



City of San Diego
Civil Service Commission

AGENDA

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

Thursday, July 3, 2025, at 1:00 p.m.
Civil Service Commission Room
Civic Center Plaza
1200 Third Ave, Suite 300
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.
2. Report Out of Closed Session.

NON-AGENDA PUBLIC COMMENT

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

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

CONSENT AGENDA (Items 3 to 20 can be approved with one motion.)

3. Approval of the minutes for the regular meeting of May 1, 2025.
4. Approval of Exceptional Merit Increase for Monica M. Bejarano, Senior Management Analyst.
5. Approval of Exceptional Merit Increase for Reeva Shayne S. Victoria, Payroll Specialist II.

6. Request from the Personnel Director to merge the current Police Officer I eligible list (T11621) with the new Police Officer I eligible list (T11942).
7. Request from the Personnel Director to merge the current Police Officer II eligible list (T11622) with the new Police Officer II eligible list (T11943).
8. Request from the Personnel Director to merge the current Recreation Center Director II eligible list (T10604) with the new Recreation Center Director II eligible list (T11941).
9. Request from the Personnel Director to use City employees as raters for the Fire Engineer examination.
10. Reham N. Al Saeed, Assistant Engineer – Civil, Engineering and Capital Projects Department, for a six-month (first extension) special leave without pay ending December 13, 2025, with their job to be saved.
Hire Date: May 6, 2019
Reason: Childcare.
Department Recommendation: Approve.
11. Richard J. Bedard, Parking Enforcement Officer I, Police Department, for a one-year (first extension) special leave without pay ending June 7, 2026, with their name to be placed on the eligible list for Parking Enforcement Officer I.
Hire Date: March 2, 2017
Reason: Maintain employment eligibility.
Department Recommendation: Approve.
12. Charles E. Berotte, Heavy Truck Driver II, Transportation Department, for a one-year special leave without pay ending July 2, 2026, with their name to be placed on the eligible list for Heavy Truck Driver II.
Hire Date: August 5, 2023
Reason: Loss of Commercial Driver License.
Department Recommendation: Approve.

13. De'Arcy L. Harris, Patch Truck Operator, Transportation Department, for a one-year (first extension) special leave without pay ending June 7, 2026, with their name to be placed on the eligible list for Patch Truck Operator.
Hire Date: March 30, 1995
Reason: Need additional time to obtain Commercial Driver License.
Department Recommendation: Approve.
14. Jaime M. Morales Castaneda, Plasterer, General Services Department, for a six-month special leave without pay ending October 22, 2025, with their job to be saved.
Hire Date: August 8, 2022
Reason: Personal.
Department Recommendation: Approve.
15. Jwan A. Mufti, Assistant Engineer - Civil, Engineering and Capital Projects Department, for a one-year special leave without pay ending March 16, 2026, with their job to be saved.
Hire Date: June 3, 2019
Reason: Family care.
Department Recommendation: Approve.
16. David C. Payne, Equipment Technician II, Parks and Recreation Department, for a one-year (first extension) special leave without pay ending July 30, 2026, with their name to be placed on the eligible list for Equipment Technician II.
Hire Date: December 5, 2016
Reason: Maintain employment eligibility.
Department Recommendation: Approve.
17. Jorge S. Ruiz, Fire Engineer, Fire-Rescue Department, for a one-year special leave without pay ending June 27, 2026, with their name to be placed on the eligible lists for Fire Engineer and Fire Fighter II.
Hire Date: November 8, 2014
Reason: Medical.
Department Recommendation: Approve.

18. Aaron M. Stevens, Utility Worker I, Stormwater Department, for a two-month special leave without pay ending June 21, 2025, with their job to be saved.
Hire Date: December 30, 2019
Reason: Personal.
Department Recommendation: Approve.
19. Timothy D. Carroll, Wastewater Chief Plant Operator, Public Utilities Department, for a leave of absence from the Classified Service effective May 24, 2025, while filling an unclassified position with their name to be placed on the appropriate eligible list.
Hire Date: December 18, 2023
20. Maritza Duque, Senior Personnel Analyst, Personnel Department, for a leave of absence from the Classified Service effective September 17, 2022, while filling an unclassified position with their name to be placed on the appropriate eligible list.
Hire Date: July 10, 2017

LEAVE OF ABSENCE WITHOUT PAY – DISCUSSION

21. Brianna S. Alvarez Bradley, Public Information Clerk, Office of the City Treasurer, for a one-year special leave without pay ending April 24, 2026, with their name to be placed on the eligible lists for Public Information Clerk and Clerical Assistant II.
Hire Date: May 16, 2022
Reason: Outside employment.
Department Recommendation: Approve.
22. Christian M. Del Razo, Supervising Department Human Resources Analyst, Public Utilities Department, for a one-year special leave without pay ending May 26, 2026, with their name to be placed on the eligible lists for Supervising Department Human Resources Analyst, Supervising Management Analyst, Senior Department Human Resources Analyst, Senior Management Analyst, Associate Personnel Analyst, Associate Department Human Resources Analyst, and Associate Management Analyst.
Hire Date: July 26, 2021
Reason: Outside employment.
Department Recommendation: Approve.

23. Madison-Leigh F. Holl, Recreation Leader I, Parks and Recreation Department, for a two-month special leave without pay ending June 30, 2025, with their job to be saved.
Hire Date: August 3, 2024
Reason: Personal.
Department Recommendation: Deny.
24. Monica R. Langston, Administrative Aide II, Stormwater Department, for a one-year (second extension) special leave without pay ending May 12, 2026, with their name to be placed on the eligible lists for Administrative Aide II and Administrative Aide I.
Hire Date: March 2, 2013
Reason: Family care.
Department Recommendation: Approve.
25. Diana Penaloza, Dispatcher II, Police Department, for a one-year (second extension) special leave without pay ending May 7, 2026, with their name to be placed on the eligible lists for Dispatcher II and Police 911 Dispatcher.
Hire Date: October 12, 2015
Reason: Maintain employment eligibility.
Department Recommendation: Approve.

POLICY ITEMS – DISCUSSION

26. Appointment to the San Diego Civil Service Commission Joint Apprenticeship Committee: Epifanio Rios, nominated for appointment as Alternate Management Member.
27. Revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum).
28. Request from the Environmental Services Department to exempt a Program Coordinator position from the Classified Service.
29. Formation of an Ad Hoc Committee to conduct the Personnel Director performance evaluation.

INFORMATIONAL ITEMS

30. Request from Vice President Moore for a report from the Personnel Director.
31. Request from Vice President Moore inviting City Administration to address the Civil Service Commission.



City of San Diego
Civil Service Commission

CLOSED SESSION AGENDA

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

Thursday, July 3, 2025, at 12:00 p.m.
Civil Service Commission Room
Civic Center Plaza
1200 Third Ave, Suite 300
San Diego, California 92101

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CLOSED SESSION

NOTE: The Commission will convene at 12:00 p.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.

CONFERENCE WITH LEGAL COUNSEL–Existing litigation, pursuant to California Government Code Section 54956.9(d)(1):

1. *Jesse Torres v. Civil Service Commission*
San Diego County Superior Court Case No. 37-2022-00025320-CU-WM-CTL

This case involves a challenge to the Civil Service Commission’s decision upholding termination. The City Attorney will update the Civil Service Commission on the status of this case and explain further proceedings.

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

2. Steven G. Waldman, appealing the rejection of their application for Parking Enforcement Officer I.

PUBLIC EMPLOYMENT – Deliberation on disciplinary appeals pursuant to California Government Code section 54957(b)(1)

3. 2023-1, appealing their suspension from the position of Police Officer II.
4. Shawn Maxwell, appealing their termination from the position of Code Compliance Officer.

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

Thursday, May 1, 2025, at 1:00 p.m.
Civil Service Commission Room
Civic Center Plaza
1200 Third Ave, Suite 300
San Diego, California 92101

- A. The regular business meeting of the Civil Service Commission was called to order by President Nicolaz Portillo at 1:00 p.m. Also present were Vice President Will Moore and Commissioner Samuel Merrill. Commissioner Trang Pham was absent.
- B. The staff was represented by Personnel Director David Dalager, Assistant Personnel Director Anne Lamén Aban, and Assistant to the Director Saba O'Neal. Serving as legal advisor to the Commission was Deputy City Attorney Jose Garcia Jr.



City of San Diego
Civil Service Commission

MINUTES

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

Thursday, May 1, 2025, at 1:00 p.m.
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ITEMS FOR ACTION

INTRODUCTION

1. Roll Call.

ACTION TAKEN/PENDING

Present were President Portillo, Vice President Moore, and Commissioner Merrill. Commissioner Pham was absent.

2. Report Out of Closed Session.

At 1:01 p.m., Saba O'Neal reported out the actions of closed session.

NON-AGENDA PUBLIC COMMENT

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

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

CONSENT AGENDA (Items 3 to 11 can be approved with one motion.)

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|----|--|---|
| 3. | Approval of the minutes for the regular meeting of March 6, 2025. | Vice President Moore made a motion to approve the consent agenda. Commissioner Merrill seconded the motion. Approved 3-0. |
| 4. | Approval of Exceptional Merit Increase for Andres Molina, Administrative Aide I. | |
| 5. | Request from the Personnel Director to merge the current Dispatcher I eligible list (T10956) with the new Dispatcher I eligible list (T11936). | |
| 6. | Request from the Personnel Director to merge the current Dispatcher II eligible list (T10957) with the new Dispatcher II eligible list (T11937). | |
| 7. | Request from the Personnel Director to merge the current Fire Dispatcher eligible list (T11599) with the new Fire Dispatcher eligible list (T11938). | |
| 8. | Request from the Personnel Director to merge the current Fire Recruit eligible list (T11811) with the new Fire Recruit eligible list (T11918). | |
| 9. | Tomas M. Barkle, Structural Inspector I, Development Services Department, for a seven-month special leave without pay ending November 11, 2025, with their job to be saved.
Hire Date: February 6, 2017
Reason: Need additional time to obtain ICC certification.
Department Recommendation: Approve. | |

10. Emily M. Hernandez, Associate Department Human Resources Analyst, Public Utilities Department, for a one-year special leave without pay ending March 31, 2026, with their name to be placed on the eligible lists for Associate Department Human Resources Analyst and Associate Management Analyst.
Hire Date: October 24, 2022
Reason: Childcare.
Department Recommendation: Approve.
11. Samuel O. Ramirez, Assistant Fleet Technician, General Services Department, for a one-year (first extension) special leave without pay ending May 4, 2026, with their name to be placed on the eligible lists for Assistant Fleet Technician, Motive Service Technician, Fleet Attendant, and Motive Service Trainee.
Hire Date: January 23, 2021
Reason: Failure to obtain Commercial Driver License.
Department Recommendation: Approve.

LEAVE OF ABSENCE WITHOUT PAY – DISCUSSION

12. Isaiah G. Cross, Utility Worker II, Transportation Department, for a one-year (first extension) special leave without pay ending February 12, 2026, with their name to be placed on the eligible list for Utility Worker II.
Hire Date: May 3, 2011
Reason: Medical.
Department Recommendation: Deny.
13. Lori M. Jones, Laboratory Technician, Public Utilities Department, for a one-year special leave without pay ending April 27, 2026, with their job to be saved.
Hire Date: April 26, 2021
Reason: Outside Employment.
Department Recommendation: Modify to name on eligible list.

Vice President Moore made a motion to deny the request.
President Portillo seconded the motion.
Denied 3-0.
Speaking for staff was Carissa Rosemore.
Speaking for the department was Philip Lowrey.

Vice President Moore made a motion to approve the request with modification to name on eligible list.
President Portillo seconded the motion.
Approved 3-0.
Speaking for staff was Carissa Rosemore.
Speaking for the department was Violet Renick.
Speaking was Lori M. Jones.

14. Angela M. Shelton, Recreation Center Director II, Parks and Recreation Department, for a one-year (third extension) special leave without pay ending March 21, 2026, with their name to be placed on the eligible lists for Recreation Center Director II, Recreation Center Director I, Assistant Recreation Center Director, Recreation Leader II, and Recreation Leader I.
Hire Date: March 19, 2015
Reason: Family care and maintain employment eligibility.
Department Recommendation: Approve.

Vice President Moore made a motion to approve the request.
President Portillo seconded the motion.
Approved 3-0.
Speaking for staff was Carissa Rosemore.
Speaking for the department was Louis Merlin.
Speaking was Angela. M. Shelton.

POLICY ITEMS – DISCUSSION

15. Staff recommendations on overtime eligibility for new classifications.

Vice President Moore made a motion to approve staff's recommendations.
Commissioner Merrill seconded the motion.
Approved 3-0.
Speaking for staff was Rachel McDonald-Hernandez.
Eligible for Premium Rate Overtime
1) Senior Pump Station Operations Supervisor
2) Pump Station Operations Superintendent

INFORMATIONAL ITEMS

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

Informational Item only.
Speaking for the Personnel Department was David Dalager.

The Personnel Director provided an update on two successes involving department partnerships with the Environmental Services Department and the Parks and Recreation Department. Personnel Department raters administered approximately 100 bilingual tests utilizing remote testing, over a two-week period, for the Environmental Services Department. Personnel staff held a 1-stop shop hiring event for seasonal Pool Guards for the Parks and Recreation Department. Personnel's proposed budget is resulting in direct impact to two staff members.

- | | |
|---|--------------------|
| 17. Request from Vice President Moore inviting City Administration to address the Civil Service Commission. | Nothing to report. |
|---|--------------------|

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

There being no further business, the meeting was adjourned at 1:24 p.m.

Nicolaz Portillo, President



ITEM 4

THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Exceptional Merit Increase for Monica M. Bejarano, Senior Management Analyst

The Police Department is requesting an Exceptional Merit Increase be granted to Monica M. Bejarano, Senior Management Analyst, effective May 10, 2025, from "D" step (\$49.32/hr.) to "E" step (\$51.84/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
Personnel Director

DD:EW:em

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: Monica Bejarano M.	EMPLOYEE PERNR: 00000 ✓	JOB: ✓ Senior Management Analyst - Crime Analysis Lead
DEPARTMENT NAME: SDPD SPC - CAU	LAST PERFORMANCE EVALUATION: DATE 5/13/25 4/27/2024	PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB: FROM _____ STEP TO _____ STEP DATE(S):
PERSONNEL AREA NO: (1914) 4000	OVERALL EVALUATION: Meets Standards	
TOTAL CITY SERVICE: YEARS: 18 MONTHS: 2	PRESENT STANDARD RATE NUMBER AND STEP: \$49.320 D Step ✓	DATE REGULAR MERIT INCREASE IS DUE: 9/28/2025 ✓
RECOMMENDED STANDARD RATE NUMBER AND STEP: E ✓ \$51.84	EFFECTIVE DATE OF RECOMMENDED INCREASE: 3/28/2025 5/10/25	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>

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.


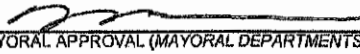
Since promotion to the Senior Management Analyst position on September 28, 2024, Monica Bejarano has spearheaded the first institution of an official Lead Crime Analyst position within the San Diego Police Department. She has begun development on a crucial crime analyst training pipeline that is the first of its kind within the Department and will serve as the standardization template going forward for all future analysts. The "New Analyst On-boarding, Development & Standardization Training" brings new analysts to a consistent standard so that they are proficient to operate independently.

As a result of Monica's efforts, the soon-to-be filled analyst position will likely be afforded with additional training opportunities and tools not previously available to new analysts. These include seeking out regularly provided training groups throughout SDPD's regional partners, to include the Law Enforcement Coordination Center (LECC) and the International Association of Crime Analysts (IACA), which regularly provide free standardized training across the nation. In addition, this position will be pivotal in seeking advanced training on existing cellphone and social media analytical platforms used by SDPD, ensuring that the methods and techniques employed by our personnel are in keeping with the ever-changing field of technical criminal analysis. Her efforts will not only ensure that future employee training is more efficient, but will provide much desired standardization in anticipation of future court testimonials.

In addition to the new training component instituted by Monica's new position, she has also been instrumental in providing valuable continuity between the unit's administrative supervisors. Monica has taken upon additional regular tasks, ranging from resolution of a portion of the unit's California Public Record's Act (CPRA) workload to representation on various high-profile working groups within the Department in the wake of severe staffing shortages. Monica's contributions to the administration of Crime Analysis have ensured that daily operations can continue throughout the ever-increasing demands of the unit as workload continues to persist.

Monica's contributions to the Crime Analysis team, both as a lead analyst and providing administrative support to supervision, will continue to have lasting positive effects for the unit. Her newly developed position has proven to be a vital bridge between operations and administration. It's anticipated that her new role and increased responsibility will continue to set the example for unit going forward.

☒ 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 CHIEF	DATE 5-15-2025
DEPARTMENT DIRECTOR SIGNATURE 	TITLE ASSISTANT CHIEF	DATE 5/21/25
MAYORAL APPROVAL (MAYORAL DEPARTMENT'S ONLY)	TITLE	DATE
DATE APPROVED BY CIVIL SERVICE COMMISSION		



ITEM 5

THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Exceptional Merit Increase for Reeva Shayne S. Victoria, Payroll Specialist II

The Police Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Reeva Shayne S. Victoria, Payroll Specialist II, effective July 9, 2025, from "C" step (\$30.16/hr.) to "E" step (\$33.30/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
Personnel Director

DD:EW:em

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2025\6. July 3, 2025\EMI - Victoria\EMI Memo - Victoria.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: <input checked="" type="checkbox"/> Reeva Shayne Victoria S.	EMPLOYEE PERNR: <input checked="" type="checkbox"/>	JOB: <input checked="" type="checkbox"/> Payroll Specialist II
DEPARTMENT NAME: <input checked="" type="checkbox"/> Police	LAST PERFORMANCE EVALUATION: DATE: 10/15/24 8/20/2024	PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB: FROM _____ STEP TO _____ STEP DATE(S):
PERSONNEL AREA NO: 4000	OVERALL EVALUATION: Excellent Performance	
TOTAL CITY SERVICE: YEARS: 2 <input checked="" type="checkbox"/> MONTHS: 4 <input checked="" type="checkbox"/>	PRESENT STANDARD RATE NUMBER AND STEP: \$28.72 - C Step 30.16	DATE REGULAR MERIT INCREASE IS DUE: 7/10/2025
RECOMMENDED STANDARD RATE NUMBER AND STEP: 1648 - E Step \$31.74	EFFECTIVE DATE OF RECOMMENDED INCREASE: July 10/2025	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> 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.

This is a request to increase Reeva Victoria's salary step from C to E effective 04/26/2025. Reeva is currently a Payroll Specialist II with the Police Department's Payroll Unit and is responsible for roughly 300+ payrolls.

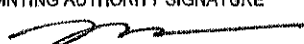
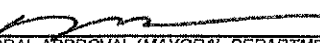
Prior to joining the City, Reeva worked as a Pre-Audit Clerk I with the State of Hawaii Department of Health for over 10 years. This experience has provided her with the requisite skills to excel in her current role. So much so, that in March 2024, she was tasked with absorbing the department's Academy payroll due to one of the Payroll Supervisor's unexpected medical leave. This task has historically been the responsibility of the Payroll Supervisor, but due to their prolonged absence, Reeva has assumed this responsibility. The department holds four academies per fiscal year, often ranging between 30-50 Police Recruits. Each new employee has additional paperwork that must be processed by the Payroll Specialist, a duty that is unique to Reeva. During this time, the City has also changed the method in which new hires are entered, which Reeva had to incorporate into her process.

It has been over a year since Reeva has taken on this additional workload, and although she is eligible for the next salary step in July, the department feels it is well-deserved that she be moved to the top step. It is evident that both her prior experience and time with the City have made her the quintessential asset desired by any department.

Reeva is a dedicated City employee and is a valued member of the department. Her attention to detail goes above and beyond what others have done during their probation period. Reeva's supervisor speaks highly of her work ethic and flexibility that she exhibits when encountering new duties or assignments. She has devoted numerous hours to the unit to ensure her payrolls are processed accurately and in a timely manner. Reeva completes her tasks at a level that exceeds the expectations of a Payroll Specialist of only two years.

Based on the information stated above, it is respectfully requested that Reeva Victoria's salary step be changed to salary step E effective 04/26/2025.

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

APPOINTING AUTHORITY SIGNATURE	TITLE	DATE
	ASSISTANT CHIEF	05/20/25
DEPARTMENT DIRECTOR SIGNATURE	TITLE	DATE
	ASSISTANT CHIEF	05/20/25
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: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Merger of Police Officer I (T11621 and T11942) Eligible Lists

Civil Service Rule IV, Section 1(2) requires the approval of the Civil Service Commission prior to the merger of any eligible lists. In accordance with this rule, staff is requesting that the current Police Officer I (T11621) eligible list be merged with the new Police Officer I (T11942) eligible list which opened on June 13, 2025.

The recruitment for Police Officer I (T11942) reopened to accommodate a change to the minimum qualifications.

By merging the lists, the new eligible list will be available for certification and candidates on the current eligible list will continue to maintain their eligibility until that list expires. All current eligibles may extend their eligibility period by applying during the new Police Officer I (T11942) recruitment.

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

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

David Dalager
Personnel Director

DD:CA:rr

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Merger of Police Officer II (T11622 and T11943) Eligible Lists

Civil Service Rule IV, Section 1(2) requires the approval of the Civil Service Commission prior to the merger of any eligible lists. In accordance with this rule, staff is requesting that the current Police Officer II (T11622) eligible list be merged with the new Police Officer II (T11943) eligible list which opened on June 13, 2025.

The recruitment for Police Officer II (T11943) reopened to accommodate a change to the minimum qualifications.

By merging the lists, the new eligible list will be available for certification and candidates on the current eligible list will continue to maintain their eligibility until that list expires. All current eligibles may extend their eligibility period by applying during the new Police Officer II (T11943) recruitment.

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


David Dalager
Personnel Director

DD:CA:rr

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Merger of Recreation Center Director II (T10604 and T11941) Eligible Lists

Civil Service Rule IV, Section 1(2) requires the approval of the Civil Service Commission prior to the merger of any eligible lists. In accordance with this rule, staff is requesting that the current Recreation Center Director II (T10604) eligible list be merged with the new Recreation Center Director II (T11941) eligible list that opened for recruitment on May 23, 2025.

The recruitment for Recreation Center Director II (T11941) reopened to accommodate a change in the screening process.

By merging the lists, the new eligible list will be available for certification and candidates on the current eligible list will continue to maintain their eligibility until that list expires. All current eligibles may extend their eligibility period by applying during the new Recreation Center Director II (T11941) recruitment.

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


David Dalager
Personnel Director

DD:CA:es

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

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

Civil Service Rule III, Section 3(1) requires that the Civil Service Commission approve the appointment of City employees to examining boards. 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 is a structured interview. Panels comprised of internal and external raters from other fire agencies 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 supervises the administration of the examination to ensure uniform and consistent application to all candidates.

The current examination opened for recruitment on March 21, 2025, and closed April 11, 2025, and use of City employees as expert raters for the structured interview portion was prospectively approved by the Personnel Director to assist the Fire-Rescue Department in filling their Fire Engineer vacancies without delay. Although the eligible list generated from this recruitment is valid for two years, it is expected that the Fire-Rescue Department will deplete the eligible list before it expires.

Staff is requesting Commission's approval to utilize City employees as expert raters for the structured interview portion of the current and any future Fire Engineer examinations which open for recruitment during the next fiscal year which ends on June 30, 2026.


David Dalager
Personnel Director

DD:MD:es



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Request for Special Leave Without Pay for Brianna S. Alvarez Bradley,
Public Information Clerk

Brianna S. Alvarez Bradley, Public Information Clerk, is requesting a one-year special leave without pay ending April 24, 2026, with their name to be placed on the eligible lists for Public Information Clerk and Clerical Assistant II.

Brianna S. Alvarez Bradley is requesting this leave to assist their father with the family business. The Office of the City Treasurer is recommending approval of this request.

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

Brianna S. Alvarez Bradley has been employed with the City since May 16, 2022. Their most recent performance evaluation was "Meets Standards."

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

David Dalager
Personnel Director

DD:DD:em



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Request for Special Leave Without Pay for Christian M. Del Razo, Supervising Department Human Resources Analyst

Christian M. Del Razo, Supervising Department Human Resources Analyst, is requesting a one-year special leave without pay ending May 26, 2026, with their name to be placed on the eligible lists for Supervising Department Human Resources Analyst, Supervising Management Analyst, Senior Department Human Resources Analyst, Senior Management Analyst, Associate Personnel Analyst, Associate Department Human Resources Analyst, and Associate Management Analyst.

Christian M. Del Razo is requesting this leave for outside employment. The Public Utilities Department is recommending approval of this request.

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

Christian M. Del Razo has been employed with the City since July 26, 2021. Their most recent performance evaluation was "Meets Standards."

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

David Dalager
Personnel Director

DD:MZ:em

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Request for Special Leave Without Pay for Madison-Leigh F. Holl, Recreation Leader I

Madison-Leigh F. Holl, Recreation Leader I, is requesting a two-month special leave without pay ending June 30, 2025, with their job to be saved.

Madison-Leigh F. Holl is requesting this leave while they look for a new place to live. The Parks and Recreation Department is recommending denial of this request stating that this leave would cause a hardship for the department as it would be difficult to keep the recreation center open with the lack of staff.

Madison-Leigh F. Holl has been employed with the City since August 3, 2024. Their most recent performance evaluation was "Meets Standards."


David Dalager
Personnel Director

DD:JC:em

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Request for Special Leave Without Pay (second extension) for Monica R. Langston, Administrative Aide II

Monica R. Langston, Administrative Aide II, is requesting a one-year (second extension) special leave without pay ending May 12, 2026, with their name to be placed on the eligible lists for Administrative Aide II and Administrative Aide I.

Monica R. Langston is requesting this extension due to family care. They are the sole caretaker of a family member who requires full-time care. The Stormwater Department is recommending approval of this request.

Monica R. Langston has been employed with the City since March 2, 2013, and has been on special leave without pay continuously since May 13, 2023. Their leave history is summarized below.

Leave DatesSpecial Leave Without Pay

05-13-23 to 05-12-24

Original request –Name on List

05-13-24 to 05-12-25

1st Extension – Name on List

Monica R. Langston's last performance evaluation was "Meets Standards."

In a letter dated June 17, 2024, Monica R. Langston was advised that "The Commission stated that any future request for leave extension with job saved or name on appropriate eligible list will be evaluated very closely on a case-by-case basis."

David Dalager
Personnel Director

GE:DD:em



THE CITY OF SAN DIEGO

MEMORANDUM

DATE: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Request for Special Leave Without Pay (second extension) for Diana Penaloza, Dispatcher II

Diana Penaloza, Dispatcher II, is requesting a one-year (second extension) special leave without pay ending May 7, 2026, with their name to be placed on the eligible lists for Dispatcher II and Police 911 Dispatcher.

Diana Penaloza is requesting this extension to maintain their employment eligibility. The Police Department is recommending approval of this request.

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

Diana Penaloza has been employed with the City since October 12, 2015, and has been on special leave without pay continuously since May 8, 2023. Their leave history is summarized below.

Leave Dates

Special Leave Without Pay

05-08-23 to 05-07-24

Original request – Name on Eligible List

05-08-24 to 05-07-25

1st Extension – Name on Eligible List

Diana Penaloza's last performance evaluation was "Meets Standards."

In a letter dated May 10, 2024, Diana Penaloza was advised that "The Commission stated that any future request for leave extension with job saved or name on appropriate eligible list will be evaluated very closely on a case-by-case basis."

David Dalager
Personnel Director

DD:EW:em



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Joint Apprenticeship Committee Appointment

In accordance with Personnel Manual Index Code M-1 (Apprenticeship Training), the City's Joint Apprenticeship Committee (JAC) consists of four management and four labor representatives, with an alternate for each member. These management and labor members are nominated by the City and the recognized employee organization representing the skilled trades, respectively, for the approval of the Civil Service Commission.

There is one alternate management member vacancy. Wesley Greeson, JAC Chairperson, has requested the following appointment to the JAC:

Epifanio Rios, Plant Process Control Supervisor

Commission approval is requested for the appointment above. With Commission approval, a letter of appointment will be sent to this individual.

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

David Dalager
Personnel Director

DD:SH:rr

Attachment: 1. Nomination for Joint Apprenticeship Committee Alternate Management Member

cc: Victor Rodriguez, State of California Division of Apprenticeship Standards

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: May 12, 2025

TO: San Diego Civil Service Commission
Via David Dalager, Personnel Director *Dab*

FROM: Wesley Greeson, JAC Chairperson

SUBJECT: Nominations for Joint Apprenticeship Committee Appointments

In accordance with Personnel Manual, Index Code M-1 (Apprenticeship Training), there are four Management Members and four Alternate Members positions on the Joint Apprenticeship Committee.

Currently, the Management Members consist of the following:

Management Members:

- #1(Chairperson): Wesley Greeson, Senior Comm Tech. Supervisor
- #2: Harold Leggate, Sr Building Maintenance Supervisor
- #3: Lance Smith, HVAC Supervisor
- #4: (Secretary) Samuel Hagos, Associate Personnel Analyst

Alternate Members:

- #1: James Doll, Communications Technician Supervisor
- #2: Victor Lopez, Plumber Supervisor
- #3: (Alt. Secretary) Edgar Portilla, Program Coordinator
- #4: Vacant

There is one alternate management member vacancy. As a result, Wesley Greeson, JAC Chairperson, has requested the following appointment to the JAC:

Epifanio Rios, Plant Process Control Supervisor

Consistent with Personnel, Manual Index Code M-1, I am recommending these nominations be approved by the Civil Service Commission.

X *Wesley L. Greeson* _____

Wesley Greeson
JAC Chairperson

cc: David Dalager, Personnel Department Director
Samuel Hagos, JAC Secretary



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

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

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

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

Page 6 – Revised to change the title of Fire Prevention Inspector II to Deputy Fire Marshal II as approved by the Civil Service Commission during the Fiscal Year 2026 Salary Season.

Page 6 – Revised to change the title of Fire Prevention Inspector I to Deputy Fire Marshal I as approved by the Civil Service Commission during the Fiscal Year 2026 Salary Season.

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

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

David Dalager
Personnel Director

DD:RMH:rr

Attachment: 1. Personnel Manual Index Code D-3, Career Advancement (Addendum)

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ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
*Public Service Career Trainee	Occupational Target Class
<u>Building Inspection</u>	
Combination Inspector I	Combination Inspector II
Electrical Inspector I	Electrical Inspector II
Housing Inspector I	Housing Inspector II
Life Safety Inspector I	Life Safety Inspector II
Mechanical Inspector I	Mechanical Inspector II
Structural Inspector I	Structural Inspector II
<u>Chemists</u>	
Assistant Laboratory Technician	Laboratory Technician
Environmental Biologist I	Environmental Biologist II
Environmental Health Inspector I	Environmental Health Inspector II
Environmental Scientist I	Environmental Scientist II
Hazardous Materials/Pretreatment Trainee	Hazardous Materials Inspector I Hazardous Materials Inspector II
Hazardous Materials/Pretreatment Trainee	Storm Water Inspector I Storm Water Inspector II
Hazardous Materials/Pretreatment Trainee	Wastewater Pretreatment Inspector I Wastewater Pretreatment Inspector II
Storm Water Environmental Specialist I	Storm Water Environmental Specialist II
<u>Clerical</u>	
Account Clerk	Account Audit Clerk Payroll Audit Specialist I Payroll Audit Specialist II
Auto Messenger I	Auto Messenger II
Clerical Assistant I	Clerical Assistant II Account Clerk Account Audit Clerk Payroll Specialist I Payroll Specialist II
Clerical Assistant I	Clerical Assistant II Benefits Representative II Retirement Assistant

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

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ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
Clerical Assistant I	Clerical Assistant II Account Clerk Payroll Specialist I Payroll Specialist II
Clerical Assistant I	Benefits Representative I Benefits Representative II
Clerical Assistant I	Benefits Representative I Benefits Representative II Retirement Assistant
Clerical Assistant I	Clerical Assistant II Cashier
Clerical Assistant I	Clerical Assistant II Claims Clerk
Clerical Assistant I	Clerical Assistant II Contracts Processing Clerk
Clerical Assistant I	Clerical Assistant II Court Support Clerk I Court Support Clerk II Legal Secretary I Legal Secretary II
Clerical Assistant I	Clerical Assistant II Public Information Clerk Customer Services Representative
Clerical Assistant I	Clerical Assistant II Deputy City Clerk I
Clerical Assistant I	Clerical Assistant II Public Information Clerk Retirement Assistant
Clerical Assistant I	Clerical Assistant II Public Information Clerk Test Administration Specialist
Clerical Assistant I	Clerical Assistant II Office Support Specialist Test Administration Specialist
Clerical Assistant I	Clerical Assistant II Office Support Specialist Legal Secretary I Legal Secretary II
Clerical Assistant I	Micrographics Clerk

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CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
Clerical Assistant I	Clerical Assistant II Account Clerk Payroll Specialist I Payroll Specialist II Payroll Audit Specialist I Payroll Audit Specialist II
Clerical Assistant I	Clerical Assistant II Payroll Specialist I Payroll Specialist II
Clerical Assistant I	Clerical Assistant II Police Records Clerk
Clerical Assistant I	Clerical Assistant II Public Information Specialist
Clerical Assistant I	Clerical Assistant II Vehicle and Fuel Clerk
Clerical Assistant I	Clerical Assistant II Office Support Specialist
Clerical Assistant I	Test Monitor II
Legislative Recorder I	Legislative Recorder II
Library Assistant I	Clerical Assistant I Clerical Assistant II Library Assistant II
Office Support Specialist	Executive Assistant
Office Support Specialist	Payroll Specialist I Payroll Specialist II Payroll Audit Specialist I Payroll Audit Specialist II
Senior Clerk/Typist	Executive Assistant
Test Monitor I	Test Monitor II Test Administration Specialist
<u>Communications</u>	
Dispatcher I	Dispatcher II
Dispatcher I	Dispatcher II Fire Dispatcher
Dispatcher I	Police 911 Dispatcher
Dispatcher I	Public Works Dispatcher
Police 911 Dispatcher	Police Dispatcher

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ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
<u>Construction And Maintenance</u>	
Laborer	Field Representative
Laborer	Equipment Technician I Parking Meter Technician
Laborer	Plant Technician I
Laborer	Senior Backflow and Cross Connection Specialist
Laborer	Utility Worker I
Laborer	Water Systems Technician I Water Systems Technician II Water Systems Technician III
Water Systems Technician I	Water Systems Technician II Water Systems Technician III
Water Utility Worker	Water Systems Technician II Water Systems Technician III
Utility Worker I	Water Systems Technician II Water Systems Technician III
Utility Worker I	Building Service Technician
<u>Custodial</u>	
Custodian I	Custodian II
<u>Data Processing</u>	
Clerical Assistant I	Police Records Data Specialist
Programmer Analyst I	Programmer Analyst II Programmer Analyst III
<u>Engineering</u>	
Drafting Aide	Senior Drafting Aide
Engineering Trainee	Junior Engineering Aide Senior Corrosion Engineering Aide
Engineering Trainee	Senior Drafting Aide
Engineering Trainee	Junior Engineering Aide Senior Engineering Aide
Engineering Trainee	Hydrography Aide
Engineering Trainee	Junior Engineering Aide Plan Review Specialist I Plan Review Specialist II Plan Review Specialist III
Engineering Trainee	Senior Backflow and Cross Connection Specialist

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CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
Engineering Trainee	Junior Engineering Aide Senior Survey Aide
Junior Engineer - Civil	Assistant Engineer - Civil
Junior Engineer - Civil	Assistant Engineer - Traffic
Junior Engineer - Civil	Structural Engineering Assistant Structural Engineering Associate
Junior Engineer - Electrical	Assistant Engineer - Corrosion
Junior Engineer - Electrical	Assistant Engineer - Electrical
Junior Engineer - Fire Protection	Assistant Engineer - Fire Protection
Junior Engineer - Mechanical	Assistant Engineer - Mechanical Associate Engineer - Mechanical
Development Services Permit Technician	Plan Review Specialist I Plan Review Specialist II Plan Review Specialist III
Zoning Investigator I	Plan Review Specialist III
<u>Equipment Maintenance</u>	
Motive Service Trainee	Motive Service Technician
Equipment Technician I	Parking Meter Technician
Equipment Technician I	Plant Technician I
Equipment Technician I	Aquatics Technician I
Pump Station Operator Trainee	Pump Station Operator
Water Distribution Operator Trainee	Assistant Water Distribution Operator Water Distribution Operator
<u>Equipment Operation</u>	
Heavy Truck Driver I	Heavy Truck Driver II
Sanitation Driver Trainee	Sanitation Driver I Sanitation Driver II
<u>Field Contact</u>	
City Attorney Investigator Trainee	City Attorney Investigator I City Attorney Investigator II
Claims Aide	Claims Representative I Claims Representative II
Code Compliance Officer	Police Code Compliance Officer
Code Compliance Officer	Wildfire Mitigation Specialist
Collections Investigator Trainee	Collections Investigator I
Field Representative	Senior Backflow and Cross Connection Specialist
Liability Claims Aide	Liability Claims Representative I Liability Claims Representative II
Safety Representative I	Safety Representative II
Security Representative I	Security Representative II

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ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
Workers' Compensation Claims Aide	Workers' Compensation Claims Representative I Workers' Compensation Claims Representative II
<u>Fire</u>	
Fire Prevention Inspector I Deputy Fire Marshal I	Fire Prevention Inspector II Deputy Fire Marshal II
Fire Recruit	Fire Fighter I Fire Fighter II
<u>Library</u>	
Librarian I	Librarian II
<u>Management, Fiscal & Staff</u>	
Accountant I	Finance Analyst II
Accountant Trainee	Accountant I Accountant II
Accountant Trainee	Finance Analyst I Finance Analyst II
Administrative Aide I	Administrative Aide II
Administrative Aide II	Arts Management Assistant Arts Management Associate
Administrative Aide II	Assistant Department Human Resources Analyst Associate Department Human Resources Analyst
Administrative Aide II	Assistant Dispute Resolution Officer Dispute Resolution Officer
Administrative Aide II	Assistant Management Analyst Associate Management Analyst
Administrative Aide II	Assistant Personnel Analyst Associate Personnel Analyst
Administrative Aide II	Assistant Trainer Trainer
Administrative Aide II	Employee Assistance Counselor
Administrative Aide II	Employee Benefits Specialist II
Administrative Aide II	Finance Analyst I Finance Analyst II
Administrative Aide II	Insurance Analyst I Insurance Analyst II
Administrative Aide II	Literacy Analyst
Administrative Aide II	Organization Effectiveness Specialist II
Administrative Aide II	Records Management Analyst

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CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
Administrative Aide II	Recycling Specialist I Recycling Specialist II
Buyer's Aide I	Buyer's Aide II
Business Systems Aide	Business Systems Analyst I Business Systems Analyst II
Compliance Officer Trainee	Assistant Compliance Officer Associate Compliance Officer
Geographic Information Systems Technician	Geographic Information Systems Analyst I Geographic Information Systems Analyst II
Information Systems Analyst I	Business Systems Analyst I Business Systems Analyst II
Information Systems Technician	Information Systems Analyst I Information Systems Analyst II
Junior Property Agent	Assistant Property Agent Associate Property Agent
Management Trainee	Arts Management Assistant Arts Management Associate
Management Trainee	Assistant Department Human Resources Analyst Associate Department Human Resources Analyst
Management Trainee	Associate Emergency Services Coordinator
Management Trainee	Assistant Dispute Resolution Officer Dispute Resolution Officer
Management Trainee	Assistant Economist Associate Economist
Management Trainee	Assistant Management Analyst Associate Management Analyst
Management Trainee	Assistant Personnel Analyst Associate Personnel Analyst
Management Trainee	Assistant Property Agent Associate Property Agent
Management Trainee	Assistant Trainer Trainer
Management Trainee	Business Systems Analyst I Business Systems Analyst II
Management Trainee	Community Development Specialist I Community Development Specialist II
Management Trainee	Employee Assistance Counselor
Management Trainee	Employee Benefits Specialist I Employee Benefits Specialist II
Management Trainee	Finance Analyst I Finance Analyst II

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CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
Management Trainee	Geographic Information Systems Analyst I Geographic Information Systems Analyst II
Management Trainee	Information Systems Analyst I Information Systems Analyst II
Management Trainee	Insurance Analyst I Insurance Analyst II
Management Trainee	Literacy Analyst
Management Trainee	Organization Effectiveness Specialist I Organization Effectiveness Specialist II
Management Trainee	Records Management Analyst
Management Trainee	Recycling Specialist I Recycling Specialist II
Management Trainee	Public Information Officer
Personnel Assistant I	Personnel Assistant II
Personnel Assistant II	Assistant Personnel Analyst Associate Personnel Analyst
Procurement Contracting Trainee	Assistant Procurement Contracting Officer Associate Procurement Contracting Officer
Retirement Financial Specialist Trainee	Retirement Financial Specialist I Retirement Financial Specialist II
<u>Marine Safety</u>	
Lifeguard II	Lifeguard III
<u>Park Maintenance</u>	
Grounds Maintenance Worker I	Golf Course Greenskeeper
Grounds Maintenance Worker I	Grounds Maintenance Worker II
Grounds Maintenance Worker II	Nursery Gardener
<u>Planning</u>	
Junior Planner	Assistant Planner Associate Planner
Planning Technician I	Planning Technician II Planning Technician III
Zoning Investigator I	Zoning Investigator II
<u>Plant Operation</u>	
Plant Operator Trainee	Assistant Wastewater Plant Operator Wastewater Plant Operator
Plant Operator Trainee	Assistant Water Plant Operator Water Plant Operator

**PERSONNEL REGULATIONS
City of San Diego**

July 3, 2025
December 5, 2024

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PERSONNEL MANUAL

Examinations

ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
Plant Operator Trainee	Pure Water Plant Operator
<u>Police</u>	
Latent Print Examiner Aide	Latent Print Examiner I Latent Print Examiner II
Clerical Assistant I	Clerical Assistant II Cal I.D. Technician
Crime Scene Specialist I	Crime Scene Specialist II
Document Examiner I	Document Examiner II Document Examiner III
Polygrapher I	Polygrapher II Polygrapher III
Criminalist I	Criminalist II
Police Investigative Service Officer I	Police Investigative Service Officer II
Police Recruit	Police Officer I
Police Officer I	Police Officer II
Police Service Officer I	Police Service Officer II
<u>Printing</u>	
Publishing Specialist I	Publishing Specialist II
<u>Recreation</u>	
Park Ranger Aide	Park Ranger
Pool Guard I	Pool Guard II
Recreation Aide	Golf Operations Assistant
Recreation Aide	Recreation Leader I
Recreation Center Director II	Recreation Center Director III
Recreation Leader I	Recreation Leader II
Water Safety Instructor	Pool Guard II
<u>Skilled Trades</u>	
Electrician	Plant Process Control Electrician
Electrician	Street Lighting Electrician
Instrumentation and Control Technician Trainee	Electronics Technician Instrumentation and Control Technician
Traffic Signal Technician I	Traffic Signal Technician II
<u>Storekeeping</u>	
Stock Clerk	Police Property and Evidence Specialist



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

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

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

The Program Coordinator position will develop and oversee the implementation of process improvement projects, develop and revise standard operating procedures, and process map functions of the Collection Services Division. This position will develop a comprehensive data plan for performance management including cataloging and mapping data sources and producing dashboards; process map functions such as collections adjustments, customer complaint escalation, and customer eligibility determination; identify, track, and implement process improvements using data driven methodologies; implement and integrate technology tools such as a fleet tracking system and route optimization software; develop policies for best practices related to fleet utilization, route efficiencies, staffing levels, and customer complaints; and determine operational improvements for the department based on data analysis.

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

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

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

David Dalager
Personnel Director

DD:RMH:em

Attachment: 1. Exemption of a Program Coordinator Position Request



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: May 28, 2025

TO: Civil Service Commission
via David Dalager, Personnel Director *DD*

FROM: Kirby Brady, Interim Director, Environmental Services Department *K. Brady*

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

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Environmental Services Department is requesting to exempt one position from the Classified Service. This position will develop and oversee the implementation of process improvement projects, develop and/or revise standard operating procedures, and process map functions of Collection Services.

In November 2022, the residents of the City of San Diego passed Measure B, which allowed the City to pursue charging a fee to recover the cost of collecting residential City refuse, recyclables and organic waste. A cost-of-service study took place, and as part of that study, the Collection Services Division of the Environmental Services Department underwent an Operational Efficiency Analysis. This analysis identified the need for this position, which should address:

- Development of a comprehensive data plan for reporting to the Deputy Director and other management staff. The data plan would aim to ensure that systems utilized by the division provide the data needed for performance management. The data plan will catalog and map the sources of all data needs and produce a dashboard for management to review on a regular basis. Conduct process improvement projects, revise or develop standard operating procedures, and process map and generally support process improvement. For example, collection map adjustments, customer complaint escalation, and customer eligibility determination.
- The Data and Analytics Program Coordinator is essential to the growth and improvement of Collection Services' operations. The Operational Efficiency Analysis interviewed dozens of employees who lacked standard operating procedures, basic data related to their tasks, or identified the need for process improvements. This position will develop and oversee this essential work. It entails identifying, tracking, and implementing opportunities for process improvement using data-driven methodologies, such as Lean Six Sigma, for example. In the effort to promote a culture of data literacy within the division, they will document SOPs to assist employees on how to access, interpret, and use data dashboards and reports. The position will train and assist employees to understand how data relates to their day-to-day work and how they can use it to improve performance.

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Civil Service Commission

via David Dalager, Personnel Director

May 28, 2025

- Collection Services must be data-driven and leverage technology wherever applicable. The impact will be an efficient, safety-driven, cost-effective program that fully utilizes its resources in collecting solid waste for the residents of the City of San Diego. This position will support the development and tracking of KPIs and performance metrics such as missed collections, truck availability, customer satisfaction, and safety incidents. They will assist with the implementation and integration of technology tools like RFID readers, fleet tracking systems, and route optimization software, ensuring the data from these tools is captured and used effectively.
- The Data and Analytics Program Coordinator will consult with employees at every level of the organization, and under the direct supervision of the Deputy Director, this position will analyze data and make operational improvements based on the data with input from operational staff and department leadership. They will be expected to retain confidential employee information and collaborate with other City departments and management staff. This position will coordinate between the Program Managers overseeing Operations, Administration, and Special Projects to align the needs of the different sections and provide data insights to optimize ESD's business and implement improvements to processes.

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

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

Thank you for your consideration.

cc: Julie Perez-Rasco, Human Resources Director

Rolando Charvel, Department of Finance Director and City Comptroller

Nicholas O'Donnell, Principal Accountant, Department of Finance



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025

TO: Civil Service Commission

FROM: Nicolaz Portillo, Civil Service Commission President

SUBJECT: Formation of an Ad Hoc Committee to Conduct the Personnel Director Evaluation.

The purpose of this item is for the Civil Service Commission to create an Ad Hoc Committee (Committee) to begin the initial stages of the Personnel Director Evaluation.

To be exempt from Brown Act requirements, a temporary or ad hoc committee must be composed of less than a quorum of the Civil Service Commission. Additionally, the Committee must serve a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed.

Here, this item calls for the appointment of two Commissioners to serve on the Committee, who will report back to the full Commission the results of their inquiry into the performance of the Personnel Director.

A handwritten signature in black ink, appearing to be "NP" followed by a flourish.

Nicolaz Portillo
Civil Service Commission President

NP:SO:rr

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025
TO: Civil Service Commission
FROM: David Dalager, Personnel Director
SUBJECT: Request from Vice President Moore for a Report from the 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 that reads "David Dalager".

David Dalager
Personnel Director

DD:SO:es

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ITEM 31

THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: June 27, 2025

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Request from Vice President Moore Inviting City Administration to Address the Civil Service Commission

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

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

David Dalager
Personnel Director

DD:SO:es

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