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, December 8, 2022 at 1:00 p.m.
Online Meeting
Click here to view meeting on Zoom Webinar at the scheduled time.

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### 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.)

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### CONSENT AGENDA (Items 2 through 7 can be approved with one motion.)

2. Approval of the minutes for the regular business meeting of November 3, 2022.

3. Leaves of Absence Without Pay – In Order. Items 22 through 27.

4. Approval of Exceptional Merit Increase for Jose E. Duran, District Manager.

5. Approval of Exceptional Merit Increase for Christian R. Haupt, Area Manager II.
6. Approval of Exceptional Merit Increase for Juan N. Lizarraga, Area Manager II.

7. Approval of Exceptional Merit Increase for Carlos G. Rios, District Manager.

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

8. Paul N. Koontz, Power Plant Operator, Public Utilities Department, for a one-year special leave without pay ending October 9, 2023, with their job to be saved.
   Hire Date: August 15, 2022
   Reason: Personal.
   Department Recommendation: Denial.

9. Abegail M. Ortega, Customer Services Representative, Public Utilities Department, for a one-month (second extension) special leave without pay ending January 9, 2023, with their job to be saved.
   Hire Date: July 11, 2016
   Reason: Childcare.
   Department Recommendation: Approval.

10. Jorge S. Zingaretti, Parking Enforcement Officer I, Police Department, for a one-year (fourth extension) special leave without pay ending November 2, 2023, with their name to be placed on the eligible list for Parking Enforcement Officer I.
    Hire Date: April 11, 2007
    Reason: Family care.
    Department Recommendation: Approval.

POLICY ITEMS – DISCUSSION

11. Revision to Civil Service Rule XI (Resignation, Removal, Suspension, Reduction in Compensation, Demotion) related to Conduct of Hearing.

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

13. Request from the Public Utilities Department to exempt a Program Coordinator position from the Classified Service.
14. Request from the San Diego City Employees’ Retirement System to exempt a Program Manager position from the Classified Service.

15. Staff recommendations on special salary adjustments for the Fiscal Year 2024 Salary Ordinance.

   **Recommended for Approval:**
   1) Assistant Golf Course Superintendent and Golf Course Greenskeeper
   2) Laborer
   3) Principal Backflow & Cross Connection Specialist and Senior Backflow & Cross Connection Specialist

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

17. Brad M. Campbell, appealing their conviction record disqualification for the position of Golf Operations Assistant.

18. Brad M. Campbell, appealing their medical disqualification for the position of Golf Operations Assistant.

19. Jordan T. Healy, appealing their conviction record disqualification for the position of Structural Inspector I.

20. Albert J. Williams III, appealing their conviction record disqualification for the position of Laborer.

**UNFINISHED BUSINESS**

21. Staff recommendation on special salary adjustment for the Fiscal Year 2024 Salary Ordinance.

   **Recommended for Approval:**
   Swimming Pool Manager Series
LEAVES OF ABSENCE WITHOUT PAY – IN ORDER

22. Trent J. Tkachuk, Water Utility Supervisor, Public Utilities Department, for a six-month special leave without pay ending May 20, 2023, with their job to be saved.
   Hire Date: January 18, 2014
   Reason: Education.
   Department Recommendation: Approval.

23. Oscar Vazquez, Painter, General Services Department, for a two-month special leave without pay ending December 13, 2022, with their job to be saved.
   Hire Date: January 6, 2020
   Reason: Loss of Class C Driver License.
   Department Recommendation: Approval.

LEAVES OF ABSENCE WITHOUT PAY – UNCLASSIFIED

24. Robert L. Allen, Fire Battalion Chief, Fire-Rescue Department, for a leave of absence from the Classified Service effective November 12, 2022, while temporarily filling an unclassified position with their job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

25. Andrea D. Deleon, Recycling Specialist III, Environmental Services Department, for a leave of absence from the Classified Service effective October 18, 2022, while temporarily filling an unclassified position with their job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

26. Brian M. Raines, Fire Battalion Chief, Fire-Rescue Department, for a leave of absence from the Classified Service effective November 12, 2022, while filling an unclassified position with their name to be placed on the appropriate eligible list.
27. Sarah E. Sims, Supervising Management Analyst, Environmental Services Department, for a leave of absence from the Classified Service effective October 15, 2022, while temporarily filling an unclassified position with their 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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<td>Unclassified</td>
<td>04</td>
</tr>
<tr>
<td>Other</td>
<td>02</td>
</tr>
</tbody>
</table>

ITEMS FOR INFORMATION

NEW BUSINESS

CLOSED SESSION

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

I. Deliberation on disciplinary appeal pursuant to Government Code Section 54957:
   a. Larry Williams
CITY OF SAN DIEGO
MINUTES OF THE MEETING OF THE
CIVIL SERVICE COMMISSION

Thursday, November 3, 2022 at 1:00 p.m.
Online Meeting

A. The regular business meeting of the Civil Service Commission was called to order by President Jacquelyn R. Atkinson at 1:02 p.m. Also present were Commissioner Tammy Lin and Commissioner Aaron Olsen. Vice-President Nicolaz Portillo and Commissioner Sunday Gover were absent.

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

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INTRODUCTION

1. Roll Call.

ACTION TAKEN/PENDING

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

NON-AGENDA PUBLIC COMMENT

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CONSENT AGENDA (Items 2 through 6 can be approved with one motion.)

2. Approval of the minutes for the regular business meeting of October 6, 2022.


4. Approval of Exceptional Merit Increase for Adriana Arias, Account Clerk.

5. Approval of Exceptional Merit Increase for Brady Redmond A. Balolong, Supervising Management Analyst.

6. Approval of Exceptional Merit Increase for Rachel S. Ruiz, Senior Clerk/Typist.

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

7. Bahareh Asadolahi, Library Assistant III, Library Department, for a one-year (fourth extension) special leave without pay ending October 2, 2023, with their name to be placed on the eligible list for Library Assistant III.
   Hire Date: January 5, 2001
   Reason: Personal.
   Department Recommendation: Approval.

   Approved. Speaking for staff was Carissa Rosemore. Speaking for the department was Misty Jones.

8. Marcus L. Dean, Laborer, Public Utilities Department, for a four-month special leave without pay ending December 31, 2022, with their job to be saved.
   Hire Date: December 3, 2007
   Reason: Family care.
   Department Recommendation: Modification to name on eligible list.

   Approved with modification to name on eligible list. Speaking for staff was Carissa Rosemore. Speaking for the department was Nick Hodnett.

9. Nada Y. Elyas, Library Assistant III, Library Department, for a ten-month special leave without pay ending August 20, 2023, with their job to be saved.
   Hire Date: November 3, 2014
   Reason: Childcare.
   Department Recommendation: Modification to name on eligible list.

   Approved. Speaking for staff was Carissa Rosemore. Speaking was Nada Y. Elyas. Speaking for the department was Misty Jones. Speaking for MEA was Nick Wright.
Policy Items – Discussion

10. Allyson M. Ford, Police Detective, Police Department, for a one-year special leave without pay ending January 3, 2024, with their job to be saved.
    Hire Date: July 21, 2006
    Reason: Personal
    Department Recommendation: Modification to name on eligible list.

11. Irazema Garcia, Contracts Processing Clerk, Engineering and Capital Projects Department, for a one-year (first extension) special leave without pay ending October 6, 2023, with their name to be placed on the eligible lists for Contracts Processing Clerk, Office Support Specialist, Account Clerk, Public Information Clerk, Clerical Assistant II, and Clerical Assistant I.
    Hire Date: November 23, 2002
    Reason: Maintain employment eligibility.
    Department Recommendation: Approval.

Approved.
Speaking for staff was Carissa Rosemore.
Speaking was Allyson M. Ford.

Approved.
Speaking for staff was Carissa Rosemore.
Speaking for the department was Carrie Purcell.

12. Request from the Personnel Director to merge the current Golf Course Greenskeeper (T11480) eligible list with the new Golf Course Greenskeeper (T11649) eligible list.

Approved.
Speaking for staff was Darren Keenaghan.

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

Approved.
Speaking for staff was Rachel McDonald-Hernandez.
Speaking for the department was Kim Desmond.

14. Request from the Planning Department to exempt two Program Coordinator positions from the Classified Service.

Approved.
Speaking for staff was Rachel McDonald-Hernandez.
Speaking for the department was Marco Camacho.

15. Request from the Public Utilities Department to exempt an Assistant Deputy Director position from the Classified Service.

Approved.
Speaking for staff was Rachel McDonald-Hernandez.

16. Request from the Risk Management Department to exempt a Program Coordinator position from the Classified Service.

Approved.
Speaking for staff was Rachel McDonald-Hernandez.
17. Staff recommendations on special salary adjustments for the Fiscal Year 2024 Salary Ordinance.

Recommended for Approval:

1) Grounds Maintenance Worker Series
2) Supervising Management Analyst
3) Swimming Pool Manager Series

Speaking for staff was Rachel McDonald-Hernandez.

1. **Grounds Maintenance Worker Series – Request for special salary adjustment of 20%**
   Approved 37.7% special salary adjustment for Lead Cemetery Groundskeeper classification.
   Speaking for the department was Louis Merlin.

2. **Supervising Management Analyst – Request for special salary adjustment of 5%**
   Approved 5% special salary adjustment for Supervising Management Analyst.
   Speaking for the department was Louis Merlin.
   Speaking for MEA was Nick Wright.

3. **Swimming Pool Manager Series – Request for special salary adjustment of 25%**
   Continued to December meeting.

   Approved.
   Commissioner Olsen dissenting.
   Speaking for staff was Dylan Cooper.
   Speaking was Juan M. Perez.

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18. Juan M. Perez, appealing their medical disqualification for the position of Structural Inspector I.

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**LEAVES OF ABSENCE WITHOUT PAY – IN ORDER**

19. Tonny Townsend, Utility Worker I, Transportation Department, for a three-month special leave without pay effective April 19, 2022, through July 5, 2022, with their job to be saved.
   Hire Date: October 2, 1989
   Reason: Medical.
   Department Recommendation: Approval.
LEAVES OF ABSENCE WITHOUT PAY – UNCLASSIFIED

20. Kayla C. Edwards, Associate Management Analyst, Stormwater Department, for a leave of absence from the Classified Service effective September 26, 2022, while filling an unclassified position with their name to be placed on the appropriate eligible list.

LEAVES OF ABSENCE WITHOUT PAY – TOTAL

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<th>Total Leave Requests</th>
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<td>03</td>
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ITEMS FOR INFORMATION

NEW BUSINESS

CLOSED SESSION

At 12:02 p.m., the Commission met in Closed Session with the following agenda:

I. Deliberation on disciplinary appeal pursuant to Government Code Section 54957:
   a. 2020-1- Termination upheld.

ADJOURNMENT

At 1:02 p.m., the Commission convened into open session.
At 2:07 p.m., President Jacquelyn R. Atkinson called for a break.
At 2:15 p.m., the meeting continued.
There being no further business, the meeting was adjourned at 3:23 p.m.

Jacquelyn R. Atkinson, President
City of San Diego
Civil Service Commission

SUPPLEMENTAL MINUTES

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

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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.

POLICY ITEMS – DISCUSSION

S1. Request from the Risk Management Department to exempt a Program Coordinator position from the Classified Service.  

Approved. 
Speaking for staff was Rachel McDonald-Hernandez.
DATE: December 2, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Jose E. Duran, District Manager

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Jose E. Duran, District Manager, effective October 29, 2022, from “D” step ($42.33/hr.) to “E” step ($44.25/hr.).

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

Douglas Edwards
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2022\12. December 8, 2022\EMI - Duran.doc
# REQUEST FOR EXCEPTIONAL MERIT INCREASE

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

<table>
<thead>
<tr>
<th>EMPLOYEE NAME:</th>
<th>Jose Enrique Duran, Jr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT NAME:</td>
<td>Parks and Recreation</td>
</tr>
<tr>
<td>PERSONNEL AREA NO:</td>
<td>3175</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>JOB:</th>
<th>District Manager</th>
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<tbody>
<tr>
<td>PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIGHER PRESENT JOB:</td>
<td></td>
</tr>
<tr>
<td>FROM_________ STEP TO_________ STEP</td>
<td></td>
</tr>
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<td>DATE(S):</td>
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</table>

<table>
<thead>
<tr>
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</thead>
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<tr>
<td>MONTHS: 3</td>
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<table>
<thead>
<tr>
<th>RECOMMENDED STANDARD RATE NUMBER AND STEP:</th>
<th>$44.25 E Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFFECTIVE DATE OF RECOMMENDED INCREASE:</td>
<td>10/31/2022 10/29/2022</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE?</th>
<th>☑ YES</th>
</tr>
</thead>
</table>

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

Enrique Duran, Jr. has been an incredible addition to the Community Parks II leadership team. As a District Manager, he has brought calm and steady leadership to District 42 which includes neighborhoods such as Skyline, Paradise Hills, San Ysidro, Otay Mesa, and other South Bay neighborhoods. Enrique has dedicated his career to Parks and Recreation and it shows in his decision-making and his ideas which are often rooted in the wisdom and experience that is gained through decades of working in this field.

In addition to managing the day-to-day recreation and grounds maintenance of District 42, Enrique is also responsible for the Department's feeding programs that include free summer lunch for youth, and ongoing family meal distribution in partnership with Feeding San Diego. Enrique also chairs the Department's Sports Committee. This committee is responsible for organizing the City's youth sports leagues, championship games, and ongoing training of staff. Hundreds of youth are able to participate in futsal, volleyball, flag football, softball, soccer, and baseball due to Enrique's leadership.

I wholeheartedly endorse Enrique's merit increase to E Step. He is worthy of this increase because of the totality of his years of experience and the many contributions that he continues to make to the Department.

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

**APPOINTING AUTHORITY SIGNATURE:** Gina Dudley

**DATE:** 11/2/22

**DEPARTMENT DIRECTOR:**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Deputy Director</td>
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</tr>
<tr>
<td>Department Director</td>
<td>11/2/2022</td>
</tr>
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</table>

**DEPUTY CHIEF OPERATING OFFICER:**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Deputy Chief Operating Officer</td>
<td>11/3/22</td>
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</table>

CS-80 (Rev. 01-2010)
DATE: December 2, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Christian R. Haupt, Area Manager II

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Christian R. Haupt, Area Manager II, effective November 12, 2022, from “C” step ($34.98/hr.) to “D” step ($36.79/hr.).

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

Douglas Edwards
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2022\12. December 8, 2022\EMI – Haupt.doc
REQUEST FOR EXCEPTIONAL MERIT INCREASE

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

<table>
<thead>
<tr>
<th>EMPLOYEE NAME:</th>
<th>Christian R. Haupt</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT NAME:</td>
<td>Parks and Recreation</td>
</tr>
<tr>
<td>PERSONNEL AREA NO:</td>
<td>3175</td>
</tr>
<tr>
<td>LAST PERFORMANCE EVALUATION:</td>
<td>2/22/2022</td>
</tr>
<tr>
<td>PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIGHER PRESENT JOB FROM STEP TO STEP:</td>
<td></td>
</tr>
<tr>
<td>DATE:</td>
<td>2/22/2022</td>
</tr>
<tr>
<td>OVERALL EVALUATION:</td>
<td>Meets Standards Above-Standard</td>
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<tr>
<td>TOTAL CITY SERVICE:</td>
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<td>PRESENT STANDARD RATE NUMBER AND STEP:</td>
<td>$34.13 C Step 934.75</td>
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<tr>
<td>DATE REGULAR MERIT INCREASE IS DUE:</td>
<td>8/20/2023</td>
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<tr>
<td>RECOMMENDED STANDARD RATE NUMBER AND STEP:</td>
<td>D Step 934.79</td>
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<tr>
<td>EFFECTIVE DATE OF RECOMMENDED INCREASE:</td>
<td>11/12/2022</td>
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<tr>
<td>IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE?</td>
<td>YES</td>
</tr>
</tbody>
</table>

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

Mr. Christian Haupt is an Area Manager assigned to the Martin L. King/Eccentro area in Community Parks II Division. Christian came into this new assignment down three supervisors, three Ground Maintenance Workers and a number of hourly recreational staff just as we were reopening all recreation centers to the general public after the COVID pandemic restrictions were reduced. Christine did not hesitate in developing professional relationships with his fellow Area Managers and on-site team to complete projects and deadlines. His main task was to create a new concept for maintenance needs in his community parks, neighborhood parks and joint use locations. Christian is self-motivated, result oriented and not afraid to get his hands dirty working alongside his team to clear brush, repair irrigation, remove graffiti, pressure wash surfaces, and work with the Police Department on homeless encampments. On a number of occasions tensions ran high when interacting with the homeless population, maintenance staff felt uncomfortable and the Police had to be called in order to clean the parks and find solutions. Christian never shied away from these assignments and set an example by working alongside staff to accomplish goals.

In the area of recreational programming Christian and his recreational team brainstormed and created meaningful summer programs that included summer camps, teen nights, field trips, deep sea fishing trips, summer lunch, assisting the George L. Stevens Senior Center with food distribution and more. He was proactive in creating purchase orders, purchasing with his City issued procurement card and staying within budget. He always demonstrates a positive attitude and provided quality work. He trained his staff, held them accountable, led by example and was flexible and approachable with his staff, parents, participants and the general public.

For over six months Mr. Haupt was without a Center Director or a consistent Ground Maintenance Workers at Encinto Recreation Center during the busiest time of the year. He was extremely flexible in bringing in other staff to assist with maintenance, organizing group projects, and completing maintenance assignments on his own. He utilized the recreation staff to fill the gaps on smaller projects and was very efficient in utilizing time, materials and staff in such a way that the public and users groups were not aware we were down staff. He quickly developed a strong working relationship with the plumbers, facility maintenance, Shafer, and support Services to complete service requests and made his parks to the best they could be. Christian's positive outlook and can-do attitude has been wonderful to work with and has brought a new energy to the area. He is dependable, customer service oriented and encourages his team to give their best on the job. He creates and environment of open collaboration and helps others to have a positive outlook in their jobs.

Mr. Haupt's attention to detail, daily flexibility to changing assignments and calm and composed demeanor are one of his strongest assets and something he can build on as he moves forward in his career. His dedication to the City of San Diego and the Parks and Recreation Department is greatly appreciated and valued. For these attributes and solid teamwork Mr. Haupt should be elevated to E step on the pay scale.

<table>
<thead>
<tr>
<th>APPOINTEE AUTHORITY SIGNATURE</th>
<th>Gina Duley, Deputy Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>11-14-2022</td>
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<tr>
<td>DEPARTMENT DIRECTOR SIGNATURE</td>
<td>Parks and Recreation Director</td>
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<tr>
<td>DATE</td>
<td>11/14/2022</td>
</tr>
<tr>
<td>MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)</td>
<td>Kristina Peralta, Deputy Cheif Operating Officer</td>
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<td>DATE</td>
<td>11/15/22</td>
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CS-93 (Rev. 01-2010)
MEMORANDUM

DATE: December 2, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Juan N. Lizarraga, Area Manager II

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Juan N. Lizarraga, Area Manager II, effective November 12, 2022, from “D” step ($36.79/hr.) to “E” step ($38.54/hr.).

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

Douglas Edwards
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2022\12. December 8, 2022\EMI - Lizarraga.doc
**REQUEST FOR EXCEPTIONAL MERIT INCREASE**

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

<table>
<thead>
<tr>
<th>EMPLOYEE NAME:</th>
<th>Juan N. Lizarraga</th>
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<tr>
<td>EMPLOYEE PIN #:</td>
<td>3175</td>
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<tr>
<td>DEPARTMENT NAME:</td>
<td>Parks and Recreation</td>
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<td>PERSONNEL AREA NO.:</td>
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<td>LAST PERFORMANCE EVALUATION:</td>
<td>1/25/2022</td>
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<td>OVERALL EVALUATION:</td>
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<td>TOTAL CITY SERVICE:</td>
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<td>RECOMMENDED STANDARD RATE NUMBER AND STEP:</td>
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<td>EFFECTIVE DATE OF RECOMMENDED INCREASE:</td>
<td>11/12/2022</td>
</tr>
<tr>
<td>DATE REGULAR MERIT INCREASE IS DUE:</td>
<td>3/5/2023</td>
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</tbody>
</table>

**EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPREHENSIVELY 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 OF TIME SAVED.**

Mr. Juan Lizarraga is currently assigned to the Memorial/Chicano Park section of San Diego as an Area Manager in Community Parks II Division. Since being promoted to this position Juan has faced staffing shortages in all the classifications under his supervision, and has risen to the challenges by creating a team concept for his maintenance staff to accomplish daily task/goals, he has worked closely with three new park supervisors to develop a dedicated work unit that has provided youth sports, special events, adult programs, youth camps and Parks After Dark events for the community.

Juan has offered insightful perspectives on issues that have occurred at Chicano Park with maintenance and City staff’s interaction with the Chicano Park Steering Committee. He has attended several of their meetings as a goodwill gesture to bridge the gap and secure a open dialogue between the City and the Steering Committee. He was instrumental in securing a maintenance contract to maintain the park grounds and a graffiti contract to address the comfort station.

At Memorial Recreation Center he worked closely with the city trades and Council District 8 to build a temporary dog park, repair the snack shack for the Little League organization, work with the city paint crew to paint the exterior and interior of the recreation facility which hadn’t been painted for 20 years, and worked closely with the San Diego Loyal Soccer Club to paint the surface of the skate park and installed a mural in an effort to reduce daily tagging.

In addition, to his regular Area Manager duties Mr. Lizarraga’s leadership extends to participating on the S.P.O.R.T.S. Committee, Feas and Charges Committee and Incident Review Committee for the Department. All these committee assignments require flexibility, leadership, communication, interpersonal skills and a professional attitude and commitment to making the Parks and Recreation Department, a fun and safe place to work.

Mr. Lizarraga possesses the ability to develop creative solution to solve problems in the Memorial and Chicano Park areas. He is thoughtful in his processes and takes into consideration the communities wishes and what the city can do to accomplish those goals. He is always available and never shy a way from a difficult task. His outstanding dedication and daily efforts for the City of San Diego Parks and Recreation Department are greatly appreciated and for these reasons he is very deserving of a merit increase to E step.

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

- [ ] Yes
- [ ] No

**APPOINTING AUTHORITY SIGNATURE**

**DEPARTMENT DIRECTOR SIGNATURE**

**MAYOR AND TRUSTEE (MUNICIPAL DEPARTMENTS ONLY)**

**DATE APPROVED BY CIVIL SERVICE COMMISSION**

---

GS-00 (Rev. 01-2019)
DATE: December 2, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Carlos G. Rios, District Manager

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Carlos G. Rios, District Manager, effective October 29, 2022, from “D” step ($42.33/hr.) to “E” step ($44.25/hr.).

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

Douglas Edwards
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2022\12. December 8, 2022\EMI - Rios.doc
REQUEST FOR EXCEPTIONAL MERIT INCREASE

Carlos G. Rios

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

<table>
<thead>
<tr>
<th>EMPLOYEE NAME:</th>
<th>JOE: District Manager</th>
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<tbody>
<tr>
<td>Carlos G. Rios</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME:</th>
<th>EMPLOYEE NUMBER:</th>
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<tr>
<td>Parks and Recreation</td>
<td>3175</td>
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<th>PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB:</th>
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<td>FROM STEP TO STEP</td>
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<tbody>
<tr>
<td>$44.25 E Step ✓</td>
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<tr>
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<tr>
<td>10/34/2022- 10/29/2022</td>
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<tr>
<th>IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>O YES</td>
</tr>
<tr>
<td>☑ NO</td>
</tr>
</tbody>
</table>

Carlos Rios has been an incredible addition to the Community Parks II leadership team. As a District Manager, he has been an inspiring leader, one who leads by example. District 41, which includes neighborhoods such as Golden Hill, North Park, Presidio, City Heights, and Rolando, has some of the most diverse and historically significant neighborhoods in San Diego. Carlos has dedicated his career to Parks and Recreation and he demonstrates his commitment by being present at special events and even coaching! He can often be found coaching recreation teams, such as flag football, which is often a task performed by Recreation Leaders. Being involved in his district, in this manner, is rare for District Managers, as they have little time to dedicate to activities outside the office. But Carlos lives by the ethos that actions speak louder than words.

In addition to managing the day-to-day recreation and grounds maintenance of District 41, Carlos sits on the City's Incident Review Board with other City department leads who periodically review vehicle accident policy and make recommendations to policy makers on best practices. I wholeheartedly endorse Carlos's merit increase to E Step. He is worthy of this increase because of the totality of his years of experience and the many contributions that he continues to make to the Department.

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

APPOINTING AUTHORITY SIGNATURE:

Gina Dudley
Deputy Director

DATE: 11/2/22

DEPARTMENT DIRECTOR SIGNATURE:

DATE: 11/2/2022

MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)

DATE: 11/3/2022

ATTACHMENT 1

CB-86 (Rev. 01-2016)
DATE: December 2, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request for Special Leave Without Pay for Paul N. Koontz, Power Plant Operator

Paul N. Koontz, Power Plant Operator, is requesting a one-year special leave without pay ending October 9, 2023, with their job to be saved.

Paul N. Koontz is requesting this leave to relocate to San Diego. Paul N. Koontz resides in Riverside and is exploring options to secure a permanent location in San Diego to be closer to work. The Public Utilities Department is recommending denial of this request indicating that since their hire date in August 2022, Paul N. Koontz accumulated 304 hours of unpaid absences, which includes 240 hours of unauthorized leave without pay.

Paul N. Koontz has been employed with the City since August 15, 2022. Paul N. Koontz has not yet received a performance evaluation because their special leave without pay is starting prior to the due date of their first probationary performance review on November 14, 2022.

Douglas Edwards
Personnel Director

DE:MZ:km

I:\CSC\CSC Items\2022\12. December 8, 2022\SLWOP - Koontz.doc
DATE: December 2, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request for Special Leave Without Pay (second extension) for Abigail M. Ortega, Customer Services Representative

Abigail M. Ortega, Customer Services Representative, is requesting a one-month (second extension) special leave without pay ending January 9, 2023, with their job to be saved.

Abigail M. Ortega is requesting this extension for childcare reasons. Abigail M. Ortega originally intended to return to work on December 1, 2022, but their husband was in a car accident and is not able to take care of their children. Abigail M. Ortega intends to return on January 10, 2023. The Public Utilities Department is recommending approval of this request.

Abigail M. Ortega has been employed with the City since July 11, 2016, and has been on special leave without pay continuously since December 29, 2021. Their leave history is summarized below.

<table>
<thead>
<tr>
<th>Leave Dates</th>
<th>Special Leave Without Pay</th>
</tr>
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<tbody>
<tr>
<td>12–29–2021 to 06–30–2022</td>
<td>Original request – Job Saved</td>
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<tr>
<td>07–01–2022 to 11–30–2022</td>
<td>1st Extension – Job Saved</td>
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</tbody>
</table>

Abigail M. Ortega’s last performance evaluation was “Meets Standards.”

In a letter dated July 15, 2022, Abigail M. Ortega was advised that “The Commission stated that any future request for leave extension with job saved or name on appropriate eligible list will be evaluated very closely on a case-by-case basis.”

Douglas Edwards
Personnel Director

DE: MZ: km

I:\CSC\CSC Items\2022\12. December 8, 2022\SLWOP – Ortega.doc
DATE: December 2, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request for Special Leave Without Pay (fourth extension) for Jorge S. Zingaretti, Parking Enforcement Officer I

Jorge S. Zingaretti, Parking Enforcement Officer I, is requesting a one-year (fourth extension) special leave without pay ending November 2, 2023, with their name to be placed on the eligible list for Parking Enforcement Officer I.

Jorge S. Zingaretti is requesting this extension to continue being the sole caregiver for their mother. The Police Department is recommending approval of this request.

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

Jorge S. Zingaretti has been employed with the City since April 11, 2007, and has been on special leave without pay continuously since November 3, 2018. Their leave history is summarized below.

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<thead>
<tr>
<th>Leave Dates</th>
<th>Special Leave Without Pay</th>
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<tbody>
<tr>
<td>11-03-18 to 11-02-19</td>
<td>Original request – Name on Eligible List</td>
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<tr>
<td>11-03-19 to 11-02-20</td>
<td>1st Extension – Name on Eligible List</td>
</tr>
<tr>
<td>11-03-20 to 11-02-21</td>
<td>2nd Extension – Name on Eligible List</td>
</tr>
<tr>
<td>11-03-21 to 11-02-22</td>
<td>3rd Extension – Name on Eligible List</td>
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</tbody>
</table>

Jorge S. Zingaretti’s last performance evaluation was “Meets Standards.”

In a letter dated January 21, 2022, Jorge S. Zingaretti was advised that “The Commission stated that any future request for leave extension with job saved or name on appropriate eligible list will be evaluated very closely on a case-by-case basis.”

Douglas Edwards
Personnel Director

DE: EW: km

Attachment 1: Employee Statement

I:\CSC\CSC Items\2022\12. December 8, 2022\SLWOP - Zingaretti.doc
October 30, 2022

Good day to everyone,

My name is Jorge S. Zingaretti. I started working for the City of San Diego in 2007 as a Bilingual Dispatcher I and in 2008 became a Bilingual Dispatcher II. While at my time in communications I was able to assist with the activities dept., National Dispatched Week, emergency evacuation for communications dept. to the backup center due to fire, gas, electrical structural and natural disasters and troubleshoot software/computer/upgrade glitches and issues.

In 2015 I was able to join the Traffic Div. as a Parking Enforcement Officer I and was able to expand my knowledge & understanding of policies and procedures for the City of San Diego. Opportunities became available once training and probation were over for special assignments like early enforcement, disabled plate/placard enforcement, using the portable laptop to run license plates and request tows, use the electrical scooters and assist with events while handling standard patrol throughout the city.

My request for the special leave is due to my mothers health as she has been diagnosed with Alzheimer's, Dementia and has an Aneurysm. I am her sole care giver, only child and power of attorney. Even though it is wonderful to be around her, it is a difficult circumstance while being in another country and understanding a different healthcare structure, procedures and authorizations.

For this reason I ask of you for a special leave extension to allow time to take care of my mother, before heading back to an expanded parking enforcement division.

Thank you for your time and consideration.

Jorge S. Zingaretti
DATE: December 2, 2022
TO: Civil Service Commission
FROM: Douglas Edwards, Personnel Director
SUBJECT: Revision to Civil Service Rule XI (Resignation, Removal, Suspension, Reduction in Compensation, Demotion) related to Conduct of Hearing

Pursuant to San Diego Charter Section 118, "The Civil Service Commission shall recommend to the City Council all rules and amendments thereto for the government, supervision and control of the classified service."

On November 4, 2021, the Civil Service Commission approved proposed revisions to Civil Service Rule XI, Section 5(a)(3) and Section 5(b) to ensure that virtual hearings are acceptable under the rules, and to allow for the Civil Service Commission to require a virtual hearing in order to process City discipline in a timely manner consistent with state and local health regulations (Attachment 1).

On June 14, 2022, the Personnel Department and Human Resources Department completed the meet and confer process and reached agreement with the impacted employee organizations.


Douglas Edwards
Personnel Director

DE:SO:km

Attachments: 1. November 4, 2021 CSC Memo
2. Ordinance O-21562
3. Amended Civil Service Rule XI, Section 5
DATE: October 29, 2021

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Revision to Civil Service Rule XI (Resignation, Removal, Suspension, Reduction in Compensation, Demotion) related to Conduct of Hearing

Civil Service Rule XI, Section 5(a)(3) (Attachment 1), codified at San Diego Municipal Code (Municipal Code) section 23.1205 states, “Any employee who has appealed to the Commission for a public hearing and who fails to make an appearance at the hearing either in person or through a duly authorized representative after having received notice of the time and place for such hearing may be deemed to have abandoned the appeal.”

Civil Service Rule XI, Section 5(b), also codified at Municipal Code section 23.1205 states, “With the fulfillment by the employee of the above appeal procedure, the Commission shall fix a time and place for a public hearing.”

Due to the COVID-19 pandemic, the Civil Service Commission began conducting virtual hearings in June 2020. Classified employees appealing removals and suspensions were offered the option of a virtual hearing, however many employees opted to wait for in-person hearings. The result has been a significant backlog of disciplinary appeal cases.

Staff is recommending adding language to Civil Service Rule XI, Section 5(a)(3) and Section 5(b) to ensure that virtual hearings are acceptable under the rules, and to allow for the Civil Service Commission to require a virtual hearing in order to process City discipline in a timely manner consistent with state and local health regulations.

The attached draft ordinance prepared by the Office of the City Attorney amends Municipal Code section 23.1205 and Civil Service Rule XI, Section 5 with the proposed recommendation (Attachment 2).

Pursuant to San Diego Charter Section 118, “The Civil Service Commission shall recommend to the City Council all rules and amendments thereto for the government, supervision and control of the classified service.” The final language for Civil Service Rule XI, Section 5, as codified in the Municipal Code, will be brought to the Commission for your approval.
Staff recommends approval of the proposed revision to the Civil Service Rule XI, Section 5.

Douglas Edwards
Personnel Director

DE:SB:ds

Attachments: 1. Civil Service Rule XI
2. Draft Ordinance amending Municipal Code Section 23.1205

I:\CSC\CSC Items\2021\11. November 4, 2021\Revision to Civil Service Rule XI (Resignation, Removal, Suspension, Demotion) Related to Conduct of Hearing.docx
ORDINANCE NUMBER O-21562 (NEW SERIES)

DATE OF FINAL PASSAGE NOV 14 2022

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE 3, DIVISION 12 OF THE SAN DIEGO MUNICIPAL CODE BY AMENDING SECTIONS 23.1202, 23.1204, 23.1205, 23.1206, 23.1207 AND 23.1208 RELATING TO EMPLOYEE RESIGNATION, REMOVAL, SUSPENSION, AND REDUCTION IN COMPENSATION, TO ALLOW VIRTUAL APPEAL HEARINGS.

WHEREAS, the COVID-19 pandemic forced the City of San Diego (City) to operate using video communication applications like Zoom and Microsoft Teams to comply with state and local public health requirements; and

WHEREAS, the City’s Civil Service Commission began operating remotely using video communication applications to conduct virtual hearings in June 2020; and

WHEREAS, City classified employees appealing removals and suspensions pursuant to San Diego Charter section 129 were offered the option of a virtual hearing, but many appellants decided to wait for in-person hearings when available under applicable local and state health regulations; and

WHEREAS, requiring virtual hearings for appellants to process City discipline in a timely manner consistent with state and local health regulations is necessary to decrease the backlog of removal and suspension hearings; and

WHEREAS, under San Diego Charter section 118, the Civil Service Commission recommends all rules for the government, supervision and control of the classified service to the Council of the City of San Diego; and

WHEREAS, at its meeting on November 4, 2021, the Civil Service Commission recommended amending Civil Service Rule XI, Section 5, codified in San Diego Municipal Code.
Code section 23.1205, to allow the Civil Service Commission to require virtual hearings for removals and suspensions; NOW, THEREFORE,

BE IT ORDAINED, by the Council of the City of San Diego, as follows:

Section 1. That Chapter 2, Article 3, Division 12 of the San Diego Municipal Code is amended by amending sections 23.1202, 23.1204, 23.1205, 23.1206, 23.1207 and 23.1208, to read as follows:

§23.1202 Removals

(Rule XI, Section 2 of the Rules of the Civil Service Commission)

[No change in text.]

§23.1204 Procedure for Removal

(Rule XI, Section 4 of the Rules of the Civil Service Commission)

[No change in text.]

§23.1205 Appeal of Removal

(Rule XI, Section 5 of the Rules of the Civil Service Commission)

(a) [No change in text.]

(1) through (2) [No change in text.]

(3) Any employee who has appealed to the Commission for a public hearing and who fails to make an appearance at the hearing either in person, using a video communication application (hereinafter, a virtual hearing), or through a duly authorized representative after having received notice of the time and place for such hearing may be deemed to have abandoned the appeal. In the event of such failure to appear, the appointing authority or the appointing

-PAGE 2 OF 4-
authority’s representative may move the Commission to dismiss the appeal. The Commission shall have the discretion to grant or to deny such motion.

(4) [No change in text.]

(b) Conduct of Hearing. With the fulfillment by the employee of the above appeal procedure, the Commission shall fix a time and place for a public hearing, which may include a virtual hearing.

(1) through (4) [No change in text.]

(5) The Commission shall have the discretion to require a virtual hearing or convert a previously scheduled in person hearing into a virtual hearing with a minimum of 10 working days notification to the employee. The Commission’s discretion to order virtual hearings shall only be exercised during a proclaimed local, state, or federal state of emergency or when meeting in person would present imminent risks to the health or safety of attendees.

(c) through (d) [No change in text.]

§23.1206 Procedure for Suspension

(Rule XI, Section 6 of the Rules of the Civil Service Commission)

[No change in text.]

§23.1207 Appeal of Suspension

(Rule XI, Section 7 of the Rules of the Civil Service Commission)

[No change in text.]
§23.1208 Suspension Pending Investigation

(Rule XI, Section 8 of the Rules of the Civil Service Commission)

[No change in text.]

Section 2. That a full reading of this Ordinance is dispensed with prior to passage, a written copy having been made available to the Council and the public prior to the day of its passage.

Section 3. That this Ordinance shall take effect and be in force on the thirtieth day from and after its final passage.

APPROVED: MARA W. ELLIOTT, City Attorney

By /s/ David J. Karlin
David J. Karlin
Senior Deputy City Attorney

JLB: DJK: jvg: nja
07/20/21
Or. Dept: Personnel Department
Doc. No.: 3025756

I hereby certify that the foregoing Ordinance was passed by the Council of the City of San Diego, at this meeting of NOV 01 2022.

ELIZABETH S. MALAND
City Clerk

By ____________________________
Deputy City Clerk

Approved: 11/10/22
(date)

TODD GLORIA, Mayor

Vetoed: ____________________________
(date)

TODD GLORIA, Mayor
Passed by the Council of The City of San Diego on ____NOV 01 2022____, by the following vote:

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Date of final passage ____NOV 14 2022____.

______________________________
TODD GLORIA
Mayor of The City of San Diego, California.

AUTHENTICATED BY:

______________________________
ELIZABETH S. MALAND
City Clerk of The City of San Diego, California.

(Seal)

By ______________________, Deputy

I HEREBY CERTIFY that the foregoing ordinance was not finally passed until twelve calendar days had elapsed between the day of its introduction and the day of its final passage, to wit, on ____OCT 11 2022____, and on ____NOV 14 2022____.

I FURTHER CERTIFY that said ordinance was read in full prior to passage or that such reading was dispensed with by a vote of five members of the Council, and that a written copy of the ordinance was made available to each member of the Council and the public prior to the day of its passage.

______________________________
ELIZABETH S. MALAND
City Clerk of The City of San Diego, California.

(Seal)

By ______________________, Deputy

Office of the City Clerk, San Diego, California

Ordinance Number 0-____21562____
RESIGNATION, REMOVAL, SUSPENSION, REDUCTION IN COMPENSATION, DEMOTION

Section 1. RESIGNATIONS:

An employee in the classified City Service who desires to resign in good standing shall submit a written resignation to the appointing authority and must give at least one week’s notice of intention to leave the service, unless the appointing authority consents to the employee’s leaving sooner. Such request when approved by the appointing authority shall be immediately forwarded to the Commission.

(Incorporated 1-22-52 by Ord. 5046 N.S., contained in Ord. 4340 N.S., adopted on 3-21-50; Amended 5-5-76 by Ord. 11838 N.S.)

Section 2. REMOVALS:

Upon attaining permanent status, any employee in the classified service may be removed from employment for cause by the appointing authority. Any employee who has not achieved permanent status may be removed at the sole discretion of the appointing authority.

(Incorporated 1-22-52 by Ord. 5046 N.S., contained in Ord. 4340 N.S., adopted on 3-21-50; Amended 5-5-76 by Ord. 11838 N.S.; Amended 7-27-81 by Ord. 15553 N.S.; effective 9-4-81)

Section 3. CAUSE FOR REMOVAL OR SUSPENSION:

The following are declared to be causes for removal or suspension from the classified service of the City, though charges may be based on causes other than those enumerated:

(a) That the employee is incompetent or inefficient in the performance of his or her duty.

(b) That the employee has been offensive in his or her conduct toward fellow employees, wards of the City, or the public.

(c) That the employee has some permanent or chronic physical or mental ailment which incapacitates the employee for the proper performance of his or her duties.
RESIGNATION, REMOVAL, SUSPENSION, REDUCTION IN COMPENSATION, DEMOTION

(d) That the 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 violation or failure to obey amounts to insubordination or serious breach of discipline.

(e) That the employee has solicited or taken for personal use a fee, gift, or other valuable thing in the course of his or her employment or in connection with it when such fee, gift, or other valuable thing is so solicited or given the employee by any person in the hope or expectation of receiving a favor or better treatment than that accorded other persons.

(f) That the employee has failed to pay or make reasonable provision for future payment of just debts when annoyance is caused the employee’s superior officer or other City officer or scandal is caused the service because of such failure.

(g) That the employee has been convicted of a criminal offense involving moral turpitude.

(h) That the employee through negligence or willful conduct has caused damage to public property or waste of public supplies.

(i) That the employee has been guilty of any conduct unbecoming an officer or employee of the City.

(j) That the employee has been absent without leave, contrary to the rules of the Commission, or has failed to report after leave of absence has expired, or after such leave of absence has been disapproved, revoked, or cancelled by the Commission; provided, however, that if such absence or failure to report is excusable, the Commission may dismiss the charges.

(k) That the employee has hindered the regular operation of the department or division because of excessive absenteeism.

(l) That the employee has violated the provisions of Section 134 of the Charter of The City of San Diego.

(m) That the employee has violated the provisions of Section 135 of the Charter of The City of San Diego.
RESIGNATION, REMOVAL, SUSPENSION, REDUCTION IN COMPENSATION, DEMOTION

(n) That the employee has failed to obey an order from the Mayor or other department head to terminate or desist from outside employment or enterprise that has been determined to be incompatible with City employment or detrimental to the efficiency of his or her regular City work.

(o) An Employee who is designated as exempt under the terms and provisions of the Fair Labor Standards Act may be suspended from work without pay only for a violation of a safety rule of major significance and not for any other reason.

(As added 5-12-53 by Ord. 5589 N.S., Incorporated 1-22-52 by Ord. 5046 N.S., contained in Ord. 4340 N.S., adopted on 3-21-50; Amended 5-5-76 by Ord. 11838 N.S. which changed title to CAUSE FOR REMOVAL OR SUSPENSION; Amended 10-11-93 by Ord. 17995 N.S.)

Section 4. PROCEDURE FOR REMOVAL:

The following steps shall be completed by the appointing authority prior to making a final decision to remove any employee in the classified service who has attained permanent status, except when the appointing authority deems immediate removal necessary in order to maintain the safety of the community or the reputation, morale, or harmony of the organization. The employee must be:

(a) Given advance notice of the proposed action which includes a statement of the reasons for the action;

(b) Provided with a copy of the proposed charges and, if practical, a copy of the materials or documents upon which the charges are based;

(c) Given the right to respond either orally or in writing to the appointing authority;

(d) Notified that he or she may have representation at any time during this procedure.
RESIGNATION, REMOVAL, SUSPENSION, REDUCTION IN COMPENSATION, DEMOTION

After due consideration has been given to the information provided by the employee, personal service of written notice of removal or written notice delivered and left at or mailed to the employee's last place of residence shall be sufficient to put any such removal into effect. Such notice shall include a statement of the charges upon which the action is based and a statement advising the employee of any rights of appeal. A copy of such notice shall also be provided to the Civil Service Commission.

(Incorporated 1-22-52 by Ord. 5046 N.S., contained in Ord. 4340 N.S., adopted on 3-21-50; Amended 2-2-61 by Ord. 8430 N.S.; Amended 9-13-66 by Ord. 9500 N.S.; Amended 5-5-76 by Ord. 11838 N.S.; Amended 7-27-81 by Ord. 15553 N.S.; effective 9-4-81.)

Section 5. APPEAL OF REMOVAL:

(a) APPEAL PROCEDURE. Within five days of receipt of notice of removal, an employee in the classified service who has attained permanent status may file an appeal by submitting a written demand to the Civil Service Commission for the right to be heard before the Commission.

(1) Failure of the employee to submit said written demand to the Commission within five days after the receipt of notice of removal shall result in the waiver of the right to appeal and the forfeiture of all rights to a hearing in the case before the Commission.

(2) The employee may at any time withdraw an appeal to the Commission. Such withdrawal may be either by written request prior to the public hearing, or may be made orally by the employee at or during the time of public hearing.

(3) Any employee who has appealed to the Commission for a public hearing and who fails to make an appearance at the hearing either in person, using a video communication application (hereinafter, a virtual hearing), or through a duly authorized representative after having received notice of the time and place for such hearing may be deemed to have abandoned the appeal. In the event of such failure to appear, the appointing authority or the appointing authority's representative may move the Commission to dismiss the appeal. The Commission shall have the discretion to grant or to deny such motion.

(Amended 11-14-22 by Ord. 21562 N.S.)
(4) On verified petition of any party, the Commission may order the testimony of any material witness be taken by deposition in the manner prescribed by law for depositions in Civil actions. The petition shall set forth the nature of the pending proceeding; the name and address of the witness whose testimony is desired; a showing of the materiality of the testimony; a showing that the witness will be unable or cannot be compelled to attend; and shall request an order requiring the witness to appear and testify.

(b) CONDUCT OF HEARING. With the fulfillment by the employee of the above appeal procedure, the Commission shall fix a time and place for a public hearing.

(1) The Commission, at its discretion, may appoint one or more of its members to hear the appeal and submit findings of fact and a decision to the Commission. Based on the findings of fact, the Commission may affirm, modify, or overturn the decision, in accordance with the provisions of Section 5(d).

(2) The employee under charges shall be given an opportunity to produce witnesses and testimony and to be represented by counsel. The appointing authority shall have the same rights.

(3) The proceedings shall be as informal as is compatible with the requirements of justice, and the Commission need not be bound by the common law or statutory rules of evidence and procedure, but may make inquiry in the matter through oral testimony and records presented at the hearing, which is best calculated to ascertain the substantial rights of the parties and to carry out justly the spirit and provisions of the Charter. The testimony taken at the hearing shall be under oath and shall be recorded by a reporter.

(4) The Commission shall have the power to subpoena and require the attendance of witnesses and the production of pertinent documents, and to administer oaths and, if necessary, to continue the hearing from time to time.

(Amended 12-9-91 by Ord. 17721 N.S.)
RESIGNATION, REMOVAL, SUSPENSION, REDUCTION IN COMPENSATION, DEMOTION

(5) The Commission shall have the discretion to require a virtual hearing or convert a previously scheduled in person hearing into a virtual hearing with a minimum of 10 working days notification to the employee. The Commission’s discretion to order virtual hearings shall only be exercised during a proclaimed local, state, or federal state of emergency or when meeting in person would present imminent risks to the health or safety of attendees.

(Amended 11-14-22 by Ord. 21562 N.S.)

(c) ORDER OF PROOF. The order of proof in any hearing of complaint shall be as follows:

(1) The appointing authority shall present the evidence in support of the charges.

(2) The employee shall then produce such evidence as he or she may wish to offer in defense.

(3) The parties in interest may then offer rebuttal evidence.

(d) FINDINGS AND DECISIONS. The Commission shall report its findings and decisions to the appointing authority responsible for the removal. Thereupon, said appointing authority shall make such final disposition of the matter as may be determined by the Commission. The Commission may at its discretion:

(1) Notwithstanding Section 6 below, order the restoration of the employee to the position without loss of pay or with any intermediate degree of discipline during the period between the filing of the charges and a date specified in the Commission’s order.

(2) Order the demotion of the employee to a class for which a lower maximum rate of compensation is prescribed.

(3) Order the removal of the employee from the position; provided that in case of such removal the Commission may at its discretion put the name of the employee on the eligible list for the class for certification when a vacancy occurs in some other department.
RESIGNATION, REMOVAL, SUSPENSION, REDUCTION IN COMPENSATION, DEMOTION

The decision of the Civil Service Commission in any such case shall be final. A copy of the written statement of reasons given for any removal, and a copy of any written reply thereto by the officer or employee involved, together with a copy of the findings of fact and decision of the Commission, shall be filed as a public record in the office of the Civil Service Commission.

(Added 5-5-76 by Ord. 11838 N.S.; Amended 6-26-78 by Ord. 12381 N.S.; Amended 12-9-91 by Ord. 17721 N.S.)

Section 6. PROCEDURE FOR SUSPENSION:

Any employee in the classified service may be suspended without pay, for disciplinary purposes for one or more periods aggregating not more than ninety (90) days in a calendar year. The procedure and rights afforded any such employee prior to such suspension shall be the same as those prescribed in the rules relating to removal of an employee who has attained permanent status, including the provision for immediate suspension necessary in order to maintain the safety of the community or the reputation, morale, or harmony of the organization.

(Incorporated 1-22-52 by Ord. 5046 N.S., contained in Ord. 4340 N.S., adopted on 3-21-50; Amended 5-5-76 by Ord. 11838 N.S.; Amended 7-27-81 by Ord. 15553 N.S.; effective 9-4-81.)

Section 7. APPEAL OF SUSPENSION:

The procedures and rights for any employee in the classified service appealing a suspension shall be the same as those prescribed in the rules relating to removal of an employee who has attained permanent status.

(Added 5-5-76 by Ord. 11838 N.S.; Amended 12-9-91 by Ord. 17721 N.S.)

Section 8. SUSPENSION PENDING INVESTIGATION:

Any employee in the classified service may be suspended without pay, for up to thirty (30) calendar days, pending investigation of charges of misconduct, when in the opinion of the appointing authority such suspension is necessary in order to maintain the safety of the community or the reputation, morale, or harmony of the organization. Such suspension is not a disciplinary action and may not be appealed to the Commission. If the charges are substantiated, disciplinary action may be taken in accordance with the other provision of this rule. If the charges
RESIGNATION, REMOVAL, SUSPENSION, REDUCTION IN COMPENSATION, DEMOTION

are unfounded, the employee shall be restored to duty and paid for the term of the suspension.

(Added 10-13-76 by Ord. 11924 N.S.; Amended 7-27-81 by Ord. 15553 N.S.; effective 9-4-81.)

Section 9. REDUCTION IN COMPENSATION:

The compensation of any employee in the classified service may be reduced within the salary range of that employee’s current classification by the appointing authority. Such reduction in compensation may be put into effect upon a determination that the employee’s performance has not met the standards established for the employee’s classification and/or position. The procedure for, and appeal of, a reduction in compensation shall be provided in the Personnel Manual and/or a current ratified Memorandum of Understanding.

(Added 7-28-80 by Ord. 15302 N.S.; Amended 11-7-83 by Ord. 16076 N.S.)

Section 10. DEMOTIONS:

The reduction of an employee from a position in a class to a position in another class for which the maximum rate of pay is lower, shall be called a ‘Demotion’ and may be made upon the written request of the employee, approved by the appointing authority concerned, or upon the written recommendation of the appointing authority concerned, or upon the written recommendation of the appointing authority with a statement giving the specific reasons therefor, in which latter case, the employee so demoted shall be entitled to a hearing before the Commission. The procedure and appeal rights affecting such a disciplinary demotion shall be the same as those prescribed in Sections 4 and 5 above.

(Incorporated 1-22-52 by Ord. 5046 N.S., contained in Ord. 4340 N.S., adopted on 3-21-50; Renumbered and amended 11-7-83 by Ord. 16076 N.S.)
DATE: December 2, 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 Chief Operating Officer to exempt a Program Manager position from the Classified Service.

The Program Manager position will be placed in the Compliance Department to assist with the City’s compliance initiatives. This position will improve and provide audit support to City departments in order to maintain compliance with federal grants; develop policies and ensure City compliance with federal grants and Title VI requirements; work with the Mayor’s policy team and executive team to respond to Grand Jury reports; serve as a member on the Audit Committee; and respond to outside auditors on how federal funds are used and/or certify outside auditor review of City programs and 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:km

Attachment: 1. Exemption of a Program Manager Position Request
DATE: October 24, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Kristina Peralta, Deputy Chief Operating Officer

SUBJECT: Exemption of 1.00 Program Manager from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Office of the Chief Operating Officer is requesting to exempt one position from the Classified Service. This position will be placed in the Compliance Department to assist the Chief Compliance Officer with several critical initiatives.

The Compliance Program Manager will be responsible for providing support for Roles and duties of these positions will include:

- Working collaboratively interdepartmentally with subject matter experts and City management on audit responses;
- Will work closely with the Mayor’s Policy team and Executive Team on responses to Grand Jury reports;
- Working with City departments to ensure compliance with federal grants, including Title VI requirements;
- Serves as a back-up to the Chief Compliance Officer as the Mayor’s representative to the Audit Committee;
- Coordinating and creating templates for responding to outside auditors; and,
- Conducts research, as needed, on various subjects related to auditing and best practices.

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: Organizational Chart

cc:  Jay Goldstone, Chief Operating Officer
     Julie Perez-Rasco, Human Resources Director
     Christiana Gauger, Chief Compliance Officer and Director of Compliance
     Rolando Charvel, Department of Finance Director and City Comptroller
     Nicholas O'Donnell, Principal Accountant, Department of Finance
     Rachael McDonald-Hernandez, Personnel Analyst, Personnel Department
DATE: December 2, 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 Public Utilities Department to exempt a Program Coordinator position from the Classified Service.

The Program Coordinator position will oversee enterprise system analysis for the Customer Support Division. This position will conduct complex analysis and design of information technology solutions based on division business needs; oversee and develop policies for the integration of the SAP system with other departmental technologies and systems; lead the integrated customer portal; serve as liaison to the Department of Information Technology for configuration changes, system improvements, and customer specific changes to software; represent the department on a variety of committees; and oversee system modules to troubleshoot division issues.

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

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

Douglas Edwards
Personnel Director

DE:RM:km

Attachment: 1. Exemption of a Program Coordinator Position Request

I:\CSC\CSC Items\2022\12. December 8, 2022\Request from the Public Utilities Department to exempt a Program Coordinator position from the Classified Service.docx
THE CITY OF SAN DIEGO

MEMORANDUM

DATE: October 14, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Lisa Celaya, Executive Assistant Director, Public Utilities 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 Public Utilities Department is requesting to exempt one position from the Classified Service.

Under the general direction of the Public Utilities Department (PUD) Director, Executive Assistant Director, Customer Service Division Deputy Director, and System Integration and Analytics Program Manager, the Program Coordinator will oversee enterprise system analysis for the Customer Support Division that serves more than 284,000 customers.

The Customer Service Division has 113 budgeted employees and a Fiscal Year 2023 budget of approximately $15.9 million. The division is responsible for accurately and efficiently ensuring that every water, wastewater, and stormwater customer is billed accurately and in a timely manner, and that customers needing assistance are served quickly via multiple modes. The Customer Service Division continually coordinates with the Development Services Department on requests for new water and wastewater service, with the Public Utilities Department Water Meter Services Division for meter status, meter troubleshooting, meter reading, and meter replacements; and with multiple vendors and the Department of Information Technology on the functionality of both internal and customer-facing phone and computer systems.

The Program Coordinator will facilitate the complex analysis and design of IT solutions to properly serve the constantly changing business needs of the Customer Service Division. This position will oversee the integration of the SAP system with other department technologies and systems, including but not limited to the MyWaterSD customer and administrative portals, Amazon Connect, eMite, Calabria, and iTron. The Program Coordinator will be the lead for the division’s work on the integrated customer portal with the Performance and Analytics Department. It will serve as the direct liaison to the Department of IT’s ERP team and continuously communicate configuration changes and system improvement needs.

As a member of the Department’s management team, the Program Coordinator will represent the department on a variety of committees and supervise the work of outside vendors like Smart Energy Water. The Program Coordinator will work with the Department
of IT to make customer specific changes to SAP software, specifically CCS and WebIC, and recommend changes to SAP software used more broadly in the City, for example, EAM. This position will actively monitor SAP modules, components, and sub-components to troubleshoot challenges specific to the Customer Support Division. This will significantly aid in the prevention of accounts becoming unbilled due to factors that include water usage and related billing parameters.

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
THE CITY OF SAN DIEGO

MEMORANDUM

DATE: December 2, 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 San Diego City Employees' Retirement System (SDCERS) to exempt a Program Manager position from the Classified Service.

The Program Manager position will oversee SDCERS' information technology programs. This position will oversee and manage the department's voice and data network, enterprise architecture, and information technology operational activities; ensure service level agreements are met in the areas of technology, voice/data network, desktop support, service desk, compliance/risk management, and audio/video technology; oversee security and strategy to prevent, eliminate, and mitigate security vulnerabilities and operational risks; and develop policies related to incident and problem management, asset and configuration management, release and change management, service request and delivery management, and architectural and technology management.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administrating 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\12. December 8, 2022\Request from the San Diego City Employees' Retirement System to exempt a Program Manager position from the Classified Service.docx
November 2, 2022

Civil Service Commission
c/o Douglas Edwards, Personnel Department Director
City of San Diego, Personnel Department
1200 Third Avenue, Suite 300
San Diego, CA 92101

Dear Mr. Edwards:

Subject: Request to Exempt 1.0 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the San Diego City Employees’ Retirement System (SDCERS) is requesting to exempt one Program Manager position from the Classified Service.

Under the direction of the Chief Information Officer/Chief Information Security Officer, the Program Manager position will be responsible for managing various SDCERS’ Information Technology programs as follows:

- Responsible for overseeing and managing SDCERS’ voice and data network, enterprise architecture and IT operational activities
- Manages the daily operations within SDCERS multiple Service Agreements as well as ensuring service levels are being met in the areas of technology, voice/data network, desktop support, service desk, compliance/risk management and audio/video technology
- Ensures the availability of all systems and network and support troubleshooting and remediation of issues as they arise.
- Responsible for oversight of a contracted Helpdesk Analyst and Desktop Engineer that support Workplace Services to ensure services are being met
- Responsible for identifying security vulnerabilities and operational risk within the operating environment and for creating and implementing a plan to prevent, eliminate and mitigate them using NIST and CIS guidelines
Request to Exempt 1.0 Program Manager position from the Classified Service
November 2, 2022

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 exemption of these position from the Classified Service.

Thank you for your consideration,


Gregg Rademacher
Chief Executive Officer, SDCERS
DATE: December 2, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Staff Recommendations on Special Salary Adjustments for the Fiscal Year 2024 Salary Ordinance

On September 1, 2022, the Commission directed staff to study proposals for special salary adjustments, title changes, classification deletions, and the creation of new classifications submitted by management and employee organizations for possible inclusion in the Fiscal Year 2024 Salary Ordinance.

Staff has studied these requests in accordance with criteria set forth in Charter Section 130, identifying those classifications which “merit special salary consideration because of recruitment or retention problems, changes in duties or responsibilities, or other special factors” which the Commission has considered relevant, such as significant changes in the knowledge, skills and abilities to perform a job and inappropriate supervisor-subordinate salary differentials. To provide a solid basis for evaluating these requests, staff, as necessary, visited work sites to gather data and observe the work performed and equipment used; interviewed City employees, supervisors, department management, and subject matter experts; and conducted surveys of the labor market to determine prevailing compensation policies and salaries for comparable classifications.

Attached is staff’s third set of recommendations on the salary study requests. The remaining proposals will be submitted at later meetings of the Commission. A copy of each report has been distributed to the requesting department head or employee representation group that submitted these proposals.

Douglas Edwards
Personnel Director

DE:RM:km

Attachments: 1. Assistant Golf Course Superintendent & Golf Course Greenskeeper
2. Laborer
3. Principal Backflow & Cross Connection Specialist & Senior Backflow & Cross Connection Specialist

I:\CSC\CSC Items\2022\12. December 8, 2022\FY2024 Salary Proposals\Staff Recommendations on Special Salary Adjustments for the Fiscal Year 2024 Salary Ordinance.docx
TABLE OF CONTENTS

Recommended for Approval

1. Assistant Golf Course Superintendent & Golf Course Greenskeeper
2. Laborer
3. Principal Backflow & Cross Connection Specialist & Senior Backflow & Cross Connection Specialist
1. ASSISTANT GOLF COURSE SUPERINTENDENT & GOLF COURSE GREENSKEEPER

A. SUMMARY OF REQUEST

- Nature of Request: Special Salary Adjustment
- Salary Request: 9-14%
- Requestor: Parks and Recreation Department
- Basis of Request: Recruiting problems; incorporate the 14% special assignment pay in Article 21, Section C(3), of the Municipal Employees Association (MEA) MOU and 9% special assignment pay in Article 14, section B(12), of the Local 127 MOU into the base salary of the respective classifications.

B. STAFF RECOMMENDATION

Approve a special salary adjustment of 20% for the Assistant Golf Course Superintendent classification and the Golf Course Greenskeeper classification. A review of recruitment data indicates that the City is experiencing recruiting problems for these classifications.

Refer request to incorporate the Grounds/Greenskeeper Equipment Operator Supervision special assignment pay into the base salary of the Assistant Golf Course Superintendent classification to the meet and confer process. Refer request to incorporate the Greenskeeper add-on pay into the base salary of the Golf Course Greenskeeper classification to the meet and confer process.

C. CLASSES IMPACTED

Assistant Golf Course Superintendent
Golf Course Greenskeeper

D. HISTORY OF THE CLASSES

- FY23 – The Civil Service Commission approved title changes for Greenskeeper Supervisor and Greenskeeper to Assistant Golf Course Superintendent and Golf Course Greenskeeper, respectively. The Civil Service Commission denied a 14% special salary adjustment for the Greenskeeper Supervisor classification and referred the request to incorporate the Grounds/Greenskeeper Equipment Operator Supervision special assignment pay into the base salary of the Greenskeeper Supervisor classification to the meet and confer process.
**Salary Relationships**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Future Salary (Monthly/E-Step; Effective 07/01/23)</th>
<th>Approximate Salary Proposed by Requestor (Monthly/ E-Step; Effective 07/01/23)</th>
<th>Approximate Salary Recommended by Staff (Monthly/ E-Step; Effective 07/01/23)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Golf Course Superintendent</td>
<td>$4,980</td>
<td>$5,677</td>
<td>$5,976</td>
</tr>
<tr>
<td>Golf Course Greenskeeper</td>
<td>$3,934</td>
<td>$4,288</td>
<td>$4,721</td>
</tr>
</tbody>
</table>

**Analysis**

The Parks and Recreation Department has requested a 14% special salary adjustment for the Assistant Golf Course Superintendent classification and a 9% special salary adjustment for the Golf Course Greenskeeper classification to allow for the inclusion of a special assignment pay into the base salary of the classifications. This request is based on recruiting problems.

The table below addresses the issues cited by the department.

<table>
<thead>
<tr>
<th>Issues Cited</th>
<th>Staff Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiting problems.</td>
<td>A review of recruitment data from the most recent Assistant Golf Course Superintendent recruitment processes shows that the recruitments ran from May 18, 2018, to June 25, 2018, producing an eligible list with seven names to fill one vacancy; and July 23, 2021, to August 16, 2021, producing an eligible list with three names to fill one vacancy. There is currently a recruitment process for Assistant Golf Course Superintendent open from March 18, 2022, to November 28, 2022. This recruitment process has placed a total of seven names on the Assistant Golf Course Superintendent eligible list as of November 21, 2022. Currently, there are three vacancies for the Assistant Golf Course Superintendent classification with four eligibles on the list to fill these vacancies. A review of recruitment data from the most recent Golf Course Greenskeeper recruitment processes shows that the recruitments ran from April 19, 2019, to July 15, 2019, producing an eligible list with 14 names to fill 10 vacancies, seven of which were filled; January 10, 2020, to February 24, 2020, producing an eligible list with five names to fill three vacancies; and March 16, 2021, to June 15, 2021, producing an eligible list with three names to fill two vacancies. These recruitment processes have consistently shown difficulties in recruiting for these positions, leading to the current staffing shortfalls.</td>
</tr>
</tbody>
</table>

Assistant Golf Course Superintendent & Golf Course Greenskeeper
FY 2024
Page 2 of 4
fill the remaining three vacancies, none of which were filled; February 5, 2021, to April 26, 2021, producing an eligible list with seven names to fill 20 vacancies, one of which was filled; and May 27, 2022, to October 10, 2022, producing an eligible list with six names to fill 19 vacancies, two of which were filled. Thirteen of the remaining vacancies were underfilled with the Grounds Maintenance Worker I classification. Currently, there are six vacancies for the Golf Course Greenskeeper classification with four eligibles on the list to fill these vacancies. There is currently a recruitment process for Golf Course Greenskeeper open from November 4, 2022, to December 5, 2022.

Given the length of the recent recruitment processes that have failed to satisfy Civil Service Rule VI, Section 3(1), and the fact that the department has been unable to fill their vacancies, staff recognizes that a recruitment problem exists for the Assistant Golf Course Superintendent and Golf Course Greenskeeper classifications.

Staff conducted a survey of comparable golf course positions. Staff found that many local agencies do not have a comparable classification because they do not own or operate golf courses. The statewide survey also included the City of San Clemente and the City of San Luis Obispo which have classifications that perform golf course maintenance. Staff found these agencies pay an average monthly salary of $5,911 for their Assistant Golf Course Superintendent position. In order to be more competitive in the labor market, staff recommends a 20% salary increase for the Assistant Golf Course Superintendent classification and the Golf Course Greenskeeper classification.

The Golf Operations Division wishes to increase the base pay of the Assistant Golf Course Superintendent classification by 14% and remove the 14% current add-on pay for this classification.

The 14% add-on pay for this classification is not advertised, resulting in less appeal to a

| Assistant Golf Course Superintendent & Golf Course Greenskeeper FY 2024 Page 3 of 4 | In the fiscal year 2023 special salary adjustment request, the request was made to include the 14% special assignment pay in the base salary of the Assistant Golf Course Superintendent classification. The Civil Service Commission referred this request to the meet and confer process since this add-on pay was originally a negotiated special |
candidate that is looking to seek employment, especially when comparing to industry standards. By not addressing this issue, it can also contribute to compaction issues should lower-level classifications receive an increase in gross pay.

While there are other issues with recruitment, the inability to advertise the add-on pay component for this classification creates an obstacle that the Golf Division sees as a significant barrier to finding the best candidates available.

The Golf Operations Division wishes to increase the base pay of the Golf Course Greenskeeper classification by 9% and remove the 9% current add-on pay for this classification. Approval of this request will result in a Net zero impact to the Golf Enterprise Fund and to the take home pay of employees within this classification.

The 9% add-on pay for this classification is not advertised, resulting in less appeal to a candidate that is looking to seek employment, especially when comparing to industry standards. By not addressing this issue, it can also contribute to compaction issues should lower-level classifications receive an increase in gross pay.

assignment pay for both the Grounds Maintenance Supervisor and Assistant Golf Course Superintendent classifications.

Furthermore, the department has the option of noting the special assignment pay on the recruitment bulletin for Assistant Golf Course Superintendent under the Notes section. The department can work with the Personnel Department to add a note about the special assignment pay on the Assistant Golf Course Superintendent recruitment bulletin.

The Greenskeeper pay is a 9% add-on pay available to the Golf Course Greenskeeper classification. This special assignment pay was established in July 2018 through the meet and confer process.

Staff recommends that possible inclusion of the special assignment pay in the base salary of the Golf Course Greenskeeper classification be referred to the meet and confer process.

The department also has the option of noting the special assignment pay on the recruitment bulletin for Golf Course Greenskeeper under the Notes section. The department can work with the Personnel Department to add a note about the special assignment pay on the Golf Course Greenskeeper recruitment bulletin.

Due to the recruiting problems for the Assistant Golf Course Superintendent classification and the Golf Course Greenskeeper classification, staff recommends a 20% special salary adjustment for these classifications. This will provide a monthly salary of approximately $5,976 for the Assistant Golf Course Superintendent classification and a monthly salary of approximately $4,721 for the Golf Course Greenskeeper classification. This will place the City in a more competitive position and should allow the City to attract more qualified individuals.

Staff recommends that the request to incorporate the 14% Grounds/Greenskeeper Equipment Operator Supervision special assignment pay into the base salary of the Assistant Golf Course Superintendent classification be referred to the meet and confer process. Staff recommends that the request to incorporate the 9% Greenskeeper add-on pay into the base salary of the Golf Course Greenskeeper classification be referred to the meet and confer process.
SALARY PROPOSAL REQUEST FORM

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) Assistant Golf Course Superintendent (Greenskeeper Supervisor)

Current Monthly Salary (Step E) $4,221.00 Percentage of Adjustment 14% (after removal of add-on pay)

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 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 why this classification is no longer needed.

☐ Title Change:

Current title of classification ______________

Proposed new title ______________

Basis for request: Explain 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.

Scott Bentley
Proposed by: (Please print name)

Andy Field
Department Head or Employee Organization

Deputy Director

Signature

06/29/2022

Date

06/30/2022

Date
The Golf Operations Division seeks to request a special salary adjustment for the existing classification of Assistant Golf Course Superintendent (formerly known as Greenskeeper Supervisor).

The Golf Operations Division wishes to increase the base pay of this classification by 14%, and to request the removal of the 14% current add-on pay for this classification. Approval of this request will result in a NET zero impact to the Golf Enterprise Fund and to the take-home pay of employees within this classification. This request is to address a recruitment issue. The 14% add-on pay for this classification is not advertised, resulting in less appeal to a candidate that is looking to seek employment, especially when comparing to industry standards. By not addressing this issue it can also contribute to compaction issues should lower level classifications receive increase in gross pay.

While there are other issues with recruitment, the inability to advertise the add-on pay component for this classification creates an obstacle that the Golf Division sees as a significant barrier to finding the best candidates available. It is our hope that you will support this effort to better serve the residents and visitors of City of San Diego operated golf facilities.

Please contact me at 858-552-1634 if you have any questions regarding this request.

Scott Bentley
Deputy Director
Salary Proposal Request – Special Salary Adjustment – Assistant Golf Course Superintendent
June 29, 2022

Attachments: 1. Salary Proposal Request Form

cc: Andy Field, Director, Parks and Recreation
Karen Dennison, Assistant Director, Parks and Recreation
Louis Merlin, Deputy Director, Parks and Recreation
John Howard, Assistant Deputy Director, Parks and Recreation
Sharon Ferguson, Supervising Management Analyst, Parks and Recreation
SALARY PROPOSAL REQUEST FORM

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) $3,6700 ____________________ Percentage of Adjustment 9% (after removal of add-on pay)

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.

Scott Bentley
Proposed by: (Please print name)
6/29/2022
Date

Andy Field
Department Head or Employee Organization
6/30/2022
Date

CS-1517(Rev. 6-15)
DATE:       June 29, 2022
TO:         Douglas Edwards, Director, Personnel Department
FROM:       Scott Bentley, Deputy Director, Parks and Recreation Department
SUBJECT:    Salary Proposal Request – Special Salary Adjustment – Greenskeeper

The Golf Operations Division seeks to request a special salary adjustment for the existing classification of Greenskeeper.

The Golf Operations Division wishes to increase the base pay of this classification by 9%, and to request the removal of the 9% current add-on pay for this classification. Approval of this request will result in a NET zero impact to the Golf Enterprise Fund and to the take home pay of employees within this classification. This request is to address a recruitment issue. The 9% add-on pay for this classification is not advertised, resulting in less appeal to a candidate that is looking to seek employment, especially when comparing to industry standards. By not addressing this issue it can also contribute to compaction issues should lower level classifications receive increase in gross pay.

While there are other issues with recruitment, the inability to advertise the add-on pay component for this classification creates an obstacle that the Golf Division sees as a significant barrier to finding the best candidates available. It is our hope that you will support this effort to better serve the residents and visitors of City of San Diego operated golf facilities.

Please contact me at 858-552-1634 if you have any questions regarding this request.

Scott Bentley
Deputy Director

Attachments: 1. Salary Proposal Request Form
Salary Proposal Request – Special Salary Adjustment – Greenskeeper
June 29, 2022

cc:    Andy Field, Director, Parks and Recreation
       Karen Dennison, Assistant Director, Parks and Recreation
       Louis Merlin, Deputy Director, Parks and Recreation
       John Howard, Assistant Deputy Director, Parks and Recreation
       Sharon Ferguson, Supervising Management Analyst, Parks and Recreation
RECOMMENDED FOR APPROVAL

2. LABORER

A. SUMMARY OF REQUEST

- Nature of Request: Special Salary Adjustment
- Salary Request: 20%
- Requestor: Parks and Recreation Department
- Basis of Request: Turnover.

B. STAFF RECOMMENDATION

Approve a special salary adjustment of 10% for the Laborer classification. A review of turnover data indicates that the City is experiencing a turnover problem for the Laborer classification.

Approve a special salary adjustment of 10% for the Utility Worker I and Water Systems Technician I classifications in order to continue to allow Laborer to underfill these classifications as part of Personnel Manual Index Code D-3. In addition, approve a special salary adjustment of 10% for the Utility Worker II, Utility Supervisor, Senior Utility Supervisor, Principal Utility Supervisor, General Utility Supervisor, Water Systems Technician II, Water Systems Technician III, Water Systems Technician IV, Water Systems Technician Supervisor, and Water Systems District Manager classifications to maintain the current salary differentials within the Utility Worker classification series and Water Systems Technician series.

C. CLASSES IMPACTED

- Water Systems District Manager
- Water Systems Technician Supervisor
- Water Systems Technician IV
- Water Systems Technician III
- Water Systems Technician II
- Water Systems Technician I
- General Utility Supervisor
- Principal Utility Supervisor
- Senior Utility Supervisor
- Utility Supervisor
- Utility Worker II
- Utility Worker I
- Laborer

D. HISTORY OF THE CLASSES

- FY20 - The Civil Service Commission denied a special salary adjustment for the Laborer classification based on turnover and recruiting problems.
## Salary Relationships

<table>
<thead>
<tr>
<th>Classification</th>
<th>Future Salary (Monthly/E-Step; Effective 07/01/23)</th>
<th>Approximate Salary Proposed by Requestor (Monthly/E-Step; Effective 07/01/23)</th>
<th>Approximate Salary Recommended by Staff (Monthly/E-Step; Effective 07/01/23)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Systems District Manager</td>
<td>$9,686</td>
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<td>$10,655</td>
</tr>
<tr>
<td>Water Systems Technician Supervisor</td>
<td>$8,058</td>
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<td>$8,864</td>
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<tr>
<td>Water Systems Technician IV</td>
<td>$6,108</td>
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<td>$6,719</td>
</tr>
<tr>
<td>Water Systems Technician III</td>
<td>$5,268</td>
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<td>Water Systems Technician II</td>
<td>$4,814</td>
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<td>$5,295</td>
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<td>Water Systems Technician I</td>
<td>$3,861</td>
<td>N/A</td>
<td>$4,247</td>
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<td>General Utility Supervisor</td>
<td>$7,347</td>
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<td>$8,082</td>
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<td>Principal Utility Supervisor</td>
<td>$6,279</td>
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<td>$6,907</td>
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<td>Senior Utility Supervisor</td>
<td>$5,736</td>
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<td>Utility Supervisor</td>
<td>$5,322</td>
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<td>$5,854</td>
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<td>Utility Worker II</td>
<td>$4,021</td>
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<td>$4,423</td>
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<tr>
<td>Utility Worker I</td>
<td>$3,679</td>
<td>N/A</td>
<td>$4,047</td>
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<tr>
<td>Laborer</td>
<td>$3,609</td>
<td>$4,331</td>
<td>$3,970</td>
</tr>
</tbody>
</table>

## Analysis

The Parks and Recreation Department has requested a 20% special salary adjustment for the Laborer classification. This request is based on turnover.

The table below addresses the issues cited by the department.

<table>
<thead>
<tr>
<th>Issues Cited</th>
<th>Staff Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Parks and Recreation Department has been experiencing 2-3 Laborer vacancies a year for the last several years. Staff either leave due to the difficult work or promote or transfer to jobs that are less physically demanding and/or offer more promotional opportunities and higher compensation. In addition, during the interview processes for Laborer, we experienced several no-shows for interviews due in part to the salary offered or strenuous work.</td>
<td>Promotions and transfers within the City are considered career progression/advancement. These types of organizational reassignments typically do not constitute a turnover problem for special salary adjustment reasons. A review of turnover data shows that the separations from the Laborer classification include two retirements; two discharges; two probationary failures; two resignations for family/personal reasons; and four separations for outside employment, one of which was for</td>
</tr>
<tr>
<td>Issues Cited</td>
<td>Staff Response</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Four of nine Laborer positions in the Brush Management Section have experienced turnover in the last year. One left for a promotion to another department on May 2021, one left for a promotion to another department on June 2021, one left for a promotion within the department on June 2021, and one left for a promotion to another department on August 2021.</td>
<td>a position not comparable to Laborer. A total of six resignations over the last three years translates to an average quits rate of 7.94% compared to the City's average quits rate of 4.04% for employees with standard hours. Incumbents in the Laborer classification have left the City for a comparable job with higher pay at an average turnover rate of 4.00%, which is above the City's average turnover rate of 1.95% for outside employment. Staff recognizes that a turnover problem exists for the Laborer classification. Staff conducted a survey of comparable Laborer positions. Staff found that many local agencies do not have a comparable classification since most utilize semiskilled classifications to perform operational maintenance tasks. The survey also included agencies such as the City of Anaheim, the City of San Bernardino, and the City of Los Angeles. Staff found that these agencies pay an average monthly salary of $3,920. In order to be more competitive in the labor market, staff recommends a 10% salary increase for the Laborer classification.</td>
</tr>
<tr>
<td>Job duties for Laborer within the City of San Diego's Brush Management crews: operating power tools in rugged steep hazardous terrain; dismantling Western Wood Rat nests; handling unleashed dogs, coyote dens, hornets, snakes, Africanized bees, poison oak, poison sumac, poison castor bean, pampas grass, cholla, and working in extreme heat conditions; inspecting brush management work throughout the City of San Diego in rugged steep hazardous terrain; flagging brush management zones and setting up traffic safety patterns; and performing heavy physical labor in rugged, steep, hazardous terrain, lifting, dragging, loading, shoveling, raking, and hauling cut brush throughout the open space environment, and as far as several hundred feet.</td>
<td>These are not new duties. In a fiscal year 2008 classification study, Laborer positions responsible for brush management thinned, removed, and loaded brush in accordance with municipal code regulations; performed heavy physical labor in loading and unloading supplies, equipment, and materials; used small manual and power tools; and drove light motorized equipment such as pickup trucks, dump trucks, crew trucks, and similar equipment as needed. Per the Laborer class specification, this classification “uses small manual and power tools as directed;” “performs lifting, loading, moving, digging, scraping, and sweeping tasks, following simple directions;” “shovels, rakes, and rolls asphalt;” “performs heavy physical labor in loading and unloading supplies, equipment, and materials;” and “sets up temporary traffic safety patterns at work sites as directed.”</td>
</tr>
<tr>
<td>Issues Cited</td>
<td>Staff Response</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>native invasive species, non-native species, flammable native species,</td>
<td></td>
</tr>
<tr>
<td>native and sensitive vegetation species in rugged, steep,</td>
<td></td>
</tr>
<tr>
<td>and hazardous terrain.</td>
<td></td>
</tr>
</tbody>
</table>

Due to the turnover problems found for the Laborer classification, staff recommends a 10% special salary adjustment for the Laborer classification. In addition, staff recommends a 10% special salary adjustment for the Utility Worker I and Water Systems Technician I classifications in order to preserve the career advancement relationships which aide departments in filling their vacancies. Staff also recommends a 10% special salary adjustment for the Utility Worker II, Utility Supervisor, Senior Utility Supervisor, Principal Utility Supervisor, General Utility Supervisor, Water Systems Technician II, Water Systems Technician III, Water Systems Technician IV, Water Systems Technician Supervisor, and Water Systems District Manager classifications to maintain the current salary differentials within the Utility Worker classification series and Water Systems Technician series.
City of San Diego  
Civil Service Commission

SALARY PROPOSAL REQUEST FORM

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)  Laborer

Current Monthly Salary (Step E) $32,385.60 Annual/$3225 Monthly Percentage of Adjustment 20%

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 $3870

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.

Laura Ball
Proposed by: (Please print name)

Project Officer II

6/23/2022
Date

Andy Field
Department Head or Employee Organization

Title

Signature

06/30/2022
Date

CS-1517(Rev. 6-15)
Laborer Special Salary Adjustment Request Justification

Parks and Recreation Department has been experiencing 2-3 Laborer vacancies a year for the last several years. Staff either leave due to the difficult work, promote or transfer to jobs that are less physically demanding, and/or offer more promotional opportunities and higher compensation. In addition, during the interview processes for Laborer, we experienced several no-shows for interviews due in part to the salary offered or strenuous work.

Four of nine Laborer Positions in the Brush Management Section have experienced turnover in the last year:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Reason for Leaving</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alan Salgado</td>
<td>Promotion to other Dept</td>
<td>May 2021</td>
</tr>
<tr>
<td>Ruben Beltran</td>
<td>Promotion to other Dept</td>
<td>June 2021</td>
</tr>
<tr>
<td>Columbus Palmer</td>
<td>Promotion within Dept</td>
<td>June 2021</td>
</tr>
<tr>
<td>Oscar Garcia</td>
<td>Promotion to other Dept</td>
<td>August 2021</td>
</tr>
</tbody>
</table>

Listed below are job duties for Laborer within the City of San Diego Brush Management Crews:

- Operating power tools in rugged steep hazardous terrain
- Dismantling Western Wood Rat nests
- Handling unleashed dogs, coyote dens, hornets, Snakes, Africanized Bees, Poison Oak, Poison Sumac, Poison Castor Bean, Pampas Grass, Cholla, and working in extreme heat conditions
- Inspecting Brush Management work throughout the City of San Diego in rugged steep hazardous terrain. Flagging Brush Management Zones and setting up traffic safety patterns.
- Positions perform heavy physical labor in rugged, steep, hazardous terrain, lifting, dragging, loading, shoveling, raking, and hauling cut brush throughout the open space environment, and as far as several hundred feet
- Crews are trained in and use proper pruning and thinning techniques to vegetation in achieving a natural appearance by cutting in a staggered pattern to create mosaic plant groupings in rugged, steep, and hazardous terrain
- Crews are trained to identify non-native invasive species, non-native species, flammable native species, native and sensitive vegetation species in rugged, steep, and hazardous terrain
This memorandum is to rebut the recommendation from the Personnel Department to approve a salary adjustment for the Laborer position at 10%. The Parks and Recreation Department requests to amend staff’s recommendations and approve a 20% salary adjustment or the Laborer classification to mitigate the turnover problem found in the study and for the following reasons:

- In Fiscal Year 2020, the Civil Service Commission denied a special salary adjustment for the laborer classification based on turnover and recruitment problems. This contributed to the now nearly 8% quit rate which more than double the City average. In addition, the turnover rate of 4% is more then double when compared to outside employment.
- The Laborer classification is required to have an understanding and expertise in plant identification and follow city policies and procedures as it relates to environmentally sensitive lands. This assists in the reduction of fuel loads and fire risk to the communities throughout the City of San Diego.
- Job duties for Laborer within the Brush Management Section include physically demanding and hazardous duties including:
  - Performs heavy physical labor in rugged, steep, hazardous terrain, operates heavy power tools, lifts, drags, loads, shovels, rakes, and hauls cut brush throughout the open space environment, and as far as several hundred feet
  - Dismantling Western Wood Rat nests
  - Handling aggressive dogs, coyote dens, hornets, Snakes, Africanized Bees, Poison Oak, Poison Sumac, Poison Castor Bean, serrated Pampas Grass, Cholla, and working in extreme heat conditions
  - Inspecting Brush Management work throughout the City of San Diego
  - Flagging Brush Management Zones and setting up traffic safety patterns
  - Crews are trained in and use proper pruning and thinning techniques to achieve a natural appearance by cutting in a staggered pattern to create mosaic plant groupings
  - Crews are trained to identify native, non-native, non-native invasive, and sensitive vegetation species
- Goals of the Climate Action Plan adopted by the City Council in 2022, included Strategy 5 – Resilient Infrastructure and Healthy Ecosystems to include protect, restore, and enhance urban canyons and support habitat restoration, inclusion of environmental education and recreation opportunities, and continued preservation. To meet this goal, the Brush Management Program requires complete and committed staffing from the Laborer and Utility Worker positions.

Additional compensation is required to address the high turnover rate and prevent individuals from leaving the positions. Ground Maintenance Worker classifications have received the Commission’s recommendation and approval at 20% to address recruiting issues. The same consideration should be given to the Laborer classification. The increase in salary by 20% will demonstrate the commitment to City Employees and acknowledges the necessary knowledge and skills required to perform such demanding and physical tasks.
RECOMMENDED FOR APPROVAL

3. **PRINCIPAL BACKFLOW & CROSS CONNECTION SPECIALIST & SENIOR BACKFLOW & CROSS CONNECTION SPECIALIST**

**A. SUMMARY OF REQUEST**

- **Nature of Request:** Special Salary Adjustment
- **Requestor:** Municipal Employees Association (MEA)
- **Basis of Request:** Turnover; recruiting problems.

**B. STAFF RECOMMENDATION**

Approve a special salary adjustment of 40% for the Senior Backflow & Cross Connection Specialist classification. A review of recruitment data indicates that the City is experiencing recruiting problems for this classification. In addition, approve a special salary adjustment of 40% for the Principal Backflow & Cross Connection Specialist Supervisor and Principal Backflow & Cross Connection Specialist classifications in order to maintain the current salary differentials within the classification series. No turnover problems were found.

**C. CLASSES IMPACTED**

Principal Backflow & Cross Connection Specialist Supervisor
Principal Backflow & Cross Connection Specialist
Senior Backflow & Cross Connection Specialist

**D. HISTORY OF THE CLASSES**

- **FY23** – The Civil Service Commission approved the creation of the Principal Backflow & Cross Connection Specialist Supervisor classification to serve as a second-level supervisor and oversee the Cross Connection Control Program.

- **FY13** – The Civil Service Commission approved the creation of the Principal Backflow & Cross Connection Specialist and Senior Backflow & Cross Connection Specialist classifications which were formerly option titles off of the Principal Engineering Aide and Senior Engineering Aide classifications.
Salary Relationships

<table>
<thead>
<tr>
<th>Classification</th>
<th>Current Salary (Monthly/E-Step; Effective 10/01/22)</th>
<th>Approximate Salary Proposed by Requestor (Monthly/E-Step; Effective 07/01/23)</th>
<th>Approximate Salary Recommended by Staff (Monthly/E-Step; Effective 07/01/23)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Backflow &amp; Cross Connection Supervisor</td>
<td>$6,785</td>
<td>N/A</td>
<td>$9,499</td>
</tr>
<tr>
<td>Principal Backflow &amp; Cross Connection Specialist</td>
<td>$5,900</td>
<td>$7,080</td>
<td>$8,260</td>
</tr>
<tr>
<td>Senior Backflow &amp; Cross Connection Specialist</td>
<td>$5,232</td>
<td>$6,278</td>
<td>$7,325</td>
</tr>
</tbody>
</table>

Analysis

The San Diego Municipal Employees Association (MEA) has requested a 20% special salary adjustment for the Principal Backflow & Cross Connection Specialist and Senior Backflow & Cross Connection Specialist classifications. This request is based on turnover and recruiting problems. According to MEA, this request is to respond to the concerning trend in the lack of eligible candidates for the classifications.

The table below addresses the issues cited by MEA.

<table>
<thead>
<tr>
<th>Issues Cited</th>
<th>Staff Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turnover.</td>
<td>A review of turnover data from the last three years does not support a turnover problem for the Backflow &amp; Cross Connection Specialist classification. The separations from the Backflow &amp; Cross Connection Specialist classification series include three retirements. Retirements are not considered as a turnover problem for special salary adjustment reasons.</td>
</tr>
<tr>
<td>Recruiting problems.</td>
<td>A review of recruitment data from the last three Principal Backflow &amp; Cross Connection Specialist recruitment processes shows that the recruitments ran from August 14, 2015, to August 31, 2015, producing an eligible list with seven names to fill one vacancy; February 24, 2017, to March 20, 2017, producing an eligible list with six names to fill five vacancies, four of which were filled; and January 26, 2018, to March 19, 2018, producing an eligible list with four names to fill one vacancy. There are currently no vacancies for the Principal Backflow &amp; Cross Connection Specialist classification.</td>
</tr>
<tr>
<td>Issues Cited</td>
<td>Staff Response</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------</td>
</tr>
<tr>
<td>A review of recruitment data from the last three Senior Backflow &amp; Cross Connection Specialist recruitment processes shows that the recruitments ran from August 9, 2019, to November 4, 2019, producing an eligible list with five names to fill two vacancies, which were not filled; January 8, 2021, to June 1, 2021, producing an eligible list with seven names to fill four vacancies; and February 4, 2022, to April 11, 2022, producing an eligible list with nine names to fill four vacancies, one of which was filled. As of November 17, 2022, there are four vacancies for the Senior Backflow &amp; Cross Connection Specialist classification, but the eligible list recently expired on October 29, 2022.</td>
<td></td>
</tr>
</tbody>
</table>

Given the length of the recruitment process that has failed to satisfy Civil Service Rule VI, Section 3(1), and the fact that the department has been unable to fill their vacancies, staff recognizes that a recruitment problem exists for the Senior Backflow & Cross Connection Specialist classification. |
| While the Senior Backflow & Cross Connection Specialist classification can be underfilled by both the Engineering Trainee and the Junior Engineering Aide classifications, these positions are not being filled by the underfill eligible classifications. The reason for this being that the underfill eligible classifications are more interested in pursuing classifications that are eligible for infrastructure pay. Thus, the underfilling philosophy utilized by the City is undermined by the lack of appropriate pay for the classification. |
| In speaking with department management, they have not utilized the underfill classifications of Engineering Trainee and Junior Engineering Aide in their most recent interview process due to the fact that Senior Backflow & Cross Connection Specialist incumbents cannot perform work without an American Water Works Association (AWWA) or American Backflow Prevention Association (ABPA) certification as a Cross Connection Specialist. Add-on pays are not considered when establishing career advancement relationships. Career advancement relationships provide additional recruitment options for departments and opportunities for the advancement and retention of capable employees. The career advancement relationships that currently exist for Senior Backflow & Cross Connection Specialist were carried over from when the classification was an option classification off of the Senior Engineering Aide classification. If the department feels that it is not feasible for the Engineering Trainee and Junior Engineering |

Principal Backflow and Cross Connection Specialist &
Senior Backflow and Cross Connection Specialist
FY 2024
Page 3 of 4
<table>
<thead>
<tr>
<th>Issues Cited</th>
<th>Staff Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aide classifications to underfill for the Senior Backflow &amp; Cross Connection Specialist classification, Personnel Manual Index Code D-3 can be modified and brought before the Civil Service Commission.</td>
<td>Staff recognizes that a recruitment problem exists for the Senior Backflow &amp; Cross Connection Specialist classification. As such, staff conducted a survey of comparable Senior Backflow &amp; Cross Connection Specialist positions. The survey included local agencies such as the City of Poway, City of Escondido, City of Carlsbad, and City of Oceanside. Staff found that local agencies pay an average monthly salary of $7,331. In order to be more competitive in the local labor market, staff recommends a 40% salary increase for the Senior Backflow &amp; Cross Connection Specialist classification.</td>
</tr>
</tbody>
</table>

Due to the recruiting problems for the Senior Backflow & Cross Connection Specialist classification, staff recommends a 40% special salary adjustment for this classification. This will provide a monthly salary of approximately $7,325. This will place the City in a more competitive position in the labor market and should allow the City to attract more qualified individuals. In addition, staff recommends approving a 40% special salary adjustment for the Principal Backflow & Cross Connection Specialist Supervisor and Principal Backflow & Cross Connection Specialist classifications to maintain the current salary differentials within the classification series. No turnover problems were found.
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) Senior Backflow & Cross Connection Specialist; Principal Backflow & Cross Connection Specialist

Current Monthly Salary (Step E) $4983 ; $5618 Percentage of Adjustment 20%

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.

Nick Wright
Proposed by: (Please print name) San Diego Municipal Employees Association
Department Head or Employee Organization

Labor Relations Manager
Title

7.12.2022 Date

Signature

7.12.2022 Date
Date: July 12, 2022

To: Doug Edwards, Director
   Personnel Department

From: Nick Wright, Labor Relations Manager
      San Diego Municipal Employees Association

Subject: Cross Connection and Backflow Specialist Series
         Special Salary Adjustment Request due to Recruitment and Turnover

The Backflow & Cross Connection Specialist Series performs field inspections of various buildings, facilities, fixtures and other property/equipment close to the point of delivery of City potable and/or recycled water services to ensure compliance with Federal, State and City cross connection regulations amongst many other water safety inspections and measures.

We respectfully request a Special Salary adjustment to respond to the concerning trend in lack of recruitment eligible employees for the Senior Backflow and Cross Connection Specialist classification, that being the introductory classification. Recent data from the Personnel Department has identified the lack of a 3:1 ratio for number of eligible employees against the number of vacancies needing to be filled. We also are requesting the recruitment and turnover analysis be applied to the Principal Backflow and Cross Connection Specialist as well.

Senior Backflow and Cross Connection Specialist

<table>
<thead>
<tr>
<th>Exam Number</th>
<th>Recruitment Period</th>
<th># of Eligibles</th>
<th># of Vacancies Requested</th>
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<tbody>
<tr>
<td>*T11309-202202</td>
<td>02/04/22 - 03/14/22</td>
<td>TBD</td>
<td>No cert request at this time</td>
</tr>
<tr>
<td>T11309-202101</td>
<td>01/06/21 - 06/01/21</td>
<td>5</td>
<td>6</td>
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<tr>
<td>T11309-201908</td>
<td>08/08/19 - 11/04/19</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>T10970-201706</td>
<td>06/30/17 - 08/28/17</td>
<td>13</td>
<td>5</td>
</tr>
</tbody>
</table>

While the classification is underfill eligible by both the Engineering Trainee and the Jr. Engineering Aide, data will show that these positions are not being filled by the underfill eligible classifications. The reason for this being that the underfill eligible classifications are more interested in pursuing classifications that are eligible for infrastructure pay. Thus, the underfilling philosophy utilized by the City is undermined by the lack of appropriate pay for the classification.

These classifications are specialized and in high demand in the industry. Loss of qualified and experienced Cross Connection and Backflow Specialists and the inability to hire and retain qualified candidates has been extremely challenging. It is inefficient and a drain on City resources to constantly train and recruit staff only to see them leave to other jurisdictions for higher pay and superior benefits.
Neither MEA nor the employees making this request have access to the exit paperwork signed by employees when they leave the City for outside employment. As the Department does not audit the Turnover numbers for the Classifications they oversee in the City of San Diego on a yearly basis, we must specifically ask for this to be done via the SSA process for each following Fiscal Year.

The Senior Cross Connection & Backflow Specialists have seen a concerning reduction in eligible candidates for open positions which we believe can be mitigated by granting the series a Special Salary Adjustment of 20%.
Thank you,

Anthony Diaz Jr.
Principal Backflow & Cross Connection Specialist
City of San Diego
Public Utilities Department

☎(619) 906-9942
ADDiaz@sandiego.gov

CROSS CONNECTION WEBSITE:

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From: Arroyo, Ramil <RArroyo@sandiego.gov>
Sent: Thursday, December 24, 2020 9:05 AM
To: Hodnett, Nicholas <NHodnett@sandiego.gov>
Cc: Diaz Jr, Anthony <ADDiaz@sandiego.gov>; Aranzibia, Abel <AARanzibia@sandiego.gov>; Nasrawi, Laila <LNasrawi@sandiego.gov>
Subject: Re: Classification Study Result: Sr Backflow & Cross Connection Spec (1729)

Hi Nick,
Ok. Sounds good! Personnel will be posting the Senior Backflow Cross Connection Specialist on January 8th for 2 weeks. Hopefully we get enough candidate for 6 vacant position. I’ll have the interview package done by first week of January for you to review. I’ll you keep you posted. Thanks!

Ramil

Get Outlook for iOS
From: Hodnett, Nicholas <N Hodnett@sandiego.gov>
Sent: Thursday, December 24, 2020 8:19:42 AM
To: Arroyo, Ramil <R Arroyo@sandiego.gov>
Cc: Diaz Jr, Anthony <A D Diaz@sandiego.gov>; Aranzubia, Abel <A Aranzubia@sandiego.gov>
Subject: FW: Classification Study Result: Sr Backflow & Cross Connection Spec (1729)

Good Morning Ramil,
WCM now has all five Sr. Backflow & Cross Connection Specialists included for certification request #15930. We look forward to commencing the selection process early next year.

Happy Holidays!

Nicholas Hodnett
Assistant Deputy Director
Water Construction and Maintenance Division
City of San Diego
Public Utilities Department
(T) 858-654-4273
nhodnett@sandiego.gov

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From: Rhoades, Izumi <IRhoades@sandiego.gov>
Sent: Wednesday, December 23, 2020 12:52 PM
To: Hodnett, Nicholas <NHodnett@sandiego.gov>
Cc: Bryant, David <DBryant@sandiego.gov>; Diaz Jr, Anthony <ADDiaz@sandiego.gov>; Aranzubia, Abel <A Aranzubia@sandiego.gov>
Subject: RE: Classification Study Result: Sr Backflow & Cross Connection Spec (1729)

Hi Nick,

Req# 15930 has been created to increase cert# 15813 from 3 to 5 for PFT Sr Backflow CC Specialist.

Thanks

Izumi Rhoades
From: Hodnett, Nicholas <NHodnett@sandiego.gov>
Sent: Wednesday, December 23, 2020 8:48 AM
To: Rhoades, Izumi <IRhoades@sandiego.gov>
Cc: Bryant, David <DBryant@sandiego.gov>; Diaz Jr, Anthony <ADJDiaz@sandiego.gov>; Aranzubia, Abel <AARanzubia@sandiego.gov>
Subject: FW: Classification Study Result: Sr Backflow & Cross Connection Spec (1729)

Good Morning Izumi,

The two (2.0 FTE) Sr. Backflow & Cross Connection Specialists positions were created. Can these be added to our certification (15813)?

Thank you,

Nicholas Hodnett
Assistant Deputy Director
Water Construction and Maintenance Division
City of San Diego
Public Utilities Department
(T) 858-654-4273
nhodnett@sandiego.gov

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From: Berenji , Saba <SBerenji@sandiego.gov>
Good morning,

Your request to create two full time, permanent Sr Backflow & Cross Connection Spec (1729) positions has been cleared. Please see details of the positions below.

**Study Number:** C21-051 A&B

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Incumbent</th>
<th>Org Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>31018450</td>
<td>Vacant</td>
<td>60010725</td>
</tr>
<tr>
<td>31018475</td>
<td>Vacant</td>
<td>60010725</td>
</tr>
</tbody>
</table>

For assistance with these positions, please contact your liaison analyst Ashley Stevens at 619-236-7114.

Thank you,

**Saba Berenji**
Program Coordinator
City of San Diego Personnel Department
1200 Third Ave, Suite 300
San Diego, CA 92101
(p): 619-236-6090
### REFERRED CANDIDATE CONTACT INFORMATION

Cert #15792-01 Senior Backflow and Cross Connection Specialist - 02/08/2021

<table>
<thead>
<tr>
<th>List ID</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Primary Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saeid</td>
<td>Bryan</td>
<td>J</td>
<td>Senior Backflow and Cross Connection Specialist - T11309-202101</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>JAMES</td>
<td>William</td>
<td>T</td>
<td>O'BRIEN Senior Backflow and Cross Connection Specialist - T11309-202101</td>
<td></td>
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</tr>
<tr>
<td>William</td>
<td>Omar</td>
<td>M</td>
<td>Ramirez Senior Backflow and Cross Connection Specialist - T11309-202101</td>
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</tr>
<tr>
<td>Shunnara</td>
<td>Omar</td>
<td>M</td>
<td>Ramirez Senior Backflow and Cross Connection Specialist - T11309-202101</td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
THE CITY OF SAN DIEGO

MEMORANDUM

DATE: December 2, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

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

Attached for your review and approval is a proposed revision to Personnel Manual Index Code D-3, Career Advancement (Addendum). Proposed changes to the index code are in **bold** and *italics*. The proposed change is briefly outlined below.

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

Page 8 – Revised to re-establish the classification of Grounds Maintenance Worker II as being eligible to career advance to the Nursery Gardener classification effective January 1, 2023. This career advancement relationship will be appropriate because the Grounds Maintenance Worker II classification will make more at E-step than the Nursery Gardener classification as of January 1, 2023.

Staff recommends approval of the proposed revision to Personnel Manual Index Code D-3, Career Advancement (Addendum).

Douglas Edwards
Personnel Director

DE:RM:km


I:\CSC\CSC Items\2022\12. December 8, 2022\Revision to Personnel Manual Index Code D-3 Career Advancement (Addendum)
### Examinations

**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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<td>Life Safety Inspector II</td>
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*The class of Public Service Career Trainee may be used in any occupational group and advanced to the appropriate target class under the Career Advancement Program.*
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<tr>
<th>ENTRY-LEVEL CLASSIFICATION</th>
<th>PROMOTIONAL OPPORTUNITY</th>
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Examinations

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

**CAREER ADVANCEMENT**

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<td>Legal Secretary I</td>
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**Communications**

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

ADDITION TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

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<tr>
<th>ENTRY-LEVEL CLASSIFICATION</th>
<th>PROMOTIONAL OPPORTUNITY</th>
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<td>Plan Review Specialist III</td>
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Examinations

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<th>PROMOTIONAL OPPORTUNITY</th>
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## Examinations

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

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<thead>
<tr>
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</tr>
</tbody>
</table>
Examinations

ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

<table>
<thead>
<tr>
<th>ENTRY-LEVEL CLASSIFICATION</th>
<th>PROMOTIONAL OPPORTUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Systems Technician</td>
<td>Information Systems Analyst I</td>
</tr>
<tr>
<td></td>
<td>Information Systems Analyst II</td>
</tr>
<tr>
<td>Junior Property Agent</td>
<td>Assistant Property Agent</td>
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<tr>
<td></td>
<td>Associate Property Agent</td>
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<tr>
<td>Management Trainee</td>
<td>Arts Management Assistant</td>
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<tr>
<td></td>
<td>Arts Management Associate</td>
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<tr>
<td>Management Trainee</td>
<td>Assistant Department Human Resources Analyst</td>
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<tr>
<td></td>
<td>Associate Department Human Resources Analyst</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Assistant Dispute Resolution Officer</td>
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<td>Management Trainee</td>
<td>Assistant Economist</td>
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<tr>
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<td>Management Trainee</td>
<td>Assistant Management Analyst</td>
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<tr>
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<td>Associate Management Analyst</td>
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<tr>
<td>Management Trainee</td>
<td>Assistant Personnel Analyst</td>
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<tr>
<td></td>
<td>Associate Personnel Analyst</td>
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<tr>
<td>Management Trainee</td>
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<td></td>
<td>Associate Property Agent</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Assistant Trainer</td>
</tr>
<tr>
<td></td>
<td>Trainer</td>
</tr>
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<td>Management Trainee</td>
<td>Business Systems Analyst I</td>
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<td>Business Systems Analyst II</td>
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<tr>
<td>Management Trainee</td>
<td>Employee Benefits Specialist I</td>
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<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Finance Analyst II</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Geographic Information Systems Analyst I</td>
</tr>
<tr>
<td></td>
<td>Geographic Information Systems Analyst II</td>
</tr>
<tr>
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<td>Information Systems Analyst I</td>
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<tr>
<td>Management Trainee</td>
<td>Literacy Analyst</td>
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<td>Management Trainee</td>
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</tr>
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<td>Management Trainee</td>
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<tr>
<td></td>
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<td>Management Trainee</td>
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<tr>
<td>Personnel Assistant I</td>
<td>Personnel Assistant II</td>
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</table>
Examinations

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

**CAREER ADVANCEMENT**

<table>
<thead>
<tr>
<th>ENTRY-LEVEL CLASSIFICATION</th>
<th>PROMOTIONAL OPPORTUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Assistant II</td>
<td>Assistant Personnel Analyst</td>
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<tr>
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<td>Associate Personnel Analyst</td>
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<td>Procurement Contracting Trainee</td>
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</tr>
<tr>
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<td>Associate Procurement Contracting Officer</td>
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<td>Retirement Financial Specialist Trainee</td>
<td>Retirement Financial Specialist I</td>
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<tr>
<td></td>
<td>Retirement Financial Specialist II</td>
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<td><strong>Marine Safety</strong></td>
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<tr>
<td>Lifeguard II</td>
<td>Lifeguard III</td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Grounds Maintenance Worker I</td>
<td>Golf Course Greenskeeper</td>
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<tr>
<td>Grounds Maintenance Worker I</td>
<td>Grounds Maintenance Worker II</td>
</tr>
<tr>
<td>Grounds Maintenance Worker II</td>
<td>Nursery Gardener</td>
</tr>
<tr>
<td><strong>Planning</strong></td>
<td></td>
</tr>
<tr>
<td>Junior Planner</td>
<td>Assistant Planner</td>
</tr>
<tr>
<td></td>
<td>Associate Planner</td>
</tr>
<tr>
<td>Planning Technician I</td>
<td>Planning Technician II</td>
</tr>
<tr>
<td></td>
<td>Planning Technician III</td>
</tr>
<tr>
<td>Zoning Investigator I</td>
<td>Zoning Investigator II</td>
</tr>
<tr>
<td><strong>Plant Operation</strong></td>
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</tr>
<tr>
<td>Plant Operator Trainee</td>
<td>Assistant Wastewater Plant Operator</td>
</tr>
<tr>
<td></td>
<td>Wastewater Plant Operator</td>
</tr>
<tr>
<td>Plant Operator Trainee</td>
<td>Assistant Water Plant Operator</td>
</tr>
<tr>
<td></td>
<td>Water Plant Operator</td>
</tr>
<tr>
<td>Plant Operator Trainee</td>
<td>Pure Water Plant Operator</td>
</tr>
<tr>
<td><strong>Police</strong></td>
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<td>Latent Print Examiner I</td>
</tr>
<tr>
<td></td>
<td>Latent Print Examiner II</td>
</tr>
<tr>
<td>Clerical Assistant I</td>
<td>Clerical Assistant II</td>
</tr>
<tr>
<td></td>
<td>Police Records Clerk</td>
</tr>
<tr>
<td></td>
<td>Cal. I.D. Technician</td>
</tr>
<tr>
<td>Document Examiner I</td>
<td>Document Examiner II</td>
</tr>
<tr>
<td></td>
<td>Document Examiner III</td>
</tr>
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<td>Polygrapher I</td>
<td>Polygrapher II</td>
</tr>
<tr>
<td></td>
<td>Polygrapher III</td>
</tr>
<tr>
<td>Junior Chemist</td>
<td>Criminalist I</td>
</tr>
<tr>
<td></td>
<td>Criminalist II</td>
</tr>
<tr>
<td>Police Investigative Service Officer I</td>
<td>Police Investigative Service Officer II</td>
</tr>
<tr>
<td>Police Recruit</td>
<td>Police Officer I</td>
</tr>
<tr>
<td>Police Officer I</td>
<td>Police Officer II</td>
</tr>
</tbody>
</table>
Examinations

ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

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<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Police Service Officer I</td>
<td>Police Service Officer II</td>
</tr>
<tr>
<td><strong>Printing</strong></td>
<td></td>
</tr>
<tr>
<td>Publishing Specialist I</td>
<td>Publishing Specialist II</td>
</tr>
<tr>
<td><strong>Recreation</strong></td>
<td></td>
</tr>
<tr>
<td>Park Ranger Aide</td>
<td>Park Ranger</td>
</tr>
<tr>
<td>Pool Guard I</td>
<td>Pool Guard II</td>
</tr>
<tr>
<td>Recreation Aide</td>
<td>Golf Operations Assistant</td>
</tr>
<tr>
<td>Recreation Aide</td>
<td>Recreation Leader I</td>
</tr>
<tr>
<td>Recreation Center Director II</td>
<td>Recreation Center Director III</td>
</tr>
<tr>
<td>Recreation Leader I</td>
<td>Recreation Leader II</td>
</tr>
<tr>
<td><strong>Skilled Trades</strong></td>
<td></td>
</tr>
<tr>
<td>Electrician</td>
<td>Plant Process Control Electrician</td>
</tr>
<tr>
<td>Instrumentation and Control Technician Trainee</td>
<td>Electronics Technician</td>
</tr>
<tr>
<td></td>
<td>Instrumentation and Control Technician</td>
</tr>
<tr>
<td>Traffic Signal Technician I</td>
<td>Traffic Signal Technician II</td>
</tr>
<tr>
<td><strong>Storekeeping</strong></td>
<td></td>
</tr>
<tr>
<td>Stock Clerk</td>
<td>Police Property and Evidence Specialist</td>
</tr>
</tbody>
</table>
DATE: December 2, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Brad M. Campbell, Appealing his Conviction Record Disqualification for the Position of Golf Operations Assistant

Brad M. Campbell is appealing their disqualification for the position of Golf Operations Assistant with the Parks and Recreation Department. This disqualification is based on previous felony and misdemeanor convictions, as well as falsification of the Conviction Record Form they signed on October 11, 2022. The Personnel Department’s disqualification letters to Brad M. Campbell and their appeal letter are attached.

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...(e) has been guilty of any crime which would adversely affect job performance or public safety.

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.

It is under this Rule and Charter section that staff has disqualified Brad M. Campbell for the position of Golf Operations Assistant.

Brad M. Campbell has convictions that occurred between 2006 and 2007. After completing the Conviction Record Form, Brad M. Campbell was fingerprinted by Personnel Department staff and a check for convictions were sent to the Department of Justice and the Federal Bureau of Investigation.
Brad M. Campbell indicated on the Conviction Record Form that they were convicted of the following:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Charges</th>
<th>Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004</td>
<td>Possession</td>
<td>Probation</td>
</tr>
</tbody>
</table>

A review of Brad M. Campbell’s Department of Justice and Federal Bureau of Investigation criminal records revealed they were convicted of the following:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Charges</th>
<th>Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/9/2007</td>
<td>Destruction or Injury of Personal Property</td>
<td>6 Months Jail, 24 Months Probation, Restitution, 20 Hours Community Service</td>
</tr>
<tr>
<td>3/2/2009</td>
<td>Violation of Probation</td>
<td>Warrant Issued For Failure to Appear</td>
</tr>
<tr>
<td></td>
<td>No final disposition is available as of 10/20/2022</td>
<td></td>
</tr>
<tr>
<td>7/14/2006</td>
<td>Criminal Sale Controlled Substance – 5th Degree (F)</td>
<td>5 Years Probation, 6 Months License Suspended</td>
</tr>
</tbody>
</table>

In his attached appeal letter, Brad M. Campbell states, “I am a completely transparent person and have nothing to lie about and I fully apologize for omitting the Boston charge. From my knowledge of the situation, it had been resolved and dismissed (please see letter attached from my lawyer at that time). Per that letter, I had completed the community service hours, paid the restitution, and spoke with someone about the probation situation.”

As a Golf Operations Assistant for the Parks and Recreation Department, Brad M. Campbell would be required to drive while on City business, wear a uniform that identifies them as a City employee, and have access to City equipment and to the public.

Staff recommends denial of this appeal based on the nature of Brad M. Campbell’s convictions and the fact that they failed to list all their convictions as required on the Conviction Record Form. This will result in their name being removed from the Golf Operations Assistant eligible list and all other eligibility lists. Furthermore, they will be unable 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

DE:EP:km

Attachments: 1. Disqualification Letters
              2. Conviction Record Form
              3. Appeal Letter
              4. Class Specification for Golf Operations Assistant
November 2, 2022

Brad M. Campbell

Dear Mr. Campbell,

This is to notify you that the City of San Diego has made a preliminary decision to disqualify you for employment as a Golf Operations Assistant, in the Parks and Recreation Department, because of your Criminal Conviction Record and for falsification of the Conviction Record Form. A copy of your criminal conviction record is enclosed.

The Conviction Record Form that you completed and signed on October 11, 2022, asked you to list all your convictions or pending criminal charges. The form also states that, "False or incomplete information is cause for disqualification or discharge from City Employment."

You indicated on the Conviction Record Form to have the following convictions:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Charges</th>
<th>Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004</td>
<td>Possession</td>
<td>Probation</td>
</tr>
</tbody>
</table>

However, a review of your criminal conviction record revealed the following:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Charges</th>
<th>Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/9/2007</td>
<td>Destruction or Injury of Personal Property</td>
<td>6 Months Jail, 24 Months Probation, Restitution, 20 Hours Community Service</td>
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<td>7/14/2006</td>
<td>Criminal Sale Controlled Substance – 5th Degree (F)</td>
<td>5 Years Probation, 6 Months License Suspended</td>
</tr>
</tbody>
</table>
The Personnel Department conducts an individualized assessment of an applicant’s conviction record in relation to the job for which the applicant is being considered and considers whether an applicant falsified or failed to fully disclose his or her conviction record. Based on the conviction(s) listed above and your omission of all required information, you have been disqualified for employment.

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/her right to be entered upon the eligible register, and in case he/she has been appointed to an office or employment he/she 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.

In addition to the rejection of your application for the Golf Operations Assistant position; 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.

Before this decision becomes final, you have the right to respond in writing to the preliminary disqualification decision and submit evidence challenging the accuracy of the criminal conviction record (enclosed) that is the basis for this decision, evidence of rehabilitation or mitigating circumstances, or both. You may submit your response to:

City of San Diego, Personnel Department  
Attention: Backgrounds/Medical Program Administrator  
1200 Third Avenue, Suite 300  
San Diego, CA 92101

If you do not submit a written response within five (5) business days, the decision will become final. If you have any questions, you may contact me at (619) 236-7137.

Sincerely,

Dylan Cooper  
Backgrounds/Medical Program Administrator

Enclosure: Criminal Conviction Record
November 7, 2022

Brad M. Campbell

Dear Mr. Campbell:

On November 2, 2022, you were notified of the preliminary decision regarding your disqualification by the Personnel Department for employment as a Golf Operations Assistant, in the Parks & Recreation Department. The preliminary disqualification was based on your criminal conviction record and falsification of the conviction record form. You were notified of your right to respond in writing to the preliminary decision and submit information challenging the accuracy of your criminal conviction history, evidence of your rehabilitation or mitigating circumstances, or both. Since you have not responded in writing, your disqualification is now final.

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

You also have the right to file a complaint with the California Civil Rights Department.

If you have any questions, you may call me at (619) 236-7137.

Sincerely,

[Signature]

Dylan Cooper
Backgrounds/Medical Program Administrator

cc: Certification Officer

L:\Background\Rejection Letters\Rejected for Falsification of Records(Campbell, M. Brad Final DQ Letter 2-B.doc
List ALL of your convictions or pending criminal charges. If you have any doubts whether you have a conviction, you should list it. If you have any questions, a Background Analyst is available to help you.

If you need more space, list the rest of your convictions on additional sheets.

If you are not sure this is a complete record, you should go to the court where you appeared to request your records and/or to the police department to run a record check in jurisdiction where the offense was committed.

I have NO convictions or pending criminal charges [ ] I have one or more conviction(s) and/or pending criminal charges as listed below:

MISDEMEANOR CONVICTIONS (Examples of Misdemeanors include but are not limited to: D.U.I., Reckless Driving, Driving without a License, Suspended License, Petty Theft, Trespassing, Disturbing the Peace, Obstruction of Justice, Vandalism, Inflict Corporal Punishment, Domestic Violence, etc.) [ ]

<table>
<thead>
<tr>
<th>DATE OF OFFENSE</th>
<th>CITY/STATE/COUNTRY</th>
<th>CHARGE(S)</th>
<th>WHAT WAS THE SENTENCE OR PENALTY:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

FELONY CONVICTIONS (Examples of Felonies include but are not limited to: Robbery, Grand Theft, Welfare Fraud, Assault and Battery, Possession or Sale of Controlled Substances, Burglary, Forgery, etc.) [ ]

<table>
<thead>
<tr>
<th>DATE OF OFFENSE</th>
<th>CITY/STATE/COUNTRY</th>
<th>CHARGE(S)</th>
<th>WHAT WAS THE SENTENCE OR PENALTY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004</td>
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<td>possession</td>
<td>probation</td>
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</tr>
</tbody>
</table>

This information is true and complete. I understand that false or incomplete information is cause for disqualification or discharge from City Employment.

APPLICATION CONVICTION RECORD STATEMENT
(Choose the applicable statement, write exactly as stated.)

I have conviction record(s) and/or pending criminal charge(s) as I have listed. I understand that the City of San Diego will run a background check on one.

Signature: [Signature] Date: 10/11/22

1. Fingerprints submitted will be used to check the criminal history records of the FBI.
3. Procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
Civil Service Commission,

My name is Brad Campbell and I am currently up for employment for a Golf Operations Assistant role at Balboa Park. I received a letter regarding my disqualification for employment with the Golf Division of The City of San Diego and I would like to formally appeal that initial decision about my employment.

I am a completely transparent person and have nothing to lie about and I fully apologize for omitting the Boston charge. From my knowledge of the situation, it had been resolved and dismissed (please see letter attached from my lawyer at that time). Per that letter, I had completed the community service hours, paid the restitution, and spoke with someone about the probation situation. After all the requirements had been completed, I was under the impression that it was all dismissed like my lawyer said and that is why I left it off the form. I did so not meaning to hide anything as I was under the impression it was dismissed and a closed case.

When I spoke with Dylan Cooper over the phone, that was the first time in over 15 years that I had heard anything about that case. As you are aware of the other charge (which I was also under the impression it was dropped down to possession after completing the probation), I was already on probation when the Boston incident happened. I remember talking with my RI probation officer at the time and she was ok as long as it got dismissed like we were all under the impression it would. Neither I nor my probation officer ever heard anything about it again and I went on to complete that 5 year probation without any issues. I went on to work for some major companies that also did background checks and nothing came up about an open warrant so I was completely blindsided when I found out the other week.

I will be working on tracking down more information but as this is back on the East Coast and over 15 years ago, it will take a little more time to get fully cleared up. I am much more than a background check, I have achieved so much since college and these charges, I have learned from those mistakes and came out as a better person. I am hoping for that chance to show that you all made the correct initial decision by offering me the position. I am a hard worker that places the customer first while always trying to form that relationship in order to make people happy.

Thank you all for your time. I am more than happy to make myself available to meet in person as well to help prove my value for this opportunity.

Sincerely,
Brad Campbell
March 15, 2007

Mr. Brad Campbell

Re: BMC matter

Dear Brad,

Enclosed please find copy of probation conditions. As we discussed previously, the court imposed pre-trial probation for a period of twenty-four months with certain conditions. As long as you comply with the conditions the case will be dismissed.

Thank you for your time and attention to this matter. It was a pleasure serving as your counsel. Please do not hesitate to contact me with any questions or concerns.

Very Truly Yours,
CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GOLF OPERATIONS ASSISTANT - 1480

NOTE: formerly Golf Starter

DEFINITION:
Under immediate supervision, to register players and assign their starting order on a golf course; to collect and account for money received; and to perform related work.

* EXAMPLES OF DUTIES:

- Determines and collects money, including cash, check or credit card charges for greens fees, monthly tickets, resident identification cards and tournaments from customers;
- Arranges starting order for players;
- Organizes golfers into playing groups and makes arrangements for timely spacing;
- Takes reservations;
- Announces players tee times and player order on a public address system;
- Answers questions concerning the golf course and procedures, rules, and regulations and golfing arrangements;
- Settles disputes between players concerning golf course rules and procedures;
- Records fee transactions on reservation sheets, daily cash reports and other tracking forms;
- Operates a cash register/computer;
- Balances, closes out, and verifies credit card sales, checks and cash received against cash register tapes and various fee collection tracking forms;
- Identifies, researches and resolves errors in recording and balancing of monies received;
- Issues receipts for fees collected;
- Keeps records, including those for number of players and cash receipts;
- Verifies appropriate amount of change and paper denominations for cash register at the end of and beginning of each day;
- Assists in making arrangements for and conducting tournaments;
- Determines and issues resident identification cards;
- Patrols the golf course to interpret and enforce course rules.

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.

* 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.
16 years of age or older. NOTES: Applicants less than age 18 must obtain a work permit prior to starting work; work permits may be obtained through the school system; applicants who are age 17 and are high school graduates, or have passed the California High School Proficiency Examination (CHSPE) or General Education Development (GED) examination, are not required to have a work permit; however, they must submit a copy of their high school diploma, CHSPE, or GED results with their application; AND 900 hours of experience performing one of the following: customer service experience as a reservation agent responsible for scheduling attendance and/or determining availability for events; customer service experience as a cashier who determines fees, sells tickets and is responsible for cash and/or credit card payments and determining qualifications for access; customer service experience in a job whose primary responsibility is providing information, interpreting rules and regulations about services offered; customer service experience in the golf environment which includes customer education of rules and regulations required on the golf course; experience in a business office which includes providing customers information, interpreting rules and regulations about services offered on an individual basis. A valid California Class C Driver License will be required at the time of hire.
DATE: December 2, 2022  

TO: Civil Service Commission  

FROM: Douglas Edwards, Personnel Director  

SUBJECT: Brad M. Campbell, Appealing their Medical Disqualification for the Position of Golf Operations Assistant  

Brad M. Campbell is appealing their disqualification for the position of Golf Operations Assistant with the Parks and Recreation Department. This disqualification is based on Brad M. Campbell’s use of an illegal drug. The Personnel Department’s disqualification letter to Brad M. Campbell and the Pre-Employment Questionnaire completed by Brad M. Campbell are attached.

The Pre-Employment Questionnaire was completed on October 11, 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?” Brad M. Campbell’s response to this question was “Yes.” If a candidate indicates “Yes,” the questionnaire requires a response indicating the “Type(s),” “Frequency,” and “Date(s) last used.” Brad M. Campbell’s responses were “Marijuana,” “occasionally,” and “weekend,” respectively.

In the attached appeal letter, Brad M. Campbell stated, “...I wanted to be honest from the start and not lie about my recreational usage...I have never used drugs before or during any job I have had in the past or present and I do not plan on starting now. My usage is strictly recreational and only used occasionally when not working in my free time.”

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

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

Douglas Edwards  
Personnel Director  

Attachments:  
1. Disqualification Letter  
2. Pre-Employment Questionnaire  
3. Appeal Letter  
4. Class Specification for Golf Operations Assistant
October 14, 2022

Brad M. Campbell

Dear Mr. Campbell:

This is to advise you that you do not meet the City’s Medical Employment Standards for the position of Golf Operations Assistant. This is based on your response to the City of San Diego Pre-Employment Questionnaire you completed on October 11, 2022. Question number 1 asked, “Are you using illegal drugs or prescription drugs that were NOT prescribed to you? Your response to this question was “Yes.” Since you indicated “Yes,” the questionnaire requires a response indicating the “Type(s),” “Frequency,” and “Date(s) last used.” Your responses were “marijuana”, “occasionally”, “weekend” in the order of your responses.

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

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

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

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

Sincerely,

Eva Sanchez
Deputy Personnel Director

ES:dc

L:\Medical\Medical Disqualification Letters\Campbell, M. Brad DQ letter for Marijuan Self-Reported With Cert.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: 10/11/22

Name: Brad Campbell

Social Security No.: 

Date of Birth: 

Age: 39

Title of Position: Golf Operations Assistant

Department: Parks & Rec

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): marijuana

   Frequency: occasionally

   Date(s) last used: weekend

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: 10/11/22

SIGNATURE: Brad Campbell

Pre-Employment Questionnaire Rev. 2/2017
Civil Service Commission,

My name is Brad Campbell and I am currently up for employment for a Golf Operations Assistant role at Balboa Park. I picked up a letter from the post office on Thursday October 20th of last week regarding my disqualification for employment with the Golf Division of The City of San Diego. I would like to formally appeal that initial decision about my employment.

My response to the "illegal drugs use" question on the pre-employment questionnaire was "Yes". With this being an opportunity that I am excited about and know that I will thrive at, I wanted to be honest from the start and not lie about my recreational usage. I am aware of the federal status but with marijuana being legal in California for adult recreational usage, I thought it would be better to be truthful rather than omit the marijuana usage as this is a city position and not a federal role.

I have never used drugs before or during any job I have had in the past or present and I do not plan on starting now. My usage is strictly recreational and only used occasionally when not working in my free time. I have two other jobs at this moment and marijuana helps me unwind and fall asleep at night; and is better to use rather than the over-the-counter sleeping pills and other products for sleep that can become addictive and reliant on.

Marijuana usage has never affected my career at all and it would not start with The City of San Diego Golf Division. I know I am the right person for this role and am hopeful that this appeal is heard and I can continue to move towards becoming a growing part with the Golf Division for years to come. I am more than happy to supply a number of personal/professional references that can attest to my work ethic and assure you all that I am a stand up worker.

Thank you all for your time. I can make myself available to meet in person as well to help prove my value for this opportunity.

Sincerely,
Brad Campbell
CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GOLF OPERATIONS ASSISTANT – 1480

NOTE: formerly Golf Starter

DEFINITION:

Under immediate supervision, to register players and assign their starting order on a golf course; to collect and account for money received; and to perform related work.

* EXAMPLES OF DUTIES:

- Determines and collects money, including cash, check or credit card charges for greens fees, monthly tickets, resident identification cards and tournaments from customers;
- Arranges starting order for players;
- Organizes golfers into playing groups and makes arrangements for timely spacing;
- Takes reservations;
- Announces players tee times and player order on a public address system;
- Answers questions concerning the golf course and procedures, rules, and regulations and golfing arrangements;
- Sets up disputes between players concerning golf course rules and procedures;
- Records fee transactions on reservation sheets, daily cash reports and other tracking forms;
- Operates a cash register/computer;
- Balances, closes out, and verifies credit card sales, checks and cash received against cash register tapes and various fee collection tracking forms;
- Identifies, researches and resolves errors in recording and balancing of monies received;
- Issues receipts for fees collected;
- Keeps records, including those for number of players and cash receipts;
- Verifies appropriate amount of change and paper denominations for cash register at the end of and beginning of each day;
- Assists in making arrangements for and conducting tournaments;
- Determines and issues resident identification cards;
- Patrols the golf course to interpret and enforce course rules.

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.

* 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.
16 years of age or older. NOTES: Applicants less than age 18 must obtain a work permit prior to starting work; work permits may be obtained through the school system; applicants who are age 17 and are high school graduates, or have passed the California High School Proficiency Examination (CHSPE) or General Education Development (GED) examination, are not required to have a work permit; however, they must submit a copy of their high school diploma, CHSPE, or GED results with their application; AND 900 hours of experience performing one of the following: customer service experience as a reservation agent responsible for scheduling attendance and/or determining availability for events; customer service experience as a cashier who determines fees, sells tickets and is responsible for cash and/or credit card payments and determining qualifications for access; customer service experience in a job whose primary responsibility is providing information, interpreting rules and regulations about services offered; customer service experience in the golf environment which includes customer education of rules and regulations required on the golf course; experience in a business office which includes providing customers information, interpreting rules and regulations about services offered on an individual basis. A valid California Class C Driver License will be required at the time of hire.
Jordan T. Healy is appealing their disqualification for the position of Structural Inspector I with the Development Services Department. This disqualification is based on previous felony and misdemeanor convictions. The Personnel Department’s disqualification letters to Jordan T. Healy and their appeal letters are attached.

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...(e) has been guilty of any crime which would adversely affect job performance or public safety.

It is under this Rule that staff has disqualified Jordan T. Healy for the position of Structural Inspector I.

Jordan T. Healy has convictions that occurred between 2020 and 2021. After completing the Conviction Record Form, Jordan T. Healy was fingerprinted by Personnel Department staff and a check for convictions was sent to the Department of Justice and the Federal Bureau of Investigation.

A review of Jordan T. Healy’s Department of Justice and Federal Bureau of Investigation criminal records revealed they were convicted of the following:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Charges</th>
<th>Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/27/2021</td>
<td>VC 23152 (A) DUI Alcohol (M)</td>
<td>65 Days Jail, 48 Months Probation, Fine</td>
</tr>
<tr>
<td>10/20/2020</td>
<td>Count 1, PC 245 (A)(4) ADW With Force: Possible GBI (F)</td>
<td>270 Days Jail, 36 Months Probation, Fine, Imposition of Sentence Suspended</td>
</tr>
<tr>
<td></td>
<td>Count 2, PC 243 (D) Battery With Serious Bodily Injury (F)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Condition of Probation – Firearm Restriction</td>
<td></td>
</tr>
<tr>
<td>4/26/2022</td>
<td>Probation Supervision Transferred to San Diego County</td>
<td></td>
</tr>
</tbody>
</table>
In the attached appeal letter, Jordan T. Healy states, “Being incarcerated made me think about what I really value in life. My family, work, and my freedom. I was going through a rough patch, and I made some mistakes. I take full accountably [sic] for my actions. I now know, wholeheartedly, being a good father and providing for my family is the most important thing. I have completed a rehabilitation program. I now choose sobriety, and helping other men and woman acquire sobriety also.”

As a Structural Inspector I for the Development Services Department, Jordan T. Healy would be required to drive while on City business, wear a uniform that identifies them as a City employee, and have access to City equipment and to the public.

Due to the recency and nature of their convictions, staff feels that Jordan T. Healy’s conviction record is not compatible with working for the City at this time. As such, staff recommends that Jordan T. Healy's appeal be denied.

Douglas Edwards
Personnel Director

DE:EP:km

Attachments:  1. Disqualification Letters
               2. Appeal Letters
               3. Reference Letters
               4. Rehabilitation Completion Letter
               5. Class Specification for Structural Inspector I

I:\CSC\CSC Items\2022\12. December 8, 2022\Appeal - Healy.docx
October 21, 2022

Jordan T. Healy

Dear Mr. Healy,

This is to notify you that the City of San Diego has made a preliminary decision to disqualify you for employment as a Structural Inspector I, in the Development Services Department, because of your criminal conviction record. A copy of your criminal conviction record is enclosed.

A review of your Criminal Conviction Record revealed the following:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Charges</th>
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<tr>
<td>10/20/2020</td>
<td>Count 1, PC 245 (A)(4) ADW W/Force: Possible GBI (F)</td>
<td>270 Days Jail, 36 Months Probation, Fine, Imposition of Sentence Suspended</td>
</tr>
<tr>
<td></td>
<td>Count 2, PC 243 (D) Battery W/Serious Bodily Injury (F)</td>
<td></td>
</tr>
</tbody>
</table>

The Personnel Department conducts an individualized assessment of the results of an applicant’s background check in relation to the job for which the applicant is being considered. Based on the nature of your conviction(s) you are not approved for employment in this position of Structural Inspector I in the Development Services Department. This determination does not affect your eligibility for employment in other positions for which you may qualify. Your name will continue to be certified to other vacancies. Your background check results will be reviewed in relation to each position.

Before this disqualification decision becomes final, you have the right to respond in writing to the preliminary decision and submit evidence challenging the accuracy of the criminal conviction record (enclosed) that is the basis for this decision, evidence of rehabilitation or mitigating circumstances, or both. You may submit your response to:

City of San Diego, Personnel Department
Attention: Backgrounds/Medical Program Administrator
1200 Third Avenue, Suite 300
San Diego, CA 92101
If you do not submit a written response within five (5) business days, the decision will become final.

If you have any questions, you may contact me at (619) 236-7137.

Sincerely,

[Signature]

Dylan Cooper
Backgrounds/Medical Program Administrator

Enclosure: Criminal Conviction Record(s)

cc: Certification Officer
November 2, 2022

Jordan T. Healy

Dear Mr. Healy:

We have considered the information you submitted challenging the accuracy of your criminal conviction history, evidence of your rehabilitation or mitigating circumstances, or both.

Regretfully, we must notify you that your disqualification for employment as a Structural Inspector I, in the Development Services Department is now final. If you wish to appeal this decision to the Civil Service Commission, you have five (5) business days from receipt of this notice to submit your appeal in writing. You also have the right to file a complaint with the California Civil Rights Department.

If you have any questions, you may call me at (619) 236-7137.

Sincerely,

[Signature]

Dylan Cooper
Backgrounds/Medical Program Administrator

cc: Certification Officer
From: jordan healy  
Subject: Jordan H  
Date: Oct 26, 2022 at 11:38:42 AM  
To: jordan healy

To whom it may concern,
This letter is to address my individual assessment of the results of my background check.
In 2019 while intoxicated, I was involved in a bar fight, that lead to my 2020-Battery conviction. Late 2020, my dependence, and what I later learned was alcoholism really took off and acquired a DUI May 13th 2021. In order to find answers to my behavior, I sought help. I voluntarily enrolled, in the Restoration Ranch Rehabilitation inpatient program for 8 months. With the help of a Higher Power and the men and woman who are active in my 12 step recovery program, I have been able to make amends where needed and maintain my sobriety since May 13th, 2021.
I now work on a regular bases with other members of my 12 step recovery program, Alcoholics Anonymous, to carry the message of recovery into rehab centers, helping others to achieve and maintain sobriety and turn their lives around and I am involved in Celebrate Recovery of San Diego. I am also an active member at Foothills church.
Recently, the court granted me full custody of my two daughters. It is a joy to be a sober father and the man I always believed I could be. I have had many people, from my 12 step recovery program, co-workers, members of the community, and friends volunteer to write letters on my behalf to verify the change I have undergone and the person I have become. I have attached a few such letters, as well as a letter from the Restoration Ranch Rehabilitation where I successfully completed treatment.
I take full responsibility, not only for my past insurrections, but for continued recovery as well. I hope my past does not prevent me from the opportunities the future holds for myself and my children.
Thank you for your time and consideration.

-Jordan Healy:

Sent from my iPhone
November 8, 2022

To whom it may concern,

I, Jordan Healy, want to appeal the decision of disqualification for the Level 1 Building Inspector position. My background check revealed a DUI and an Assault charge resulting from a bar fight in 2019. I have already been disciplined by the court system. I spent 6 weeks in jail, paid all restitutions, and complied with all court requirements. Jail was a tough truth to face. Being incarcerated made me think about what I really value in life. My family, work, and my freedom. I was going through a rough patch, and I made some mistakes. I take full accountably for my actions. I now know, wholeheartedly, being a good father and providing for my family is the most important thing. I have completed a rehabilitation program. I now choose sobriety, and helping other men and woman acquire sobriety also. The courts have recently granted me full custody of my children. Going forward, I want to provide for my family, pursue my goals of becoming an inspector, and glorify God for the grace and mercy He has shown me. I am an asset to any work force, with magnificent work ethic, mindset, and communication skills. I am highly qualified for this position. I hope you all will grant me the opportunity to work. Thank you for your time. Have a great day.

[Signature]

Jordan Healy
To whom it may concern

Thank you for this opportunity to share my experience over the past year and a half with Jordan Healy. I have run the recovery meeting on Monday nights at Foothills Church for the last eleven years and worked with Restoration Ranch in Ramona Ca. to help men change their lives. I met Jordan at Restoration Ranch and I immediately became friends with and was appreciative of his positive attitude and understanding the need for the changes that would occur in his life going forward. I noticed that he was willing to listen to council right from the beginning rather than giving his opinions on what and how changes needed to occur, this is a sign of someone willing to change. As time went on he continued to take council and apply it to his future, Jordan began leading meetings and mentoring others, Jordan had become a leader by example and with encouragement to others. He would also take others to meetings and appointments that didn’t have rides, showing a genuine concern for others. I am very blessed to have Jordan as a friend and someone that I will stay in contact with for the rest of my life, my wife and I have had Jordan and his family over to the house for dinner on a few different nights and know we will have more occasions like this in our future.

This part of this letter is to let you all know that over the past 11 plus years, I have been asked on many occasions to write letters like this. I can say I do not always agree to assist, many times the individual wasn’t ready or wasn’t deserving of the letter and I feel it is a great disservice to write a letter that is dishonest. In regards to the opportunity to assist with Jordan Healy I accepted without hesitation, Jordan is someone I wish would work with me, he is hard working, honest and a positive influence to everyone around him. I truly hope Jordan gets the opportunity to show you all the person I have come to know.

If for any reason you would like to talk to me further, please call my cell phone at

Thank you

[Signature]

David Paul
Subject: Recommendation Letter For Jordan Healey

Date: Oct 26, 2022 at 7:18:25 AM

Who may Concern Letter

With the present Letter I, Fidencio Viramontes/ Special Inspector (City of San Diego #616). Want to mention I been working with Jordan Healy, the last Five years. At two projects MCTC/ Trolley project and NCPWF. At MCTC He was doing QC corrective actions for me, when I was performing inspection at MCTC project. He was a fast learner, responsible, respectful worker for the contractor. I actually recommended him for the NCPWF project. He was the Foreman in charge for crew. I was checking his work. He has always been interested in becoming inspector. He has very good knowledge and attitude on site. He also was doing Safety checks around site. He was asking questions about becoming inspector and He enrolled at ACI concrete technician level 1, which is now certified.

I appreciate Your attention to this letter.

Fidencio Viramontes
Special Inspector
ICC inspector / SD #616.
Date: 10/26/2022  
Re: Jordan Healy

To Whom It May Concern:

This letter is to inform you Mr. Healy entered our program on 05/15/2021. Mr. Healy worked a good program, tested clean, and completed all program requirements. Mr. Healy stayed in Restoration Ranch's program for 4 months and then transitioned into our Sober Living Home for another 4 months. Mr. Healy completed a total of 8 months at Restoration Ranch under close supervision. Mr. Healy was an ideal resident, serious about his recovery and always willing to help. After leaving Restoration Ranch's Sober Living Home on 01/15/2022, Mr. Healy has continued to give back in the way of purchasing Bible's for current residents and well as attending meetings.

Mr. Healy has kept in touch and has shown that he has a serious desire to continue on the path he is on, staying sober and being a dedicated father to his children. It is our opinion that Mr. Healy should be given a chance on any future endeavors and his past should not be held against him. People can and do change and Mr. Healy is an example of one who has a sincere desire to be a good, hard working citizen.

Restoration Ranch is a drug and alcohol recovery sober living home for men seeking a better way of life, clean and sober, through both Christian and Recovery programs. Our programs include daily meetings in recovery and a very structured living environment. Our recovery facility has been recommended by the courts many times in the past with success. Random drug testing is part of our system and all results are reported to the proper authorities as deemed necessary by the Courts and/or Probation Departments.

If you have any questions, please feel free to contact us at

Sincerely,

[Signature]
Brian Storm – Executive Director
Restoration Ranch
CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION

STRUCTURAL INSPECTOR I

DEFINITION:
Under general supervision, to perform structural inspection work on new structures, repair or renovation work; and to perform related work.

EXAMPLES OF DUTIES:

- Inspects multi-family residential, commercial and industrial structures for compliance to local, State, and Federal structural codes and regulations;
- Checks and enforces field conformance to approved plans and specifications;
- Investigates complaints of code violations;
- Prepares reports;
- Maintains records;
- Prepares correction notices to property owners, tenants and contractors;
- Meets with property owners, tenants and contractors to discuss or explain specific corrections.

MINIMUM QUALIFICATIONS:

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

Two years of experience as Inspector or a licensee of a regulating agency performing structural inspections of multi-family residential and commercial structures to require compliance with the Uniform Building Code (UBC). An Associate of Science degree or completion of a community college certificate program in Construction Inspection or Building Construction Technology may be substituted for one year of the required experience; OR three years of experience reviewing building plans for conformance to Building Codes and Zoning Regulations with a regulating agency having legal authority to enforce and require compliance to the UBC, OR four years of experience performing all phases of journey-level carpentry work, which must include structural framing and structural concrete form work; AND one of the following:

- an Associate of Science degree or completion of a community college certificate program in Construction Inspection or Building Construction Technology;
- successful completion of 15 semester/22.5 quarter units in core courses required for the major in Civil or Structural Engineering;

OR six months of experience performing carpentry, concrete construction work, AND a Bachelor's degree in Architecture, Civil or Structural Engineering. Successful completion of a State-accredited Carpentry Apprenticeship Program may be substituted for the required journey-level carpentry experience. Possession of a valid ICBO (International Conference of Building Officials) Building Inspector Certificate issued within the last three years, and 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.
DATE: December 2, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Albert J. Williams III, Appealing their Conviction Record Disqualification for the Position of Laborer

Albert J. Williams III is appealing their disqualification for the position of Laborer with the Environmental Services Department. This disqualification is based on previous felony and misdemeanor convictions. The Personnel Department’s disqualification letters to Albert J. Williams III and their appeal letter are attached.

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...(e) has been guilty of any crime which would adversely affect job performance or public safety.

It is under this Rule that staff has disqualified Albert J. Williams III for the position of Laborer.

Albert J. Williams III has convictions that occurred between 2010 and 2011. After completing the Conviction Record Form, Albert J. Williams III was fingerprinted by Personnel Department staff and a check for convictions was sent to the Department of Justice and the Federal Bureau of Investigation.

A review of Albert J. Williams III’s Department of Justice and Federal Bureau of Investigation criminal records revealed they were convicted of the following:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Charges</th>
<th>Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/20/2011</td>
<td>PC 290 Registration of Sex Offender</td>
<td></td>
</tr>
<tr>
<td>9/9/2011</td>
<td>Count 1 – PC 192 (A)(1) Voluntary Manslaughter (F)</td>
<td>12 Years Prison, Restitution</td>
</tr>
<tr>
<td></td>
<td>Count 2 – PC 245 (A)(2) Assault With Firearm On Person (F)</td>
<td></td>
</tr>
<tr>
<td>9/9/2011</td>
<td>Probation Violation/Revoked And/Or Reinstated With Sentence Modified</td>
<td>3 Years Prison</td>
</tr>
<tr>
<td>Dates</td>
<td>Charges</td>
<td>Sentence</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>9/14/2010</td>
<td>Count 1 - VC 16028 (C) No Proof Financial Responsibility: Accident – Infraction Count 2 - VC 12500 (A) Drive W/Out License (M) Count 3 - VC 14601.1 (A) Drive While License Suspended/Etc (M) Count 4 - VC 20002 Hit &amp; Run: Property Damage (M)</td>
<td>30 Days Jail, 36 Months Probation, Restitution, Fine</td>
</tr>
<tr>
<td>3/23/2011</td>
<td>Probation Terminated</td>
<td></td>
</tr>
<tr>
<td>6/15/2010</td>
<td>VC 12500 (A) Drive W/Out License (M)</td>
<td>3 Years Probation, Fine</td>
</tr>
<tr>
<td>1/6/2010</td>
<td>Count 1 - PC 459 Burglary (F)</td>
<td>3 Days Jail, 3 Years Probation, Concurrent, Fine</td>
</tr>
<tr>
<td></td>
<td>Count 2 - PC 242 Battery (M)</td>
<td></td>
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<tr>
<td></td>
<td>Condition of Probation – Firearm Restriction</td>
<td></td>
</tr>
<tr>
<td>9/9/2011</td>
<td>Probation Revoked/Sentence Modified</td>
<td>3 Years Prison</td>
</tr>
</tbody>
</table>

In the attached appeal letter, Albert J. Williams III states “Seven months ago I was denied employment as a laborer for the city of San Diego...I appealed the personnel department’s decision to the civil commission and I was told to come back in six months. During the seven months that I waited for another opportunity I was promoted to supervisor of the Alpha Project crew at the Miramar Landfill where I assist the City of San Diego with their daily duties...I want a rewarding career and a chance to contribute to society in a positive way.”

As a Laborer for the Environmental Services Department, Albert J. Williams III would be required to drive while on City business, wear a uniform that identifies them as a City employee, and have access to City equipment and to the public.

Due to the nature of their convictions, staff feels that Albert J. Williams III’s conviction record is not compatible with working for the City. As such, staff recommends that Albert J. Williams III’s appeal be denied.

Douglas Edwards
Personnel Director

DE:EP:km

October 21, 2022

Albert J. Williams III

Dear Mr. Williams,

This is to notify you that the City of San Diego has made a preliminary decision to disqualify you for employment as a Laborer, in the Environmental Services Department, because of your criminal conviction record. A copy of your criminal conviction record is enclosed.

A review of your Criminal Conviction Record revealed the following:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Charges</th>
<th>Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9/2011</td>
<td>Count 1 – PC 192 (A)(1) Voluntary Manslaughter (F)</td>
<td>12 Years Prison, Restitution</td>
</tr>
<tr>
<td></td>
<td>Count 2 – PC 245 (A)(2) Assault With Firearm On Person (F)</td>
<td></td>
</tr>
<tr>
<td>3/23/2011</td>
<td>PC 288 (A) Lewd Or Lascivious Acts With Child Under 14 (F)</td>
<td>365 Days Jail, 60 Month Probation, Restitution, Fine, Firearm Restriction,</td>
</tr>
<tr>
<td>9/20/2011</td>
<td><em>Note: Pursuant to PC 290 Required To Register As Sex Offender/Registered.</em></td>
<td></td>
</tr>
<tr>
<td>9/9/2011</td>
<td><em>Probation Violation Revoked And/or Reinstated With Sentence Modified</em></td>
<td>3 Years Prison</td>
</tr>
<tr>
<td></td>
<td>Count 2 – VC 12500 (A) Drive W/Out License (M)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Count 3 – VC 14401.1 (A) Drive While License Suspended/Etc (M)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Count 4 – VC 20002 Hit &amp; Run: Property Damage (M)</td>
<td></td>
</tr>
<tr>
<td>3/23/2011</td>
<td><em>Probation Terminated</em></td>
<td></td>
</tr>
<tr>
<td>6/15/2010</td>
<td>VC 12500 (A) Drive W/Out License (M)</td>
<td>3 Years Probation, Fine</td>
</tr>
<tr>
<td>1/6/2010</td>
<td>Count 1 – PC 459 Burglary (F)</td>
<td>3 Days Jail, 3 Years Probation, Fine, Concurrent, Firearm Restriction</td>
</tr>
<tr>
<td></td>
<td>Count 2 – PC 242 Battery (M)</td>
<td></td>
</tr>
<tr>
<td>9/9/2011</td>
<td><em>Probation Revoked/Sentence Modified</em></td>
<td>3 Years Prison</td>
</tr>
</tbody>
</table>
The Personnel Department conducts an individualized assessment of the results of an applicant’s background check in relation to the job for which the applicant is being considered. Based on the nature of your conviction(s) you are not approved for employment in this position of Laborer in the Environmental Services Department. This determination does not affect your eligibility for employment in other positions for which you may qualify. Your name will continue to be certified to other vacancies. Your background check results will be reviewed in relation to each position.

Before this disqualification decision becomes final, you have the right to respond in writing to the preliminary decision and submit evidence challenging the accuracy of the criminal conviction record (enclosed) that is the basis for this decision, evidence of rehabilitation or mitigating circumstances, or both. You may submit your response to:

City of San Diego, Personnel Department
Attention: Backgrounds/Medical Program Administrator
1200 Third Avenue, Suite 300
San Diego, CA 92101

If you do not submit a written response within five (5) business days, the decision will become final.

If you have any questions, you may contact me at (619) 236-7137.

Sincerely,

Dylan Cooper
Backgrounds/Medical Program Administrator

Enclosure: Criminal Conviction Record(s)

cc: Certification Officer
November 7, 2022

Albert J. Williams III

Dear Mr. Williams:

We have considered the information you submitted challenging the accuracy of your criminal conviction history, evidence of your rehabilitation or mitigating circumstances, or both.

Regretfully, we must notify you that your disqualification for employment as a Laborer in the Environmental Services Department is now final.

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

You also have the right to file a complaint with the California Civil Rights Department.

If you have any questions, you may call me at (619) 236-7137.

Sincerely,

[Signature]

Dylan Cooper
Backgrounds/Medical Program Administrator

cc: Certification Officer
My name is Albert Williams. Seven months ago I was denied employment as a laborer for the city of San Diego by the personnel department due to my criminal background. I appealed the personnel department’s decision to the civil commission and I was told to come back in six months. Seven months later I was offered another opportunity to be a laborer for the environmental department. Due to the fact that I was told to return and try again to work for the City San Diego I continued to try. During the seven months that I waited for another opportunity I was promoted to supervisor of the Alpha Project crew at the Miramar Landfill where I assist the City of San Diego with their daily duties. I have the support of supervisors within the environmental department and I have done what was asked of me by the Civil Commission. I just hope that I was not told to return for no reason. I just want an opportunity to provide for me and my family. I want a rewarding career and a chance to contribute to society in a positive way. Please review my last hearing and give me a chance.
Good Morning Edgar,

It has come to my attention Albert Williams has finally reached the stage in acquiring a City job that he would like a letter of reference sent to you. I’ve been working in this business for close to 40 years. Have been hiring and firing for most of that time. It is a rare thing for me to endorse a potential candidate. Albert is one of those rare exceptions.

Albert has been working at the Miramar Landfill for several years in the capacity of an Alpha crew laborer. In short he is a hard working Man. Albert is always on task. I have never pulled up on him to see him doing anything other than his job, I cannot say that about very many people.

Albert has recently within the last few months become a lead. Anytime I have asked him to do anything his response is always yes I will take care of that right now. I asked him to have a fence built when his crew was free and he just built the whole thing by himself and when his crew was free they came and helped him. Albert also is a good decision maker, he manages his time well, treats his crew with respect. He is a rare exception in today’s world. I personally believe Albert would be an excellent addition to our crew here at the Miramar Landfill. I wish I could find more people like him.

Please consider this E-mail a letter of endorsement/reference from me about Albert Williams.

Kevin Keene
General Utility Supervisor
Environmental Services Department
Mr. Portilla,

During the past year, we’ve had the opportunity to work with Mr. Albert Williams in the Greenery. During this time Mr. Williams has shown the ability to be a quick learner, spot traffic and function as a load check. Both of these tasks are extremely valuable in the Greenery as Mr. Williams helps customers queue to unload their vehicles in a safe manner. Many of the customers don’t regularly back a vehicle and trailer and it has been Mr. Williams’ responsibility to make sure they are in a location to not endanger other customers while they safely unload their material. Mr. Williams has also been the eyes of the facility by making sure contamination isn’t dumped in the greenery. Not only is it imperative that contamination be removed so as to not create a less than desirable finished product it is also important that tools (steel dig bars, sledge hammers, pick axes, etc.) and other contaminants, capable of causing significant damage to the grinders and other large equipment, be removed prior to processing. Mr. Williams works with the customers when unacceptable organic material is brought in by educating them as to why we don’t accept the material and points them in the direction to properly dispose of the material. Mr. Williams rapport with the customers has always been on appropriate and he has requested assistance from supervisors if issue persist.

During this past year I have had the opportunity to work closely with Mr. Williams while operating the Covered Aerated Static Pile (CASP) composting system in the Greenery. Mr. Williams asks questions and has learned how we manage the CASP system proving to be a quick study. Mr. Williams has been extremely reliable and very willing to assist when needed. Mr. Williams has also shown the ability to learn the technical aspect (IT card replacement, probe repair, data cable repair, troubleshooting) of the system which is of great value in operating the CASP system. Mr. Williams has provided assistance when repairs are necessary and has taken direction and feedback willingly. It would be a pleasure to have Mr. Williams as a part of our permanent team here at the Miramar Greenery. I believe Mr. Williams will be a valuable member of the staff at the Miramar Greenery. If you have any questions concerning Mr. Williams, please feel free to contact me.

Thank you,

Burton Ewert
Biologist III
City of San Diego
Environmental Services Department

CONFIDENTIAL COMMUNICATION
This electronic mail message and any attachments are intended only for the use of the addressee(s) named above and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not
To whom it may concern,

I've worked with Albert Williams for over a year at the Miramar Landfill/Greenery. Albert always has a cheerful attitude and works well with others. When Albert is given a task, he responds with a positive attitude and a willingness to get the job done. He is self-motivated, reliable, responsible and displays a strong work ethic. Also, Albert doesn’t wait around when he sees something that needs attention, he jumps right on it completes the task before being asked. I recommend Albert for the position he is seeking. He will do well and will be an asset to the City of San Diego.

Michael Dunn
To Whom it May Concern,

I, Shamontae Brown, am writing this Letter of Character on behalf of Albert Williams III. I am a close friend of the family, who has known Albert since he was a young child. He was always active in youth sports as a child and was very good at all sports.

We lost contact for several years due to circumstances of life, but recently reconnected. It was such a joyous moment to reconnect with him after so many years. We’ve had several talks about various topics, including some obstacles that he came across in life, and how he’s working toward overcoming them and reaching his short-term goals of securing stable employment and enrolling in college. Each time we saw each other, he’d share with me the progress that he has made towards his goals. I was astonished by his drive and determination.

As an educator, I don’t always get to witness many young adults who set goals and meet each one of them in such a short time frame. But I was so proud to hear that Albert has met and exceeded his. He has grown into such a responsible man, and it’s displayed through his work ethics, mannerism, dedication, intelligence and drive to succeed and set an example for his younger siblings that they can attain whatever they set their mind to.

I would highly recommend Albert III as an employee. He would be a great asset to any company that he works for!

Best Regards,

Shamontae Brown
January 17, 2022

Wanda J Coleman

Re: Albert James Williams, III

To Whom It May Concern,

I have known Albert since birth, he is my Grandson. I have had the opportunity to watch him grow into a mature adult. He has had some struggles and mishaps during his lifetime. He has made some unfortunate decisions that he is not proud of. His mishap has turned his life around and he has become a very dependable mature adult. I am very proud of him and the man that he has become. He has always been a very smart person, always achieving high on his classroom assignments.

I feel like Albert will be an asset to the City of San Diego if he fortunate enough to be on your team. I believe his intelligence and skills would be a great access in your company. He is hard working dedicated individual, with excellent organization skills. He will be dependable, professional, loyal, responsible and a courteous team player for your organization.

Sincerely,

Wanda J Coleman
January 14, 2022

Mrs. Faye H. Malone

RE: ALBERT JAMES WILLIAMS III

To Whom It May Concern:

I have known Albert Williams III since birth. I have known his immediate family for over fifty (50) years; a family who instills morals and principles to their other younger generation. Albert made efforts to uphold the morals and principles but made an unhealthy choice to disengage in those morals and principles. Mr. Williams has turned his life around and embracing life as a productive young man in society; he is a law-abiding productive young man who is seeking a career that will enhance his skills and knowledge and provide stable employment.

I feel Mr. Williams will be an asset to the City of San Diego because he has changed his life. I believe as an employee, he will maintain ethical behaviors such as obeying company rules, punctual to work, responsible, trust, and respect for co-workers, and others. He will represent The City of San Diego well.

Sincerely,

Faye H. Malone
January 10, 2022

Re: Albert Williams

To Whom It May Concern,

With this letter I give my highest recommendation to Albert Williams.

I have known Albert for several years, and can say that he is intelligent, dependable, mature, and very hard working. During Covid, he has shown determination and responsibility. He has raised himself above difficult circumstances and consistently makes positive and productive decisions.

I have been teaching at SDSU since 2005, and have been director of Project Rebound (PR) since 2016. Albert is a PR member in good standing.

Mr. Williams is well known and well respected within his community. We are lucky to have him with us, and you will be as well.

Warmly,
Alan Mobley, PhD.
City of San Diego
ES/EP Disposal/Miramar Landfill
Michael Rennie
General Utility Supervisor

1/14/2020

To whom it may concern,

Albert Williams has been working for the past year at the Miramar Landfill/Greenery. Albert is reliable, self-motivated, responsible and displays a strong work ethic. When Albert is given a task, he responds with a positive attitude and a willingness to get the job done. I have to say, Albert is a pleasure to work. He consistently goes the extra mile and works well with others. Albert will be a success wherever he goes and would recommend him at any job he seeks.

Michael Rennie

[Signature]
To whom it may concern,

My name is Kevin Wilson, I have been working for The City of San Diego for almost 25 years, and I have been a Water Utility Supervisor for the Public Utilities Department for 15 years. I have known Albert Williams III for all his life we grew up together in the same neighborhood, I've known him to be a very hard working and self-motivated individual who always was trying to learn new things. As a kid he would always talk about working for the City of San Diego Albert is a very loyal person and would be a welcomed addition to The City of San Diego he works hard and gets along with others well he would not let you down. He takes his job very serious because those are the means he uses to feed his family so I'm putting my reputation on the line by saying you won't go wrong in bringing him into our organization.

Thank you.

Kevin Wilson
Letter of Recommendation

To whom it may concern,

My name is Earnest Brooks, I have worked for The City of San Diego for almost 27 years, and I'm a Senior Water Utility Supervisor for the Public Utilities Department. I have known Albert Williams III for over 20 years we grew up together in the same neighborhood on the same street, I've known him to be a very upstanding and honest individual. He is very loyal and would be a welcomed addition to The City of San Diego he works hard and gets along with others well he would not let you down. He takes his job very serious because those are the means he uses to feed his family so I'm putting my reputation on the line by saying you won't go wrong in bringing him into our organization. Everyone needs a chance to prove themselves. He always told me he wanted to work for the City Of San Diego.

Thank you.

Earnest Brooks

Senior Water Utility Supervisor
Regarding: Letter of Progress

To whom it May Concern:

I am writing this letter concerning Williams, Albert progress while on parole supervision. Mr. Williams has been on parole supervision as of 12/17/2020. Mr. Williams has been on my caseload as of 01/14/2021. Mr. Williams has been residing with his father and younger brother in order to have positive family support. He is currently employed full-time and attends San Diego State University (SDSU). Mr. Williams is enrolled in a weekly parole class (HOPE). He participates, and engages in class.

If you have any further questions regarding Williams parole supervision, please feel free to call me.

Kind regards,

M. Cardenas
Parole Agent
August 29, 2019
Albert Williams

Dear Albert—

Congratulations! As a result of your outstanding academic achievement during the Spring 2019 semester, you have earned the honor of being a member of the Dean’s List.

Your commendable academic performance, having earned a 3.79 grade point average while enrolled in a minimum of 12 credits, demonstrates personal and professional dedication that will serve you well for the balance of your education and into the future. We, the faculty and Student Success staff at Palo Verde College, are very proud of your success and hope this distinction will encourage you to continue a lifetime pursuit of learning.

Best wishes for continued success!

Sincerely,

Bijn Raman
Dean of Instruction and Student Services
Palo Verde College
Main Campus

*The President’s List is posted in the following areas: the display case on the 2nd Floor in the Anthony Reale Classroom/Lab Building, in the Lucas Oil Technology Building, in the John Osborne Physical Education Center, the Admission and Records Office, and in the President’s Office window on the 2nd Floor in the John O. Crain College Services Building.*
CERTIFICATE OF COMPLETION

HOPE AND REDEMPTION YOUTH OFFENDER MENTORING PROGRAM

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Albert J. Williams

FOR SUCCESSFULLY COMPLETING 10 WEEKS OF ARC'S YOUTH OFFENDER MENTORING PROGRAM

Date: 7/30/2019

Cesar Zuniga
LIFE COACH

Sam Lewis
DIRECTOR
Certificate
of completion of a
workshop for training in nonviolence
Alternatives to Violence Project (AVP)

This certificate is awarded to

Albert J. Williams

Who has satisfactorily completed the
Training for Facilitators Workshop
in Nonviolent Conflict Resolution
and is eligible to be an Apprentice Facilitator

Under the sponsorship of AVP California
www.AVPCalifornia.org

Location: ESP
Facilitator: S.P
Date: 5/12/19
Signature: [Signatures]
Certificate of Completion

Health Care Services
Hereby grants Basic Peer Education status to

ALBERT WILLIAMS

In recognition of demonstrated knowledge of the
Basic Infectious Disease Requisite for the
Inmate Peer Education Program (IPEP)
May 9, 2019

S. Reyes
Health Care Captain
ISP

T. Dill
Nurse Instructor
ISP
A.C.P. CERTIFICATE

For Successful Completion of 8 weeks of
The Addiction Counseling Program.
The curriculum consisted of, but was not limited to, recognizing
health & substance abuse, family & societal issues and establishing a
Life Plan/Relapse Prevention Plan, Remorse and Insight into their past behaviors.

Awarded to

ALBERT WILLIAMS

Presented by
Ironwood State Prison
APRIL 8, 2019

Glen Mason
ACP Facilitator

Eric D. Jones
ADS Specialists/Counselor

Christian Espinoza
ACP Facilitator
Certificate of Completion

Albert J. Williams

Name

has successfully completed
the study of TPC Unit No. 107

Hand Tools

Unit Title

April 4, 2019

Date of Completion

Signature
Upon the recommendation of
California Prison Industry Authority

Albert Williams

is awarded this
Certificate

for successfully completing the
prescribed course of study in
Buildings And Grounds

Awarded this twenty-sixth day of March
Two thousand and nineteen

California Prison Industry Authority, Supervisor

California Prison Industry Authority, General Manager

TPC Training
ACADEMIC EXCELLENCE

In Recognition of Course Completion of
"Preparing For Success After Prison" Spring 2019

Awarded to

Albert J. Williams

Presented by

VEP

M. Drake
Academic Instructor

3-25-19
DATE
Certificate of Completion

Albert J Williams

Name

has successfully completed 364
the study of TPC Unit No. Structural Painting

Unit Title

January 31, 2019
Date of Completion

Signature
ALBERT WILLIAMS,

CDCR - ISP - Ironwood State Prison, Blythe, CA

The above individual successfully completed six weeks of daily in-cell, self-study in the program offered by Getting Out By Going In (GOGI) called HOW TO GOGI BOOK COURSE IN CELL PROGRAM. This individual has submitted no less than 18 full pages of neatly hand-written, single-spaced work, with each question thoroughly answered and the individuals full name, ID number, housing, and date they completed that specific page of work written clearly on each page. This course focuses on the GOGI Tools for Positive Decision Making and helps create a solid foundation of learning for all subsequent GOGI studies.

Original: Central File
CC: CRM
Inmate

Date credit issued: October 17, 2018
Date of course completion: September 25, 2018

GOGI Education Course Completion Certificate

The above individual successfully completed six weeks of daily in-cell, self-study in the program offered by Getting Out By Going In (GOGI) called HOW TO GOGI BOOK COURSE IN CELL PROGRAM. This individual has submitted no less than 18 full pages of neatly hand-written, single-spaced work, with each question thoroughly answered and the individuals full name, ID number, housing, and date they completed that specific page of work written clearly on each page. This course focuses on the GOGI Tools for Positive Decision Making and helps create a solid foundation of learning for all subsequent GOGI studies.

ALBERT WILLIAMS, #

October 17, 2018
Date of Issue
Course completion: 09/25/2018

Dr. ML “Coach” Taylor
GOGI Founder
Certificate
of completion of a
workshop for training in nonviolence
Alternatives to Violence Project (AVP)

This certificate is awarded to
Albert Williams

Who has satisfactorily completed the
Second Level (Advanced) Course
in Nonviolent Conflict Resolution
Under the sponsorship of AVP California
www.avp-california.org

signature: [Signature]
date: [Date]
Certificate of Baptism

This Certifies that

Albert Williams

was Baptized.

In the Name of the Father, and of the Son, and of the Holy Spirit
in the 26th day of May in the year of our Lord 2018.

[Signature]

Peter Chito Velasquez
Certificate

of completion of a
workshop for training in nonviolence
Alternatives to Violence Project (AVP)

This certificate is awarded to

Albert Williams #

who has satisfactorily completed the
Basic Course in Nonviolent Conflict Resolution
under the sponsorship of AVP California
www.AVPCalifornia.org

Location: Ironwood State Prison
Date: May 13, 2018

Facilitators:

[Signatures]

[Signatures]
CERTIFICATE
OF SUCCESSFUL COMPLETION

Albert Williams

HAS COMPLETED THE STUDENT CORRESPONDENCE COURSE TITLED
"WALKING THE 12 STEPS WITH JESUS CHRIST"
A CONCENTRATED CHRIST CENTERED STUDY OF ADDICTION
USING THE AA PROGRAM OF RECOVERY.
CONGRATULATIONS AND GOD BLESS YOU!

January 30 2018

CHRISTIAN 12 STEP MINISTRY, INC.
PO BOX 4321, OCALA FL 34478

C. LONNIE EARNEST, DIRECTOR
ARTIST SHOWCASE

1st Place

This certificate is awarded to,

ALBERT WILLIAMS

Winter Quarter 2017 Artist Showcase Contest Winner
THEME: ILLUSTRATED POEM

CCI Library

Q. Qandasan, Librarian

S. Pineda, Sr. Librarian

12/13/17
12/13/17
PIP Prison Insight Program

Certificate of Achievement

Awarded to

ALBERT WILLIAMS

Completion of 6 Months Participation in
InsideOUT Writers Classes

PRISON INSIGHT PROGRAM
CALIFORNIA CORRECTIONAL INSTITUTION

December 1, 2017

SUSAN GUSCUNA
IOW Teacher

JOHNNY KOVATCH
IOW Teacher
CERTIFICATE OF COMPLETION

ALBERT WILLIAMS CDC#

Has successfully completed a voluntary program of PARENTING

This 6-lesson parenting program has a three-fold purpose........

1. To glimpse an overall picture of a developing human made of mind, body and spirit, and to give insight as to how parents can best create a healthy environment and meet the child’s needs to grow into a happy, productive adult.
2. As a source of healing for the students of this program, reflecting on our own experience of being parented and to gain understanding and knowledge of ourselves.
3. To give suggestions of how an absentee parent can share the parenting of a child and give support from a distance.

Sister Socorro

OCTOBER 9 2017

CREATIVE OPTIONS P.O. Box 181409
Coronado, CA 92178
Certificate of Completion

This certificate is awarded to

Albert J. Williams

for successfully completing the Council Level One Training Program

[Signatures of Trainer and Director]

9-28-17

DATE
CERTIFICATE OF ACHIEVEMENT

This certifies that

Albert Williams

has successfully completed

GREAT TRUTHS OF THE BIBLE

CROSSROADS

Lisa Blystra  
Executive Director, Crossroads

May 11, 2017
Certificate of Participation

Awarded to:

Albert Williams

For participation in the 14-session
Houses of Healing Self-Study Course


Awarded by The Lionheart Foundation

Robin Casarjian, Author of Houses of Healing and Director, The Lionheart Fnd.

November 23, 2016

Date
Certified
Customer Service Specialist

Albert Williams, CSS149424
Blythe, California

has successfully completed the technical examinations and requirements to be universally recognized for competency, ability, and knowledge as a Certified Customer Service Specialist. To be recognized for this honor, practicing technical personnel must pass examinations in product technology understanding and customer-relations decision-making skills with at least a 75% score. They also must accept the CSS Code of Conduct. Only well trained technicians with 'people skills' are able to accomplish this feat. The Electronics Technicians Association takes great pride in presenting this official recognition to the above named expert Customer Service Specialist. His/her name has been published in the High-Tech News journal, embedded in the CSS permanent database, and is available for recognition by officials of the industry. This individual may display the CSS Identification Items or advertise his level of accomplishment as a technical specialist. Congratulations from ETA officers and members and the electronics industry.

[Signature]
President, Electronics Technicians Assn., Intl.

ETA® International
Greencastle, Indiana
CLASS SPECIFICATION
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 caulking 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.
DATE: December 2, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Special Salary Adjustment Request for the Swimming Pool Manager Series

The request from the Parks and Recreation Department for a special salary adjustment for the Swimming Pool Manager III, Swimming Pool Manager II, and Swimming Pool Manager I classifications was continued from the November 3, 2022 Civil Service Commission meeting to provide the Personnel Department an opportunity to gather more information regarding the impact of the recommended special salary adjustment on the Supervising Aquatics Recreation Specialist classification.

The Parks and Recreation Department confirmed that the Aquatics Section was reorganized to place the Swimming Pool Manager classifications under the direction and supervision of the Supervising Aquatics Recreation Specialist classification.

Staff recommends a special salary adjustment of 20% for the Supervising Aquatics Recreation Specialist classification to provide an appropriate supervisory differential over the Swimming Pool Manager III classification.

Douglas Edwards
Personnel Director

Attachment: 1. Staff Recommendation for December 8, 2022 CSC Meeting

I:\CSC\CSC Items\2022\12. December 8, 2022\FY2024 Salary Proposals\Special Salary Adjustment Request for the Swimming Pool Manager Series.docx
RECOMMENDED FOR APPROVAL (Revised 11/28/22)

SWIMMING POOL MANAGER III, SWIMMING POOL MANAGER II, & SWIMMING POOL MANAGER I

A. SUMMARY OF REQUEST

- Nature of Request: Special Salary Adjustment
- Salary Request: 25%
- Requestor: Parks and Recreation Department
- Basis of Request: Turnover; recruiting problems.

B. STAFF RECOMMENDATION

Approve a special salary adjustment of 20% for the Swimming Pool Manager I classification. A review of recruitment data indicates that the City is experiencing recruiting problems for this classification. In addition, approve a special salary adjustment of 20% for the Swimming Pool Manager III and Swimming Pool Manager II classifications in order to maintain the current salary differentials within the classification series. No turnover problems were found.

Approve a special salary adjustment of 20% for the Supervising Aquatics Recreation Specialist classification in order to provide an appropriate supervisory differential over the Swimming Pool Manager III classification.

C. CLASSES IMPACTED

Supervising Aquatics Recreation Specialist
Swimming Pool Manager III
Swimming Pool Manager II
Swimming Pool Manager I

D. HISTORY OF THE CLASSES

• FY23 – The Civil Service Commission approved the creation of a new Supervising Aquatics Recreation Specialist classification, responsible for overseeing the Aquatics program, at the same salary as the existing Supervising Recreation Specialist classification.

• FY20 – The Civil Service Commission approved a 10% special salary adjustment for the Swimming Pool Manager I classification based on recruiting problems and a 10% special salary adjustment for the Swimming Pool Manager III and Swimming Pool Manager II classifications in order to maintain the current salary differentials within the classification series.
Salary Relationships

<table>
<thead>
<tr>
<th>Classification</th>
<th>Future Salary (Monthly/E-Step; Effective 07/01/23)</th>
<th>Approximate Salary Proposed by Requestor (Monthly/E-Step; Effective 07/01/23)</th>
<th>Approximate Salary Recommended by Staff (Monthly/E-Step; Effective 07/01/23)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervising Aquatics Recreation Specialist</td>
<td>$6,086</td>
<td>N/A</td>
<td>$7,303</td>
</tr>
<tr>
<td>Swimming Pool Manager III</td>
<td>$5,242</td>
<td>$6,553</td>
<td>$6,290</td>
</tr>
<tr>
<td>Swimming Pool Manager II</td>
<td>$4,764</td>
<td>$5,955</td>
<td>$5,717</td>
</tr>
<tr>
<td>Swimming Pool Manager I</td>
<td>$4,054</td>
<td>$5,068</td>
<td>$4,865</td>
</tr>
</tbody>
</table>

Analysis

The Parks and Recreation Department has requested a special salary adjustment of 25% for the Swimming Pool Manager III, Swimming Pool Manager II, and Swimming Pool Manager I classifications. The request is based on turnover and recruiting problems. According to the department, there is a severe shortage of Swimming Pool Manager I personnel, as well as pool lifeguard personnel.

The table below addresses the issues cited by the department.

<table>
<thead>
<tr>
<th>Issues Cited</th>
<th>Staff Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>There has been a staggering increase in Swimming Pool Manager resignations, coupled with a limited number of qualified applicants, resulting in a significant number of vacant positions. Already in 2022, there have been five Swimming Pool Manager I separations and two Swimming Pool Manager II separations. There are currently nine vacant Swimming Pool Manager I positions out of 26 budgeted positions.</td>
<td>A review of turnover data from the last three years does not support a turnover problem for the Swimming Pool Manager III and Swimming Pool Manager II classifications. The separations from these classifications include one retirement, one discharge, one resignation due to relocation, and one separation for outside employment. One separation for outside employment for the Swimming Pool Manager III classification in the last three years does not constitute a turnover problem.</td>
</tr>
<tr>
<td>A total of 18 Swimming Pool Managers have separated from 2018 to current, and to date there have been five separations in 2022. Reasons include family/personal, discharged, retired, education, other job, and relocation.</td>
<td>A total of two resignations over the last three years translates to an average quits rate of 3.85% compared to the City’s average quits rate of 4.04%, for employees with standard hours. The average turnover rate for Swimming Pool Managers who left the City for a comparable job with higher pay is 1.92%, which is below the City’s average turnover rate of 1.95% for outside employment.</td>
</tr>
<tr>
<td>In 2018, there were 16 Swimming Pool Managers I and 10 vacancies. Of these 16 individuals, only five continue to work within the Aquatics District. The average annual turnover rate for Swimming Pool Manager I from 2013-2018 is over 30%.</td>
<td></td>
</tr>
<tr>
<td>Issues Cited</td>
<td>Staff Response</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>The vast majority of Swimming Pool Managers, including all currently employed Swimming Pool Managers, were hired from within, having begun their careers as a City of San Diego Pool Guard. Pool Guards serve as &quot;stepping stones&quot; to Swimming Pool Manager I positions, and Swimming Pool Manager I positions serve as stepping stones to the full-time benefited Swimming Pool Manager II/III positions. This pipeline has drastically shrunk over the years, and the reason is due to low compensation.</td>
<td>Effective April 4, 2020, the Swimming Pool Manager classification series received a 10% special salary adjustment to help address recruitment issues.</td>
</tr>
<tr>
<td>There are ongoing recruitment efforts to hire more Swimming Pool Managers, and a continuous application period is available year-round. Because of the low compensation, recruitment efforts are primarily limited to existing City of San Diego Pool Guards. Three Swimming Pool Manager I candidates have been hired to date in 2022, and only two applications for the Swimming Pool Manager I position were submitted between January-May 2022.</td>
<td>A review of recruitment data since April 2020 for the Swimming Pool Manager III recruitment processes shows a March 2021 continuous recruitment process. This continuous recruitment placed a total of 10 names on the Swimming Pool Manager III eligible list. The department submitted certification requests to fill four vacancies from this recruitment process. Currently, there are no vacancies for the Swimming Pool Manager III classification.</td>
</tr>
<tr>
<td>In the Spring of 2022, interviews were held for one Swimming Pool Manager III vacancy, and two Swimming Pool Manager II vacancies. There was a total of three eligible applicants who interviewed for the Swimming Pool Manager III position. There were only three total eligible applicants who interviewed for the two Swimming Pool Manager II positions. For the first time in history, the number of eligible applicants to the number of vacancies did not meet a 3:1 ratio for a full-time Swimming Pool Manager position. In addition, the Swimming Pool Manager II vacancies have increased to three due to a recent promotion.</td>
<td>A review of recruitment data since April 2020 for the Swimming Pool Manager II recruitment processes shows a March 2021 continuous recruitment process. This continuous recruitment placed a total of nine names on the Swimming Pool Manager II eligible list. The department submitted certification requests to fill four vacancies from this recruitment process. Currently, there are no vacancies for the Swimming Pool Manager II classification.</td>
</tr>
<tr>
<td></td>
<td>A review of recruitment data since April 2020 for the Swimming Pool Manager I recruitment processes shows a March 2021 continuous recruitment process. This continuous recruitment placed a total of 16 names on the Swimming Pool Manager I eligible list. The department submitted a certification request to fill 20 vacancies from this recruitment process, 14 of which were filled. Currently, there are 24 vacancies for the Swimming Pool Manager I classification. Given the length of the recruitment process that has failed to satisfy Civil Service Rule VI, Section 3(1), and the fact that the department has been unable to fill their vacancies, staff recognizes that a recruitment problem exists for the Swimming Pool Manager I.</td>
</tr>
<tr>
<td>Issues Cited</td>
<td>Staff Response</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>The wages earned by Aquatics employees in the City of San Diego are lower than surrounding cities, and the City of San Diego can no longer attract and retain well qualified management employees.  The City of San Diego has become a training ground for outside agencies. Staff trained by the City of San Diego can easily secure similar positions elsewhere that pay more. Low salaries have made the retention of Aquatics District managers extremely difficult. Due to the City of San Diego offering noncompetitive compensation compared to other agencies, the qualified and experienced prospects for management positions are lured away to neighboring agencies. If the City of San Diego were to provide higher wages, retention would improve, and the open Swimming Pool Manager positions would also attract more candidates from outside agencies.</td>
<td>Staff recognizes that a recruitment problem exists for the Swimming Pool Manager I classification. As such, staff conducted a survey of comparable Swimming Pool Manager I positions. The survey included local agencies such as the City of Chula Vista, City of Carlsbad, City of San Marcos, and City of Oceanside. Staff found that local agencies pay an average monthly salary of $4,706. In order to be more competitive in the local labor market, staff recommends a 20% salary increase for the Swimming Pool Manager I classification.</td>
</tr>
</tbody>
</table>

Due to the recruiting problems for the Swimming Pool Manager I classification, staff recommends a 20% special salary adjustment for this classification. This will provide a monthly salary of approximately $4,865 for the Swimming Pool Manager I classification. This will place the City in a more competitive position in the local labor market and should allow the City to attract more qualified individuals. In addition, staff recommends approving a 20% special salary adjustment for the Swimming Pool Manager III and Swimming Pool Manager II classifications to maintain the appropriate salary differentials within the classification series. As a result of department management's reorganization of the Aquatics Section, the Swimming Pool Manager classifications were placed under the direction and supervision of the Supervising Aquatics Recreation Specialist classification. Staff recommends a 20% special salary adjustment for the Supervising Aquatics Recreation Specialist classification in order to provide an appropriate supervisory differential over the Swimming Pool Manager III classification.
City of San Diego  
Civil Service Commission

SALARY PROPOSAL REQUEST FORM

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) Swimming Pool Manager I/II/III
Current Monthly Salary (Step E) $3861; $4538; $4992 Percentage of Adjustment 25%

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.

Nicole McNeil  
Proposed by: (Please print name)  
Andy Field  
Department Head or Employee Organization  
CS-1537(Rev. 6–15)  

District Manager  
Title  
Signature  

June 30, 2022  
Date  
06/30/2022  
Date
Salary Proposal Request for Swimming Pool Manager I/II/III

Introduction:
The City of San Diego Parks and Recreation Department operates 14 public swimming pools and a seasonal Portable Pool Program. The Swimming Pool Managers (SPM) I/II/III directly supervise and provide all operations, facility maintenance, administration, staffing, training and programming for the pool sites. One full-time Swimming Pool Manager II/III and two part-time Swimming Pool Managers I's are assigned to each site. Sites include the Allied Gardens Pool, Bud Kearns Pool, Carmel Valley Pool, City Heights Swim Center, Clairemont Pool, Calina Del Sol Pool, Kearny Mesa Pool, Martin Luther King Jr. Pool, Memorial Pool, Ned Baumber Aquatic Center, Standley Aquatic Center, Swanson Pool, Tierrasanta Pool and Vista Terrace Pool.

The Aquatics District is experiencing a staffing crisis. There is a severe shortage of Swimming Pool Manager I (SPM) personnel as well as pool lifeguard personnel. Despite the public's increased demand for pool programming and hours of operation, pool closures are commonplace. Swim lessons have been drastically reduced, which has a direct impact on the safety of community members. According to the Centers for Disease Control, "Drownings are a leading cause of injury death for young children ages 1 to 14, and three children die every day as a result of drowning. In fact, drowning kills more children 1-4 than anything else except birth defects." (https://www.cdc.gov/safechild/drowning/index.html) This staffing crisis is tragically detrimental to the safety of the public, as inexperienced Pool Guards must frequently supervise the facilities on an Out-of-Class (OCA) basis. During the summer, there are daily active victim rescues throughout the City of San Diego. The liability factor and the potential for a fatal drowning occurring in a City of San Diego facility becomes more and more probable as wages remain low.

Background:
The depletion rate of Swimming Pool Managers is an ominous trend in the City of San Diego. There has been a staggering increase in Swimming Pool Manager resignations coupled with a limited number of qualified applicants, resulting in a significant number of vacant positions. Already in 2022, there have been 5 Swimming Pool Manager I separations as well as 2 full-time Swimming Pool Manager II's. There are currently 9 vacant Swimming Pool Manager I positions out of 26 budgeted positions.

The vast majority of Swimming Pool Managers, including all currently employed Swimming Pool Manager I's, were hired from within, having begun their careers as a City of San Diego Pool Guard. Pool Guards serve as "stepping stones" to the Swimming Pool Manager I positions, and the Swimming Pool Manager I positions serve as stepping stones to the full-time benefited Swimming Pool Manager II/III positions. This pipeline has drastically shrunk over the years, and the reason is due to low compensation. The shortage of Pool Guards has contributed to the growing number of Swimming Pool Manager vacancies over time, as well as the onboarding and maintenance of employees who have little to no availability to work.

Recruitment:
There are ongoing recruitment efforts to hire more Swimming Pool Managers, and a continuous application period is available year-round. Because of the low compensation, recruitment efforts are primarily limited to existing City of San Diego Pool Guards. Three Swimming Pool Manager I candidates have been hired to date in 2022, and only 2 applications for the Swimming Pool Manager I position were submitted between January-May 2022. These recently hired Swimming Pool Manager I's include:

- Employee has worked a total of 640.4 hours from 12/25/21-6/24/22
- Employee is currently unavailable to work; has worked a total of 6 hours from 12/25/21-6/24/22

- Employee has worked a total of 363.7 hours from 12/25/21-6/24/22
  - Employee has worked a total of 364.7 hours from 12/25/21-6/24/22
  - Employee has worked a total of 363.9 hours from 12/25/21-6/24/22; currently serving as Out of Class Assignment Swimming Pool Manager II
  - Employee has worked a total of 722.9 hours from 12/25/21-6/24/22; currently serving as Out of Class Assignment Swimming Pool Manager II
  - Employee has worked a total of 831.1 hours from 12/25/21-6/24/22; currently serving as Out of Class Assignment Swimming Pool Manager II
  - Employee has worked a total of 314 hours from 12/25/21-6/24/22
    - Employee has worked a total of 700.7 hours from 12/25/21-6/24/22
      - Employee is currently unavailable to work; has worked a total of 0 hours from 12/25/21-6/24/22

As can be seen, existing Swimming Pool Manager I staff, excluding those three candidates currently serving in Out of Class Assignment Swimming Pool Manager II positions, are only working an approximate average of 10 hours/week.

In the Spring of 2022, interviews were held for one Swimming Pool Manager III vacancy, and two Swimming Pool Manager II vacancies. There was a total of three eligible applicants who interviewed for the Swimming Pool Manager III position:

There were only 3 total eligible applicants who interviewed for the 2 Swimming Pool Manager II positions:

For the first time in history, the number of eligible applicants to the number of vacancies did not meet a 3:1 ratio for a full-time Swimming Pool Manager position. In addition, the Swimming Pool Manager II vacancies have increased to 3 due to the recent promotion of Swimming Pool II to Swimming Pool Manager III.
There is an incredible amount of training, time and attention that supports the upward mobility of Aquatics District staff members, and the City of San Diego is facing even greater challenges in recruiting or retaining the experienced staff needed (at all levels) to maintain facilities and provide adequate service to the public.

**Turnover:**
The City of San Diego has become a training ground for outside agencies. Staff trained by the City of San Diego can easily secure similar positions elsewhere that pay more. Low salaries have made the retention of Aquatics District managers extremely difficult. Due to the City of San Diego offering non-competitive compensation compared to other agencies, the qualified and experienced prospects for management positions are lured away to neighboring agencies. If the City of San Diego were to provide higher wages, retention would improve, and the open SPM positions would also attract more candidates from outside agencies.

A total of 18 Swimming Pool Managers have separated from 2018-current, and to date there have been 5 separations in 2022. Reasons include “family/personal” (2), “discharged” (2), “retired” (1), “education” (3), “other job” (8) and “relocation” (2). However, those two who relocated included: ~ (SPMII) who promoted to an Aquatics Technician II position in the City of San Diego, and ~ (SPMII) who relocated for another job.

In 2018, there were 16 Swimming Pool Manager Is and 10 vacancies. Of these 16 individuals, only 5 continue to work within the Aquatics District. These staff members include: who has promoted to Swimming Pool Manager III, who has promoted to Swimming Pool Manager II, who works approximately 12 hours/week, who is unavailable to work, and who is also unavailable to work.

The average annual turnover rate for Swimming Pool Manager I from 2013-2018 is over 30%. The revolving door has taken a toll on existing staff and exhausted all resources.

**Value of Swimming Pool Manager I:**
A principal and overriding consideration in the Swimming Pool Manager I classification is the significant increase nationwide on drowning prevention and safety programs. There is a fundamental responsibility to the public to maintain safe facilities and prevent drowning emergencies, and these positions secure a highly qualified level of supervision at swimming pool sites. They are an elite group, having a high level of specialized knowledge, skills and abilities, as well as official certifications. The required certifications include American Red Cross Lifeguarding, CPR/AED for the Professional Rescuer, Water Safety Instructor, and Emergency Response. The current Swimming Pool Managers have varied and high levels of expertise within aquatic specialty areas and are ultimately responsible for the quality of all programs provided to the public in addition to managing staff and ensuring they are trained in accordance to industry/regulatory standards. There is also a core group of SPMs that has attained Lifeguarding Instructor Trainer, Water Safety Instructor Trainer and Emergency Response Instructor certifications. Furthermore, SPMs can specialize in Emergency Medical Technician and Paramedic licenses. A significant number have attained Certified Pool Operator and Aquatic Facility Operator Certifications. There are SPMs who have experience coaching high school,
and USA level swim and water polo teams. There are SPMs with significant experience in Water Fitness and Adaptive Aquatics, and hold certifications through the American Exercise Association and the American Alliance for Health Physical Education and Dance. We want to retain this level of highly trained and qualified talent. The combination of aquatic Swimming Pool Manager expertise and experience is critical to the District’s ability to sustain and maintain safe operations and quality programs.

Pool sites are budgeted to be open 7 days a week in the summer and 6 days a week in the off-season. Hours of operation vary and range from 6:00 am to 8:30 pm. There must always be a Swimming Pool Manager onsite during public hours of operation. Due to the recruitment challenges, pools are now closed for approximately 2-4 days/week or closed all together. The Swimming Pool Manager have a huge responsibility to maintain the overall safety of all bathers, in addition to managing the cash handling, deposits and daily collected revenue of all sites. They facilitate the invoicing and permits of hundreds of pool rentals which serve schools and colleges, private aquatic teams, and Countywide, State and National competitions and special events. They manage outside contracting and two joint-use facilities. They directly supervise the pool maintenance (scrubbing tiles and grates, sweeping, skimming and vacuuming) in addition to facility maintenance to include the restroom, office, pool deck and shower area. Covid-19 has dramatically increased the level of maintenance performed. The Swimming Pool Managers markets pool programs by creating and distributing flyer brochures, which are updated each season. They facilitate program registration and Activenet class creation and processing. They maintain program attendance to include lap and recreation swim daily statistics. They work with outside agencies, non-profit organizations, schools and universities, County and City Municipalities, and community town and recreation councils on a regular basis. A significant amount of time is spent on training, supervising and evaluating the work of Pool Guard I/II. They are responsible for the planning and implementation of Aquatics District programs and special events that draw up 1,000 people. These events include frequent recreational swim meets and water polo competitions, drowning prevention community events such as April Pools Day, Parent and Toddler Swimming Workshops, Bridge to the Pool events, and an increase in elementary school swimming lesson programs. Swimming Pool Managers are responsible for the scheduling, payroll and evaluations of all employees. There are a lot of challenges scheduling part-time staff with limited availabilities and serving as a mentor for employees who are new to the workforce, and typically resign within 2 years. There is an incredible amount of pressure in training new staff members to maintain the utmost professionalism and provide the highest quality of customer service to the public.

Swimming Pool Managers ensure that safe operations and conditions exist at all pools and with all Aquatic programs by facilitating a minimum of four hours of staff training per month, in addition to 5-7 safety drills per week. The Training and Red Shirt Committee composed of SPM aim to conduct over seventy unannounced Emergency Drills in which staff emergency response skills are tested for the following scenarios: spinal management, heart attack, seizure, basic rescue, broken bones, behavioral emergency, and first aid emergency. SPMs lead annual trainings focused on Lifeguards Skills and Challenges; Departmental Policies and Procedures; CPR/AED skills for the Professional Rescuers and Challenges; Specialized trainings for Water Fitness Instructors; Swim and Polo Coaches; Swim and Adaptive Swimming Instructors; Activenet Trainings and State Mandated Slide Trainings. In addition to in-services, over 150
hours are designated for training on an annual basis, to provide the following mandatory Aquatics District Trainings for all staff members: - Pool Manager Trainings (24 hours) - All-City Pool Lifeguard Training (8 hours) - CPR/AED/First Aid (Title 22/Emergency Response) (8 hours) - Swim and Polo Coaches Training (4 hours) - Water Fitness Training (8 hours) - Swim Instructor Training (6 hours) - Adaptive Aquatics Training (4 hours) - Activenet Training (8 hours) "Red Shirt" Emergency Response Drills and Safety checks (70 +). The continuous hiring of new staff requires consistent and focused training. The Swimming Pool Managers are responsible for facilitating the performance testing and interviews at all hiring fairs, and teach at minimum three lifeguard training, water safety instructor or emergency medical response course per year. The certification courses are intensive, require advanced preparation and evaluation throughout, and range between 50-70 total hours of class time.

Because of their exceptional skills, advanced level of training and official certifications, the public can rest assured that the swimming pools in the City of San Diego are in good, qualified hands, but only when an appropriate and experienced level of staffing is maintained. Swimming Pool Managers who remain working for the City of San Diego are passionate about what they do and work exceptionally hard during staff shortages and hard times. Unfortunately, only about 50% of current Swimming Pool Managers have over 5 years of experience.

Public swimming is one of the highest risk exposure activities for the City of San Diego, and given the vast range of duties, training and certifications required of Swimming Pool Managers, it is not possible to effectively operate pools and run certification classes in the existing state. Pool Manager turnover and recruitment issues translate to decreased hours of operation at pools, reduction in programs and pool closures. The City of San Diego Aquatics District is experiencing a staffing crisis for Swimming Pool Manager I positions, primarily because of the unattractive and non-competitive wages offered to qualified applicants. Surrounding agencies and municipalities pay their Swimming Pool Managers more than the City of San Diego, making it no surprise that qualified applicants turn to neighboring cities to work.

Solution:
The City of San Diego Swimming Pool Managers are an elite group. They are required to have numerous certifications to be hired that go well beyond other individuals hired at the same pay, and at the same time be able to manage busy swimming pools throughout the City. SPMS face emergency situations on the job, and it is an incredibly stressful responsibility. They have not seen a significant pay rise in over two decades. This classification series is critically impacted by recruitment and retention issues due to the low compensation offered to applicants at all levels in Aquatics, beginning with Pool Guard I/II/III, which supplies the pipeline to the management level. The wages earned by Aquatics employees in the City of San Diego are lower than surrounding cities, and the City of San Diego can no longer attract and retain well qualified management employees. Recreational programs and critical programs such as swimming lessons, and adult water fitness classes simply cannot be offered without a sufficient management workforce. The Aquatics District will be forced to close facility doors due to a lack of staff, and the health and safety of the hundreds of thousands of the City's community members who depend on the City of San Diego Swimming Pools will be jeopardized.
The alarming shortage of Swimming Pool Managers in the City of San Diego is detrimental to the safety of the public, as inexperienced Pool Guards are now frequently supervising the facilities in an Out-of-Class (OCA) basis. The liability factor and the potential for a fatal drowning occurring in a City of San Diego facility becomes more and more probable as the wages remain stagnant.

Due to the unique and challenging responsibilities of this classification, it is respectfully requested that a salary adjustment of 25% is warranted and justifiable for the SPMI. This action would not only drastically reduce the turnover and vacancy rates for the Swimming Pool Manager series, but it would save the City an exorbitant amount of costs poured into training and recruitment. A 25% pay increase for the Swimming Pool Managers would translate into better health and wellbeing, higher efficiency and productivity, and most importantly the ability to maintain safe facilities. The City of San Diego Parks and Recreation Department has a responsibility to the public to provide community health and safety programming which is not possible without a sufficient and qualified workforce.