



City of San Diego
Civil Service Commission

AGENDA

Sunday Gover, President
Nicolaz Portillo, Vice President
Samuel Merrill, Commissioner
Will Moore, Commissioner
Trang Pham, Commissioner

Thursday, March 7, 2024, at 1:00 p.m.
Council Closed Session Room – 12th Floor
City Administration Building
202 C Street
San Diego, California 92101

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

To join by telephone: Dial 1-669-254-5252. When prompted, input Webinar ID: 160 240 2238#

Public Comment and Phone-In Testimony During Civil Service Commission Meetings:

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ITEMS FOR ACTION

INTRODUCTION

ACTION TAKEN/PENDING

1. Roll Call.

NON-AGENDA PUBLIC COMMENT

This portion of the agenda provides an opportunity for members of the public to address the Commission on items of interest within the jurisdiction of the Commission. (Comments relating to items on today's docket are to be taken at the time the item is heard.)

Time allotted to each speaker is determined by the Chair. Comments are limited to no more than five (5) minutes **total per subject** regardless of the number of those wishing to speak. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Commission on any issue brought forth under "Non-Agenda Public Comment."

CONSENT AGENDA (Items 2 through 18 can be approved with one motion.)

2. Approval of the minutes for the regular meeting and closed session meeting of February 1, 2024.
3. Approval of Exceptional Merit Increase for Yosmeli Cortez, Court Support Clerk II.
4. Approval of Exceptional Merit Increase for Laial S. Maroun, Junior Engineer - Civil.
5. Approval of Exceptional Merit Increase for Luis I. Martinez, Grounds Maintenance Worker II.
6. Approval of Exceptional Merit Increase for Toni E. Owens, Code Compliance Officer.

7. Approval of Exceptional Merit Increase for Leivy J. Santana Avalos, Development Project Manager II.
8. Isaiah G. Cross, Utility Worker II, Transportation Department, for a one-year special leave without pay ending February 12, 2025, with their name to be placed on the eligible lists for Water Distribution Operator Trainee, Water Systems Technician I, Stock Clerk, and Motive Service Trainee.
Hire Date: May 3, 2011
Reason: Medical.
Department Recommendation: Approval.
9. Suzanne M. Ellard, Police Officer I, Police Department, for a seven-month special leave without pay ending September 13, 2024, with their job to be saved.
Hire Date: May 31, 2022
Reason: Military leave.
Department Recommendation: Approval.
10. Abel Hernandez Jr., Water Utility Parts Buyer, Public Utilities Department, for a one-year special leave without pay ending February 4, 2025, with their job to be saved.
Hire Date: July 1, 2008
Reason: Family care.
Department Recommendation: Approval.
11. Tracy Kinder, Water Systems Technician III, Public Utilities Department, for a one-year special leave without pay ending January 21, 2025, with their name to be placed on the eligible list for Water Systems Technician III.
Hire Date: October 30, 2000
Reason: Medical.
Department Recommendation: Approval.
12. Victoria E. Ruiz, Finance Analyst III, Department of Finance, for a one-year special leave without pay ending February 11, 2025, with their name to be placed on the eligible lists for Finance Analyst III, Finance Analyst II, and Finance Analyst I.
Hire Date: October 13, 2014
Reason: Childcare.
Department Recommendation: Approval.

13. William R. Southern III, Laborer, Public Utilities Department, for a one-year special leave without pay ending January 21, 2025, with their name to be placed on the eligible list for Laborer.
Hire Date: January 19, 2019
Reason: Medical.
Department Recommendation: Approval.
14. Leonard J. Alfuentes, Finance Analyst IV, Department of Finance, for a leave of absence from the Classified Service effective November 25, 2023, while filling an unclassified position with their name be placed on the appropriate eligible list.
15. Diane M. Sheehan, Finance Analyst IV, Department of Finance, for a leave of absence from the Classified Service effective December 10, 2022, while filling an unclassified position with their name be placed on the appropriate eligible list.
16. Tina M. Williams, Police Captain, Police Department, for a leave of absence from the Classified Service effective January 20, 2024, while filling an unclassified position with their name to be placed on the appropriate eligible list.
17. Approval of the minutes for the Joint Apprenticeship Committee meetings of July 18, 2023, and November 16, 2023.
18. Request from the Personnel Director to use City employees as raters for the Fire Engineer examination.

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

19. Daniel R. Lierman, Clerical Assistant II (Option Class: Police Clerk), Police Department, for a one-year special leave without pay ending February 11, 2025, with their job to be saved.
Hire Date: December 1, 2022
Reason: Education.
Department Recommendation: Modification to name on eligible list.

POLICY ITEMS – DISCUSSION

20. Request from the Office of the City Attorney for Suspended Competition to appoint seven incumbents to the classification of Court Support Clerk Supervisor.

21. Staff recommendations on special salary adjustments, new classification, and classification deletion for the Fiscal Year 2025 Salary Ordinance.

Recommended for Approval:

- 1) Equipment Operator II
- 2) Marine Safety Lieutenant
- 3) Principal Planner

Not Recommended for Approval:

- 4) Stock Clerk
- 5) Storekeeper Series

22. Motion to dismiss the appeal of Hector Sanchez.

INFORMATIONAL ITEMS

23. Request from Commissioner Moore for a report from the Interim Personnel Director.

24. Request from Commissioner Moore inviting the Chief Operating Officer, or their designee, to address the Civil Service Commission.

25. Report from the Ad Hoc Committee on the Personnel Director recruitment

UNFINISHED BUSINESS

26. Staff recommendations on special salary adjustments, new classifications, and title change for the Fiscal Year 2025 Salary Ordinance.

Not Recommended for Approval:

- 1) Lifeguard II

ITEMS FOR INFORMATION

NEW BUSINESS



City of San Diego
Civil Service Commission

CLOSED SESSION AGENDA

Sunday Gover, President
Nicolaz Portillo, Vice President
Samuel Merrill, Commissioner
Will Moore, Commissioner
Trang Pham, Commissioner

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CLOSED SESSION

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

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

1. PUBLIC EMPLOYEE: Deliberation on disciplinary appeal pursuant to California Government Code Section 54957 – Yashar Asgharzadeh
2. PUBLIC EMPLOYEE: Deliberation on disciplinary appeal pursuant to California Government Code Section 54957 – Andre Jenkins
3. PUBLIC EMPLOYEE: Deliberation on disciplinary appeal pursuant to California Code Section 54957 – Andres Salas
4. PUBLIC EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1):
Martin Garcia, appealing their disqualification for the position of Master Fleet Technician.
5. PUBLIC EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1):
Dac X. Nguyen, appealing their disqualification for the position of Master Fleet Technician.
6. PUBLIC EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1):
Cameron D. Rosier, appealing their conviction record disqualification for the position of Field Representative.
7. PUBLIC EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1):
Lorenzo C. Yelder, appealing their conviction record disqualification for the position of Wastewater Operations Supervisor.

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

Thursday, February 1, 2024, at 11:30 a.m.
Council Closed Session Room – 12th Floor
City Administration Building
202 C Street
San Diego, California 92101

- A. The closed session meeting of the Civil Service Commission was called to order by President Sunday Gover at 11:36 a.m. Also present were Vice President Nicolaz Portillo and Commissioner Will Moore. Commissioner Aaron Olsen was absent.

- B. The staff was represented by Interim Personnel Director David Dalager, Assistant Personnel Director Anne Lamén Aban, and Assistant to the Director Saba O'Neal. Serving as legal advisor to the Commission was Senior Deputy City Attorney David Karlin.



City of San Diego
Civil Service Commission

MINUTES

Sunday Gover, President
Nicolaz Portillo, Vice President
Will Moore, Commissioner
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CLOSED SESSION

The Commission met in Closed Session with the following agenda:

1. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):

Adrian J. Gutierrez, appealing their medical disqualification for the position of Grounds Maintenance Worker I. – Motion to deny the appeal passed unanimously.

2. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):

Adrian J. Gutierrez, appealing their conviction record disqualification for the position of Grounds Maintenance Worker I. – Motion to deny the appeal passed unanimously.

3. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):

Marco A. Hernandez, appealing their conviction record disqualification for the position of Welder. – Motion to deny the appeal passed unanimously.

4. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):

Michael T. West, appealing their conviction record disqualification for the position of Plant Operator Trainee. – Motion to approve the appeal passed unanimously.

5. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):

Kydrickk W. Young, appealing their conviction record disqualification for the position of Utility Worker I. – Motion to deny the appeal passed unanimously. Applicant may reapply for City employment after three years.

Publicly disclosed in Open Session at 1:01 p.m.

Sunday Gover, President

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

Thursday, February 1, 2024, at 1:00 p.m.
Council Closed Session Room – 12th Floor
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202 C Street
San Diego, California 92101

- A. The regular business meeting of the Civil Service Commission was called to order by President Sunday Gover at 1:00 p.m. Also present were Vice President Nicolaz Portillo and Commissioner Will Moore. Commissioner Aaron Olsen was absent.

- B. The staff was represented by Interim Personnel Director David Dalager, 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

INTRODUCTION

1. Roll Call.

ACTION TAKEN/PENDING

Present were President Gover, Vice President Portillo, and Commissioner Moore.
Commissioner Olsen was absent.

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 18 can be approved with one motion.)

- | | |
|---|---|
| <p>2. Approval of the minutes for the regular meeting of December 7, 2023.</p> | <p>Commissioner Moore made a motion to approve items 2 through 18. Vice President Portillo seconded the motion.
Approved 3-0.</p> |
| <p>3. Approval of Exceptional Merit Increase for Jennifer Cervantes, Administrative Aide II.</p> | |
| <p>4. Approval of Exceptional Merit Increase for Bernadette L. Clowers, Senior Clerk/Typist.</p> | |
| <p>5. Approval of Exceptional Merit Increase for Leslie P. Conlet, Administrative Aide II.</p> | |
| <p>6. Approval of Exceptional Merit Increase for Hoan-Vu N. Do, Senior Records Management Analyst.</p> | |
| <p>7. Approval of Exceptional Merit Increase for Jessie Y. Huang, Environmental Scientist II.</p> | |
| <p>8. Approval of Exceptional Merit Increase for Jennifer P. Jungers, Associate Management Analyst.</p> | |
| <p>9. Reginald R. Gobaleza, Library Assistant III, Library Department, for a one-year special leave without pay ending December 8, 2024, with their name to be placed on the eligible list for Library Assistant III.
Hire Date: September 4, 2012
Reason: Education.
Department Recommendation: Approval.</p> | |
| <p>10. Michelle A. Lara, Assistant Engineer – Civil, Engineering & Capital Projects, for a one-year special leave without pay ending January 3, 2025, with their name to be placed on the eligible list for Assistant Engineer – Civil.
Hire Date: June 26, 2017.
Reason: Family care.
Department Recommendation: Approval.</p> | |
| <p>11. Brendan S. Larsen, Library Assistant II, Library Department, for a two-month special leave without pay ending July 26, 2024, with their job to be saved.
Hire Date: September 10, 2019
Reason: Education.
Department Recommendation: Approval.</p> | |

12. Stephanie M. Loaiza, Public Information Clerk, Office of the City Treasurer, for a one-year special leave without pay ending January 11, 2025, with their name to be placed on the eligible lists for Public Information Clerk and Clerical Assistant II.
Hire Date: May 30, 2023
Reason: Relocation and family care.
Department Recommendation: Approval.
13. Jorge Peralta, Grounds Maintenance Worker II, Parks and Recreation Department, for a one-year special leave without pay ending January 10, 2025, with their name to be placed on the eligible list for Grounds Maintenance Worker II.
Hire Date: May 1, 2017
Reason: Medical.
Department Recommendation: Approval.
14. Oscar Ramirez, Golf Course Greenskeeper, Parks and Recreation Department, for a one-year special leave without pay ending November 9, 2024, with their name to be placed on the eligible lists for Golf Course Greenskeeper, Grounds Maintenance Worker II, and Grounds Maintenance Worker I.
Hire Date: October 5, 2010
Reason: Medical.
Department Recommendation: Approval.
15. Andrea C. Andrade, Trainer, Human Resources Department, for a leave of absence from the Classified Service effective August 19, 2023, 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.
16. Sean L. Plaisted, Community Development Specialist IV, Economic Development Department, for a leave of absence from the Classified Service effective December 21, 2023, 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.
17. Request from the Office of the Chief Operating Officer to exempt a Program Coordinator position from the Classified Service.

18. Request from the Interim Personnel Director to merge the current Park Ranger (T10944) eligible list with the new Park Ranger (T11827) eligible list.

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

19. Micah J. Vanesler, Police Officer II, Police Department, for a three-month (second extension) special leave without pay ending April 1, 2024, with their name to be placed on the eligible list for Police Officer II.
Hire Date: October 19, 2007
Reason: Maintain employment eligibility.
Department Recommendation: Approval.

Commissioner Moore made a motion to approve the request.
Vice President Portillo seconded the motion.
Approved 3-0.
Speaking for staff was Carissa Rosemore.

POLICY ITEMS – DISCUSSION

20. Request from the Transportation Department for Suspended Competition to appoint 11 incumbents to the classification of Street Lighting Electrician.

Vice President Portillo made a motion to approve the request.
Commissioner Moore seconded the motion.
Speaking for staff was Carissa Rosemore.
Speaking for the department was Chris Gascon.
Approved 3-0.

21. Staff recommendations on special salary adjustments and new classification for the Fiscal Year 2025 Salary Ordinance.

Speaking for staff was Rachel McDonald-Hernandez.

Recommended for Approval:

- Recommended for Approval:**
- 1) Emergency Services Coordinator Series
 - 2) Laboratory Technician
 - 3) Paralegal
 - 4) Supervising Polygrapher

1) Emergency Services Coordinator Series

Vice President Portillo made a motion to approve staff's recommendation to create a new Associate Emergency Services Coordinator classification, at a monthly salary of approximately \$7,738; to approve a special salary adjustment of 2.5% for the Supervising Emergency Services Coordinator classification; and to approve the title change for Supervising Emergency Services Coordinator to Senior Emergency Services Coordinator.

Commissioner Moore seconded the motion.

Approved 3-0.

- Not Recommended for Approval:**
- 5) Lifeguard II

2) Laboratory Technician

Vice President Portillo made a motion to approve staff's recommendation for a special salary adjustment of 9% for the Laboratory Technician and Assistant Laboratory Technician classifications.

President Gover seconded the motion. Approved 3-0.

3) Paralegal

Vice President Portillo made a motion to approve staff's recommendation for a special salary adjustment of 11% for the Principal Paralegal, Senior Paralegal, and Paralegal classifications.

Commissioner Moore seconded the motion.

Approved 3-0.

4) Supervising Polygrapher

Vice President Portillo made a motion to approve staff's recommendation to create a new Supervising Polygrapher classification, at a monthly salary of approximately \$10,201.

President Gover seconded the motion. Approved 3-0.

Not Recommended for Approval:

5) Lifeguard II

Vice President Portillo made a motion to continue the item to next month's meeting.

President Gover seconded the motion. Approved 3-0.

Speaking for Local 911 was Stephen Ure.

Speaking for City Administration was Alia Khouri.

22. Proposed Salary Review Process for Fiscal Year 2026.

Commissioner Moore made a motion to approve the Salary Review Process. President Gover seconded the motion. Approved 3-0.

Speaking for staff was Rachel McDonald-Hernandez.

Speaking for MEA was Nick Wright.

Speaking for City Administration was Alia Khouri.

- | | | |
|-----|---|--|
| 23. | Revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum). | Commissioner Moore made a motion to approve the request. President Gover seconded the motion. Approved 3-0. Speaking for staff was Rachel McDonald-Hernandez. |
| 24. | Formation of an Ad Hoc Committee to research and make recommendations to the Commission on how to conduct the Personnel Director recruitment. | Vice President Portillo made a motion to approve the formation of an Ad Hoc Committee to research and make recommendations to the Commission on how to conduct the Personnel Director recruitment. Members of the Ad Hoc Committee are President Gover and Commissioner Moore. Commissioner Moore seconded the motion. Approved 3-0. Speaking for staff was Saba O'Neal. |

INFORMATIONAL ITEMS

- | | | |
|-----|---|--|
| 25. | Request from Commissioner Moore for the status of post-hiring delays in issuing employee ID numbers. | Information item only. Speaking for staff was David Dalager. |
| 26. | Request from Commissioner Moore for a report from the Interim Personnel Director. | Information item only. The whistleblower training was conducted virtually by the Office of the City Auditor on January 29, 2024; implemented E-Verify and tracking of LTD actions; and assisted with the Public Utilities Department job fair which had over 400 attendees and over 70 pre-scheduled interviews. Speaking for staff was David Dalager. |
| 27. | Request from Commissioner Moore inviting the Chief Operating Officer, or their designee, to address the Civil Service Commission. | Information item only. Human Resources Director Julie Rasco reported that their lead hiring manager is now hired and that LinkedIn and Handshake are being leveraged for recruitment. Speaking for staff was Saba O'Neal. Speaking were Julie Rasco and Alia Khouri. |

ADJOURNMENT

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

There being no further business, the meeting was adjourned at 2:01 p.m.

Sunday Gover, President



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 1, 2024

TO: Civil Service Commission

FROM: David Dalager, Interim Personnel Director

SUBJECT: Exceptional Merit Increase for Yosmeli Cortez, Court Support Clerk II

The Office of the City Attorney is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Yosmeli Cortez, Court Support Clerk II, effective November 13, 2023, from "C" step (\$23.38/hr.) to "E" step (\$25.82/hr.).

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

A handwritten signature in blue ink, appearing to read "David Dalager".

David Dalager
Interim Personnel Director

DD:DD:es

Attachment: 1. Request for Exceptional Merit Increase

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**CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION**

ATTACHMENT 1

REQUEST FOR EXCEPTIONAL MERIT INCREASE

Yosmeli Cortez

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

EMPLOYEE NAME: Yosmeli Cortez ✓	PERNR:	JOB: Court Support Clerk II ✓
DEPARTMENT NAME: City Attorney - Criminal Division	LAST PERFORMANCE EVALUATION: DATE: 5/13/2023 OVERALL EVALUATION: <i>Meets Standards</i> 5/13/2023	PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB: FROM _____ STEP TO _____ STEP DATE(S):
PERSONNEL AREA NO: 1400 ✓		
TOTAL CITY SERVICE: YEARS: 2 ✓ MONTHS: 89	PRESENT STANDARD RATE NUMBER AND STEP: 23.38 Step C ✓	DATE REGULAR MERIT INCREASE IS DUE: 11/13/2023 ✓
RECOMMENDED STANDARD RATE NUMBER AND STEP: 25.82 Step E ✓	EFFECTIVE DATE OF RECOMMENDED INCREASE: 11/13/2023 ✓	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? <input checked="" type="radio"/> YES ✓ <input type="radio"/> NO

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



Yosmeli Cortez is due on 11/13/2023 for her Merit Increase from Step C at \$23.38 to Step D at \$24.59. Criminal Division of the City Attorney's Office is requesting that she be given an Exceptional Merit Increase in conjunction with this Merit Increase to reflect Step E at \$25.82.

The Office of the City Attorney believes that this payment is necessary due to the many skills she has obtained within a short period of time in the Criminal and Community Justice Divisions. Within the last two years and eight months, Yosmeli started as a Clerical Assistant II, in our JURIS and Complaint Unit as a Complaint Typist, creating Complaints to be filed in court and cross-training within this unit to learn how to enter case information into the Justice User Regional Information System (JURIS) and complete the No Issue process for cases that have been rejected. She then moved on to our Intake Unit and learned the data entry process using our Case Management System (CMS) and more recently our paperless process using our Law Enforcement Data Entry System (LEDIS). She continued to assist the JURIS and Complaint Unit when needed. Shortly after this, Yosmeli was promoted to Court Support Clerk II as a Custody Clerk in which she entered custody cases into CMS, created the Complaint, entered the Complaint information into JURIS, researched for additional open cases for the defendants showing up in the Jail Report from the Sheriff's Department. This position utilizes all the skills she has already mastered along with the skills to share Discovery with the Public Defender, reading SDLAW booking sheets to determine the defendant's custody status, issuing charges, confirming the defendant information in JURIS, the police report, and the booking sheet, determining AKA's, MA19 Arson and Sex Offenders. She was able to acquire all these skills quickly, and she has taken on learning the Affidavit Desk and is now the backup for the Affidavit Clerk. Due to Yosmeli's desire to help, eagerness to learn, and ambitious nature, she is now training on the MCourt Clerk duties assisting in the Arraignment Department in court. All her custody cases are heard in this department, and she is eager to know all of the details of prosecuting these cases.

Yosmeli has been awarded four Discretionary Leave Days for her exceptional teamwork, productivity, and willingness to take on high volumes of work to completion. With her ability to learn quickly and retain her knowledge and skills, she can assist with several different units whenever needed. Yosmeli is a true asset to the Criminal and Community Justice Divisions and is always happy to share her knowledge and skills in training or filling in when other units are short-staffed. Yosmeli is nothing less than an exceptional employee, helpful co-worker, and versatile contributor to any team. Her supervisors can depend on her to cover wherever needed with a positive attitude and willingness to do whatever it takes to support the unit.

For this and many other attributes, we believe Yosmeli is worthy of an Exceptional Merit Increase.

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

APPOINTING AUTHORITY SIGNATURE 	TITLE Assistant City Attorney	DATE 1-18-2024
DEPARTMENT DIRECTOR SIGNATURE 	TITLE City Attorney	DATE 1/18/2024
MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)	TITLE	DATE
DATE APPROVED BY CIVIL SERVICE COMMISSION		



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 1, 2024

TO: Civil Service Commission

FROM: David Dalager, Interim Personnel Director

SUBJECT: Exceptional Merit Increase for Laial S. Maroun, Junior Engineer – Civil

The Development Services Department is requesting an Exceptional Merit Increase be granted to Laial S. Maroun, Junior Engineer – Civil, effective September 30, 2023, from “C” step (\$39.23/hr.) to “D” step (\$41.20/hr.).

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

A handwritten signature in blue ink, reading "David Dalager".

David Dalager
Interim Personnel Director

DD:HE:rr

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2024\3. March 7, 2024\EMI - Maroun.doc

CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION

REQUEST FOR EXCEPTIONAL MERIT INCREASE

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

EMPLOYEE NAME LALAL MAROUN S	EMPLOYEE PERNR:	JOB: JR Engineer-Civil
DEPARTMENT NAME: DEVELOPMENT SERVICES	ANCE EVALUATION: 4/13/23	PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB:
PERSONNEL AREA NO: 3500	DATE 4/6/2023	FROM _____ STEP TO _____ STEP
	OVERALL EVALUATION: next standard EXCELLENT	DATE(S):
TOTAL CITY SERVICE: YEARS: 12 MONTHS: 1	PRESENT STANDARD RATE NUMBER AND STEP: \$39,230, STEP 0 (1546)	DATE REGULAR MERIT INCREASE IS DUE: 4/9/2024
RECOMMENDED STANDARD RATE NUMBER AND STEP: (1546) \$41,200, STEP D1 41.20	EFFECTIVE DATE OF RECOMMENDED INCREASE: 9/30/2023 10/1/2023	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? <input checked="" type="radio"/> YES <input type="radio"/> NO

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

Over the past year, Lalal has performed exceptionally well in her role as a Junior Engineer. She has received numerous accolades from the customers which is a testament of her excellent customer service. Her attitude to go above and beyond to help the customers simplify complex engineering issues has saved time and money both for the customers as well as the City. Due to her in-depth knowledge of traffic control plans she has identified couple of situations which could have otherwise been a liability to the City.

However, even with her excellent performance she is not in par with her colleagues in terms of compensation. In order to encourage her to continue excellent service to the citizens of San Diego and the Department, we are requesting her rate increase to the next step.

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

APPOINTING AUTHORITY SIGNATURE Nicholas Abboud	TITLE Assistant Deputy Director	DATE 10/5/2023
DEPARTMENT DIRECTOR SIGNATURE Elyse W. Lowe	TITLE Director, Development Services	DATE 10/13/23
MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)	TITLE	DATE
DATE APPROVED BY CIVIL SERVICE COMMISSION		

68
10/17/23



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 1, 2024

TO: Civil Service Commission

FROM: David Dalager, Interim Personnel Director

SUBJECT: Exceptional Merit Increase for Luis I. Martinez, Grounds Maintenance Worker II

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Luis I. Martinez, Grounds Maintenance Worker II, effective November 2, 2023, from "C" step (\$22.26/hr.) to "E" step (\$24.29/hr.).

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

A handwritten signature in blue ink that reads "David Dalager".

David Dalager
Interim Personnel Director

DD:DD:es

Attachment: 1. Request for Exceptional Merit Increase

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CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION

REQUEST FOR EXCEPTIONAL MERIT INCREASE

Luis I. Martinez

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

EMPLOYEE NAME: Luis I. Martinez	EMPLOYEE PERNR: Luis	JOB: Grounds Maintenance Worker II
DEPARTMENT NAME: Parks & Recreation	PERFORMANCE EVALUATION: 10/23/2023 4/18/2023	PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB: FROM _____ STEP TO _____ STEP
PERSONNEL AREA NO: 3150	DATE: 4/18/2023	DATE(S):
TOTAL CITY SERVICE: YEARS: 1 ✓ MONTHS: 10 ✓	OVERALL EVALUATION: Meet Standards ✓	DATE REGULAR MERIT INCREASE IS DUE: 4/18/2024 4/17/2024
RECOMMENDED STANDARD RATE NUMBER AND STEP: E \$24.29	PRESENT STANDARD RATE NUMBER AND STEP: C \$22.26	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? <input type="radio"/> YES <input checked="" type="radio"/> NO
EFFECTIVE DATE OF RECOMMENDED INCREASE: 11/2/2023 ✓		

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

Luis I. Martinez has shown exceptional progress in his career as a Grounds Maintenance worker II in Balboa Park for the Park Rangers. He is a hard worker and is always willing to take on new assignments and go above and beyond in his tasks. He takes leadership in his projects and is a great collaborator with his peers and the public. Luis is always communicative and on time in the completion of projects through out his work week. He has taken interest in becoming a Park Ranger and has recently filled in a Park Ranger position as an OCA Park Ranger for 378 hours.

Luis I. Martinez is very productive and is always willing to learn new skills to complete his tasks. he has taken upon himself to learn different methods of implementing trail features in Balboa Park. Luis is continuously researching new ways to create trail drainage and trail grading techniques to better the experience of trails in Balboa Park for the public. Luis always prepares the right equipment and tools for every workday and is great at maintaining city equipment. He has vast knowledge on the maintenance and repair needs of power equipment due to his previous employment as a landscaper. He keeps his city assigned vehicle clean and organized and is always ready for any assignment.

Luis I. Martinez has been tasked with the installation and upkeep of signage throughout Balboa Park and many surrounding Developed Regional Parks within the City of San Diego. One of his most recent assignments was to install the signs associated with the No Camping ordinance. He has also been tasked with creating and installing areas for the expressive activity vendors and providing them with sections to express their first amendment. Luis is communicative with his projects and always reports his tasks clearly with his supervisor.

Luis I. Martinez has been an asset in providing support in the completion of projects with contractors. Luis communicates well with contracted groups and is a great leader. Luis has on multiple occasions provided equipment support by operating a Heavy loader, bobcat, or dumptruck. His support with this equipment has been of great help with completing projects swiftly and effectively providing contractors with more time to complete other tasks.

Luis I. Martinez is an exceedingly productive, well organized, and committed employee who is a positive role model to everyone around him. Luis has a genuine passion for his role and is always willing to go above and beyond to assist in duties even outside his line work. His enthusiastic attitude and efficient work performance make him a asset to the Balboa Park Ranger Team and he is very deserving of the Exceptional Merit Increase.

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

APPOINTING AUTHORITY SIGNATURE <i>Charmaine Amador</i>	TITLE Interim DD	DATE Feb 12 2024
DEPARTMENT DIRECTOR SIGNATURE <i>Chris Field</i>	TITLE Parks and Recreation Director	DATE 2/12/2024
MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY) <i>Deputy Chief</i>	TITLE Deputy Chief Operating Officer	DATE 2/12/2024
DATE APPROVED BY CIVIL SERVICE COMMISSION		



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 1, 2024

TO: Civil Service Commission

FROM: David Dalager, Interim Personnel Director

SUBJECT: Exceptional Merit Increase for Toni E. Owens, Code Compliance Officer

The Environmental Services Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Toni E. Owens, Code Compliance Officer, effective December 9, 2023, from "C" step (\$27.36/hr.) to "E" step (\$29.94/hr.).

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

A handwritten signature in blue ink, reading "David Dalager".

David Dalager
Interim Personnel Director

DD:JC:rr

Attachment: 1. Request for Exceptional Merit Increase

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CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION

REQUEST FOR EXCEPTIONAL MERIT INCREASE

TONI E. OWENS

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

EMPLOYEE NAME: Toni Owens	EMPLOYEE PERNR:	JOB: Code Compliance Officer 1256
DEPARTMENT NAME: Environmental Services	LAST PERFORMANCE EVALUATION: DATE: 7/11/2023 OVERALL EVALUATION: MEETS STANDARDS -Excellent	PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB: FROM _____ STEP TO _____ STEP DATE(S): N/A
PERSONNEL AREA NO: 2-110	PRESENT STANDARD RATE NUMBER AND STEP: \$28.59 Step D C 27.34	DATE REGULAR MERIT INCREASE IS DUE: 12/9/2024
TOTAL CITY SERVICE: YEARS: 27 MONTHS: 3	EFFECTIVE DATE OF RECOMMENDED INCREASE: 12/9/23 12/23/2023	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
RECOMMENDED STANDARD RATE NUMBER AND STEP: \$29.94 Step E		

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

I am writing on behalf of Toni Owens, Code Compliance Officer with the Environmental Services Department, Waste Reduction Division. I am recommending that Toni receive a salary step increase from Step D to Step E based on her exceptional work performance and commitment to our department and division. Since Toni joined our code team, she has displayed many admirable qualities that should be recognized.

Toni has played an integral lead role in training new employees in the areas of SB 1383 Df Minimis waiver review and inspection, Construction and Demolition (C&D) site visit inspection, and City Recycling Ordinance (CRO) enforcement and compliance. Only a few officers are entrusted with performing this type of leadership role.

On 11/7/23, Toni stepped outside of her normal job duties and participated in a C&D Debris Deposit Program presentation with a Waste Reduction Recycling Specialist III. During this presentation, Toni assisted with a 1 1/2 hour PowerPoint presentation to the Logan Heights Community Development Center Board of Directors, covering the C&D Debris Deposit program. In addition, in February of 2023, Toni was also recognized by our department management for taking possession of a lost wallet while performing customer outreach in the field, and taking a proactive approach to make sure the wallet was returned to the owner. These are just two instances where Toni has gone over and beyond her normal work duties to provide outstanding customer service to the citizens of San Diego.

Toni has worked for several departments within the City and has brought with her, clerical and administrative experience to Waste Reduction. When her supervisor was promoted, Toni provided assistance in areas where he was less familiar. Her prior experience with payroll, Microsoft Office, and other software applications made his transition to supervisor a bit more comfortable and less complicated.

Lastly, Toni continually demonstrates the qualities of a team player. A short time ago, our division was reorganized into two sections. Several employees, including Toni, noticed the lack of employee engagement and a dip in morale following the split. Having shared the same workspace for years, Toni took it upon herself to organize a team building luncheon for employees of both divisions. As a result, a boost in morale and spirits was noticeable amongst the employees.

The above-mentioned instances are examples of the commitment Toni has to her position, team, and employer. These examples also demonstrate Toni's willingness to accept new tasks and challenges that are not expected of her current job classification. Without hesitation, I submit and recommend Toni Owens for an exceptional merit increase.

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

APPOINTING AUTHORITY SIGNATURE	TITLE Assistant Director	DATE 1-23-2024
DEPARTMENT DIRECTOR SIGNATURE	TITLE Assistant Director	DATE 1-23-2024
MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)	TITLE DCOO	DATE 01/30/2024
DATE APPROVED BY CIVIL SERVICE COMMISSION		



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 1, 2024

TO: Civil Service Commission

FROM: David Dalager, Interim Personnel Director

SUBJECT: Exceptional Merit Increase for Leivy J. Santana Avalos, Development Project Manager II

The Development Services Department is requesting an Exceptional Merit Increase be granted to Leivy J. Santana Avalos, Development Project Manager II, effective August 19, 2023, from "C" step (\$51.35/hr.) to "D" step (\$53.87/hr.).

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

A handwritten signature in blue ink, appearing to read "David Dalager".

David Dalager
Interim Personnel Director

DD:HE:rr

Attachment: 1. Request for Exceptional Merit Increase

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CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION

REQUEST FOR EXCEPTIONAL MERIT INCREASE

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

EMPLOYEE NAME: Leivy Jazmin Santana Avalos	EMPLOYEE PERNR:	JOB: Development Project Manager II
DEPARTMENT NAME: Development Services Department	PERFORMANCE EVALUATION: 11/14/23 7/22/2022	PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB: FROM n/a STEP TO n/a STEP
PERSONNEL AREA NO: DSD-3500	DATE: 7/22/2022	DATE(S): n/a
TOTAL CITY SERVICE: YEARS: 34 MONTHS: 8	OVERALL EVALUATION: meets standards Satisfactory	DATE REGULAR MERIT INCREASE IS DUE: 2/1/2024 1/20/24
RECOMMENDED STANDARD RATE NUMBER AND STEP: D - \$53.87 1185-E step	PRESENT STANDARD RATE NUMBER AND STEP: 1185 C step - \$51.35	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? <input type="radio"/> YES <input checked="" type="radio"/> NO
EFFECTIVE DATE OF RECOMMENDED INCREASE: 8/19/2023 7/1/2023		

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

I am respectfully requesting that Leivy Jazmin Santana Avalos, PERNR: , be granted a pay Step 'E' for the Development Project Manager II. The effective date would be 07/01/2023.

Leivy's impactful role as a Development Project Manager II (DPM II) within the Telecom and Dry Utilities Division spans more than 18 months, during which she has excelled within her position. Her unwavering dedication and exceptional performance have had a significant positive impact on our department and the projects she has overseen. She has proactively conducted bi-weekly meetings with Telecommunication vendors providing them with invaluable assistance in resolving project issues. Her efforts have successfully facilitated the progress of their projects and the issuance of permits, enabling timely completion. Furthermore, Leivy has impressively taken on the responsibility of conducting Telecom reviews for discretionary and building permit projects, surpassing the expectations of her designated role. Her proactive initiative stands as a testament to her dedication and eagerness to contribute to the Telecom workload assignments.

Prior to assuming her current role as a DPM II, Leivy excelled as a Plan Review Specialist III for the Project Submittal & Management Division for two years. During this time, she skillfully managed and coordinated the work of multi-disciplinary project teams ensuring timely permit issuance of Building, Standalone, Demolition and Sign Permit projects. She has extensive understanding and knowledge in conducting completeness reviews of construction plans for residential and commercial projects for compliance with the building code, zoning, engineering, and conventional structural requirements. Leivy's proficiency in using the department's project system elevated her to a lead role, where she not only guided and trained team members but also offered continuous support to both customers and staff, effectively resolving project-related challenges. Leivy's proficiency extends to outstanding internal and external customer service skills, essential for guiding customers through engineering, discretionary and building permits through Accela, her contribution significantly streamlined the review and issuance process demonstrating her exceptional commitment and expertise in her field.

I kindly submit this request for your thoughtful consideration and approval of a well-deserved merit increase for Leivy Santana Avalos. Your attention to this matter is greatly appreciated. Should you inquire additional information or have any inquiries, please don't hesitate to contact Deputy Director, Manjit Singh, at (619)

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

APPOINTING AUTHORITY SIGNATURE <i>Manjit Singh</i>	TITLE Deputy Director	DATE 08/29/23
DEPARTMENT DIRECTOR SIGNATURE <i>Edye W. Lowe</i>	TITLE DIRECTOR, DEVELOPMENT SERVICES	DATE 10/13/23
MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)	TITLE	DATE
DATE APPROVED BY CIVIL SERVICE COMMISSION		

48
10/17/23

**SAN DIEGO CITY CIVIL SERVICE
JOINT APPRENTICESHIP COMMITTEE MEETING**

MINUTES

**Tuesday, July 18, 2023, at 10:30 a.m.
Civil Service Commission Room
1200 Third Avenue, Suite 300, San Diego, CA 92101**

I. CALL MEETING TO ORDER

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

II. ATTENDANCE

Members: Macio Alejo, Laura Colvin, Wesley Greeson,
Harold Leggate, Musheerah Little
Alternates: James Doll, Samuel Perez, Epifanio Rios
Apprentices: Victor Delgadillo, Adrian Flores, Raul Guerrero, Bennett Sceusa,
Ly Ung

III. MINUTES

The January 10, 2023, JAC meeting minutes were unanimously approved.

IV. INDENTURE APPRENTICES

1. Introduce new apprentices: Victor Delgadillo, Raul Guerrero Jr., and Ly Ung introduced themselves and were indentured as Communications Technician Apprentices.
2. New apprentices pay standard: Victor Delgadillo was approved to start being paid at 5th period pay and Raul Guerrero Jr. and Ly Ung were approved to start being paid at 6th period pay.

NAME	TRADE	STARTED	ACTION TAKEN
Victor Delgadillo	Communications Technician	7/8/2023	Approved
Raul Guerrero Jr.	Communications Technician	7/8/2023	Approved
Ly Ung	Communications Technician	7/8/2023	Approved

V. APPRENTICES TO REPORT

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

NAME	TRADE	STARTED	ADVANCE TO PERIOD	ACTION TAKEN
Adrian Flores	Communications Technician	10/30/2021	5	Approved
Bennet Sceusa	Communications Technician	10/30/2021	4	Approved

VI. REPORTS

1. State of California, Division of Apprenticeship Standards (DAS) Consultant, Victor Rodriguez, reported that they are close to hiring new consultants so we should have a new consultant assigned to start working with us soon. The new consultant will begin working with us to update our Standards.
2. Community College Advisor was not present.
3. Joint Apprenticeship Committee Chairperson didn't report.
4. Joint Apprenticeship Committee Secretary reported that the HR Department met with some members of the Personnel Department staff to determine if we could change the application process for Apprentice from Promotional to Open. If any members of the JAC wish to discuss this change, they should contact Laura Colvin to add it to the agenda for the next JAC meeting.

VII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 11:05 a.m.

**SAN DIEGO CITY CIVIL SERVICE
JOINT APPRENTICESHIP COMMITTEE MEETING**

MINUTES

**Thursday, November 16, 2023, at 2:30 p.m.
Civil Service Commission Room
1200 Third Avenue, Suite 300, San Diego, CA 92101**

I. CALL MEETING TO ORDER

The meeting was called to order 2:31 p.m. by Joint Apprenticeship Committee (JAC) Chairperson Musheerah Little.

II. ATTENDANCE

Members: Laura Colvin, Wesley Greeson,
Harold Leggate, Musheerah Little, Paul Garibay
Alternates: James Doll, Samuel Perez, Lance Smith
Apprentices: Anuar Martinez, German Valdez Esquiliano

III. INDENTURE APPRENTICES

1. Introduce new apprentices: Anuar Martinez and German Valdez Esquiliano introduced themselves. Anuar Martinez was indentured as an HVACR Technician. German Valdez Esquiliano was indentured as a Fleet Technician.
2. New apprentices pay standard: Anuar Martinez was approved to start being paid at 8th period pay and German Valdez Esquiliano was approved to start being paid at 4th period pay.

NAME	TRADE	STARTED	ACTION TAKEN
Anuar Martinez	HVACR Technician	11/11/2023	Approved
German Valdez Esquiliano	Fleet Technician	11/11/2023	Approved

IV. REPORTS

No reports made.

V. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:46 p.m.



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 1, 2024

TO: Civil Service Commission

FROM: David Dalager, Interim Personnel Director

SUBJECT: Use of City Employee Raters for the Fire Engineer N11844-202403 Examination

Civil Service Rule III, Section 3(1) requires that the Civil Service Commission approve the appointment of City employees to examining boards. In accordance with this rule, staff is requesting approval to use City employees as expert raters for the structured interview portion of the Fire Engineer examination. This examination is scheduled to be administered in May of 2024.

Since 2003, City employees have been successfully utilized as expert raters for the structured interview portion of the Fire Engineer promotional examinations.

The final component of the Fire Engineer examination will be a structured interview. Panels comprised of internal and external raters from other fire agencies will conduct and assess the structured interview. This structured interview, as previously approved by the Commission, will serve as the Appointing Authority interview for the examination.

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

A handwritten signature in blue ink, appearing to read "David Dalager".

David Dalager
Interim Personnel Director

DD:MD:rr

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 1, 2024

TO: Civil Service Commission

FROM: David Dalager, Interim Personnel Director

SUBJECT: Request for Special Leave Without Pay for Daniel R. Lierman,
Clerical Assistant II (Option Class: Police Clerk)

Daniel R. Lierman, Clerical Assistant II (Option Class: Police Clerk) is requesting a one-year special leave without pay ending February 11, 2025, with their job to be saved.

Daniel R. Lierman is requesting this leave to continue their education. They indicate they are going back to school full-time to complete their bachelor's degree. The Police Department is recommending modification of this request to name on eligible list, indicating that holding the position vacant would cause a hardship to the department.

Daniel R. Lierman has been employed with the City since December 1, 2022. Daniel R. Lierman has not been issued a performance evaluation, but the department indicates they are meeting standards.

A handwritten signature in blue ink that reads "David Dalager".

David Dalager
Interim Personnel Director

DD:EW:rr

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 1, 2024
TO: Civil Service Commission
FROM: David Dalager, Interim Personnel Director
SUBJECT: Request for Suspended Competition for Court Support Clerk Supervisor

Attached is a request from the Office of the City Attorney to suspend competition to allow the appointment of seven incumbents to the classification of Court Support Clerk Supervisor. The list of incumbents and the department's justification for the suspended competition are provided in the attachments.

Civil Service Rule XIII provides that, "The Commission may suspend competition for appointment to...(b) a position which has changed so significantly to require reclassification to a class with a higher rate of pay, and when a specific person in the Classified Service can be determined to have been fulfilling those duties for a designated period of time prior to the action." Civil Service Rule XIII (1) further provides that in order to approve a request for suspended competition, the Commission must find that competition is impractical and that the position would best be filled by a specific person because of their recognized attainments.

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

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

A handwritten signature in blue ink, reading "David Dalager".

David Dalager
Interim Personnel Director

DD:CR:rr

Attachments: 1. Request for Suspended Competition
2. Court Support Clerk Supervisor Class Specification



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: February 14, 2024

TO: David Dalager, Interim Director, Personnel Department *DD*

FROM: Jim McNeill, Assistant City Attorney, Office of the City Attorney

SUBJECT: Request for Suspended Competition – Court Support Clerk Supervisor

The Office of the City Attorney respectfully requests to suspend competition to allow the appointment of seven incumbents (Attachment 1) currently performing the supervisory role for the Court Support Clerk series to be appointed to the newly created Court Support Clerk Supervisor classification.

This request follows the spirit of the Civil Service Commission's Personnel Regulations, Index Code D-5, Section II, B, which states, "Requests for the use of suspended competition, when a reclassification has upgraded a position where there is an incumbent or where a new classification was created, may be evaluated by the criteria of unique job-related qualifications of the incumbent, the incumbents years of service in the class (job) and the position, the availability of competitors, circumstances under which the position was reclassified and the extent of hardship resulting to the incumbent and the department."

The Civil Service Commission approved the reclassification of the Senior Clerk/Typist positions within the Office of the City Attorney to create a job that accurately reflects the specific knowledge and skills, as well as the high consequence of error, for court clerk supervisors working within the Criminal and Community Justice Divisions of the Office of the City Attorney. The creation of this supervisory classification will promote the retention of historical and operating knowledge within the Office, foster a positive work environment among employees, and support effective succession planning by retaining skilled candidates.

Incumbent Court Support Clerk Supervisors are responsible for training, evaluating, and directing the work of the subordinate Court Support Clerk series. The seven incumbents currently in the role of Senior Clerk/Typist are performing the duties of the newly created Court Support Clerk Supervisor classification. The breadth of expertise and years of experience working within the framework of the criminal justice system, utilizing court calendars and specific courtroom offices, and the need to continue supporting the current outstanding cases affecting the City and its constituents makes competition to fill the multiple vacancies impractical.

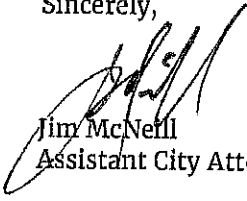
The positions can best be filled by selecting the seven employees, as there is currently no eligible list. Recruiting and interviewing for this classification would cause delays in the critical work performed by these employees and would represent an operational hardship.

Page 2
David Dalager, Interim Personnel Director
February 14, 2024

The Office of the City Attorney will conduct an open recruitment and competitive interview process for any additional vacant positions in the Court Support Clerk Supervisor classification series in the future. I respectfully ask for the Civil Service Commission's approval of this request.

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

Sincerely,



Jim McNeill
Assistant City Attorney

Attachment 1: List of employees to be appointed to Court Support Clerk Supervisor

cc: Paige Folkman, Assistant City Attorney
Heily Hernandez, Senior Chief Deputy City Attorney

Attachment 1
Existing Court Support Clerk Supervisors

Position ID	Personnel Area	Job Class	Personnel Number	Employee Name
30000370		1400 Sr Clerk/Typist		Kula, Ruslana
30000369		1400 Sr Clerk/Typist		Perry, Jo
30000365		1400 Sr Clerk/Typist		Olea, Ricardo
30000363		1400 Sr Clerk/Typist		Wott, Kristopher
30000364		1400 Sr Clerk/Typist		Roxas, Janene
30000366		1400 Sr Clerk/Typist		Rodriguez, Maria
30000301		1400 Sr Clerk/Typist		Du, Ha

July 1, 2023

CLASS SPECIFICATION**SAN DIEGO CITY CIVIL SERVICE COMMISSION****COURT SUPPORT CLERK SUPERVISOR - 1360****DEFINITION:**

Under direction, to supervise and participate in the work of a group of clerical subordinates performing specialized and complex clerical work pertaining to the handling of cases submitted by law enforcement and their application to criminal files, court policies and procedures, and legal proceedings for the City Attorney's Office; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class serves as a first-level supervisor over a group of Court Support Clerks performing a variety of specialized clerical support work for law enforcement, courts, and/or for legal proceedings in the City Attorney's Office.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, assigns, and reviews the work of Court Support Clerks in legal units of the City Attorney's Office, at County Superior Court facilities or traffic court, and/or in collaboration with associated law enforcement agencies and/or personnel;
- Performs research to resolve problems and provide information to staff, outside agencies, courts, or attorneys;
- Provides technical guidance, expertise, training, and direction to subordinates regarding the type of information that can be disclosed to defense attorneys, victims, or law enforcement;
- Maintains current knowledge of law enforcement procedures; reads police reports and citations to determine when more information is needed;
- Determines the distinction between defendants and related cases, infractions, misdemeanors, and felony wobblers for processing;
- Requests laboratory results, law enforcement and DMV information, and body worn camera footage; and discloses it to defense attorneys;
- Assists and provides support to Deputy City Attorneys in court;
- Advises Deputy City Attorneys regarding the status of cases and provides procedural information;
- Processes cases, prepares court case file folders, and ensures all cases are processed and complaints are filed in court in a timely manner, to include notifying defendants and victims;
- Provides information to subordinates on court deadline expectations and limitations for court documents to be filed and accepted;
- Prepares court calendars for Deputy City Attorneys;

* **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.

- Locates, distributes, and manages criminal cases such as restitution, special prosecutions, neighborhood justice, appeals, domestic violence, and closed cases;
- Determines which unit will receive calls, mail, and/or court and legal documents;
- Processes affidavits when defendants have not been properly notified;
- Compiles statistics to assist in determining need for adequate resources;
- Provides direction on analyzing and handling records requests from state boards, military, District Attorneys, and the Department of Justice;
- Manages media cases;
- Answers public inquiries and provides back up to court support staff;
- Collaborates with Public Defenders in filing documents and providing 'proof of service' to the court;
- Troubleshoots complex and unusual document activity; and answers difficult procedural questions related to unit work;
- Maintains current knowledge of new laws that impact misdemeanor cases, the life of a misdemeanor case, and the different types of court hearings;
- Researches and resolves issues and problems by providing information and documents in accordance with established policies and procedures of the City Attorney's Office, courts, and Department of Justice guidelines;
- Maintains current knowledge of the retention policies that apply to criminal files and implements records destruction procedures within their assigned legal unit;
- Coordinates work with the other legal units;
- Resolves workload problems and establishes priorities within assigned legal unit;
- Assists with the review and implementation of new procedures;
- Acts for other supervisory personnel in their absence;
- Participates in the recruitment and selection of staff;
- Supervises, evaluates, and rates the work performance of subordinates;
- May perform functions of the lower-level classes in the series, as needed.

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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of clerical experience, which must include one year as a Court Support Clerk with the City of San Diego or similar experience in a legal environment locating, obtaining, and organizing case documents and related information for court, or responding to requests for legal discoveries and case inquiries.



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 1, 2024

TO: Civil Service Commission

FROM: David Dalager, Interim Personnel Director

SUBJECT: Staff Recommendations on Special Salary Adjustments, New Classification, and Classification Deletion for the Fiscal Year 2025 Salary Ordinance

On September 7, 2023, 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 recognized employee organizations for possible inclusion in the Fiscal Year 2025 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 last set of recommendations on the salary study requests. A copy of each report has been distributed to the requesting department head and/or employee representation group that submitted these proposals.

David Dalager
Interim Personnel Director

DD:RMH:rr

Attachments: 1. Equipment Operator II
2. Marine Safety Lieutenant
3. Principal Planner
4. Stock Clerk
5. Storekeeper Series

TABLE OF CONTENTS

Recommended for Approval

1. Equipment Operator II
2. Marine Safety Lieutenant
3. Principal Planner

Not Recommended for Approval

4. Stock Clerk
5. Storekeeper Series

RECOMMENDED FOR APPROVAL**1. EQUIPMENT OPERATOR II****A. SUMMARY OF REQUEST**

- **Nature of Request:** Special Salary Adjustment
- **Salary Request:** To Be Determined
- **Requestor:** Personnel Department
- **Basis of Request:** Recruiting problems.

B. STAFF RECOMMENDATION

Approve a special salary adjustment of 8% for the Equipment Operator II classification. A review of recruitment data indicates that the City is experiencing a recruiting problem for the Equipment Operator II classification. In addition, approve a special salary adjustment of 8% for the Equipment Operator III and Equipment Operator I classifications to maintain the current salary differentials within the classification series.

Approve a special salary adjustment of 8% for the Landfill Equipment Operator classification, which was created to be paid 10% above the Equipment Operator III classification, based on the higher-level of complexity found in the Landfill Equipment Operator classification.

Approve a special salary adjustment of 8% for the Disposal Site Supervisor classification in order to continue to allow the Disposal Site Supervisor classification to supervise the Landfill Equipment Operator classification. The Disposal Site Supervisor classification is responsible for supervising construction, maintenance, and equipment operation work at a sanitary landfill.

C. CLASSES IMPACTED

Disposal Site Supervisor
Landfill Equipment Operator
Equipment Operator III
Equipment Operator II
Equipment Operator I

D. HISTORY OF THE CLASSES

- FY23 – The Civil Service Commission approved a 10% special salary adjustment for the Equipment Operator classification series based on recruiting problems.

Salary Relationships

Classification	Current Salary (Monthly/E-Step; Effective 01/01/24)	Approximate Salary Proposed by Requestor (Monthly/ E-Step; Effective 07/01/24)	Approximate Salary Recommended by Staff (Monthly/ E-Step; Effective 07/01/24)
Disposal Site Supervisor	\$7,307	N/A	\$7,892
Landfill Equipment Operator	\$6,795	N/A	\$7,339
Equipment Operator III	\$6,176	N/A	\$6,670
Equipment Operator II	\$5,914	N/A	\$6,387
Equipment Operator I	\$5,046	N/A	\$5,450

Analysis

The Personnel Department proactively conducted initial analyses and identified classifications with potential recruiting and/or turnover problems. The Equipment Operator II classification was recommended by the Personnel Department for study based on potential recruiting problems.

The table below addresses the issues cited by the department.

Issues Cited	Staff Response
Recruiting problems.	<p>A review of recruitment data from the last three Equipment Operator II recruitment processes shows that the recruitments ran from March 18, 2022, to May 16, 2022, producing an eligible list with 17 names to fill twelve vacancies, four of which were filled; February 3, 2023, to March 20, 2023, producing an eligible list with 14 names to fill 21 vacancies, seven of which were filled; and September 1, 2023, to October 16, 2023, producing an eligible list with 31 names to fill 22 vacancies, three of which were filled and five have offers made. As of January 10, 2024, there are 31 vacancies for the Equipment Operator II classification, with 28 names on the Equipment Operator II eligible list to fill these vacancies. Given that recent recruitment processes have failed to satisfy Civil Service Rule VI, Section 3(1), and the fact that departments have been unable to fill their vacancies, staff recognizes that a recruitment problem exists for the Equipment Operator II classification.</p> <p>Staff conducted a survey of comparable</p>

Issues Cited	Staff Response
	<p>Equipment Operator positions. The survey included local agencies such as the City of Chula Vista. Staff found that the City of Chula Vista pays a monthly salary of \$6,391. In order to be more competitive in the local labor market, staff recommends an 8% salary increase for the Equipment Operator II classification.</p>
<p>Analysis of Landfill Equipment Operator, Light Equipment Operator, Sewer Maintenance Equipment Operator, Motor Sweeper Operator, and Traffic Striper Operator classifications as part of the Equipment Operator II classification salary increase recommendation.</p>	<p>In the fiscal year 1987 special salary adjustment request for the creation of the Landfill Equipment Operator classification, the Landfill Equipment Operator classification was created at a salary 10% above the Equipment Operator III classification based on the greater degree of equipment complexity and additional skills required for the classification compared to the Equipment Operator III classification.</p> <p>The Light Equipment Operator classification requires a lesser degree of skill in equipment operation compared to the Equipment Operator I classification. As such, the Light Equipment Operator classification is currently paid less than the Equipment Operator I classification.</p> <p>At the time the Sewer Maintenance Equipment Operator, Motor Sweeper Operator, and Traffic Striper Operator classifications were created, there was no mention of a relationship to the Equipment Operator classification series based on the duties and responsibilities performed by the classifications. Although these classifications may be in the same occupational group based on some similarities in the nature of work performed, the salaries for the Sewer Maintenance Equipment Operator, Motor Sweeper Operator, and Traffic Striper Operator classifications were set independent from the Equipment Operator classification series. Each of these classifications differ in the duties performed, equipment operated, and the knowledge, skills, and abilities required, and these classifications are not tied to each other. There is no City policy that ties classifications for salary purposes.</p>

Due to the recruiting problems found for the Equipment Operator II classification, staff recommends an 8% special salary adjustment for the Equipment Operator II classification. This will provide a monthly salary of approximately \$6,387. In addition, staff recommends an 8% special salary adjustment for the Equipment Operator III and Equipment Operator I classifications to maintain the current salary differentials within the classification series.

In addition, staff recommends an 8% special salary adjustment for the Landfill Equipment Operator classification to maintain the current salary differential with the Equipment Operator III classification. Staff also recommends an 8% special salary adjustment for the Disposal Site Supervisor classification in order to preserve the supervisory relationship over the Landfill Equipment Operator classification.

The Light Equipment Operator, Sewer Maintenance Equipment Operator, Motor Sweeper Operator, and Traffic Striper Operator classifications do not belong to the same classification series as the Equipment Operator II classification, nor do they share any internal salary comparison relationships with the Equipment Operator classification series based on their duties and responsibilities. Therefore, staff does not recommend a special salary adjustment for these classifications.

RECOMMENDED FOR APPROVAL

2. MARINE SAFETY LIEUTENANT

A. SUMMARY OF REQUEST

- **Nature of Request:** Special Salary Adjustment
- **Salary Request:** 15%
- **Requestor:** Teamsters Local 911
- **Basis of Request:** Recruiting problems.

B. STAFF RECOMMENDATION

Although a review of recruitment data indicates that the City is experiencing a recruiting problem for the Marine Safety Lieutenant classification, the City of San Diego pays more than the median salary of the agencies surveyed. However, due to identified internal recruitment issues, staff recommends a 5% special salary adjustment for the Marine Safety Lieutenant classification. In addition, approve a special salary adjustment of 5% for the Marine Safety Captain classification to maintain the current salary differential within the classification series.

C. CLASSES IMPACTED

Marine Safety Captain
Marine Safety Lieutenant

D. HISTORY OF THE CLASSES

- FY91 – The Civil Service Commission approved a 10% special salary adjustment for the Marine Safety Lieutenant classification based on recruiting problems.

Salary Relationships

Classification	Current Salary (Monthly/E-Step; Effective 01/01/24)	Approximate Salary Proposed by Requestor (Monthly/ E-Step; Effective 07/01/24)	Approximate Salary Recommended by Staff (Monthly/ E-Step; Effective 07/01/24)
Marine Safety Captain	\$10,900	N/A	\$11,445
Marine Safety Lieutenant	\$9,333	\$10,733	\$9,800

Analysis

Teamsters Local 911 has requested a 15% special salary adjustment for the Marine Safety Lieutenant classification. This request is based on recruiting problems.

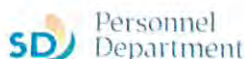
The table below addresses the issue cited by Teamsters Local 911.

Issue Cited	Staff Response
<p>We contend that this special salary adjustment is necessary to combat recruitment problems for this position. During the last application period, the division only had four applicants interview for two open positions. The lack of qualified applicants necessitated an extension of the application process.</p> <p>The Union believes that the level of compensation is not attractive enough for applicants to take on the additional responsibilities placed upon Marine Safety Lieutenants.</p>	<p>A review of recruitment data from the last three promotional Marine Safety Lieutenant recruitment processes shows that the recruitments ran from December 14, 2018, to January 2, 2019, producing an eligible list with five names to fill one vacancy, which was filled; September 18, 2020, to September 28, 2020, producing an eligible list with six names to fill three vacancies, all of which were filled; and August 5, 2022, to August 22, 2022, producing an eligible list with four names to fill two vacancies, all of which were filled. As of January 10, 2024, there are no vacancies for the Marine Safety Lieutenant classification.</p> <p>Historically, there have only been internal recruitment processes for the Marine Safety Lieutenant classification. In order to be placed on the eligible list for Marine Safety Lieutenant, applicants need one year of experience supervising an ocean lifeguard or boating safety patrol enforcement function at a level equivalent to a Lifeguard Sergeant with the City of San Diego; and a valid Emergency Medical Technician (EMT) certificate, Cardiopulmonary Resuscitation (CPR) certificate, and Self-Contained Underwater Breathing Apparatus (SCUBA) certification.</p> <p>The San Diego Fire-Rescue Department requires possession of specific certifications and the completion of specific trainings for Marine Safety Lieutenants to include Cliff Rescue, Swift Water Rescue, Rescue Watercraft Operator, Main Tower Water Observation, Emergency Vehicle Operations, and Street Emergency Vehicle Operation certifications. The Bay Boat Operations, Fire Boat Operations, and Surf Boat Operations certifications can also be required if the incumbents are assigned to oversee boat operations. PC-832 certification is also required. The certification and training requirements are required for all San Diego lifeguards because all lifeguards must be able to drive apparatus, conduct cliff and river rescues, and observe the water. Most of these certifications, with the exception of the Main Tower Water Observation certification which is only offered through the San Diego Fire-Rescue Department, are national or state</p>

Issue Cited	Staff Response
	<p>certifications that can be acquired outside the department. However, the department still requires in-house training, developed by the Lifeguard Division, to ensure all employees receive the same training. The San Diego Fire-Rescue Department provides most of the training for the certifications during the biannual Advanced Lifeguard Academy.</p> <p>According to department management, although an outside candidate could meet the minimum qualifications to be placed on the eligible list for Marine Safety Lieutenant and then take the internal courses to be certified by the department, it would not be practical for an outside candidate to complete these internal courses in a reasonable amount of time since training and testing can take approximately 400 hours, and employees usually achieve the certifications as they progress in their career as a lifeguard with the City of San Diego.</p> <p>Given that the two most recent recruitment processes have failed to satisfy Civil Service Rule IV, Section 3(1), staff recognizes that a recruitment problem exists for the Marine Safety Lieutenant classification. Due to the public safety nature of the Marine Safety Lieutenant classification, staff recognizes it could be difficult to open the recruitment to the public, unlike other non-public safety jobs. The department should consider expanding the applicant pool for their Marine Safety Lieutenant positions by working with Personnel staff to open the recruitment to the public.</p> <p>Staff conducted a local survey of comparable Marine Safety Lieutenant positions. The survey included the City of Imperial Beach and the City of Oceanside. Staff found that these agencies pay an average and median monthly salary of \$7,817. The City of San Diego pays more than local agencies. Staff expanded its survey to include comparable Marine Safety Lieutenant positions in the state namely the City of Long Beach, the County of Los Angeles, and the City of Laguna Beach. Staff found that even with the expanded survey, the City of San Diego's monthly salary of \$9,333 is still higher than</p>

Issue Cited	Staff Response
	the average monthly salary of \$9,129 and median monthly salary of \$8,152.

Despite the City of San Diego paying more than the median salary of comparable agencies, staff is recommending a special salary adjustment of 5% for the Marine Safety Lieutenant classification to address the internal recruitment issue. In addition, staff recommends a 5% special salary adjustment for the Marine Safety Captain classification to maintain the current salary differential within the classification series.



City of San Diego
Civil Service Commission

No.

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, 2023**. All proposals must be forwarded to the Personnel Department no later than **July 12, 2023**. **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) MARINE SAFETY LIEUTENANT (1589)

Current Monthly Salary (Step E) \$8,975.00

Percentage of Adjustment 15%

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.

CONNOR ROBBINS

Proposed by: (Please print name)

TEAMSTERS LOCAL 911

Department Head or Employee Organization

CS-1517 (Rev. 6-15)

CHIEF STEWARD Teamsters Local 911

Title
Sam R. [Signature]
Signature

7/11/2023

Date

7/11/2023

Date

July 11th, 2023

Civil Service Commission
Civic Center Plaza
1200 Third Avenue, Suite 300
San Diego, CA 92101



To the members of the Commission:

Teamsters Local 911 would like to request a Special Salary Adjustment for the position of Marine Safety Lieutenant. We propose a 15% increase. This would move their E-Step from its current monthly salary of \$8,975.00 to \$10,321.25.

We contend that this SSA is necessary to combat recruitment problems for this position. During the last application period, the Division only 4 applicants interview for 2 open positions. The lack of qualified applicants necessitated an extension of the application process.

The Union believes that the level of compensation is not attractive enough for applicants to take on the additional responsibilities placed upon Marine Safety Lieutenants. We believe that the struggle to fill these positions is a good illustration of this sentiment among our Lifeguards. We propose a 15% SSA in an attempt to entice high-quality candidates to apply for this leadership position within the Lifeguard Division.

Teamsters Local 911 is available for further comment should members of the Commission desire further information or documentation on our end.

Thank you for your consideration.

Warm Regards,
Connor Robbins
Chief Steward
Teamsters Local 911

February 29th, 2024

Civil Service Commission
Civic Center Plaza
1200 Third Avenue, Suite 300
San Diego, CA 92101



Honorable Civil Service Commissioners,

Thank you for considering the Special Salary Adjustment Requests for Teamsters Local 911's Lifeguard members. We appreciate the time and thoroughness you've given to reviewing our requests.

With respect to the work done by the Personnel Department staff, we'd like to provide a rebuttal to their recommendation of a 5% SSA for the Marine Safety Lieutenant classification on the grounds of recruitment problems. We appreciate the acknowledgement from Personnel that there is indeed a recruitment problem with this classification, however we're proposing to increase the SSA to 7.5% (effective 7/1/2024).

This rebuttal takes into consideration the current SSA review of subordinate Lifeguard Classifications. If the Commission finds it appropriate to provide an SSA of 5% to some of the subordinate Lifeguard Classifications, we want to ensure that the pay differential between Lifeguard Sergeant and Marine Safety Lieutenant will still be expanded. Put simply, if Lifeguard Sergeants receive a 5% SSA, Marine Safety Lieutenants should receive at least a 7.5% raise to prevent further recruitment problems. For your insight, Lifeguard Sergeants are typically the only Lifeguard classification that is qualified to apply for a Marine Safety Lieutenant position.

Local 911 would also like to acknowledge the efforts made by the Personnel Department to compare Marine Safety Lieutenants to similar comparable positions in San Diego County. We're aware that there are limited comparable classifications because of the unique job duties that are associated with the Marine Safety Lieutenant Classification. San Diego City Marine Safety Lieutenants have significantly more job duties than other similar classifications in San Diego County. We've found that there are more comparable classifications north of San Diego. Below are some of those comparable classifications and their approximate pay:

Location	Classification	Entry Step Salary	Top Step Salary
County of Los Angeles	Section Chief, Lifeguard Services	\$10,715	\$14,440
City of Huntington Beach	Marine Safety Battalion Chief	\$9,109	\$12,206
City of Long Beach	Marine Safety Lieutenant	\$8,732	\$10,609
City of San Diego	Marine Safety Lieutenant	\$7,731	\$9,333

Warm Regards,
Connor Robbins
Chief Steward
Teamsters Local 911

RECOMMENDED FOR APPROVAL

3. PRINCIPAL PLANNER

A. SUMMARY OF REQUEST

- **Nature of Request:** New Classification; Classification Deletion
- **Salary Request:** Equivalent to Development Project Manager III
- **Requestor:** City Planning Department
- **Basis of Request:** To create a new classification to serve as a second-level supervisor in the Planner classification series and manage complex planning related initiatives.

B. STAFF RECOMMENDATION

Approve request for the creation of a new classification of Principal Planner to serve as a second-level supervisor and oversee long-range, complex planning projects, at a monthly salary of approximately \$11,893.

Approve request to delete the unclassified Principal Planner classification.

C. CLASSES IMPACTED

Senior Planner
Associate Planner
Assistant Planner
Junior Planner

D. HISTORY OF THE CLASSES

- FY24 – The Civil Service Commission approved a 10% special salary adjustment for the Planner classification series based on turnover problems.

Salary Relationships

Classification	Current Salary (Monthly/E-Step; Effective 01/01/24)	Approximate Salary Proposed by Requestor (Monthly/ E-Step; Effective 07/01/24)	Approximate Salary Recommended by Staff (Monthly/ E-Step; Effective 07/01/24)
Principal Planner (Proposed New Class)	N/A	\$11,893	\$11,893
Senior Planner	\$9,810	N/A	N/A
Associate Planner	\$8,510	N/A	N/A
Assistant Planner	\$7,202	N/A	N/A
Junior Planner	\$6,241	N/A	N/A

Analysis

The City Planning Department has requested the deletion of the current unclassified Principal Planner classification and the creation of a new classified Principal Planner classification. The new Principal Planner classification will serve as a second-level supervisor and manage complex planning related initiatives in the Planner series. According to the department, the City no longer utilizes the unclassified Principal Planner classification.

The table below addresses the issues cited by the department.

Issues Cited	Staff Response
<p>The Principal Planner position is currently an unclassified position. For FY 2024, City Planning has confirmed with the Department of Finance that there is only one Principal Planner position budgeted Citywide and the position is currently vacant in the Public Utilities Department. Within the City Planning Department and Development Services Department, the managerial duties of Principal Planner unclassified position are either being performed by Assistant Deputy Director and/or Program Manager unclassified management positions.</p>	<p>The existing unclassified Principal Planner classification was created in 1986. The unclassified Principal Planner classification's primary responsibility was implementing the Landscape Program, which included formulating and administering department policies and programs, developing work programs, establishing work priorities, and coordinating the efforts Citywide.</p> <p>The Principal Planner classification was most recently advertised for recruitment by the Environmental Services and Engineering and Capital Projects departments, in 2017 and 2014, respectively. The last incumbent vacated the classification on December 30, 2020. Although there are currently no positions in the Principal Planner classification, the Principal Planner was created to perform managerial duties and responsibilities and formulate department planning goals, policies, and programs, in addition to overseeing the work of a major section. In speaking with department management, departments have utilized other unclassified positions to perform duties meant for the unclassified Principal Planner classification.</p>
<p>The Principal Planner classification would be the second-level supervisor classification in the Planner classification series. The Development Project Manager III classification is too broad and does not address the experience, knowledge, and skills needed to manage complex planning related initiatives and serve as a second-level supervisor.</p>	<p>There are four classifications within the Planner classification series: Senior Planner, Associate Planner, Assistant Planner, and Junior Planner. The levels in the Planner classification series differ in terms of the complexity, responsibility, and difficulty of the planning and environmental impact research duties and responsibilities. The Senior Planner classification is the first-level supervisor in the Planner series.</p> <p>In speaking with department management, they utilize the Development Project Manager III classification as a second-level supervisor.</p>

Issues Cited	Staff Response
	<p>The proposed new Principal Planner classification would manage long-term planning initiatives that address complex Citywide planning regulations, policies, and programs to include community plan updates that take three to four years to complete; updating and amending the Citywide General Plan; updating the Land Development portion of the Municipal Code on an annual basis; determining amendments to the Housing Program; and coordinating with several agencies such as SANDAG, Coastal Commission, Airport, Port District, and Air Quality Control Board.</p>
<p>The City Planning Department added Development Project Manager III positions several years ago due to an organizational and operational need for second-level, highly experienced classified supervisors. Attempting to work within the existing job classification framework, the Development Project Manager III position was identified as the most appropriate due to planning-related experience and required salary differential with the Planner series. However, in the years since the Development Project Manager III positions were added, the City Planning Department has had difficulties recruiting professional planners outside of the department to fill the Development Project Manager III roles based in part on the position's classification specifications. All the currently filled Development Project Manager III positions in the City Planning Department were internal candidates.</p> <p>The current Development Project Manager III classification focuses on project management for development and construction related projects, which is different from managing planning related initiatives. The Development Project Manager III classification job description includes managing the following types of development projects: high rise structures, complex commercial and industrial projects, multi-phased projects, and large public infrastructure projects. Development Project Manager III duties in the City Planning Department primarily include updates and amendments to environmental and land use</p>	<p>The Development Project Manager classification series was created in fiscal year 2001 to recognize the unique duties and responsibilities surrounding coordinating and facilitating development projects from initial permit issuance to final review in order to ensure that projects are reviewed and approved in a timely and thorough fashion by various engineering and planning disciplines and sections. At the time the Development Project Manager classification series was created, planning and development operations were under one department, the Planning and Development Review Department. The classification series was expected to have a broad range of experience including knowledge of planning principles, permit processing, plan checking, zoning, and environmental issues. Since then, planning and development services have become separate departments.</p> <p>Per the class specification, the Development Project Manager III classification is responsible for performing "the most complex professional development project management work" and "may supervise the work of subordinate project management staff." It is distinguished from other levels within the Development Project Manager series "primarily based on the complexity and sensitivity of the projects assigned. Typical projects are of an extended duration involving multiple agencies, complex environmental review, and a City-wide impact including high rise structures, community plan amendments, rezonings, complex commercial and industrial projects, multi-phased</p>

Issues Cited	Staff Response
<p>policies, plans, and regulations, which do not match the job description skills of the Development Project Manager III. The Development Project Manager III classification requires experience reviewing residential or commercial projects for compliance with applicable codes and regulations covered by the Uniform Building Code, as well as experience in engineering, land development, or building construction. While the Development Project Manager III classification description does include the supervision of professional staff, it does not address the planning subject matter and supervisory experience and skills needed to be a second-level supervisor overseeing professional planners working on complex planning initiatives.</p>	<p>projects, and large public infrastructure projects.”</p> <p>When recent Development Project Manager III positions were allocated in the City Planning Department, they were part of the Policy and Ordinance Development Section and served as project managers over complex land development code updates. According to the department, the Development Project Manager III positions performed project management duties related to this function to include liaising with specialists/disciplines and having general knowledge of various disciplines and department operations related to the permit and review process. The allocation of these positions to the Development Project Manager classification series was based on the duties of the positions being focused on project management, and it was not solely due to the positions serving as a second-level supervisor.</p> <p>In speaking with department management, while Planners in the City Planning Department perform project review to assess how a project matches with a community plan and its function, this is only for projects that go to a hearing body such as the Planning Commission or City Council. This review accounts for less than 20% of their time. Planners primarily work on the long range, master planning process and Citywide planning programs, policies, and regulations.</p>
<p>The City has a need to create a classification for an advanced journey-level in the Planner series that can be used by the City Planning, Development Services, Sustainability and Mobility, Stormwater, Public Utilities, and other departments that use the Planner series. The Senior Planner classification does not provide any opportunities to promote staff who have a high degree of subject matter expertise and knowledge in all areas of planning.</p> <p>Due to the complexity and the amount of planning initiatives that the City Planning Department is undertaking, the department uses the Development Project Manager III classification as second-level supervisors to manage project teams and address complex</p>	<p>Staff evaluated the need for the new classified Principal Planner classification based on the proposed duties and responsibilities.</p> <p>The proposed new classification will serve as a second-level supervisor over the Planner classification series responsible for updating and amending land use/environmental plans, policies, and regulations; oversee, review, and participate in the administration of a variety of complex City and community planning work; manage major planning initiatives and complex assignments that include updates and amendments to land use and environmental plans, studies, policies, and regulations; oversee timetables, schedules, and budgets for planning initiatives and complex assignments; meet with applicants,</p>

Issues Cited	Staff Response
<p>issues, rather than having project delays due to the need for Senior Planners to obtain direction or guidance from a manager. This allows the manager to supervise the Development Project Manager III classifications and manage the overall work program for their section in a more time efficient manner.</p> <p>The role and duties of a Principal Planner is generally understood in the planning profession, whereas Development Project Manager, as the title implies, is focused on the management of development projects. As shown in the past two City Planning Department Development Project Manager III recruitments, this has affected the City's ability to recruit candidates to meet the City Planning Department's need for an advanced journey-level in the Planner series to manage complex planning initiatives and serve as a second-level supervisor.</p> <p>While the Development Project Manager III classification does allow for planning experience, the most recent certification lists for Development Project Manager III have resulted in a limited number of eligible applicants. The two most recent DPM 3 recruitment efforts that City Planning conducted to fill three vacant Development Project Manager III positions, there were a total of 68 candidates, 11 were interviewed and only three internal department candidates were evaluated as highly qualified. The majority of the other five City employees and three external candidates had engineering, land development, or building construction experience which generally does not provide the needed experience or knowledge to manage complex planning initiatives and serve as a second-level supervisor to be considered highly qualified or qualified.</p> <p>A new classification for a classified Principal Planner is necessary for addressing recruitment issues for both external and internal candidates for the Development Project Manager III classification that the City Planning Department has experienced with recent recruitment efforts. The</p>	<p>consultants, and agency representatives to identify problems, evaluate data, and propose methods to resolve complex and conflicting planning issues; develop consultant scope of work and prepare task orders; review and provide direction to consultants regarding draft policies, planning and environmental documents, technical studies, ordinances, and implementation measures; supervise the preparation of reports, ordinances, resolutions, and presentations; supervise the review of development projects for conformance with environmental and development requirements and land use plan policies; prepare and present staff reports, formal presentations, and recommendations at community meetings, advisory boards, commissions, Council Committees, and City Council; and serve as staff liaison at committees and/or commission meetings.</p> <p>Staff has determined that the proposed duties and responsibilities are beyond the intent of the Senior Planner classification, which is responsible for supervising, coordinating, and participating in a variety of urban and community planning, environmental review and assessment, zoning and subdivision administration, and related activities. The creation of a classification to serve as a second-level supervisor; oversee multiple long-range and complex planning projects; and address the day-to-day work of planning sections would be appropriate.</p>

Issues Cited	Staff Response
proposed classification is necessary for managing complex planning related initiatives and providing career promotional opportunities for staff with a high degree of subject matter expertise and knowledge.	
While the Development Project Manager III classification description does include the supervision of professional staff, it does not address the experience and skills needed to be a second-level supervisor. The City Planning Department currently uses the Development Project Manager III position as a second-level supervisor. Based on recent requirements, candidates have not had prior supervision experience to provide the skills needed to be a second-level supervisor. The City Planning Department did consider using the Supervising Development Project Manager classification; however, the inclusion of this classification would create a salary compaction issue for management positions within the department. The creation of a Principal Planner classification would be able to be included in the Planner series consistent with the existing salary scale.	<p>Per the class specification, the Supervising Development Project Manager classification is responsible for supervising “the work of professional staff responsible for performing development project management work; oversee, review, and participate in the implementation and administration of complex professional development project management work,” and is the second-level supervisor classification in the Development Project Manager classification series.</p> <p>Although the Supervising Development Project Manager classification is a second-level supervisor, it is not responsible for performing duties requiring advanced technical planning expertise to work on long-term, complex City planning regulations, policies, and programs.</p>
The City Planning Department collected salary information from other jurisdictions within San Diego County, Orange County, Los Angeles County, Bay Area, and Central Valley. Eight of the top ten largest California cities have a classified Principal Planner position (also referred a Planner V) except for Fresno and San Diego. Within San Diego County, 10 of the 18 cities and the County have a classified Principal Planner position. The creation of a new classified Principal Planner classification would support the City’s ability to attract and retain advanced journey-level professional planners consistent with most jurisdictions in the San Diego region and the top ten largest cities in the state.	Staff recommends the creation of the second-level supervisor classification in the Planner classification series to be paid at a monthly salary of approximately \$11,893, in recognition of its responsibilities related to overseeing complex planning projects and the day-to-day supervision over planning sections.

Staff recommends that a new classification of Principal Planner be created to serve as a second-level supervisor and the planning subject matter expert over long-range, complex planning projects, and to address the day-to-day work of planning sections, at a monthly salary of approximately \$11,893. In addition, staff recommends deleting the unclassified Principal Planner classification.



City of San Diego
Civil Service Commission

No.

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) _____ Percentage of Adjustment _____

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

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

☒ New Classification:

Proposed classification title Principal Planner (Classified & Represented) Proposed monthly salary \$11,326

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.

See attached.

☒ Deletion of Existing Classification:

Classification title Principal Planner (Managerial Unclassified - 2234)

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

See attached.

☐ 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.

Tait Galloway

Proposed by: (Please print name)

Deputy Director

Title

7/12/2023

Date

Heidi Vonblum, Director

Department Head or Employee Organization

Tait Galloway
Signature
for Heidi Vonblum

7/12/2023

Date

SALARY PROPOSAL REQUEST FORM

ATTACHMENT: SUPPORTING JUSTIFICATION FOR PROPOSAL (Principal Planner)

A. Deletion of Existing Classification: Principal Planner (Managerial Unclassified -2234)

Basis for request: The Principal Planner position is currently an unclassified position. For FY 2024, City Planning has confirmed with the Department of Finance that there is only one (1) Principal Planner (Managerial Unclassified) position budget Citywide and the position is currently vacant in the Public Utilities Department. Within the City Planning Department and Development Services Department the managerial duties of Principal Planner unclassified position are either being performed by Assistant Deputy Director and/or Program Manager unclassified management positions.

B. Proposed classification title: Principal Planner (Classified & Represented)

C. Proposed monthly salary:

Step A for the proposed Principal Planner classification is the same as Step E for the Senior Planner classification since the proposed Principal Planner would need 5 years of experience to qualify for the classification there would be less overlap between the two classifications. Step E for the proposed Principal Planner classification would match Step E Development Project Manager (DPM) 3 classification to create parity between the two classifications as shown in Table 1. The City Planning Department anticipates seeking to reclassify most of the existing Development Project Manager positions in the Department to the Principal Planner Classification as a future request. Establishing Step E for the proposed Principal Planner Classification at the same salary as the DPM 3 classification would help to reduce any salary conflicts should the City Planning Department or Development Services Department opt to reclassify any of its DPM 3 positions.

Table 1: Proposed Hourly & Monthly Salary

Pay Scale	Hourly	Monthly
A	\$53.71	\$9,342
B	\$56.35	\$9,801
C	\$59.11	\$10,281
D	\$62.03	\$10,789
E	\$65.12	\$11,326

D. 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.

A new classification for a classified Principal Planner is necessary for addressing recruitment issues for both external and internal candidates for the DPM 3 classification that the City Planning Department has experienced with recent recruitment efforts. The proposed classification is necessary for managing complex planning related initiatives and providing career promotional opportunities for staff with a high degree of subject matter expertise and knowledge. The Principal Planner classification would be the second-level supervisor classification in the Planner classification series. The DPM 3 classification is too broad and does not address the experience, knowledge and skills needed to manage complex planning related initiatives and serve as a second-level supervisor.

SALARY PROPOSAL REQUEST FORM

ATTACHMENT: SUPPORTING JUSTIFICATION FOR PROPOSAL (Principal Planner)

1. External and Internal Recruitment Issues with the DPM 3 Classifications

The City Planning Department added DPM 3 positions several years ago due to an organizational and operational need for second-level, highly experienced classified supervisors. Attempting to work within the existing job classification framework, the DPM 3 position was identified as the most appropriate due to planning-related experience and required salary differential with the Planner series. However, in the years since the DPM 3 positions were added, the City Planning Department has had difficulties recruiting professional planners outside of the Department to fill the DPM 3 roles based in part on the position's classification specifications. All the currently filled DPM 3 positions in the City Planning Department were internal candidates.

The current DPM 3 classification focuses on project management for development and construction related projects which is different from managing planning related initiatives. The DPM 3 classification job description includes managing the following types of development projects: high rise structures, complex commercial and industrial projects, multi-phased projects, and large public infrastructure projects. DPM 3 duties in the City Planning Department primarily include updates and amendments to environmental and land use policies, plans, and regulations, which do not match the job description skills of the DPM 3. The DPM 3 classification requires experience reviewing residential or commercial projects for compliance with applicable codes and regulations covered by the Uniform Building Code as well as experience in engineering, land development or building construction. While the DPM 3 classification description does include the supervision of professional staff it does not address the planning subject matter and supervisory experience and skills needed to be a second level supervisor over seeing professional planners working on complex planning initiatives.

Recent DPM 3 Interview Results

While the DPM 3 classification does allow for planning experience, the most recent certification lists for DPM 3 have resulted in a limited number of eligible applicants. The two most recent DPM 3 recruitment efforts that City Planning conducted to fill three vacant DPM 3 positions, there were a total of 68 candidates, 11 were interviewed and only three internal department candidates were evaluated as highly qualified. The majority of the other five City employees and three external candidates had engineering, land development or building construction experience which generally does not provide the needed experience or knowledge to manage complex planning initiatives and serve as a second level supervisor to be considered highly qualified or qualified.

Table 2: Recent DPM 3 Interview Results (City Planning Department)

Interview	Total	Offered Interview	Inter-viewed	City Employees	Highly Qualified	Qualified	Minimally Qualified
Jan 2023	45	8	7	7	3	2	2
Sep 2022	23	4	4	1	0	0	4
Total	68	12	11	8	3	2	6

SALARY PROPOSAL REQUEST FORM

ATTACHMENT: SUPPORTING JUSTIFICATION FOR PROPOSAL (Principal Planner)

Internal Candidates

Although the DPM 3 classification is a promotional opportunity, there has not been much interest from staff in the Senior Planner classification. Informally, management has received feedback from staff in the Senior Planner classification in both the City Planning and Development Services that there is a reluctance to move to the DPM 3 classification since it is not a planner classification. Staff in the Senior Planner positions in City Planning have expressed concern that the ambiguity of the DPM 3 title could limit their career growth or that due a change in the City workforce budget, they could be transferred to a DPM 3 position in Development Services and manage development or construction projects, which falls outside of their area of professional expertise and interest.

The role and duties of a Principal Planner is generally understood in the planning profession, whereas Development Project Manager as the title implies is focused on the management of development projects. As shown in the past two City Planning Department DPM 3 recruitments, this has affected the City's ability to recruit candidates to meet the City Planning Department's need for an advanced journey level in the planner series to manage complex planning initiatives and serve as a second-level supervisor.

Other Jurisdictions

The City Planning Department collected salary information from other jurisdictions within San Diego County, Orange County, Los Angeles County, Bay Area and Central Valley. Eight of the top 10 largest California cities have a classified Principal Planner position (also referred a Planner V) except for Fresno and San Diego as shown in Table 3. Within San Diego County 10 of the 18 cities and the County have a classified Principal Planner position as shown in Table 4. The creation of a new classified Principal Planner classification would support the City's ability to attract and retain advanced journey level professional planners consistent with most jurisdictions in the San Diego region and the top ten largest cities in the state.

Table 3: Top 10 California Cities with a Principal Planner Position

City	Principal Planner Position (Classified)
Los Angeles	Yes
San Diego	No
San Jose	Yes
San Francisco	Yes
Fresno	No
Oakland	Yes
Sacramento	Yes
Long Beach	Yes
Bakersfield	Yes
Anaheim	Yes

SALARY PROPOSAL REQUEST FORM

ATTACHMENT: SUPPORTING JUSTIFICATION FOR PROPOSAL (Principal Planner)

Table 4: Cities in the San Diego Region with a Principal Planner Position

City	Principal Planner Position (Classified)
Carlsbad	No
Chula Vista	Yes
Coronado	No
Del Mar	Yes
El Cajon	No
Encinitas	Yes
Escondido	Yes
Imperial Beach	No
La Mesa	No
Lemon Grove	Yes
National City	Yes
Oceanside	Yes
Poway	No
San Diego County	Yes
San Diego City	No
San Marcos	Yes
Santee	Yes
Solana Beach	Yes
Vista	Yes

2. Career Promotional Opportunities for Subject Matter Experts

The City has a need to create a classification for an advanced journey level in the planner series that can be used by the City Planning, Development Services, Sustainability and Mobility, Stormwater, Public Utilities and other departments that use the planner series. The Senior Planner classification does not provide any opportunities to promote staff who have a high degree of subject matter expertise and knowledge in all areas of planning. While the DPM 3 classification primarily focuses on the management of development projects, it does not address the need for a high degree of subject matter expertise and knowledge in all areas of planning.

3. Second-Level Supervisor

Due to the complexity and the amount of planning initiatives that the City Planning Department is undertaking, the Department uses the DPM 3 classification as second-level supervisors to manage project teams and address complex issues rather than having project delays due to the need for Senior Planners to obtain direction or guidance from a manager. This allows the manager to supervisor the DPM 3 classifications and manage the overall work program for their section in a more time efficient manner.

While the DPM 3 classification description does include the supervision of professional staff it does not address the experience and skills needed to be a second-level supervisor. The City Planning Department currently uses the DPM 3 position as a second-level supervisor. Based

SALARY PROPOSAL REQUEST FORM

ATTACHMENT: SUPPORTING JUSTIFICATION FOR PROPOSAL (Principal Planner)

on recent requirements, candidates have not had prior supervision experience to provide the skills needed to be a second level supervisor. The City Planning Department did consider using the Supervising DPM classification, however the inclusion of this classification would create a salary compaction issue for management positions within the Department. The creation of a Principal Planner classification would be able to be included in the planner series consistent with the existing salary scale.

E. Proposed Duties

The Principal Planner classification, under general direction of a manager, would supervise the work of staff in the planner series responsible for updating and amending land use/environmental plans, policies, and regulations; oversee, review, and participate in the administration of a variety complex city and community planning work; and perform related work. This would be the second-level supervisor classification in the Planner classification series. Incumbents in this classification would directly supervise Senior Planners and other professional classifications at the journey level who perform work related to the updates and amendments to land use/environmental plans, policies, and regulations.

The Principal Planner classification would have a minimum qualification of five (5) years of professional experience in one or more of the following areas: general and community planning, transportation planning, zoning administration, environmental analysis, resource management, landscape architecture, architecture, or site planning.

Examples of duties would include the following:

- Manages major planning initiatives and complex assignments that include updates and amendments to land use and environmental plans, studies, policies, and regulations.
- Oversees timetables, schedules, and budgets for planning initiatives and complex assignments.
- Meets with applicants, consultants, and agency representatives to identify problems, evaluate data, and propose methods to resolve complex and conflicting planning issues.
- Develops consultant scope of work and prepares task orders; reviews and provides direction to consultants regarding draft policies, planning and environmental documents, technical studies, ordinances, and implementation measures.
- Plans, assigns, and supervises the work of professional planning staff other professional classifications.
- Supervises the preparation of reports, ordinances, resolutions, and presentations.
- Supervises the review of development projects for conformance with environmental and development requirements and land use plan policies.
- Prepares and presents staff reports, formal presentations, and recommendations at community meetings, advisory boards, commissions, Council Committees, and City Council.
- Serve as a staff liaison at committees and/or commission meetings.

NOT RECOMMENDED FOR APPROVAL

4. STOCK CLERK

A. SUMMARY OF REQUEST

- **Nature of Request:** Special Salary Adjustment
- **Salary Request:** 20%
- **Requestor:** Office of the City Clerk
- **Basis of Request:** Adjust salary to meet current market compensation of closely related job descriptions throughout the immediate region; competitive salary.

B. STAFF RECOMMENDATION

Deny request for a special salary adjustment. Staff finds the duties and responsibilities are appropriate for the Stock Clerk classification. No significant changes in duties and responsibilities were found. No recruiting problems were found. Market compensation is a labor market issue that should be addressed through the meet and confer process.

C. CLASS IMPACTED

Stock Clerk

D. HISTORY OF THE CLASS

FY88 – The Civil Service Commission denied a special salary adjustment for the Stock Clerk classification based on a significant change in duties and responsibilities.

Salary Relationships

Classification	Current Salary (Monthly/E-Step; Effective 01/01/24)	Approximate Salary Proposed by Requestor (Monthly/ E-Step; Effective 07/01/24)	Approximate Salary Recommended by Staff (Monthly/ E-Step; Effective 07/01/24)
Stock Clerk	\$3,898	\$4,678	N/A

Analysis

The Office of the City Clerk has requested a 20% special salary adjustment for the Stock Clerk classification. This request is based on a desire to increase the salary of the classification to align with the national average more closely.

The table below addresses the issues cited by the department.

Issues Cited	Staff Response
Recruiting problems.	A review of recruitment data from the last three Stock Clerk recruitment processes shows an October 2022 continuous recruitment process that has placed a total of 1219 names on the eligible list as of January 10, 2024, which the hiring departments are currently using to fill eight vacancies. A recruitment process from March 5, 2021, to March 15, 2021, produced an eligible list with 152 names to fill seven vacancies, all of which were filled; and a recruitment process from November 1, 2019, to November 12, 2019, produced an eligible list with 245 names to fill one vacancy, which was filled. As of January 5, 2024, there are ten vacancies for the Stock Clerk classification with 1219 names on the Stock Clerk eligible list to fill these vacancies. The hiring departments are in the process of interviewing and making conditional offers to fill their vacancies.
The City of San Diego's Stock Clerk classification is equivalent to the City of Chula Vista's and the City and County of San Francisco's Storekeeper classifications. The City of San Diego's Stock Clerk starting salary is \$17.68. This is only \$2.18 above the minimum wage of \$15.50 and tops out at \$21.34.	<p>Staff reviewed the job bulletins for the City of Chula Vista's Storekeeper and found that this classification is most comparable to the City of San Diego's Storekeeper I classification.</p> <p>The City and County of San Francisco's Assistant Storekeeper classification is comparable to the City of San Diego's Stock Clerk classification. However, since there are no recruitment problems with the Stock Clerk classification, this is a labor market issue which historically has been addressed through the meet and confer process.</p>
The Office of the City Clerk manages 13 storage sites. The total area of the 13 storage sites is 24,419 square feet. Stock Clerk duties related to storage maintenance and site management include ensuring all records sites are secured/locked and free from debris; regular inspection of all sites for leaks, mold, insects, or vermin; and regular inspection of all sites for proper lighting to ensure equipment is in working order, and to identify any safety concerns.	<p>The Stock Clerk classification is responsible for receiving and storing supplies, equipment, and records. Per the class specification, the Stock Clerk classification "receives supplies and equipment, and checks receipts against purchase orders to ensure that correct quantity and quality of items have been supplied;" "takes physical inventory of stock on hand;" and "sweeps and dusts stock and storeroom."</p> <p>In a fiscal year 2021 classification study, a Stock Clerk position was responsible for ensuring that each records storage site was always secured and locked; and inspecting records storage sites for leaks, mold, insects, and vermin. Inspecting records storage sites for properly stored records is an appropriate duty for the Stock Clerk classification.</p>
The Stock Clerk now deals with electronic records, compliance involved with electronic recordkeeping, new technology such as search engines, ensuring the integrity of electronic files, fulfilling public records acts (PRA)	In speaking with department management, the Stock Clerk positions assist the Storekeeper I in managing electronic assets and learning various computer software and applications to manage those assets. The Records Center has been

Issues Cited	Staff Response
<p>requests, and the Master Record Schedule and scanning software. This job is now more sophisticated with more functionality, which leads to more steps.</p> <p>Beginning in July 2023, new duties have been added to the Stock Clerk performance plan to include:</p> <ol style="list-style-type: none"> 1. Providing digitized copies of requested files. 2. Digitizing Records Center's records and creating indexing and metadata (following established standards and best practices). 3. Importing/ingesting digitized files into OpenText system. 4. Assisting with quality control for electronic records (digitized records) ingested into OpenText. 5. Providing database clean up to ensure accurate records. <p>As the Records Center is transitioning to all digital services, the Stock Clerk's role includes assisting the Storekeeper I with managing electronic assets, as well as learning how to use new computer software and applications to manage those assets.</p>	<p>transitioning to only electronic records and the Stock Clerks assist with digitizing all physical records. This requires the Stock Clerks to gather records and categorize them by different document types, and scan, separate, and save records as individual PDF files. After a document is scanned, the Stock Clerks will name the digital file following the file naming standard set forth by the Records Center for consistency and identifiability. Stock Clerks carry out quality control for all digitized files to ensure documents are scanned legibly.</p> <p>The use of new computer software and applications to facilitate work and/or improve efficiency does not increase the complexity of duties performed by the Stock Clerk incumbents. Incumbents in the Stock Clerk classification have always used computers and inventory management systems for tracking records and stock. Per the class specification, the Stock Clerk classification "maintains manual and computer records of stock received and issued."</p>
<p>As the Master Records Schedule (MRS) is the single authority on records retention for the City, regardless of records format (i.e., electronic, paper, microfilm), the Stock Clerk needs to ensure accurate data entry into any system or program used in tracking records. This ensures that the reports created from the records management system comply with the MRS and records will not be disposed prematurely.</p> <p>All staff working in the Records Center, including the Stock Clerk, should be familiar with regulations that govern records management and research, especially meeting deadlines for PRAs, and be able to proactively assist researchers.</p> <p>Stock Clerks are managing the disposition to destroy documents or to preserve documents. The Stock Clerk assists the Storekeeper I with accurate data entry to ensure that the records management program/system reflects the changes from the MRS. This will ensure that records comply with the retention period set in the MRS and records will not be disposed prematurely.</p>	<p>In speaking with department management, all staff working in the Records Center, including the Stock Clerks, should be familiar with regulations that govern records management.</p> <p>The Records Center has been using the records management software, Versatile, for over 20 years. The Stock Clerks assist the Storekeeper I with accurate data entry to ensure that the records management program/system reflects changes from the Master Records Schedule (MRS), for which the Senior Records Management Analyst position in the Records Center is responsible for creating, maintaining, and updating.</p> <p>Stock Clerks check and review Versatile records, as well as paper records. The Stock Clerks create and add new box records in the Versatile system and assist with database clean-up in order to identify discrepancies and issues. The Storekeeper I position creates disposition reports from the system to ensure that records are meeting retention periods and comply with legal codes and regulations. The Stock Clerks assist the Storekeeper I with running reports to determine which records can be disposed.</p>

Issues Cited	Staff Response
<p>One of the Stock Clerk's regular duties is creating and adding new box records in the Versatile system. Accuracy in record creation is paramount to creating proper disposition reports. To ensure records accuracy, the Stock Clerk also assists with regular database cleanup to identify any data discrepancies and issues and to correct mistakes/errors.</p>	<p>Assisting with data entry and creating and adding new boxes in the Versatile system, identifying system record discrepancies and issues, and running reports to determine the disposition of records are appropriate duties for the Stock Clerk classification. Dating back to 1991, Stock Clerks in the City Clerk's Office have inventoried incoming boxes and verified contents; inventoried boxes for destruction; and maintained logs regarding locations of files.</p>
<p>The Stock Clerk assists the Storekeeper I with the implementation of records management processes put forth by the Senior Records Management Analyst position such as the out process, records pull and transfer processes, and records entry in the records management system. As the Storekeeper I manages the day-to-day operation of the Records Center, with the assistance of the Stock Clerks, they are familiar with regular issues that arise from such processes and are best at providing input for process improvements.</p>	<p>In speaking with department management, since the inception of the Records Management Program, records management industry standards, guidelines, best practices, and procedures have been followed and implemented to ensure the utmost professionalism in the management of City records.</p> <p>In a fiscal year 2021 classification study, a Stock Clerk position was responsible for creating transfer lists specific to the department's retention codes and Master Records Schedule; performing data entry into records and information management systems; and correctly barcoding all boxes received at storage sites. The Stock Clerks provide customer service to requesters in relation to records storage. Providing input on departmental processes, best practices, and rules and regulations related to records storage, and retrieving requested records, do not require additional knowledge, skills, and abilities outside of what is expected for the Stock Clerk classification.</p>

The duties and responsibilities cited are appropriate for the Stock Clerk classification. No significant changes in duties and responsibilities were found. A review of recruitment data shows the City is not experiencing a recruiting problem for the Stock Clerk classification. Therefore, staff recommends denial of this request.



City of San Diego
Civil Service Commission

No.

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, 2023**. All proposals must be forwarded to the Personnel Department no later than **July 12, 2023**. **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) Stock Clerk

Current Monthly Salary (Step E) \$21.34

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 Competitive Salary

☐ **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.

Mailei Oliva

Proposed by: (Please print name)

Program Manager

Title

7/11/2023

Date

Diana Fuentes

Department Head or Employee Organization

7/12/2023

Date

Special Salary Adjustment Justification

Stock Clerk

Office of the City Clerk

The Office of the City Clerk humbly requests the salary proposal for the Stock Clerk classification be further studied by the Civil Service Commission for FY2025.

Benchmarking Stock Clerk Classification Salary:

The City of San Diego's Stock Clerk classification is equivalent to the City of Chula Vista and City & County of San Francisco's Storekeeper classifications.

The City of San Diego's definition of Stock Clerk is:

- Under general supervision, to receive, store, and issue supplies and equipment; and to perform related tasks.

The City of Chula Vista's definition of Stock Clerk is:

- To perform a variety of routine storekeeping functions including receiving, storing, and issuing supplies, parts, and equipment; to provide general clerical and record keeping support; and to perform related work as assigned.

The City of San Francisco's definition of Stock Clerk is:

- Under general supervision, performs responsible work in the requisitioning, receipt, issuance, storage and inventory of material, supplies, and equipment, and performs related duties as required.

References:

City of San Diego Stock Clerk Description:

<https://www.sandiego.gov/sites/default/files/legacy/empopp/pdf/classspecs/Stock-Clk.pdf>

City of Chula Vista Storekeeper Description:

<https://www.governmentjobs.com/careers/chulavista/classspecs/728843>

City of San Francisco's Salary and Job Description:

<https://careers.sf.gov/classifications/index.php?classCode=1934>

The City of San Diego's Stock Clerk starting salary is \$17.68. This is only \$2.18 above the minimum wage of \$15.50, and tops out at \$21.34.

City of San Diego Salary:

- Stock Clerk: \$3,075 - \$3,712 per month

City of Chula Vista:

- Storekeeper: \$4,122 – \$5,011
- **Note:** The City of Chula Vista's Storekeeper position earns \$1,047 to \$1,299 more than the Stock Clerk position within the City of San Diego.
- City of Chula Vista Salary and Job Description:
<https://www.governmentjobs.com/careers/chulavista/classspecs/728843?keywords=storekeeper&pagetype=classSpecifications>

City of San Francisco:

- Storekeeper, 1934: \$5,488 - \$6,666
- **Note:** The City of San Francisco's Storekeeper position earns \$2,413 to \$2,954 more than the Stock Clerk position within the City of San Diego.
- City of San Francisco's Salary and Job Description:
<https://careers.sf.gov/classifications/index.php?classCode=1934>

February 29, 2024

Honorable Members of the Civil Service Commission:

I thank you for the opportunity to provide you with further information and additional clarity regarding our requests to approve a special salary adjustment for the Stock Clerk Classification.

While staff finds that the duties and responsibilities are appropriate for the Stock Clerk classification and that no significant changes in duties and responsibilities were found. I must emphasize that the skills and training to maintain computer records of inventory, as has historically been done using the Versatile system, versus the skills to digitize physical records, apply metadata, and leverage digital assets for research are completely distinct scales of complexity and training which merits higher pay.

Before COVID-19, our City's business operations relied heavily on traditional paper-based record-keeping systems. However, with the onset of the pandemic, there was a pressing need to transition to electronic records management to ensure smoother operations and remote accessibility.

This shift brought significant changes to the way our business operates, requiring our Stock Clerks to adapt swiftly. Previously tasked primarily with physical inventory management, they now play a crucial role in ensuring the seamless integration of our inventory data into electronic systems.

Their responsibilities have expanded to include assisting in the proper capturing of metadata associated with our physical inventory. This involves meticulously documenting details such as product specifications, quantities, storage locations, and any other relevant information necessary for effective inventory management. It is no longer Box A is in Room 1 and let me sweep Room 1 twice a month.

By embracing these changes and embracing electronic records management practices, our Stock Clerks are not only supporting the needs of our city staff and Storekeeper but also contributing to the overall efficiency and effectiveness of our operations.

I appreciate your time and diligent review of the matter.



Diana Fuentes
City Clerk

NOT RECOMMENDED FOR APPROVAL

5. STOREKEEPER III, STOREKEEPER II, & STOREKEEPER I

A. SUMMARY OF REQUEST

- **Nature of Request:** Special Salary Adjustment
- **Salary Request:** 20%
- **Requestor:** Office of the City Clerk
- **Basis of Request:** Significant change in duties and responsibilities; turnover; salaries below comparable agency positions.

B. STAFF RECOMMENDATION

Deny request for a special salary adjustment. Staff finds the duties and responsibilities are appropriate for the Storekeeper classification series. No significant changes in duties and responsibilities were found. No turnover or recruiting problems were found.

C. CLASSES IMPACTED

Stores Operations Supervisor
Storekeeper III
Storekeeper II
Storekeeper I

D. HISTORY OF THE CLASSES

- FY23 – The Civil Service Commission denied a special salary adjustment of 40-45% for the Storekeeper I classification based on a change in duties and responsibilities and recruiting problems.

Salary Relationships

Classification	Current Salary (Monthly/E-Step; Effective 01/01/24)	Approximate Salary Proposed by Requestor (Monthly/ E-Step; Effective 07/01/24)	Approximate Salary Recommended by Staff (Monthly/ E-Step; Effective 07/01/24)
Stores Operations Supervisor	\$5,915	\$7,098	N/A
Storekeeper III	\$5,143	\$6,172	N/A
Storekeeper II	\$4,913	\$5,896	N/A
Storekeeper I	\$4,460	\$5,352	N/A

Analysis

The Office of the City Clerk has requested a 20% special salary adjustment for the Storekeeper III, Storekeeper II, and Storekeeper I classifications. This request is based on a significant change in duties and responsibilities, turnover, and competitive salary with comparable agency positions.

The table below addresses the issues cited by the department.

Issues Cited	Staff Response
<p>The Office of the City Clerk maintains critical assets for the City in multiple media such as physical records in paper, microfilmed records, audiovisual media, historical artifacts, and digitized or digital-first files. The department's Records Center involves the supervision of 14 storage sites located within the basement of the City Administration Building, Civic Concourse, and underneath the City Operations Building. The storage sites house boxes full of paper records that run over 9 miles in linear feet. The footprint of the Office of the City Clerk's storage sites has physically grown. Currently, the storage sites are at 75% capacity. In time, the Office of the City Clerk's needs to expand its storage sites to hold City records will surpass the parameters of Storekeeper I.</p>	<p>The Storekeeper classification series consists of the Storekeeper III, Storekeeper II, and Storekeeper I classifications. The distinction between the classifications is based on the size, proximity, and inventory type and value of the storerooms and related storage facilities supervised. Storekeepers have always been responsible for using computer systems and programs to manage inventory assets and have always participated in the planning of storage sites. In a fiscal year 1997 classification study, a Storekeeper I position planned storage layouts for two storerooms; maintained and updated computerized records; prepared reports; performed inventory control; and assisted in the development and maintenance of a computerized inventory system.</p> <p>Incumbents in the Storekeeper classification series supervise the activities of storerooms and storage facilities. Per the class specification, the Storekeeper I classification "supervises the activities of a small or medium sized storeroom or related storage facility;" "performs inventory control and assists in the development and maintenance of a computerized inventory system;" "arranges layout of storeroom;" "acts as liaison with vendor to resolve problems with purchase orders, quality of service or items received, and/or problems with vendor payments;" "conducts site inspections for contaminates;" and "supervises adherence to safety rules and regulations pertaining to storeroom procedures, equipment, and handling of hazardous materials." An increase in workload, such as the expansion of storage sites, does not change the duties and responsibilities for the Storekeeper classification series, and is not a justification for a special salary adjustment. The duties performed require the same knowledge, skills, and abilities.</p> <p>The Personnel Department can review requests for the reclassification of Storekeeper I positions to other classifications within the Storekeeper classification series based on additional/expanded storage sites.</p>

Issues Cited	Staff Response
<p>The growing footprint will also impact these positions' responsibilities related to supervision, process improvement, software management, digital asset management, quality controls, and customer service, along with physical tasks related to the box inventory. All this is tracked in asset management inventory software. This role will become a critical link for relocation of the City's records inventory as required by the City's Redevelopment Plans.</p> <p>The Storekeeper I position requires an incumbent to be competent in sophisticated software applications, monitor inventory, record accuracy using a database, and understand the City's complex retention schedules to ensure quality compliance to records management requirements.</p>	<p>In speaking with department management, digitization efforts will begin in fiscal year 2024. The Senior Records Management Analyst positions in the department will manage all digitization projects and assign digitization projects to the Storekeeper I, who will assist in organizing box transfer forms for physical documents, scanning physical documents to create digital copies, and labeling or applying metadata attributes to digital documents to ensure retrievability. The Storekeeper I will oversee the digitization of records in the Records Center, which includes creating scanning processes and instructions; providing training to City users and staff; indexing records and creating record metadata; performing quality control checks of products before and after importing into OpenText; and applying appropriate retention periods for records based on the Master Records Schedule. The Storekeeper I will receive electronic assets via online forms and digitized files from Seamless software, Microsoft Outlook, Teams software, or from embedded electronic assets in the Record Center's inventory software, Zasio Enterprise. The Storekeeper I will manage these assets by comparing physical records with digital copies and associating them to records stored in the inventory software.</p> <p>The OpenText system is a storage drive where files are moved from one drive to another using Microsoft's file management technology. Metadata, which is a term used to describe data that provides information about other data, is added to all digital files to classify and index them to ensure that these files can be searched and retrieved. The Senior Records Management Analyst positions in the department create guidelines for indexing and metadata creation for digital records based on industry standards and best practices. The Storekeeper I position will create indexing and metadata for new documents uploaded in the OpenText system based on these established guidelines. To apply metadata and index, files are brought up on the screen with a set of data fields presented. The Storekeeper I will compare the scanned digital asset with the paper original or a master set of authority terms</p>

Issues Cited	Staff Response
	<p>available by drop down menu in the indexing software, apply the appropriate metadata to label the digital asset, and save the file or digital asset. The Records Center uses the Dublin Core metadata standard, a set of 15 main metadata items for describing digital or physical resources. The 15 elements are properties for describing resources and include contributor, coverage, creator, date, description, format, identifier, language, publisher, relation, rights, source, subject, title, and type. The Storekeeper I applies the appropriate elements from the metadata standard based on guidelines created by the Senior Records Management Analysts.</p> <p>These duties are not more complex or higher-level than what is currently performed by the Storekeeper classification series. The Senior Records Management Analysts create guidelines based on industry standards and best practices for use in indexing and metadata creation for digital records. Additionally, the Senior Records Management Analyst positions maintain and update the Master Records Schedule and are the sole authority managing the records retention schedule Citywide. The work performed by the Storekeeper I complies with the guidelines for digital records and this established Master Records Schedule.</p> <p>The computerization of storerooms and implementation of computer systems; knowledge and use of computer programs; specialized inventory knowledge; performing inventory management and record accuracy; and following City policies and procedures are not new duties for the Storekeeper classification series. These duties are appropriate for the Storekeeper I classification. Per the class specification, the Storekeeper I classification “supervises and participates in the work of subordinates engaged in receiving, inspecting, and issuing materials, supplies, and equipment and maintaining manual and computer records documenting these activities;” “performs inventory control and assists in the development and maintenance of a computerized inventory system;” and “trains and rates the work performance of</p>

Issues Cited	Staff Response
	<p>subordinates.”</p> <p>Furthermore, in a fiscal year 2011 classification study, a Storekeeper I position responsible for the storage of City records sent to the Office of the City Clerk oversaw the department’s seven storerooms; planned and organized the layout of current and future storage facilities; tracked available space and determined current and future storage needs; scheduled the pick-up of new records, determined eligibility of boxes for storage, and tracked those records in the information management system; and conducted training of subordinates and customers on the use of the records center to include receiving new files, entering newly received boxes for tracking purposes in the software tracking system, utilizing a portable hand scanner, and the storage, data entry, and retrieval of files and boxes.</p> <p>While the addition of digital assets may require more maintenance, all City employees are expected to learn and adapt to new software, equipment, and/or applications implemented in their respective department and classifications. Technological advances have impacted the duties of many classifications in the City. The use of new or modern equipment is necessary to stay current in every profession.</p>
<p>It is essential for the Storekeeper I in City Clerk’s to supervise a Deputy City Clerk I. However, the Storekeeper I can no longer supervise a Deputy City Clerk I due to the salary differential between the two classifications.</p>	<p>In speaking with department management, they believe that a Deputy City Clerk I position should report directly to a Storekeeper I position since the Storekeeper I position oversees the day-to-day operations of the Records Center and manages 14 storage sites. The Deputy City Clerk I position is responsible for providing day-to-day support in the Records Center, to include answering phone calls and emails related to records inquiries; processing incoming records requests and returns; scheduling appointments; compiling daily statistics; and working with the Storekeeper I on records projects.</p> <p>The supervision of the Deputy City Clerk I position was moved under a Senior Records Management Analyst position in July 2023. The current Storekeeper I position also</p>

Issues Cited	Staff Response
	<p>reports to the Senior Records Management Analyst position which is responsible for developing, conducting, and coordinating the functions of the City's Records Management Program and creating workflow, procedures, and guidelines for their subordinates under the Records Management Services Division. These supervisory relationships are appropriate.</p>
<p>Since 2014, the Office of the City Clerk's Records Center has seen high turnover with the Storekeeper I position. Staff have left the City for the private sector or other local governments for better paying jobs or promoted within the City to a higher paying job.</p>	<p>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.</p> <p>A review of turnover data from the last three years does not support a turnover problem for the Storekeeper classification series. The separations include two retirements, one resignation due to family/personal reasons, and one discharge. There have been no separations for outside employment in the last three years.</p>
<p>Between 2019 to 2020, two interviews were conducted to fill the Storekeeper I position. Both candidates who applied were highly qualified and declined the offer due to the pay.</p>	<p>A review of recruitment data from the most recent Storekeeper I recruitment processes shows that the recruitments ran from February 21, 2020, to March 9, 2020, producing an eligible list with 50 names to fill one vacancy, which was filled; July 9, 2021, to July 19, 2021, producing an eligible list with 29 names to fill three vacancies, which were filled; and October 14, 2022, to October 31, 2022, producing an eligible list with 15 names to fill five vacancies, which were all filled. As of January 11, 2024, there is one vacancy for the Storekeeper I classification in the Public Utilities Department. The hiring department has not requested to reopen a recruitment for the classification.</p> <p>Recent recruitment efforts have provided departments with an adequate number of eligibles to fill their vacancies and have satisfied Civil Service Rule VI, Section 3(1), which states: "The number of eligibles to which an appointing authority is entitled is three times the number of vacancies to be filled."</p>
<p>The Storekeeper I starting salary is \$20.36 per hour. This is \$4.86 above the minimum wage of \$15.50 and maxes out at \$24.42 per hour. Cities such as the City of Chula Vista,</p>	<p>Since there are no recruitment or turnover problems with the Storekeeper classification series, this is a labor market issue which historically has been addressed through the</p>

Issues Cited	Staff Response
City and County of San Francisco, and City of Los Angeles are paying more for their equivalent positions to our Storekeeper positions.	meet and confer process.

No significant changes in duties and responsibilities have occurred. The duties and responsibilities performed are appropriate for the Storekeeper classification series. A review of turnover and recruitment data shows that the City is not experiencing turnover or recruiting problems for the Storekeeper classification series. Therefore, staff recommends denial of this request.



City of San Diego
Civil Service Commission

No.

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, 2023**. All proposals must be forwarded to the Personnel Department no later than **July 12, 2023**. **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) Storekeeper 1-3

Current Monthly Salary (Step E) \$24.42

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 Competitive Salary

☐ **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.

Mailei Oliva
Proposed by: (Please print name)

Program Manager

7/12/2023

Date

Diana Fuentes
Department Head or Employee Organization



7/12/2023

Date

Special Salary Adjustment Justification

Storekeeper Classification

Office of the City Clerk

The Office of the City Clerk humbly requests the salary proposal for the Storekeeper Classification be further studied by the Civil Service Commission for FY2025.

Significant change in duties and responsibilities:

The Office of the City Clerk maintains critical assets for the City in multiple media: physical records in paper, microfilmed records, audiovisual media, historical artifacts, and an increasing number of digitized or digital-first files. The department's Records Center involves the supervision of 14 storage sites located within the basement of the City Administration Building, Civic Concourse, and underneath the City Operations Building. The storage sites house boxes full of paper records that run over 9 miles in linear feet. The footprint of the Office of the City Clerk's storage sites has physically grown. Currently, the storage sites are at 75% capacity. In time, the Office of the City Clerk's need to expand its storage sites to hold City records will surpass the parameters of Storekeeper 1. The growing footprint will also impact these positions responsibilities related to supervision, process improvement, software management, digital asset management, quality controls, and customer service, along with physical tasks related to the box inventory. All this is tracked in asset management inventory software. This role will become a critical link for relocation of the City's Records inventory as required by the City's Redevelopment Plans. The Storekeeper 1 position requires an employee to be competent of sophisticated software applications, monitor inventory, and record accuracy using a database, and they must understand the City's complex Retention Schedules to ensure quality compliance to Records Management requirements.

Specific Examples of Recruitment/Retention Issues:

Storekeeper 1

Since 2014, the City Clerk's Record Center has seen high turnover with the Storekeeper 1 position. Staff have left the City for the private sector or other local governments for better paying jobs or promoted within the City to a higher paying job.

See statistics below:

- 2014 – 2015 Position filled, but employee resigned
- 2016 – 2017 Position filled, but employee left for promotion opportunity in the city with higher pay
- 2018 – May of 2019, position filled, but employee resigned to seek employment elsewhere, stated pay was not high enough to support family
- 2019 - 2020 Two interviews were conducted to fill the Storekeeper position. Both candidates were highly qualified who applied and declined the offer due to the pay.

Storekeeper 1 starting salary is \$20.36. This is \$4.86 above the minimum wage of \$15.50, and tops out at \$24.42.

Benchmarking Storekeeper Classification Series Salary:

The City of San Diego's Storekeeper classification is equivalent to the City of Chula Vista's Storekeeper Supervisor position.

The City of San Diego's definition of Storekeeper is:

- Under direction, to supervise the activities of a small or medium sized storeroom or related storage facility; and to perform related work.

The City of Chula Vista's definition of Storekeeper Supervisor is:

- To plan, organize, supervise and be responsible for the functions of central receiving, stores, and surplus disposal operations; and to perform a variety of technical tasks relative to assigned area of responsibility.

City of San Diego:

- Storekeeper 1: \$3,541 - \$4,247 per month
- Storekeeper 2: \$3,872 - \$4,679 per month
- Storekeeper 3: \$4,073 - \$4,898 per month

City of Chula Vista:

- Storekeeper Supervisor: \$4,947 – \$6,013
- **Note:** This is the only classification in this series, unlike the City of San Diego which has three (3) classifications within its series. The City of Chula Vista's only Storekeeper Supervisor classification earns \$874 to \$1,115 more than the highest paying classification, Storekeeper 3, within the City of San Diego. The City of Chula Vista's Storekeeper Supervisor position earns \$1,406 to \$1,766 more than the Storekeeper I position within the City of San Diego.
- City of Chula Vista Salary and Job Description:
<https://www.governmentjobs.com/careers/chulavista/classspecs/1175653?keywords=supervisor&pagetype=classSpecifications>

City of San Francisco:

The City of San Diego's Storekeeper classification is equivalent to the City & County of San Francisco's Materials/Supplies Supervisor position.

The City of San Diego's definition of Storekeeper is:

- Under direction, to supervise the activities of a small or medium sized storeroom or related storage facility; and to perform related work.

The City & County of San Francisco's Materials/Supplies Supervisor is:

- Under direction, is responsible for the preparation and processing of all forms and documents necessary for the purchase of a wide variety of materials, supplies and equipment of considerable volume; supervises the activities of clerical and office personnel engaged in such work; and performs related duties as required.
- Material/Supplies Supervisor, 1924: \$5,226 - \$6,353
- **Note:** The City of San Francisco's Material/Supplies Supervisor classification earns \$1,153 to \$1,455 more than the highest paying classification, Storekeeper 3, within the City of San Diego. The City of San Francisco's Material/Supply Supervisor position earns \$1,685 to \$1,766 more than the Storekeeper I position within the City of San Diego.
- City of San Francisco's Salary and Job Description:
<https://careers.sf.gov/classifications/index.php?classCode=1924>

City of Los Angeles:

- Storekeeper, 1835: \$4,279 - \$6,255
- Storekeeper, 1835-2: \$4,381 - \$6,407
- Storekeeper, 1835-2M: \$4,768 - \$6,972
- **Note:** The City of Los Angeles' lowest Storekeeper Classification earns \$206 to \$1,357 more than the highest paying classification, Storekeeper 3, within the City of San Diego. The City of Los Angeles' lowest Storekeeper position earns \$738 to \$2,008 more than the Storekeeper I position within the City of San Diego.
- City of Los Angeles Job Description:
<https://per.lacity.org/doc.cfm?get=ClassSpec1835>
<https://per.lacity.org/doc.cfm?get=Comp1835>

February 29, 2024

Honorable Members of the Civil Service Commission:

I thank you for the opportunity to provide you with further information and additional clarity regarding our requests to approve a special salary adjustment for the Storekeeper Classification Series.


While staff finds that the duties and responsibilities are appropriate for the Storekeeper classification and that no significant changes in duties and responsibilities were found. I must emphasize that the skills and training to maintain and supervise a computer/software record of inventory, as has historically been done using the Versatile system, versus the skills to digitize and assign work on physical records, apply metadata, and leverage digital assets for research are completely distinct scales of complexity and training which merits higher pay. Additionally, their review that states that *"While the addition of digital assets may require more maintenance, all City employees are expected to learn and adapt to new software, equipment, and/or applications"* does not consider the complexity and change in requirements of what is being inventoried from a physical to a digital space. I agree that if the software and the requirements were the same and it was just going from paper tracking to computer tracking this would be an appropriate understanding. The missing piece here is that we are now accounting for a new level of complexity and information management with metadata being integrated into business operations.

Before COVID-19, our City's business operations relied heavily on traditional paper-based record-keeping systems. However, with the onset of the pandemic, there was a pressing need to transition to electronic records management to ensure smoother operations and remote accessibility.

This shift brought significant changes to the way our business operates, requiring our Storekeeper to adapt swiftly. Previously tasked primarily with physical inventory management and supervision, they now play a crucial role in ensuring the seamless integration of our inventory data into electronic systems and reporting of such data.

By embracing these changes and embracing electronic records management practices, our Storekeeper is not only supporting the needs of our city staff but also contributing to the overall efficiency and effectiveness of our operations.

I appreciate your time and diligent review of the matter.


Diana Fuentes
City Clerk



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 1, 2024
TO: Civil Service Commission
FROM: David Dalager, Interim Personnel Director
SUBJECT: Motion to Dismiss the Appeal of Hector Sanchez

On December 7, 2020, the Transportation and Stormwater Department suspended Hector Sanchez, an Equipment Operator II in the Streets Division, for thirty working days (i.e., 240 hours) without compensation.

On December 11, 2020, AFSCME Local 127 emailed the Personnel Department to file an appeal of Hector Sanchez's suspension. (See Attachment 1.) Due to the public health emergency caused by COVID-19, AFSCME Local 127 was informed that in-person Civil Service Commission hearings were temporarily suspended but virtual hearings via video conferencing were available. AFSCME Local 127 informed the Personnel Department that it preferred to wait for the resumption of in-person hearings as opposed to conducting virtual hearings for its members.

Hector Sanchez's suspension appeal hearing was eventually scheduled for December 15, 2023. (See Attachment 2.) A prehearing was conducted via Microsoft Teams on December 6, 2023. In attendance were AFSCME Local 127's Business Representative Andres Alva-Cardenas, Deputy City Attorney Blair McGregor, Senior Deputy City Attorney David Karlin, and Program Coordinator Brandon Virgen.

Following the prehearing on December 6, 2023, Andres Alva-Cardenas informed the Personnel Department that AFSCME Local 127 was unable to confirm whether Hector Sanchez wished to be represented by AFSCME Local 127 at their appeal hearing and, as a result, AFSCME Local 127 would not be appearing on Hector Sanchez' behalf. (See Attachment 3.)

On December 15, 2023, Vice President Nico Portillo convened the appeal hearing and Hector Sanchez failed to appear. The Appointing Authority subsequently moved to dismiss the appeal and have the case deemed abandoned. Pursuant to Civil Service Rule XI, Section 5(a)(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.

The motion is being presented to the Commission for its consideration. As stated in Rule XI, Section 5(a)(3), the Commission has the discretion to grant or deny the motion. Staff recommends granting the motion as the Personnel Department has had no contact with Hector Sanchez regarding the appeal.



David Dalager
Interim Personnel Director

DD:SO:es

Attachments: 1. Request for an appeal on behalf of Hector Sanchez from Local 127
2. Hearing letter
3. Email from Local 127 withdrawing representation

I:\CSC\CSC Items\2024\3. March 7, 2024\Motion to Dismiss the Appeal of Hector Sanchez.docx

Hawthorne, Donna

From: Rodney Fowler
Sent: Friday, December 11, 2020 4:33 PM
To: Edwards, Douglas; Marocco, Dina; Hawthorne, Donna
Cc: Leticia Munguia
Subject: Hector Sanchez (Equipment Operator II) Street Division, Appeal of Suspension
12/7/2020

****This email came from an external source. Be cautious about clicking on any links in this email or opening attachments.****

Director,

Please accept this email as an appeal notification to the Civil Service Commission.

Please confirm that you have received this email message when you have the opportunity.

Thank you, Rodney.



September 25, 2023

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
DELIVER TO ADDRESSEE ONLY

Hector Sanchez

Dear Mr. Sanchez:

The City of San Diego Civil Service Commission has rescheduled a hearing to be held at Civic Center Plaza, 1200 Third Avenue, Suite 300 (Commission Room) San Diego,

FOR: December 15, 2023

AT: 8:30 a.m.

REGARDING: 30 day Suspension from the City of San Diego's
Transportation & Storm Water Department

As provided for in Ordinance No. 17721 revising Rule XI of the Rules of the CSC, the Commission has appointed one of its members to hear your appeal. This Hearing Officer is prepared to give whatever time is needed to assure a fair hearing in this case. The conduct of the hearing is governed by the provisions of Section 129 of the Charter of the City of San Diego; Rule XI of the Rules of the Civil Service Commission; and Sections L2 and L3 of the Personnel Manual, copies of which are enclosed. Please note that Ordinance No. 17721 supersedes the enclosed documents relating to appeal of removal. In order to expedite the hearing, it is requested that you examine these documents. On the date of the hearing, you will be requested to stipulate for the record that you have received and read the appropriate Rules and Charter Sections.

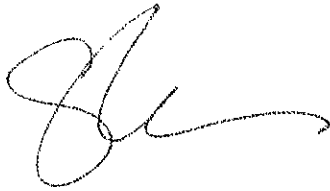
Page 2
Hector Sanchez, Civil Service Commission Appeal
September 25, 2023

Civil Service Rules provide that:

"Any employee who has appealed to the Commission for a public hearing and 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..."

If you have any questions prior to your hearing, please call me at 619-236-6090.

Sincerely,



Saba O'Neal
Assistant to the Personnel Director

Enclosures

cc: Juan Aguirre, Rania Amen, Assistant Deputy Director, Transportation Department
Blair McGregor, Deputy City Attorney, Office of the City Attorney
David Karlin, Senior Deputy City Attorney, Office of the City Attorney
Norma Morales, Deputy City Attorney, Office of the City Attorney
Andres Alva Cardenas, Business Representative, AFSCME Local 127

**** REMINDER ****
PRE-HEARING CONFERENCE

APPELLANT: Hector Sanchez

DATE: December 6, 2023

TIME: 2:30 p.m.

PLACE: (Virtually via Teams)

NOTE: The Appellant and the legal advisor for Appointing Authority are reminded to prepare and provide the following documents **one week prior** to the prehearing conference:

1. **One electronic copy (pdf and bookmarked)** and **three hardcopies** of complete sets of **ALL** documents intended to be submitted as evidence at the actual Commission hearing.
2. Names of all witnesses intended to be called to testify at the actual Commission hearing.
3. Prehearing statement of facts, issues and suggested resolution to the case. No more than 5 pages, double spaced, 12 font.

(Please email electronic copy to SONeal@sandiego.gov and deliver hard copies to Saba O'Neal at above address)

cc: Juan Aguirre, Rania Amen, Assistant Deputy Director, Transportation Department
Blair McGregor, Deputy City Attorney, Office of the City Attorney
David Karlin, Senior Deputy City Attorney, Office of the City Attorney
Norma Morales, Deputy City Attorney, Office of the City Attorney
Andres Alva Cardenas, Business Representative, AFSCME Local 127

From: [Andres Alva Cardenas](#)
To: [O'Neal, Saba](#); [Virgen, Brandon](#)
Cc: [Tim Douglass](#)
Subject: [EXTERNAL] RE: CSC Appeal - Sanchez, Hector
Date: Wednesday, December 6, 2023 10:03:58 PM

****This email came from an external source. Be cautious about clicking on any links in this email or opening attachments.****

Good evening Saba and Brandon,

The email is just a follow up to our conversation during the Pre-Hearing this afternoon.

As discussed, AFSCME Local 127 has not been able to contact Hector to determine whether he would like AFSCME Local 127 to represent him during this appeal. Given this, we are assuming that we are not representing Hector for purposes of this appeal, and as a result, we do not intend to be present at his upcoming Hearing.

Saba – Thank you for reaching out to David for clarification on the City's interpretation of "abandonment" of an appeal.

Please let me know if you all have any questions or concerns.

Best,
Andres

From: O'Neal, Saba <SONeal@sandiego.gov>
Sent: Wednesday, December 6, 2023 6:22 AM
To: Andres Alva Cardenas
Subject: RE: CSC Appeal - Sanchez, Hector

Hi Andres,
Please see AA's exhibits for the Hector Sanchez appeal hearing. See you this afternoon via Teams.
s

Saba O'Neal

Assistant to the Director
City of San Diego Personnel Department
1200 Third Ave, Suite 300
San Diego, CA 92101
(p): 619-236-6090



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 1, 2024
TO: Civil Service Commission
FROM: David Dalager, Interim Personnel Director
SUBJECT: Request from Commissioner Moore for a Report from the Interim Personnel Director

This is an information item only. Staff will report on current and future plans for improvement of personnel processes.

A handwritten signature in blue ink, reading "David Dalager".

David Dalager
Interim Personnel Director

DD:SO:es

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 1, 2024

TO: Civil Service Commission

FROM: David Dalager, Interim Personnel Director

SUBJECT: Request from Commissioner Moore Inviting the Chief Operating Officer, or their Designee, to Address the Civil Service Commission

This is an information item only. Deputy Chief Operating Officer Alia Khouri will report on the priority needs of the served departments.

A handwritten signature in blue ink, appearing to read "David Dalager".

David Dalager
Interim Personnel Director

DD:SO:es

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 1, 2024
TO: Civil Service Commission
FROM: David Dalager, Interim Personnel Director
SUBJECT: Report from the Ad Hoc Committee on the Personnel Director Recruitment

On February 1, 2024, the Civil Service Commission approved the creation of an Ad Hoc Committee to research and make recommendations to the full Commission on how to conduct the recruitment for the Personnel Director position.

This is an information item only. President Sunday Gover asked staff to add this item to the agenda.

A handwritten signature in blue ink, reading "David Dalager".

David Dalager
Interim Personnel Director

DD:SO:rr

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 1, 2024

TO: Civil Service Commission

FROM: David Dalager, Interim Personnel Director

SUBJECT: Special Salary Adjustment Request for the Lifeguard II Classification

At the February 1, 2024, Civil Service Commission meeting, the Commission directed staff to further evaluate the issues presented by Teamsters Local 911 and Commissioner Moore regarding the special salary adjustment request for the Lifeguard II classification.

ISSUE: If the Lifeguard II classification receives a 5% special salary adjustment, what will the salary compaction be for the Lifeguard III and Lifeguard Sergeant classifications?

STAFF RESPONSE: The current E-step monthly salary for the Lifeguard III classification is \$7,079; and the current E-step monthly salary for the Lifeguard Sergeant classification is \$8,138. If the Lifeguard II classification receives a 5% special salary adjustment, the E-step monthly salary would be approximately \$6,745. This would result in an approximate 4.9% and 20.7% salary differential with Lifeguard III and Lifeguard Sergeant, respectively.

CLASS TITLE	STEP	HOURLY AS OF 1/01/24	HOURLY WITH 5% SSA FOR LIFEGUARD II	MONTHLY AS OF 1/01/24	MONTHLY WITH 5% SSA FOR LIFEGUARD II	DIFFERENTIAL BETWEEN LIFEGUARD II WITH 5% SSA
Lifeguard Sergeant (1592)	A	38.70		6,731.00		20.71%
	B	40.67		7,074.00		20.57%
	C	42.63		7,415.00		20.84%
	D	44.68		7,771.00		21.12%
	E	46.79		8,138.00		20.65%

CLASS TITLE	STEP	HOURLY AS OF 1/01/24	HOURLY WITH 5% SSA FOR LIFEGUARD II	MONTHLY AS OF 1/01/24	MONTHLY WITH 5% SSA FOR LIFEGUARD II	DIFFERENTIAL BETWEEN LIFEGUARD II WITH 5% SSA
Lifeguard III (1603)	A	33.65		5,853.00		4.97%
	B	35.37		6,152.00		4.86%
	C	37.06		6,446.00		5.05%
	D	38.70		6,731.00		4.91%
	E	40.70		7,079.00		4.95%
Lifeguard II (1603)	A	30.53	32.06	5,310.00	5,576.00	
	B	32.12	33.73	5,587.00	5,867.00	
	C	33.60	35.28	5,844.00	6,136.00	
	D	35.13	36.89	6,110.00	6,416.00	
	E	36.93	38.78	6,423.00	6,745.00	
Lifeguard I (1603)	A	24.22		4,213.00		32.35%
	B	25.40		4,418.00		32.80%
	C	26.54		4,616.00		32.93%
	D	27.79		4,833.00		32.75%
	E	29.09		5,060.00		33.30%

ISSUE: If a special salary adjustment is granted for the Lifeguard II classification due to their take home pay decreasing because of paycheck deductions, does this decision replicate itself throughout the system in a way that we need to consider for possible impacts in the future?


STAFF RESPONSE: The Civil Service Commission has not considered take home pay and add-on pays as a basis for special salary adjustments due to employees' individual situations. The Civil Service Commission makes recommendations for special salary adjustments to the base salary of a classification based on the criteria established under Charter Section 130. Take home pay is impacted by a variety of individualized factors, the foremost being the benefits that employees with standard hours are eligible to receive that hourly employees do not receive. Looking solely at the take home pay would become an untenable situation that replicates itself throughout the classification structure. It would be impossible to address this issue consistently and uniformly.

ISSUE: Are there other City classifications in similar situations where take home pay does not increase when they promote due to benefits being taken out? Should we look at take home pay to ensure it goes up when employees are promoted?

STAFF RESPONSE: All current Lifeguard II positions are standard hour positions, whereas all current Lifeguard I positions have no standard hours (hourly). The City has many

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Civil Service Commission
March 1, 2024

classifications which are primarily comprised of hourly positions. When hourly employees promote into positions with standard hours, they become eligible for certain benefits which are paid through payroll deductions and may reduce the employees' take home pay depending on their individual circumstances. Providing a special salary adjustment due to a decrease in take home pay will have unintended consequences to the City's classification and compensation structure and could lead to pay inequities.



David Dalager
Interim Personnel Director

DD:RMH:rr

Attachment: 1. Staff Recommendation from the February 1, 2024, Civil Service Commission Meeting

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: January 26, 2024

TO: Civil Service Commission

FROM: David Dalager, Interim Personnel Director

SUBJECT: Staff Recommendations on Special Salary Adjustments, New Classifications, and Title Change for the Fiscal Year 2025 Salary Ordinance

On September 7, 2023, 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 2025 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 fourth set of recommendations on the salary study requests. A copy of each report has been distributed to the requesting department head and/or employee representation group that submitted these proposals. The remaining proposals will be submitted at a later meeting of the Commission.

A handwritten signature in cursive script, reading "David Dalager".

David Dalager
Interim Personnel Director

DD:RMH:rr

- Attachments: 1. Emergency Services Coordinator Series
2. Laboratory Technician
3. Paralegal
4. Supervising Polygrapher
5. Lifeguard II

NOT RECOMMENDED FOR APPROVAL

1. LIFEGUARD II

A. SUMMARY OF REQUEST

- **Nature of Request:** Special Salary Adjustment
- **Salary Request:** 5%
- **Requestor:** Teamsters Local 911
- **Basis of Request:** Inappropriate supervisory differential between the Lifeguard II classification and the Lifeguard I classification.

B. STAFF RECOMMENDATION

Deny request for a special salary adjustment. The approximate 26.9% salary differential between the Lifeguard II classification and the Lifeguard I classification is appropriate.

C. CLASSES IMPACTED

Lifeguard Sergeant
Lifeguard III
Lifeguard II
Lifeguard I

D. HISTORY OF THE CLASSES

- FY20 – The Civil Service Commission approved a 5% special salary adjustment for the Lifeguard I classification based on recruiting problems.

Salary Relationships

Classification	Current Salary (Monthly/E-Step; Effective 01/01/24)	Approximate Salary Proposed by Requestor (Monthly/ E-Step; Effective 07/01/24)	Approximate Salary Recommended by Staff (Monthly/ E-Step; Effective 07/01/24)
Lifeguard Sergeant	\$8,138	N/A	N/A
Lifeguard III	\$7,079	N/A	N/A
Lifeguard II	\$6,423	\$6,744	N/A
Lifeguard I	\$5,060	N/A	N/A

Analysis

Teamsters Local 911 has requested a 5% special salary adjustment for the Lifeguard II classification. This request is based on an inappropriate salary differential between the Lifeguard II classification and the Lifeguard I classification.

The table below addresses the issues cited by Teamsters Local 911.

Issues Cited	Staff Response
<p>We contend that this special salary adjustment is necessary due to an inappropriate pay differential between the rank of Lifeguard II and Lifeguard I.</p> <p>The change from Lifeguard I E-step to Lifeguard II A-step is less than 5% (4.97%). We request a 5% special salary adjustment so that newly promoted Lifeguards II experience an approximate 10% pay increase.</p>	<p>Personnel Manual Index Code H-9, Section V(A2) states: "When a one-step increase is not in the range of the higher class (job) to which the employee is promoted, or when the employee is at E-Step of the current class (job), the employee shall be appointed at a step no lower than the pay step in the higher class (job) which most closely approximates a 5% increase." This Personnel Regulation does not guarantee a minimum 5% increase for someone being promoted.</p> <p>The 26.9% salary differential at E-Step between the Lifeguard II classification and the Lifeguard I classification is appropriate.</p>
<p>The reasons for this proposal are not strictly monetary. The Lifeguards I who are promoted to Lifeguard II are typically high seniority seasonal employees. Upon promotion, they immediately go to the bottom of Lifeguard II seniority. This, in turn, leads them to go from being able to have early schedule picks, as a Lifeguard I, to the last schedule pick as a Lifeguard II.</p>	<p>The method of assigning employees to shifts is subject to meet and confer. It is not a factor staff considers when making a recommendation for a special salary adjustment.</p>

The current salary differential between the Lifeguard II classification and the Lifeguard I classification is appropriate. Therefore, staff does not recommend a special salary adjustment for the Lifeguard II classification.