego for a period of three years from the date of this letter.

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

[Signature]

L:\Medical\Medical Disqualification Letters\Dillard, O. George DQ letter + for Marijuana and Falsification.docx
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: 04/12/22

Name: George Dillard

Social Security No.: ___________________________ Date of Birth: __________________

Title of Position: Lifeguard 1

Department: ________________________________

Telephone Number(s): _______________________

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

(Illegal drugs include those controlled substances defined in Schedule I through V of Section 202 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): _____________________________

Frequency: __________________________________

Date(s) last used: ____________________________

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: _______________ SIGNATURE: _________________________

Pre-Employment Questionnaire Rev. 2/2017
The City of
SAN DIEGO

DRUG SCREEN CONSENT

I, ________________________, hereby consent to allow my urine to be tested for alcohol, drugs, and/or other chemical intoxicants. I further consent to allow the results of such testing to be divulged to THE PERSONNEL DEPARTMENT, or its agent, designee, or representative.

I agree to hold harmless, CONCENTRA, all physicians, employees, and agents who work or perform services for the above corporation, from any action that may arise out of such test results being divulged to THE PERSONNEL DEPARTMENT. This hold harmless agreement shall not, however, waive any rights I may have against CONCENTRA, any physicians, employees, and agents who work or perform services for this corporation for any negligence or willful misconduct by them in the collection of samples or the processing of tests or test results.

[Signature]
04/12/22

Patient's Signature

Place an (X) next to all of the medications, pills, drugs, or other substances you have used within the past 30 days. This information will be used to help the doctor interpret the results of your urine tests.

- Antianxiety medications (e.g. Valium, Librium)
- Barbiturates (e.g., Seconal)
- Opiate class pain medications (codeine, hydrocodone, oxycodone, morphine, methadone, TYLENOL #3, Tramadol, prescription cough syrup)
- Nasal Sprays
- Alcohol
- Diet Pills (over the counter or prescription)
- Muscle relaxants (e.g. Valium, Norflex, Flexeril)
- ADHD medication (e.g. Adderall, Vyvanse, Amphetamine, Ritalin)
- Sleeping pills, sedatives (e.g. Lunesta, Ambien, Seconal)
- Marijuana

Indicate all others not listed above by name or type. If none, state "NONE."

The above is a true indication of the medications or drugs which I have used in the past 30 days. I understand that false or incomplete information is cause for disqualification or dismissal. I understand that I am entitled to receive a copy of this authorization upon my request.

[Signature]
04/12/22

Patient's Signature

TO BE COMPLETED BY COLLECTOR:

☐ Patient instructed to wash hands
☐ Patient declined to wash hands

Picture I.D. verified by ____________ (Collector's Initials) Type of I.D. ____________

NOTE: For City of San Diego Fire-Rescue Personnel, washing hands is not required prior to providing specimen. Medical Assistant is to make no notation if the patient declines to follow such direction.

Rev. 08/30/21
CITY OF SAN DIEGO,
PERSONNEL DEPARTMENT
1200 THIRD AVENUE, SUITE 300
SAN DIEGO, CA 92101

Dear Civil Service Commission:

I'm writing this letter in response to the correspondence notifying me that I have been disqualified from being eligible for the City of San Diego Lifeguard I position. I wish to appeal this decision and believe for good cause.

I was disqualified from being eligible due to being positive for Marijuana when I took the drug test along with unintentionally falsifying the Pre-Employment Questionnaire and the Drug Screen Consent form.

The reason I wish to appeal and ask for your reconsideration to this decision is that I was unaware I would be tested for Marijuana and that it is still "...considered an illegal drug because it is still defined as a schedule 1 controlled substance under this federal stature." If I were to have understood this better, I would have stopped my usage of marijuana completely for this position.

Prior to this notice I received, I was under the impression that Marijuana was legal and not specified as an illegal drug or prescription drug that wasn't prescribed to me which is why I didn't respond correctly.
I understand, I made a mistake of not educating myself on if I were to be tested on state or federal levels when filling out the forms and I apologize sincerely. I truly have been looking forward to this position and serving the City of San Diego and would love the opportunity to do so if the Personnel Department wishes to approve my appeal. I am willing to do whatever that takes. I willing to take weekly or bi-weekly drug tests through the summer of my employment to prove that I have made a change and continue to keep a professional and healthy lifestyle.

Thank you for your consideration and I look forward to hearing from you soon.

SINCERELY,

GEORGE DILLARD
CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION

LIFEGUARD I

DEFINITION:
Under general supervision, to maintain surveillance over an assigned coastal area to protect life and property and to prevent accidents; to enforce local and state laws; and to perform related work.

DISTINGUISHING CHARACTERISTICS:
This class is used primarily to fill seasonal, summer lifeguard positions.

EXAMPLES OF DUTIES:
- Safeguards the using public by maintaining surveillance over an assigned area within a lifeguard district on the oceanfront or Mission Bay;
- Performs beach, cliff and water rescues in coastal and inland areas;
- Enforces aquatic beach regulations and ordinances;
- Issues citations and makes arrests;
- Patrols assigned area in radio equipped emergency vehicle;
- Warns the public of dangerous conditions and posts warning devices;
- Administers medical aid and performs cardio-pulmonary resuscitation;
- Operates emergency vehicles such as pickup trucks, 2 and 4 wheel drive vehicles, cliff rescue vehicle, rescue boats and specialized lifesaving equipment;
- Dives in ocean water, with or without self-contained underwater breathing apparatus (SCUBA);
- Performs search and recovery on Mission Bay, ocean, or inland lakes and waterways;
- Dispatches mobile lifeguard units;
- Furnishes routine information to the media and general public;
- Testifies in court regarding matters of enforcement and litigation;
- Tows disabled boats;
- Keeps records and writes reports;
- Maintains safety equipment, facilities and supplies;
- Assists in conducting aquatic events and water safety programs;
- Is subject to 24-hour emergency call.

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.

Must be 18 years old at date of hire. Possession of valid "American Red Cross Emergency Response" certificate or equivalent; completion of the San Diego Regional Lifeguard Academy course, "Introduction to Open Water Lifeguarding". Possession of a valid California Class C Driver's License.

* 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.