City of San Diego
Civil Service Commission

AGENDA

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

Thursday, July 7, 2022 at 1:00 p.m.
Online Meeting

Click here to view meeting on Zoom Webinar at the scheduled time.

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ITEMS FOR ACTION

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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.)

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CONSENT AGENDA (Items 2 through 13 can be approved with one motion.)

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


4. Approval of Exceptional Merit Increase for Brent R. Duclos, Recreation Specialist (Option Class: Golf).

5. Approval of Exceptional Merit Increase for Ashley C. Dulaney, Assistant Planner.
6. Approval of Exceptional Merit Increase for Peggy L. Furtado, Senior Management Analyst.

7. Approval of Exceptional Merit Increase for Nathan A. Hamblen, Recreation Specialist (Option Class: Golf).

8. Approval of Exceptional Merit Increase for Edgar Ramirez Manriquez, Assistant Planner.

9. Approval of Exceptional Merit Increase for Salome Y. Martinez, District Manager.

10. Approval of Exceptional Merit Increase for Frank A. McCollister, Recreation Specialist (Option Class: Golf).

11. Approval of Exceptional Merit Increase for Jaime Meza, Grounds Maintenance Worker II.

12. Approval of Exceptional Merit Increase for Daniel T. Mielke, Recreation Specialist (Option Class: Golf).

13. Approval of Exceptional Merit Increase for Jennifer Sandoval, Finance Analyst III.

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

14. Kyle T. Gantz, Lifeguard II, Fire-Rescue Department, for a one-year (first extension) special leave without pay ending June 25, 2023, with his name to be placed on the eligible list for Lifeguard II.
   Hire Date: May 4, 2012
   Reason: Education.
   Department Recommendation: Approval.

15. Irazema Garcia, Contracts Processing Clerk, Engineering & Capital Projects Department, for a three-month special leave without pay ending August 16, 2022, with her job to be saved.
   Hire Date: November 23, 2002
   Reason: Medical.
   Department Recommendation: Modification to name on eligible list.
16. Kristina N. Miller, Police Dispatch Supervisor, Police Department, for a one-year (first extension) special leave without pay ending June 14, 2023, with her name to be placed on the eligible lists for Police Dispatch Supervisor, Police Dispatcher, Dispatcher II, Dispatcher I, and Senior Clerk/Typist.
Hire Date: August 31, 2001
Reason: Medical.
Department Recommendation: Approval.

17. Thanh T. Nguyen, Library Assistant II, Library Department, for a one-year special leave without pay ending January 31, 2023, with her job to be saved.
Hire Date: December 4, 2012
Reason: Family Care.
Department Recommendation: Modification to name on eligible list.

18. Abegail M. Ortega, Customer Services Representative, Public Utilities Department, for a five-month (first extension) special leave without pay ending November 30, 2022, with her job to be saved.
Hire Date: July 11, 2016
Reason: Childcare.
Department Recommendation: Approval.

POLICY ITEMS – DISCUSSION

19. Request from the Council Administration Office to exempt Two Program Manager positions and Forty-Six Council Representative I Positions from the Classified Service.

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

21. Request from the Office of the City Attorney to exempt a Program Manager position from the Classified Service.

22. Request from the Risk Management Department to exempt Two Program Coordinator positions from the Classified Service.


25. Shelton R. McIntyre-Hall Jr., appealing his medical disqualification for the position of Grounds Maintenance Worker I.

26. Thomas J. Huygens, appealing the rejection of his reinstatement application for Fire Fighter III.

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

27. Catherine R. Strickler, Dispatcher II, Police Department, for a one-year special leave without pay ending April 17, 2023, with her name to be placed on the eligible list for Dispatcher II.
   Hire Date: August 30, 2018
   Reason: Medical.
   Department Recommendation: Approval.

**LEAVES OF ABSENCE WITHOUT PAY – UNCLASSIFIED**

28. Rachel A. McDonald-Hernandez, Associate Personnel Analyst, Personnel Department, for a leave of absence from the Classified Service effective March 7, 2022, while filling an unclassified position with her name to be placed on the appropriate eligible list.

29. Steve M. Palle, District Manager, Parks and Recreation Department, for a leave of absence from the Classified Service effective June 4, 2022, while filling an unclassified position with his name to be placed on the appropriate eligible list.

**LEAVES OF ABSENCE WITHOUT PAY – TOTAL**

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<td>Education/Training</td>
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<tr>
<td>Unclassified</td>
<td>02</td>
</tr>
<tr>
<td>Other</td>
<td>00</td>
</tr>
</tbody>
</table>
ITEMS FOR INFORMATION

NEW BUSINESS

CLOSED SESSION

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

I. Deliberation on disciplinary appeal pursuant to Government Code Section 54957:
   a. Christopher Swanson

I:\CSC\AGENDA\2022\7. July 7, 2022- Agenda.doc
CITY OF SAN DIEGO
MINUTES OF THE MEETING OF THE
CIVIL SERVICE COMMISSION

Thursday, June 2, 2022, at 1:00 p.m.
Online Meeting

A. The regular business meeting of the Civil Service Commission was called to order by Vice-President Nicolaz Portillo at 1:01 p.m. Also present were Commissioner Sunday Gover, Commissioner Tammy Lin, and Commissioner Aaron Olsen. President Jacquelyn R. Atkinson was absent.

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

MINUTES

Jacquelyn R. Atkinson, President
Nicolaz Portillo, Vice-President
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Aaron Olsen, Commissioner

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INTRODUCTION

1. Roll Call.

ACTION TAKEN/PENDING

Present were Vice-President Nicolaz Portillo, Commissioner Sunday Gover, Commissioner Tammy Lin, and Commissioner Aaron Olsen. President Jacquelyn R. Atkinson 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 7 can be approved with one motion.)

2. Approval of the minutes for the regular business meeting of May 5, 2022.  
   Approved items 2 through 7 with one motion.

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

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

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

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


LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

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

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

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

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

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

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

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

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

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

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

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

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

Approved items 10 through 30 with one motion.
20. Request from the Office of Emergency Services to exempt a Program Coordinator position from the Classified Service.

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

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

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

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

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

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

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

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

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

30. Request from the Sustainability and Mobility Department to exempt two Program Coordinator positions from the Classified Service.
31. Request from the Chief Operating Officer to create a temporary Department Director position and a temporary Assistant Department Director position for the proposed Strategic Capital Projects Department.
   Approved.
   Speaking for staff was Rachel McDonald-Hernandez.
   Speaking for the department was Myrna Dayton.

32. Request from the Personnel Director to use a City employee as rater for the Equipment Operator II examination.
   Approved.
   Speaking for staff was Dina Marocco.

   Approved.
   Speaking for staff was Rachel McDonald-Hernandez.

   Approved.
   Speaking for staff was Rachel McDonald-Hernandez.

35. Discussion and Possible Action Regarding Personnel Director
   Approved annual salary of $223,115 effective June 2, 2022.

36. Christopher D. Charfauros, appealing the rejection of his applications for Laborer (T11178), Grounds Maintenance Worker I (T11225), and Grounds Maintenance Worker II (T11457).
   Approved.
   (Vice-President Nicolaz Portillo dissenting.)
   Speaking for staff was Jennifer Lamas-Villanueva.
   Speaking was Christopher D. Charfauros.
   Speaking was Casandra Palmer-Thodile.

37. George O. Dillard, appealing his medical disqualification for the position of Lifeguard I.
   Denied.
   Speaking for staff was Jennifer Lamas-Villanueva.

LEAVES OF ABSENCE WITHOUT PAY – IN ORDER

38. Hanadi A. Arjan, Customer Services Representative, Public Utilities Department, for a one-year special leave without pay ending May 10, 2023, with her job to be saved.
   Hire Date: May 27, 2014
   Reason: Childcare.
   Department Recommendation: Approval.
39. Rosa M. Relucio, Word Processing Operator, Public Utilities Department, for a one-month special leave without pay ending June 17, 2022, with her job to be saved.
   Hire Date: August 5, 2013
   Reason: Childcare.
   Department Recommendation: Approval.

LEAVES OF ABSENCE WITHOUT PAY – UNCLASSIFIED

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

41. Michele L. Kelley, Supervising Management Analyst, Parks and Recreation Department, for a leave of absence from the Classified Service effective March 19, 2022, while filling an unclassified position with her name to be placed on the appropriate eligible list.

42. Virgill C. Palisoc, Information Systems Analyst IV, Police Department, for a leave of absence from the Classified Service effective May 5, 2022, while temporarily filling an unclassified position with his job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

43. Alma G. Rife, Supervising Public Information Officer, Communications Department, for a leave of absence from the Classified Service effective May 14, 2022, while temporarily filling an unclassified position with her job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.
LEAVES OF ABSENCE WITHOUT PAY – TOTAL

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CLOSED SESSION

At 12:34 p.m., the Commission met in Closed Session with the following agenda:

I. Public Employee Performance Evaluation pursuant to Government Code Section 54957 – Personnel Director. – Completed.

ADJOURNMENT

At 1:01 p.m., the Commission convened into open session. There being no further business, the meeting was adjourned at 2:22 p.m.

Nicolaz Portillo, Vice-President
DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Brent R. Duclos, Recreation Specialist (Option Class: Golf)

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Brent R. Duclos, Recreation Specialist (Option Class: Golf), effective June 11, 2022, from “C” step ($24.90/hr.) to “D” step ($26.18/hr.).

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

Douglas Edwards
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2022\7. July 7, 2022\EMI - Duclos.doc
**REQUEST FOR EXCEPTIONAL MERIT INCREASE**

**EMPLOYEE NAME:** Brent Duclos, R  
**DEPARTMENT NAME:** PARKS AND RECREATION  
**PERSONNEL AREA NO.:** 2410

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**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.

**EMPLovee NAME:** Brent Duclos, R  
**DEPARTMENT NAME:** PARKS AND RECREATION  
**PERSONNEL AREA NO.:** 2410

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**ATTACHMENT 1**

**CITY OF SAN DIEGO**  
**CIVIL SERVICE COMMISSION**  

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**REQUEST FOR EXCEPTIONAL MERIT INCREASE**  

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**ATTACHMENT 1**

**CITY OF SAN DIEGO**  
**CIVIL SERVICE COMMISSION**

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This merit increase request is in recognition of the exceptional work performance of Brent Duclos within the Golf Operations Division. The Division has seen significant increases in customer participation over the past two years, while simultaneously the region as a whole faced historic labor shortages that have challenged many departments throughout the City. Brent has been repeatedly asked to work extra shifts and overtime and has assisted the Division by helping out when we were in need. Brent’s hard work, commitment, and dedication, allowed the Golf Division to remain successful throughout this staffing crisis and remarkably without a reduction of any services.

In addition to working extra shifts, Brent has and continues to play a very important role in the ongoing capital improvement project at Mission Bay. With many changes ongoing, operations have had to make adjustments daily. Brent’s assistance with coordinating the efforts with the project team has allowed operations at Mission Bay to remain intact with little impact to the customer’s experience, despite the obvious impacts to the property during the ongoing construction.

It is for these reasons and much more that the entire management team feels that Brent Duclos is well deserving of this merit increase. It is our wish that request will be approved so that we can celebrate this wonderful achievement with Brent Duclos.

---

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

**APPOINTING AUTHORITY SIGNATURE:**

**DEPARTMENT DIRECTOR SIGNATURE:**

**MAYORAL APPROVAL (NEEDED DEPARTMENTS ONLY):**

**DATE APPROVED BY CIVIL SERVICE COMMISSION:** 06/27/2022

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**ATTACHMENT 1**

**CITY OF SAN DIEGO**  
**CIVIL SERVICE COMMISSION**
DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Ashley C. Dulaney, Assistant Planner

The Stormwater Department is requesting an Exceptional Merit Increase be granted to Ashley C. Dulaney, Assistant Planner, effective April 16, 2022, from “A” step ($29.56/hr.) to “C” step ($32.50/hr.).

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

Douglas Edwards
Personnel Director

DE: JLV: km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2022\7. July 7, 2022\EMI - Dulaney.doc
REQUEST FOR EXCEPTIONAL MERIT INCREASE

GENERAL: As a member of the Environmental Permitting and Planning Section, Ashley is primarily responsible for assisting in the planning and implementation of the environmental permitting and compliance activities for channel maintenance, pipe repair, and other infrastructure maintenance activities. Ashley uses exceptional judgment in prioritizing projects, meeting deadlines, and asking clarifying questions when needed. She accepts new and varied assignments with a cooperative attitude. Ashley has received 13 Stormwater Warrior awards and was named Employee of the Month (January 2022) during her time in the Department. She has been given glowing reviews on each of her EPR's and has not had any disciplinary action taken against her. Ashley is a bright, enthusiastic, and hardworking member of the Stormwater team. She is able to manage a significant number of high-priority assignments and competing deadlines while maintaining flexibility, a positive attitude, and rapport with others. She has been encouraged to apply for career-advancement to the Associate Planner level when the years of service requirement is met for this promotion, and it's expected she will continue to excel in the Department while taking on new challenges and responsibilities. Please see Ashley’s most recent EPR attached for more information on her exceptional achievements with the Department.

Exceptional Accomplishments: Ashley volunteered to work on the Camino del Rio/Camino de! Arroyo emergency channel maintenance project, and the mitigation challenges associated with the project, on top of her normal workload. She also volunteered to take the lead on securing mitigation for the Pomerado channel maintenance project in addition to the permitting work already assigned to her for the project. Ashley also has taken on the management of setting up the first Task Order under a new contract for the Section after expressing interest in expanding her project management experience and has made good progress with this new responsibility.

Outstanding in relation to Others: Ashley has also gone out of her way to assist with onboarding and training several new staff. This includes leading site visits to active and planned project sites and she also lead a training on OSD's new intake software. Ashley also provided trainings, background, and support to her new supervisor, who joined the Stormwater team a few months after she did.

Work simplification: Ashley is extremely detail-oriented and conscientious and is always looking for ways to make process improvements to ensure the team is functioning in the most efficient manner possible. She recently provided suggestions and initiated conversations on how Substantial Conformance Review requests can be more efficiently processed through DSO and the Planning Department. The team is currently working on action items that are expected to lead to expedited application preparation and review of stormwater projects shaving estimated weeks to a month off the planning timeline for FY 23 projects. She also participated in a meeting with her Section Head to suggest internal process improvements for the channels maintenance program to improve internal coordination and project management to ensure the future efficiency and success of the program.

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

APPOINTING AUTHORITY SIGNATURE

DATE: 4/13/22

DEPUTY DIRECTOR

TITLE: 4/13/22

DIRECTOR

TITLE: 4/13/22

MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)

TITLE: 4/13/22

DCOO

DATE: 05/16/2022

CS-80 (Rev. 01-2010)
DATE: July 1, 2022
TO: Civil Service Commission
FROM: Douglas Edwards, Personnel Director
SUBJECT: Exceptional Merit Increase for Peggy L. Furtado, Senior Management Analyst

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Peggy L. Furtado, Senior Management Analyst, effective May 28, 2022, from “D” step ($36.43/hr.) to “E” step ($38.29/hr.).

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

Douglas Edwards
Personnel Director

DE:JLV:km

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

EMPLOYEE NAME: Peggy Furtado

DEPARTMENT NAME: Parks and Recreation

JOB: Senior Management Analyst

LAST PERFORMANCE EVALUATION: 3/2/2022

PRESENT STANDARD RATE NUMBER AND STEP: 1106/D $34.43

RECOMMENDED STANDARD RATE NUMBER AND STEP: 1106/E $38.29

TOTAL CITY SERVICE: YEARS: 23 MONTHS: 9

OVERALL EVALUATION: Satisfactory

DATE(S): 5/28/2022

DATE REGULAR MERIT INCREASE IS DUE: 10/1/2022

DATE EXCEPTIONAL MERIT INCREASE IS DUE: 4/11/2023

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.

This merit increase is recommended based on Peggy's outstanding performance since she began working with the Community Parks Division on January 24, 2022.

Peggy has an exceptional positive attitude and supervises staff in budgetary, administrative and payroll functions for the Division. She has full oversight and administrative organization of the office, and confers with Supervisors, the Management team and Divisional staff.

Peggy has provided strong leadership to our small, but mighty Budget and Administration section of four employees. Facing attrition of an Account Clerk and retirement of a Payroll Specialist, Peggy quickly worked to recruit and supervise the training of an hourly employee to temporarily fill the Account Clerk void and she supported the Division by absorbing payroll responsibilities. She completed the recruitment and selection of the two vacancies with incredible speed.

In addition, Peggy is managing year end and new fiscal year budget and accounting responsibilities. Peggy has worked many evenings and weekends to continue to provide high quality for support that our Division operations. Peggy's problem solving and organizational abilities, as well as compassionate leadership has made this all possible.

Most recently, in an heroic effort, Peggy assisted an employee in a medical emergency during an administrative meeting. Peggy calmly took control of the situation and provided immediate assistance to the employee. Peggy was amazing in helping the employee to remain calm and in reassuring her that she was safe and that help was on the way.

Peggy displays the highest work ethic, integrity and efficiency in operations and is deserving of a merit increase due to her significant contribution to the Division during this short period of time. Peggy continues to implement operational best practices and will evaluate ways to improve the Budget and Administrative section to enhance service delivery to the public and the well being of our employees.
The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Nathan A. Hamblen, Recreation Specialist (Option Class: Golf), effective June 11, 2022, from “C” step ($24.90/hr.) to “D” step ($26.18/hr.).

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

Douglas Edwards
Personnel Director

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2022\7. July 7, 2022\EMI - Hamblen.doc
REQUEST FOR EXCEPTIONAL MERIT INCREASE

This merit increase request is in recognition of the exceptional work performance of Nathan Hamblen within the Golf Operations Division. The Division has seen significant increases in customer participation over the past two years, while simultaneously the region as a whole faced historic labor shortages that have challenged many departments throughout the City. Nathan has been repeatedly asked to work extra shifts and overtime and has assisted the Division by helping out when we were in need. Nathan's hard work, commitment, and dedication, allowed the Golf Division to remain successful throughout this staffing crisis and remarkably without a reduction of any services.

In addition to working extra shifts, Nathan Hamblen continues to provide a great amount of support to Frank McCollister who is a newly appointed supervisor at Balboa Park. Even with the many ongoing challenges facing the Golf Division, Nathan has been able to offer his supervisory experience to Frank. It also has not gone unnoticed that during the last 2 years, Nathan has been the lead on a majority of the job recruitments for the operations area of the Golf Division.

It is for these reasons and much more that the entire management team feels that Nathan Hamblen is well deserving of this merit increase. It is our wish that request will be approved so that we can celebrate this wonderful achievement with Nathan.

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

ATTACHMENT 1

CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION

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: Nathan Hamblen
DEPARTMENT NAME: PARKS AND RECREATION
PERSONNEL AREA NO: 2410

LAST PERFORMANCE EVALUATION: DATE: 6/2/2022
OVERALL EVALUATION: MEETS STANDARD

TOTAL CITY SERVICE: YEARS: 4 / MONTHS: 9

PRESENT STANDARD RATE NUMBER AND STEP: 1797/C $24,970

RECOMMENDED STANDARD RATE NUMBER AND STEP: 1797/D $34,100

EFFECTIVE DATE OF RECOMMENDED INCREASE: 6/11/2022

DATE REGULAR MERIT INCREASE IS DUE: 10/30/2022

IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? YES NO

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROMINENTED 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-SAFETY OR SAFETY IDEA PROPOSED BY THE EMPLOYEE WITHAN ESTIMATE OF THE AMOUNT SAVED.

APPOINTING AUTHORITY SIGNATURE _______________________________ TITLE DD DATE 6/17/22

DEPARTMENT DIRECTOR SIGNATURE _______________________________ TITLE ASSISTANT DIRECTOR DATE 6/17/2022

MAYORAL APPROVAL (IF RELEVANT DEPARTMENT'S ONLY) _______________________________ TITLE DCOO DATE 06/27/2022

CS-80 (Rev. 01-2010)
DATE:       July 1, 2022

TO:         Civil Service Commission

FROM:       Douglas Edwards, Personnel Director

SUBJECT:    Exceptional Merit Increase for Edgar Ramirez Manriquez, Assistant Planner

The Stormwater Department is requesting an Exceptional Merit Increase be granted to Edgar Ramirez Manriquez, Assistant Planner, effective April 16, 2022, from “C” step ($32.50/hr.) to “D” step ($34.09/hr.).

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

Douglas Edwards
Personnel Director

DE: JLV:km

Attachment:  1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2022\7. July 7, 2022\EMI – Manriquez.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: Edgar Ramirez Martinez

DEPARTMENT NAME: Stormwater

LAST PERFORMANCE EVALUATION:

DATE: 4/1/2022

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

FROM STEP TO STEP

DATE(S):

OVERALL EVALUATION: Exceptional Performance

TOTAL CITY SERVICE:

YEARS: 1 MONTHS: 2

PRESENT STANDARD RATE NUMBER AND STEP:

32.50 (Step C)

DATE REGULAR MERIT INCREASE IS DUE:

9/7/2022

RECOMMENDED STANDARD RATE NUMBER AND STEP:

34.09 (Step D)

EFFECTIVE DATE OF RECOMMENDED INCREASE:

4/16/2022

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

O YES O 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.

General:

Edgar started his career at the City’s Stormwater Department, Environmental Planning & Permitting Section (SWD EPP) in February 2021 and is primarily responsible for assisting in the planning and implementation of the environmental permitting and compliance activities for channel maintenance, pipe repairs, and other infrastructure maintenance activities. In his short time at SWD EPP, Edgar has made exceptional accomplishments as described below. While the items below are only a few of Edgar’s accomplishments, his most recent Employee Performance Review (EPR) (4/1/22) is also attached to this Request for Exceptional Merit Increase as further documentation of his contributions. Edgar has received 18 Stormwater Warrior awards and was named Employee of the Month (January 2022) during his time in the Department. He has been encouraged to apply for career-advancement to the Associate Planner level when the years of service requirement is met for this promotion.

Exceptional Accomplishments:

Edgar volunteered to work on the permitting of two emergency channel maintenance projects at the Industrial 2 and Smuggler’s Gulch Channels. Emergency permitting, by its nature, is a highly dynamic task that requires close coordination with state and federal regulatory agencies, environmental consultants, and SWD staff (e.g., Engineers, other Planners, and City Crew members). Throughout the emergency permitting process, Edgar demonstrated exceptional project management and adaptability while continuing to juggle numerous other assignments. He has been able to make significant progress on these projects while staying on top of his regular workload.

Outstanding in Relation to Others:

Given Edgar’s significant experience with Geographic Information System (GIS) he is SWD EPP’s point of contact on GIS-related tasks and has trained and assisted new staff on GIS resources. Additionally, he has created a tool through Esri’s ArcMap software that pulls multiple GIS layers from the City’s Atlas database to efficiently send EPP staff’s preliminary desktop review of potential environmental impacts associated with stormwater infrastructure projects. In addition, when Edgar’s previous Supervisor left SWD EPP, he adapted well to the change, was able to quickly bring in his new Supervisor up to speed on the pertinent elements of all his projects, and provide background information and training on SWD’s channel maintenance program.

Work Simplification:

Edgar has participated in meetings with the City’s Development Services Department (DSD) and Planning Department to identify project submittal efficiencies for SWD’s Municipal Waterways Maintenance Plan (MWMP). Throughout Edgar’s career at SWD EPP, he has worked closely with DSD and Planning staff to secure the Substantial Condition Reviews (SCRs) for routine channel maintenance projects and is currently working on securing After-the-Fact SCRs for the emergency channel maintenance projects described above. Edgar’s experience allows him to provide valuable insight into more streamlined processes for permit applications that involve inter-departmental coordination. This productive coordination with DSD and Planning Departments is expected to lead to expedited application preparations and review of Stormwater projects and shortening estimated waiting times to a month off the planning timeline for FY 23 projects.

[Signature]

APPOINTING AUTHORITY SIGNATURE

DEPUTY DIRECTOR

TITLE

DATE

DEPARTMENT DIRECTOR

TITLE

DATE

MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)

DCOO

TITLE

DATE

DATE APPROVED BY CIVIL SERVICE COMMISSION

CS-80 (Rev. 01-2010)
DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Salome Y. Martinez, District Manager

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Salome Y. Martinez, District Manager, effective May 28, 2022, from “C” step ($38.42/hr.) to “D” step ($40.31/hr.).

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

Douglas Edwards
Personnel Director

DE:JLV:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2022\7. July 7, 2022\EMI - Martinez.doc
REQUEST FOR EXCEPTIONAL MERIT INCREASE

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

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<tr>
<th>EMPLOYEE NAME:</th>
<th>LAST PERFORMANCE EVALUATION:</th>
<th>PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HISHER PRESENT JOB:</th>
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<tr>
<td>Salome Y. Martinez</td>
<td>1/31/2022</td>
<td>FROM_____________________________STEP TO_____________________________STEP</td>
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<td></td>
<td>DATE: 2/4/2022</td>
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<td>1418/C $38.42</td>
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<td></td>
<td>MONTHS: 2</td>
<td>DATE REGULAR MERIT INCREASE IS DUE:</td>
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<tr>
<td></td>
<td></td>
<td>5/3/2023 5/2/2023</td>
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<tr>
<td>PERSONNEL AREA NO:</td>
<td></td>
<td>EFFECTIVE DATE OF RECOMMENDED INCREASE:</td>
</tr>
<tr>
<td>3110</td>
<td></td>
<td>5/28/2022</td>
</tr>
</tbody>
</table>

1418/D $40.31

This commendation is based on Salome's exceptional leadership since May 2021. As a District Manager, Salome manages a large operations section in the Community Parks IV Division that includes oversight for approximately 152 employees, 13 Recreation Centers, 15 community parks, 21 neighborhood parks, 19 joint use sites, 17 other parks, and 5 cog off-leash areas.

While dealing with significant work demands, daunting challenges, and special projects, Salome has managed her District 44 in an exceptional manner. Due to Covid-19 impacts and a hiring freeze that left her District Manager position vacant for more than a year prior to her assignment, District 44 had many maintenance, operational, and personnel issues that Salome addressed quickly and effectively.

Salome established herself as a strong yet compassionate leader providing employee guidance and support while dealing with changing Covid-19 policies and procedures and the Department's facility reopening process. Salome provides clear communications and expectations while dealing with employees with empathy and understanding. She communicates with staff in a constructive way while managing to hold them accountable.

In project and operations management, Salome is quick to identify issues/concerns and discuss them with her supervisor and other District Managers to formulate responses to new situations/issues. She provides good recommendations and accurate information to Department Management, elected officials and community members. Salome's attention to detail and effective communication skills are outstanding.

As a supervisor and trainer, Salome is recognized as the Department expert for the on-line class and reservation system. During this year, she led the Department's development of the City Auditor required Fee Calculator Application - Logic design. She demonstrated extraordinary intuition/knowledge in guiding the development of the logic, communicated standards/needs with CGI and assisted the management team to understand and approve the logic/tool, tested the program, and provided employee training. In yet another special Department-wide effort, Salome was part of the team to implement "Get it done." She helped to develop and provide training to maintenance staff throughout the Department.

Salome is very effective and works diligently to support the Deputy Director as well as the other Division managers and supervisors. She displays the "heart of service" daily and is a great role model for Division employees. She has some highly visible public service areas that are often challenging. She deals with challenging public issues effectively while displaying a professional discipline and grace under fire. She is an effective communicator in that she communicates issues/priorities in a clear, thorough, and timely manner. She is an asset to the Division and to the Department. She is an outstanding advocate for her area and for the Department.

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

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<tr>
<td></td>
<td>Deputy Director</td>
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<th>DEPARTMENT DIRECTOR'S SIGNATURE</th>
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<tbody>
<tr>
<td>Tom Johnson</td>
<td>Assistant Director 5/24/2022</td>
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CS-00 (Rev. 01-2010)
DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Frank A. McCollister, Recreation Specialist (Option Class: Golf)

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Frank A. McCollister, Recreation Specialist (Option Class: Golf), effective June 11, 2022, from “C” step ($24.90/hr.) to “D” step ($26.18/hr.).

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

Douglas Edwards
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2022\7. July 7, 2022\EMI - McCollister.doc
REQUEST FOR EXCEPTIONAL MERIT INCREASE

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

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<thead>
<tr>
<th>EMPLOYER NAME</th>
<th>Frank Mccollister</th>
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<tbody>
<tr>
<td>DEPARTMENT NAME</td>
<td>PARKS AND RECREATION</td>
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<tr>
<td>PERSONNEL AREA NO</td>
<td>2410</td>
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<tr>
<td>JOB</td>
<td>RECREATION SPECIALIST (GOLF)</td>
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<tr>
<td>LAST PERFORMANCE EVALUATION</td>
<td>DATE: 6/2/2022</td>
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<td>OVERALL EVALUATION</td>
<td>MEETS STANDARD</td>
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<tr>
<td>PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIGHER PRESENT JOB</td>
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<tr>
<td>FROM</td>
<td>STEP TO</td>
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<td>TOTAL CITY SERVICE:</td>
<td>YEARS: 13</td>
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<tr>
<td>RECOMMENDED STANDARD RATE NUMBER AND STEP</td>
<td>1797/C</td>
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<tr>
<td>EFFECTIVE DATE OF RECOMMENDED INCREASE</td>
<td>6/11/2022</td>
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<tr>
<td>DATE REGULAR MERIT INCREASE IS DUE</td>
<td>10/31/2022</td>
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<tr>
<td>IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE?</td>
<td>YES</td>
</tr>
</tbody>
</table>

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

This merit increase request is in recognition of the exceptional work performance of Frank Mccollister within the Golf Operations Division. The Division has seen significant increases in customer participation over the past two years, while simultaneously the region as a whole faced historic labor shortages that have challenged many departments throughout the City. Frank has been repeatedly asked to work extra shifts and overtime and has assisted the Division by helping out when we were in need. Frank's hard work, commitment, and dedication, allowed the Golf Division to remain successful throughout this staffing crisis and remarkably without a reduction of any services.

In addition to working extra shifts, Frank has played a tremendous role in ensuring that the cart fleet at Balboa has been able to be well maintained. Additionally, despite the many new challenges caused by inflation and supply chain issues and delays, Frank has drastically improved our offerings in the Pro Shop and been able to secure and maintain an appropriate amount of product and have it readily available for our customers.

It is for these reasons and much more that the entire management team feels that Frank Mccollister is well deserving of this merit increase. It is our wish that request will be approved so that we can celebrate this wonderful achievement with Frank.

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

APPOINTING AUTHORITY SIGNATURE: [Signature]
TITLE: DD
DATE: 6/17/22

DEPARTMENT DIRECTOR SIGNATURE: [Signature]
TITLE: ASSISTANT DIRECTOR
DATE: 6/17/2022

MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)

DATE APPROVED BY CIVIL SERVICE COMMISSION: 06/27/2022

CS-86 (Rev. 01-2010)
DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Jaime Meza, Grounds Maintenance Worker II

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Jaime Meza, Grounds Maintenance Worker II, effective June 11, 2022, from “D” step ($20.23/hr.) to “E” step ($21.17/hr.).

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

Douglas Edwards
Personnel Director

DE:DD:ds

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2022\7. July 7, 2022\EMI – Meza.docx
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: Jamie Meza
DEPARTMENT NAME: Parks and Recreation
PERSONNEL AREA NO: 3175 ✓

LAST PERFORMANCE EVALUATION: 10/14/2021
DATE: 9/18/2021
OVERALL EVALUATION: Meets Standard

PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN THIS/PRESENT JOB:
FROM ___________ STEP TO ___________ STEP
DATE(S):

TOTAL CITY SERVICE:
YEARS: 2 MONTHS: 18/11

PRESENT STANDARD RATE NUMBER AND STEP:
E $21.17

EFFECTIVE DATE OF RECOMMENDED INCREASE:
6/11/2022

IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE?
O YES ☑ NO

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

Jamie Meza is deserving of an exceptional merit increase due to his consistent high level of performance. In addition to the 4 sites on his Saturday assignment, Jaime added Montgomery Waller and Robert Egger South Bay. This added 60 acres of land to his assignment. With this added work, Jaime's performance level has not suffered. On several occasions, I have called on Jaime to service parks out of his area. Without hesitation he has always taken on the assignments on a moments notice. Jaime volunteered to work over time on the Memorial day holiday. This is further shows his commitment to our department.

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

APPOINTING AUTHORITY SIGNATURE: Gina Dula
TITLE: Deputy Director
DATE: 6/6/22

DEPARTMENT/AREA SIGNATURE: Andy Fernald
TITLE: Director
DATE: 6/1/22

MAYORAL APPROVAL, (MAYORAL DEPARTMENTS ONLY):
Kristina Peralta, DCIO
DATE: 06/09/2022

CS-80 (Rev. 01-2010)
DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Daniel T. Mielke, Recreation Specialist (Option Class: Golf)

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Daniel T. Mielke, Recreation Specialist (Option Class: Golf), effective June 11, 2022, from "C" step ($24.90/hr.) to "D" step ($26.18/hr.).

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

Douglas Edwards
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase
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: DANIEL MIELKE

DEPARTMENT NAME: PARKS AND RECREATION

PERSONNEL AREA NO: 2410

EMPLOYEE PERM NO: 

LAST PERFORMANCE EVALUATION: 5/12/2022

DATE:

OVERALL EVALUATION:

MEETS STANDARD

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

FROM _______ STEP TO _______ STEP

DATE(S):

TOTAL CITY SERVICE:

YEARS: 8 ✔ MONTHS: 11 ✔

PRESENT STANDARD RATE NUMBER AND STEP:

1797/C $24.90

DATE REGULAR MERIT INCREASE IS DUE:

10/29/2022 ✔

RECOMMENDED STANDARD RATE NUMBER AND STEP:

1797/ID $26.18

EFFECTIVE DATE OF RECOMMENDED INCREASE:

6/11/2022

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

✔ YES ☑ NO

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

This merit increase request is in recognition of the exceptional work performance of Daniel Mielke within the Golf Operations Division. The Division has seen significant increases in customer participation over the past two years, while simultaneously the region as a whole faced historic labor shortages that have challenged many departments throughout the City. Daniel Mielke has been repeatedly asked to work extra shifts and overtime and has assisted the Division by helping out when we were in need. Daniel Mielke's hard work, commitment, and dedication, allowed the Golf Division to remain successful throughout this staffing crisis and remarkably without a reduction of any services.

In addition to working extra shifts, Daniel Mielke has had to continuously deal with many operational challenges due to the ongoing capital improvement project at Mission Bay. In addition to assisting the project team, Daniel has also been dealing with many challenges as they relate to our point of sale system (POS). In the early part of 2022, our POS system began experiencing issues handling our online payments. These issues are currently ongoing and resulting in Daniel having to spend hours each day trying to reconcile revenue for online payments. This reconciliation requires extreme focus and a large commitment of his time. Daniel has been able to manage this as well as his other duties which makes him an extremely valued member of our team.

It is for these reasons and much more that the entire management team feels that Daniel Mielke is well deserving of this merit increase. It is our wish that request will be approved so that we can celebrate this wonderful achievement with Daniel Mielke.

☐ 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: 6/17/22

DEPARTMENT DIRECTOR Signature: 

KAREN DENNIS

ASSISTANT DIRECTOR

TITLE: 

DATE: 6/17/22

MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)

TITLE: 

DATE: 

DATE APPROVED BY CIVIL SERVICE COMMISSION:

DCOC 06/27/2022

CS-89 (Rev. 01-2010)
DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Jennifer Sandoval, Finance Analyst III

The Department of Finance is requesting an Exceptional Merit Increase be granted to Jennifer Sandoval, Finance Analyst III, effective June 11, 2022, from "D" step ($43.20/hr.) to "E" step ($45.35/hr.).

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

Douglas Edwards  
Personnel Director

DE:JLV:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2022\7. July 7, 2022\EMI - Sandoval.doc
**REQUEST FOR EXCEPTIONAL MERIT INCREASE**

**INSTRUCTIONS:** Provide all information requested below and forward original to the Personnel Department. Submitting departments should keep a copy of this form for their records.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME:</th>
<th>Jennifer Sandoval</th>
</tr>
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<tbody>
<tr>
<td>DEPARTMENT NAME:</td>
<td>Department of Finance</td>
</tr>
<tr>
<td>PERSONNEL AREA NO:</td>
<td>1517</td>
</tr>
<tr>
<td>LAST PERFORMANCE EVALUATION:</td>
<td>N/A</td>
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<tr>
<td>DATE:</td>
<td></td>
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<td>OVERALL EVALUATION:</td>
<td></td>
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<tr>
<td>PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIGHER PRESENT JOB:</td>
<td></td>
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<tr>
<td>FROM</td>
<td>TO</td>
</tr>
<tr>
<td>DATE(S):</td>
<td>1/1/2021</td>
</tr>
<tr>
<td>TOTAL CITY SERVICE:</td>
<td>6 YEARS 7 MONTHS</td>
</tr>
<tr>
<td>RECOMMENDED STANDARD RATE NUMBER AND STEP:</td>
<td>E Step and 45.35</td>
</tr>
<tr>
<td>EFFECTIVE DATE OF RECOMMENDED INCREASE:</td>
<td>6/1/22</td>
</tr>
<tr>
<td>DATE REGULAR MERIT INCREASE IS DUE:</td>
<td>12/11/22</td>
</tr>
<tr>
<td>IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE?</td>
<td>O YES</td>
</tr>
</tbody>
</table>

Jennifer Sandoval was recently promoted to the Finance Analyst III position in December of 2021. She took over the position during a crucial time for the Budget Development section of the Department of Finance. The early stages of the six-month budget development process are critical to ensure a successful budget process. Jennifer completed all of her tasks at a high level, while meeting all deadlines. There were several processes where she had to learn and complete at the same time. Her time management skills were very effective. She had excellent communication skills working with executive management, department analysts, and Department of Finance Staff. The FY23 Budget would not have been as successful if it weren't for Jennifer's skills and hard work. She is already finding ways to improve the process for FY24 and beyond.

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

**APPOINTING AUTHORITY SIGNATURE**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director</td>
<td>6/15/22</td>
</tr>
</tbody>
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**DEPARTMENT DIRECTOR SIGNATURE**

<table>
<thead>
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<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>Director of Finance/ City Comptroller</td>
<td>6/15/2022</td>
</tr>
</tbody>
</table>

CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION

**ATTACHMENT 1**

C3-80 (Rev. 01-2010)
DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request for Special Leave Without Pay (first extension) for Kyle T. Gantz, Lifeguard II

Kyle T. Gantz, Lifeguard II, is requesting a one-year (first extension) special leave without pay ending June 25, 2023, with his name to be placed on the eligible list for Lifeguard II.

Mr. Gantz is requesting this extension to continue his education. Mr. Gantz indicates he needs an additional year to complete his law degree. The Fire-Rescue Department is recommending approval of this request.

Mr. Gantz has been employed with the City since May 4, 2012, and has been on special leave without pay continuously since June 26, 2021. His most recent performance evaluation was “Meets Standards.”

In a letter dated June 9, 2021, Mr. Gantz was advised that “The Commission stated that any future request for leave extension with job saved or name on appropriate eligible list will be evaluated very closely on a case-by-case basis.”

Douglas Edwards
Personnel Director

DE: EW: km
DATE:            July 1, 2022

TO:               Civil Service Commission

FROM:             Douglas Edwards, Personnel Director

SUBJECT:          Request for Special Leave Without Pay for Irazema Garcia, Contracts Processing Clerk

Irazema Garcia, Contracts Processing Clerk, is requesting a three-month special leave without pay ending August 16, 2022, with her job to be saved.

Ms. Garcia is requesting this leave for medical reasons. The Engineering & Capital Projects Department is recommending modification of this request to name on eligible list, citing low staffing levels, a substantial workload, and the critical nature of the job as it relates to completing time sensitive projects.

Ms. Garcia has been employed with the City since November 23, 2002. Her most recent performance evaluation was “Meets Standards.”

Douglas Edwards
Personnel Director

DE:CR:ds

I:\CSC\CSC Items\2022\7. July 7, 2022\SLWOP - Garcia.doc
DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

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

Kristina N. Miller, Police Dispatch Supervisor, is requesting a one-year (first extension) special leave without pay ending June 14, 2023, with her name to be placed on the eligible lists for Police Dispatch Supervisor, Police Dispatcher, Dispatcher II, Dispatcher I, and Senior Clerk/Typist.

Ms. Miller is requesting this extension due to medical reasons. The Police Department is recommending approval of this request.

Ms. Miller has been employed with the City since August 31, 2001, and has been on special leave without pay continuously since June 15, 2021. Her most recent performance evaluation was “Meets Standards.”

In a letter dated September 13, 2021, Ms. Miller was advised that “The Commission stated that any future request for leave extension with job saved or name on appropriate eligible list will be evaluated very closely on a case-by-case basis.”

Douglas Edwards
Personnel Director

DE:EW:km
DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request for Special Leave Without Pay for Thanh T. Nguyen, Library Assistant II

Thanh T. Nguyen, Library Assistant II, is requesting a one-year special leave without pay ending January 31, 2023, with her job to be saved.

Ms. Nguyen is requesting this leave to care for her cousin out-of-state and help him to regain his independence after recovering from COVID-19. She indicates she intends to return to the San Diego Public Library at the end of her leave. The Library Department is recommending modification of this request to name on eligible list stating, “The department has a high vacancy rate and cannot support leaving a critical full-time LAII position empty for a year.”

Ms. Nguyen has been employed with the City since December 4, 2012. Her most recent performance evaluation was “Meets Standards.”

Douglas Edwards  
Personnel Director

DE:GE:km

I:\CSC\CSC Items\2022\7. July 7, 2022\SLWOP - Nguyen.doc
DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

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

Abegail M. Ortega, Customer Services Representative, is requesting a five-month (first extension) special leave without pay ending November 30, 2022, with her job to be saved.

Ms. Ortega is requesting this extension for childcare. She intends to return to work on December 1, 2022, when her daughter starts daycare. The Public Utilities Department is recommending approval of this request.

Ms. Ortega has been employed with the City since July 11, 2016, and has been on special leave without pay continuously since December 29, 2021. Her most recent performance evaluation was “Meets Standards.”

In a letter dated April 22, 2022, Ms. Ortega was advised that “The Commission stated that any future request for leave extension with job saved or name on appropriate eligible list will be evaluated very closely on a case-by-case basis.”

 Douglas Edwards
 Personnel Director

DE:CR:ds

I:\CSC\CSC Items\2022\7. July 7, 2022\SLWOP - Ortega.doc
DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Requests to Exempt Two Program Manager Positions and 46 Council Representative I Positions from the Classified Service

Attached are requests from the Council Administration Office to exempt two Program Manager positions and 46 Council Representative I positions from the Classified Service.

The Program Manager positions will be responsible for reviewing current policy, procedures, and municipal codes related to City Council Committees and recommending revisions to and/or developing new policies and procedures; administering, managing, and reviewing items for docketing; and managing public process and participation.

Forty-five Council Representative I positions will be responsible for providing administrative support to the City Council Office. These positions will provide constituent services to include handling citizen inquiries and complaints; interpret administrative policies and procedures for government officials, Council staff, community organizations, and the public; coordinate and schedule meetings and appointments with City staff, government agencies, and the public; create reports; perform policy development for their respective Councilmember’s agenda; and represent their Councilmember at community events and meetings.

One Council Representative I position will assist all Council Offices, the Office of the Independent Budget Analyst, and the Council Administration Office with the preparation and administration of their budget; monitor budgets for expenditures and potential shortfalls; and assist with payroll, new hires, and benefit orientation for employees in each department.

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

Douglas Edwards
Personnel Director

Attachments: 1. Exemption of Two Program Manager Positions Request
    2. Exemption of 45 Council Representative I Positions Request
    3. Exemption of One Council Representative I Position Request

I:\CSC\CSC Items\2022\7. July 7, 2022\Requests from the Council Administration Office to exempt Two Program Manager positions and Forty-Six Council Representative I Positions from the Classified Service.docx
DATE:       June 9, 2022

TO:            Civil Service Commission via Doug Edwards, Personnel Director

FROM:        Mary Ann Wallace, Director, Council Administration

SUBJECT: Exemption of 2 Program Manager Positions from Classified Service

Pursuant to the Charter of San Diego Article VIII Section 117 (a) 17, Council Administration is requesting to exempt two Program Manager positions from the classified service.

**Addition of 2 Program Manager Positions to Council Administration**

Program Manager
The Program Manager positions will be responsible for reviewing and directing items to the appropriate City Council Committee; providing instructions to City Departments staff and stakeholders in regards to docketing procedures and ensuring the appropriate documents have been provided for docketing and compliance with noticing requirements and ensuring all meeting are in compliance with the Brown Act; meeting management for 10 City Council Committees including public comment; drafting Chair scripts; composing Committee actions; and will be responsible for reviewing current policy and procedures and municipal code related to the City Council Committees and recommending revisions or developing new procedures as needed. This position will administer and manage all items that are going to be docketed and reviewed before all the Council Committees prior to routing those on for Council action. These positions will be managing the public process and participation.

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 approval of the City Council."

Thank you for your consideration of this request.

Mary Ann Wallace
Director, Council Administration

CC:    Sean Elo-Rivera, Council President
MEMORANDUM

DATE: June 9, 2022

TO: Civil Service Commission via Doug Edwards, Personnel Director

FROM: Mary Ann Wallace, Director, Council Administration

SUBJECT: Exemption of 45 Council Representative 1 Positions from Classified Service

Pursuant to the Charter of San Diego Article VIII Section 117 (a) 17, City Council is requesting to exempt 45 Council Representative 1 positions from the classified service.

Addition of 5 Council Representative 1 Positions for each of the 9 Council Offices
This request is to exempt 45 Council Representative 1 Positions for the City Council. Each of the nine council offices will be allocated 5 positions.

Council Representative 1 Position:
The Council Representative 1 position is responsible for providing clerical and administrative support for the City Council office. The position has frequent contact with Council staff, City departments directors and staff, community organizations and the public, and high-level public and private sector executives. The Council Representative works with sensitive and confidential materials and correspondence. Responsibilities include, but are not limited to: answering telephone; heavy constituent contact including handling citizen inquires and complaints; utilizing computer word processing and database programs; providing information and interpreting administrative policies and procedures for government officials, Council staff, community organizations, and the public; maintaining files; transcribing and answering emails; coordinating and scheduling meetings and appointments with City staff, other government agencies, and the public; composing correspondence and proofreading documents; creating reports; policy development and analysis and representing the Councilmember at community events and meetings.

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 approval of the City Council."

Thank you for your consideration of this request.

Mary Ann Wallace
Director, Council Administration

CC: Sean Elo-Rivera, Council President
MEMORANDUM

DATE:       June 9, 2022

TO:         Civil Service Commission via Doug Edwards, Personnel Director

FROM:       Mary Ann Wallace, Director, Council Administration

SUBJECT:    Exemption of a Council Representative 1 Position from Classified Service

Pursuant to the Charter of San Diego Article VIII Section 117 (a) 17, Council Administration is requesting to exempt one Council Representative position from the classified service.

Addition of 1 Council Representative 1 to the Council Administration Department
Council Representative 1
The Council Representative 1 position will assist with all Council offices, Independent Budget Analyst Department and Council Administration Department preparation and administration of budget development in coordination with Council Offices Chief of Staff and the Department Directors; monitor all department budgets for appropriate expenditures and early determination of any potential shortfalls. Utilizes SAP Public Budget Formulation system; assist with payroll, new hires and benefit orientation and open enrollment for the 119 employees in the City Council offices, Independent Budget Analyst and Council Administration; and will maintain the credit card.

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 approval of the City Council."

Thank you for your consideration of this request.

Mary Ann Wallace
Director, Council Administration

CC:         Sean Elo-Rivera, Council President
DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

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

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

The Program Coordinator position will organize, support, and facilitate providing childcare services throughout the City of San Diego. This position will research and assess childcare needs in order to structure the City’s Childcare Plan; assist the Executive Director of the Office of Child and Youth Success in implementing the Childcare Plan; coordinate external childcare provider services with the City’s strategic plan; develop and review policies and regulations related to providing childcare and ensuring the Childcare Plan is in alignment with these policies and regulations; analyze data, projections, and trends in childcare services; and work with key community organizations, local agencies, and City departments.

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

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

Douglas Edwards
Personnel Director

DE:RM:ls

Attachment: 1. Exemption of a Program Coordinator Position Request

I:\CSC\CSC Items\2022\7. July 7, 2022\Request from the Office of the Chief Operating Officer to exempt a Program Coordinator position from the Classified Service.docx
DATE: May 3, 2022

TO: Civil Service Commission
via Douglas Edwards, Personnel Director

FROM: Andrea O’Hara, Executive Director of the Office of Child and Youth Success
via Kristina Peralta, Deputy Chief Operating Officer

SUBJECT: Exemption of 1.00 Program Coordinator

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Office of Child and Youth Success department is requesting to exempt one position from the Classified Service. This position will organize, support, and facilitate the efforts of parties involved in providing childcare services in areas throughout the City of San Diego. This position will be responsible for the following further support and coordination to successfully launch the Office of Child and Youth Services.

In June 2021, Mayor Todd Gloria created the first Office of Child and Youth Success. The position of Executive Director was established, and the hiring of this position occurred in April 2022. The budget for the 2022–2023 fiscal year includes the establishment of one (1.0) Program Coordinator. The Program Coordinator position will be responsible for the following:

- support the research and implementation of a City childcare plan
- coordinate external childcare provider services with the City’s strategic plan
- act as a liaison between childcare providers and the Executive Director
- analyze data, projections, and trends in childcare services
- work closely with key community organizations, local agencies, and city departments as needed
- foster positive equitable relationships with key stakeholders to advance childcare services in the San Diego region
- track KPIs for the Office of Child and Youth Success and the Child and Youth programs this office supports

Given the creation of the Office of Child and Youth Success and the complex services tied to the responsibilities of this office, the nature of the roles and responsibilities of this position are in alignment Charter Section 117.
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.

Andrea O'Hara

Andrea O'Hara
Executive Director of the Office of Child and Youth Success

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

MEMORANDUM

DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

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

Attached is a request from the Office of the City Attorney to exempt a Program Manager position from the Classified Service.

The Program Manager position will support the Criminal Division’s Conservatorship and Treatment Unit. This position will develop policies to expand the unit using legislated options to include court ordered conservatorships; develop assessment tools to address the needs of individuals who cannot provide for their own health, nutrition, and shelter because of cognitive or physical disabilities; coordinate services for those referred to the unit; coordinate the unit work of the Lifesaving Intervention For Treatment (LIFT) Program and its service providers; and propose solutions to change inequities and oversight in the current system and make such recommendations to the Chief Deputy City Attorney.

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

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

Douglas Edwards
Personnel Director

DE:RM:km

Attachment: 1. Exemption of a Program Manager Position Request

1:\CSC\CSC Items\2022\7. July 7, 2022\Request from the Office of the City Attorney to exempt a Program Manager position from the Classified Service.docx
MEMORANDUM

DATE:       June 10, 2022

TO:        Civil Service Commission
           via Douglas Edwards, Personnel Director

FROM:      Jim McNeill, Assistant City Attorney

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

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, Office of the City Attorney is requesting to exempt one position from the Classified Service. This position will support the Criminal Division’s Conservatorship and Treatment Unit.

This position will support the Criminal Division under the new Conservatorship and Treatment Unit to address the unmet needs of vulnerable individuals who cannot provide for their own health, nutrition, and shelter because of cognitive or physical disabilities that prevent them from navigating social services and accessing medical programs. The unit will assess individual histories and needs and, when appropriate, seek placement in treatment programs or petition for the Public Guardian to become their conservator for the purpose of finding them shelter, treatment, and medical care.

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

This position will be tasked with contacting the vulnerable individuals in need and performing many of the administrative management duties of the unit. The position will also coordinate the unit work of the Office’s Lifesaving Intervention For Treatment (LIFT) program and its allied service providers. There is currently no similar position in the Office. The work for the limited number of conservatorships that have piloted this new unit has been performed by the DCA bringing the conservatorship action and various other Community Justice Division support staff.

The need for this position flows from the Office and Council’s commitment to expanding the existing conservatorship efforts to a full-time budgeted unit. This position will be tasked with continuing expansion of the program out of pilot status by using all legislated options, including court-ordered conservatorships, in conjunction with City, County and State programs for aiding those for whom the unit can provide a safer pathway to assistance. Taking time to recognize the inequities and oversight in the current system, this position will
highlight the issues while proposing solutions for change, making recommendations to the Chief DCA.

The position will assist the unit in services delivery to individuals in need through development of assessments tools (such as assessment of frequent first responder contacts), working with the DCAs assigned to the Unit, and incorporating assessment tools of LIFT program service organizations. The position will provide support in coordinating services to those referred to the unit. Service coordination and monitoring will be the primary role. The Unit will look to various treatment professionals to provide the actual services.

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

Thank you for your consideration

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

MEMORANDUM

DATE:       July 1, 2022
TO:         Civil Service Commission
FROM:        Douglas Edwards, Personnel Director
SUBJECT:   Request to Exempt Two Program Coordinator Positions from the Classified Service

Attached is a request from the Risk Management Department to exempt two Program Coordinator positions from the Classified Service.

The Program Coordinator positions will support the new Loss Control Division by monitoring department claims activity. These positions will mitigate operational risk by using data analytics to understand workers’ compensation and public liability claims frequency and severity; formulate Citywide mitigation strategies; develop programs to reduce and/or eliminate claims; analyze loss and claims data to identify trends and potential risks, make recommendations, and develop and implement mitigation measures; develop policies for internal controls, the monitoring of programs, and data collection; design reports to review internal and external data sources for analysis; formulate, analyze, and review workflow operations and develop recommendations to increase efficiencies; prepare reports and statistical analysis of programs and outcomes for executive management and City Council; lead the planning and implementation of loss control projects; and develop and coordinate Citywide trainings, training material, and data integrity measures to ensure compliance.

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

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

Douglas Edwards
Personnel Director

DE:RM:km

Attachment: 1. Exemption of Two Program Coordinator Positions Request

I:\CSC\CSC Items\2022\7. July 7, 2022\Request from the Risk Management Department to exempt Two Program Coordinator positions from the Classified Service.docx
DATE: June 17, 2022
TO: Civil Service Commission via Douglas Edwards, Personnel Director
FROM: Angela Colton, Director, Risk Management Department
SUBJECT: Exemption of 2.00 Program Coordinator Positions from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Risk Management Department is requesting to exempt two positions from the Classified Service. These positions will be part of the new Loss Control Division which is responsible for mitigating operational risk for the City.

The City is shifting to having a more proactive approach to mitigating claims loss. As part of the Loss Control Division, these positions will support departments in monitoring their claims activity by using data analytics to help pinpoint areas of concern, so that departments can take preventative action. Their efforts will focus on collaborating with departments and helping them understand their claims loss data in order to formulate citywide mitigation strategies.

The Program Coordinators will focus on analyzing historic loss and claims data, assessing the possibility of future losses, making recommendations to mitigate potential risks and work with subject matter experts to enhance operational effectiveness and efficiency in the Risk Management Department. Significant responsibilities include but are not limited to:

- Design reports that review internal and external data sources for analysis.
- Conduct trend analysis and analyze broad data sets and provide actionable insights to better inform business decisions.
- Develop data analytics to mitigate risk.
- Identify data discrepancies between multiple systems.
- Formulate, analyze, and review workflow operations and develop recommendations to increase efficiencies.
- Prepare reports and statistical analysis of programs and outcomes for executive management and the City Council.
- Work in collaboration with other departments, vendors, and operators to ensure accurate and efficient monitoring of programs, data collection, and reporting of outcomes.
- Support the development and implementation of tools that will assist departments to better track and incorporate department feedback.
- Lead the planning and implementation of Loss Control projects.
Civil Service Commission via Douglas Edwards, Personnel Director
June 17, 2022

- Develops and coordinate citywide trainings, training material, and data integrity measures to ensure compliancy.
- Conduct regular internal audits to uncover problems, raises awareness of emerging risks and provide management with the information and tools to improve efficiency.

Our goal is to ensure that Risk Management has measures in place to proactively manage risk citywide and enhance operational effectiveness and efficiency.

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

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

Angela Cotton
Risk Management Director

AC/lag

Attachments: 1. Risk Management Department Organizational Chart

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

MEMORANDUM

DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

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

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


Page 8 – Revised to delete the classification of Grounds Maintenance Worker II as eligible to career advance to the Nursery Gardener classification. This career advancement opportunity is no longer appropriate since the Grounds Maintenance Worker II classification makes more at E-step than the Nursery Gardener classification as of January 1, 2022.

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

__________________________
Douglas Edwards
Personnel Director

DE:RM:km


I:\CSC\CSC Items\2022\7. July 7, 2022\Revision to Personnel Manual Index Code D–3 Career Advancement (Addendum).docx
### Examinations

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

## CAREER ADVANCEMENT

<table>
<thead>
<tr>
<th>ENTRY-LEVEL CLASSIFICATION</th>
<th>PROMOTIONAL OPPORTUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Public Service Career Trainee</td>
<td>Occupational Target Class</td>
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### Building Inspection

- 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

### Chemists

- Assistant Laboratory Technician
  - Laboratory Technician
- Biologist I
  - Biologist II
- Environmental Biologist I
  - Environmental Biologist II
- Environmental Health Inspector I
  - Environmental Health Inspector II
- Hazardous Materials/Pretreatment Trainee
  - Hazardous Materials Inspector I
  - Hazardous Materials Inspector II
- Storm Water Inspector I
  - Storm Water Inspector II
- Wastewater Pretreatment Inspector I
  - Wastewater Pretreatment Inspector II

### Junior Chemist

- Assistant Chemist

### Marine Biologist I

- Marine Biologist II

### Storm Water Environmental Specialist I

- Storm Water Environmental Specialist II

### Clerical

- 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 II
- Clerical Assistant I
  - Clerical Assistant II
  - Account Clerk
  - Benefits Representative II
  - Retirement Assistant
- Clerical Assistant I
  - Clerical Assistant II
  - Account Clerk
  - Payroll Specialist I
  - Payroll Specialist II

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

ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

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

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

#### CAREER ADVANCEMENT

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## Examinations

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

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<th>PROMOTIONAL OPPORTUNITY</th>
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**Examinations**

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

**CAREER ADVANCEMENT**

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<th>ENTRY-LEVEL CLASSIFICATION</th>
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Examinations

ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

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Examinations

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Examinations

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

**CAREER ADVANCEMENT**

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<th>PROMOTIONAL OPPORTUNITY</th>
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# Examinations

## ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

### CAREER ADVANCEMENT

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<td><strong>ENTRY-LEVEL CLASSIFICATION</strong></td>
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<td>Plant Process Control Electrician</td>
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<td>Stock Clerk</td>
<td>Police Property and Evidence Specialist</td>
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</table>
THE CITY OF SAN DIEGO

MEMORANDUM

DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Anais Bailey, Appealing her Medical Disqualification for the Position of Trainer

Anais Bailey is appealing her disqualification for the position of Trainer with the Public Utilities Department. This disqualification is based on Ms. Bailey’s use of an illegal drug. The Personnel Department’s disqualification letter to Ms. Bailey and the Pre-Employment Questionnaire completed by Ms. Bailey are attached.

The Pre-Employment Questionnaire was completed on April 27, 2022, as part of the pre-employment medical examination. Question number 1 asked, “Are you using illegal drugs or prescription drugs that were NOT prescribed to you?” Ms. Bailey’s response to this question was “Yes.” If a candidate indicates “Yes,” the questionnaire requires a response indicating the “Type(s),” “Frequency,” and “Date(s) last used.” Ms. Bailey’s responses were “Marijuana,” “Sporadic [sic]/not regularly,” and “4/1/2022 (around/approx.),” respectively.

In the attached appeal letter submitted by Ms. Bailey, she states, “It was my impression that the question asked was regarding any prior use that I have had with illegal substances. I wanted to be sure that all of my responses were with integrity and that I did not falsify any information...I do not regularly partake in using Marijuana and it was previously prescribed to me.”

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

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

Douglas Edwards
Personnel Director

DE: EP: Is

Attachments: 1. Disqualification Letter
2. Pre-Employment Questionnaire
3. Appeal Letter
4. Class Specification for Trainer

I:\CSC\CSC Items\2022\7. July 7, 2022\Medical Appeal – Bailey.docx
May 17, 2022

Anais Bailey

Dear Ms. Bailey:

This is to advise you that you do not meet the City’s Medical Employment Standards for the position of Trainer. This is based on your response to the City of San Diego Pre-Employment Questionnaire you completed on April 27, 2022. Question number 1 asked, “Are you using illegal drugs or prescription drugs that were NOT prescribed to you? Your response to this question was “Yes.” Since you indicated “Yes,” the questionnaire requires a response indicating the “Type(s),” “Frequency,” and “Date(s) last used.” Your responses were “Marijuana,” “Sporadic/not regularly,” “4/1/2022 (around/approx.).” in the order of your responses.

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

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

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

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

Sincerely,

Eva Sanchez
Deputy Personnel Director

ES:ep

L:\Medical\Medical Disqualification Letters\Bailey, Anais DQ letter Marijuana Self-reported.docx
READ THIS WARNING CAREFULLY

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

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

Date: 4/27/2022

Name: Anna Bailey

Social Security Number: [Redacted]

Title of Position: Trainer

Department: Public Utilities Dept.

TelephoneNumber(s): [Redacted]

1. Are you using illegal drugs or prescription drugs that were NOT prescribed to you?  
   (Illegal drugs include those controlled substances defined in Schedule I through V of Section 205 of the Controlled Substances Act [21 U.S.C. § 812]. Marijuana is an illegal drug because it is still defined as a Schedule I controlled substance under this federal statute.)

[ ] Yes [ ] No

If yes, Type(s): Marijuana

Frequency: sporadic, not regularly

Date(s) last used: 4/1/2022 (around approx)

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

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

Signature: [Signature]

Date: 4/27/2022

Pre-Employment Questionnaire Rev. 2/2017
To Whom it May Concern,

I am writing to appeal a letter of disqualification I received on May 17th, 2022 rescinding my offer of employment for a Trainer position with the Public Utilities Department. It was my impression that the question asked was regarding any prior use that I have had with illegal substances. I wanted to be sure that all of my responses were with integrity and that I did not falsify any information. I also went up to the window to clarify with someone within the personnel department to be sure that I understood the question properly - as I do not regularly partake in using Marijuana and it was previously prescribed to me. The person I spoke with was also unsure of the interpretation, so I decided to answer as I interpreted it. I do also want to clarify that my use was and has always been for anxiety to help me sleep as previously prescribed by a doctor. This doctor informed me that once legal in California for recreational use, I would have no reason to continue to pay for the medical card to qualify my use as medicinal as it would be an added expense not needed given state law no longer sees the substance as illegal. I retained the medicinal card provided by my doctor citing my usage was to assist with my medical diagnosis, however it is no longer valid. I would be more than happy to provide a copy of the expired card proving that I had a previous prescription. I would also be more than happy to return to my physician for a current and valid prescription. I would hate to lose this opportunity due to poor guidance on the proper interpretation of how to best answer this question given my circumstance as this is not something that would ever impact my ability to fulfill the job I was offered to do and would hope to be reconsidered given the context of my situation.

Thank you for your time,

Anais Bailey
CLASSIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION

TRAINER - 1217

DEFINITION:

Under direction, at the journey level, to develop, instruct, present, and evaluate a variety of education, training, and staff development programs; and to perform related work.

* DISTINGUISHING CHARACTERISTICS:

This is the fully-experienced or journey level class within the City's Trainer series. Incumbents of this class are expected to perform their duties with only occasional instructions or assistance as new or unusual situations arise, and are fully aware of all relevant operating procedures and policies. Positions classified at this level may be underfilled with an Administrative Aide II, Management Trainee or Assistant Trainer in accordance with the City's Career Advancement Program.

EXAMPLES OF DUTIES:

- Develops, evaluates, and facilitates a variety of technical training and educational courses;
- Conducts department wide training needs assessments;
- Instructs employees on municipal codes, State and Federal regulations and other policies and regulations related to their field;
- Consults with and counsels department employees regarding training and certification requirements and training related to career development;
- Develops standard formats for lesson plans, workbooks and training materials;
- Conducts or directs analytical studies, prepares and analyzes reports of findings and makes recommendations regarding training and development programs;
- Coordinates, recruits and schedules collateral duty instructors;
- Maintains a Citywide or department wide training database;
- Manages or assists the Training Program Manager and Training Supervisor in managing the day-to-day activities of a department training section;
- May represent the department at professional meetings;
- Performs related duties.

MINIMUM QUALIFICATIONS:

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

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum of 120 semester/180 quarter completed units) AND two years of professional experience developing, administering, and/or presenting adult training programs or adult structured learning programs or three years of full-time professional experience in public utilities field operations, Customer Service or Occupational Health and Safety functions, which must include one year of experience developing, administering and/or presenting adult structured learning programs; or three years experience developing multimedia presentations for adult structured learning programs such as computer-based training, e-learning or simulation applications.

* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.
DATE: July 1, 2022

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Shelton R. McIntyre-Hall Jr., Appealing his Medical Disqualification for the Position of Grounds Maintenance Worker I

Shelton R. McIntyre-Hall Jr., is appealing his disqualification for the position of Grounds Maintenance Worker I with the Parks and Recreation Department. This disqualification is based on a positive urine drug screen for marijuana.

The Pre-Employment Questionnaire was completed on April 29, 2022, as part of the pre-employment medical examination. Question number 1 asked, “Are you using illegal drugs or prescription drugs that were NOT prescribed to you?” Mr. McIntyre-Hall’s response to this question was “No.” The questionnaire states, “Illegal drugs include those controlled substances defined in Schedule I through V of Section 202 of the Controlled Substances Act [21 U.S.C. § 812.]. Marijuana is an illegal drug because it is still defined as a Schedule I controlled substance under this federal statute.”

Mr. McIntyre-Hall was seen at Concentra on April 29, 2022, for his pre-employment medical examination. Mr. McIntyre-Hall completed the Drug Screen Consent form which asked him to list all medications, pills, drugs, or other substances used within the past 30 days. Mr. McIntyre-Hall did not indicate any usage of marijuana. At that time, he gave a urine specimen which was tested for drugs. The screening test was positive for marijuana and was confirmed by gas chromatography/mass spectrometry.

In the attached appeal letter, Mr. McIntyre-Hall states, “I managed to graduate high school early, and I have been working hard attending San Diego Mesa College. I would like to prove to you all that this does not depict who I am in any shape, form nor matter. I am writing you to see if I can be reconsidered.”

The Commission’s employment standards under Personnel Manual Index Code C-4 provide that recent usage of illegal drugs or substances or recent abuse of legal or prescription drugs or substances is not acceptable.
In addition, Section 131 of the San Diego City Charter provides:

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

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

Douglas Edwards
Personnel Director

Attachments: 1. Disqualification Letter
2. Pre-Employment Questionnaire
3. Drug Screen Consent Form
4. Appeal Letter
5. Class Specification for Grounds Maintenance Worker I
May 24, 2022

Shelton R. McIntyre-Hall

Dear Mr. McIntyre-Hall:

This is to advise you that you do not meet the City's Medical Employment Standards for the position of Grounds Maintenance Worker I. This is based on your positive urine drug screen test for Marijuana, confirmed by gas chromatography/mass spectrometry. The test was performed as part of your pre-employment medical examination at Concentra on April 29, 2022.

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

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

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

The drug and alcohol screening will test for the use of state and federal prohibited controlled substances and prescription drugs not prescribed to the individual as indicated by laboratory results. The drug screening is also used to comply with state and federal laws prohibiting drug use in the workplace, including the Federal Drug-Free Workplace Act, 41 U.S.C. §§ 8100, et seq.

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

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

The Pre-Employment Questionnaire completed and signed by you on April 29, 2022, asked, "Are you using illegal drugs or prescription drugs that were NOT prescribed to you?" Your response to this question was "No."

The Drug Screen Consent form completed and signed by you on April 29, 2022, asked you to list all medications, pills, drugs, or other substances you have used within the past 30 days. You did not indicate usage of Marijuana.
Section 131 of the San Diego City Charter provides:

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

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

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

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

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

Sincerely,

Eva Sanchez
Deputy Personnel Director

ES:ep

L:\Medical\Medical Disqualification Letters\McIntyre Hall, R. Shelton DQ letter + for Marijuana and Falsification.docx
City of San Diego
Personnel Department
Pre-Employment Questionnaire

READ THIS WARNING CAREFULLY

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

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

Date 4/29/2022

Name Shelton M Mcintyre Hall Jr. Other Names Used ____________________________

Social Security No. __________________ Date of Birth __________ Age ________

Title of Position Grounds Keeper I Department Parks and Rec

Telephone Number(s) __________________ ( ) ____________________

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

   (Illegal drugs include those controlled substances defined in Schedule I through V of Section 202 of the Controlled Substances Act [21 U.S.C. § 812.]

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

   ☐ Yes ☐ No

   If yes, Type(s):

   Frequency:

   Date(s) last used:

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

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

DATE 4/29/2022

Shelton M Hall

Signature

Pre-Employment Questionnaire Rev. 3/2017
DRUG SCREEN CONSENT

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

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

Signature

Patient’s Signature

Date

Witness

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

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

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

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

Signature

Patient’s Signature

Date

Date

TO BE COMPLETED BY COLLECTOR:

- Patient instructed to wash hands
- Patient declined to wash hands
- Picture I.D. verified by ________________ (Collector’s Initials) Type of I.D. ________________

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

Rev. 08/30/21
May 30, 2022

Shelton R McIntyre-Hall

My name is Shelton R McIntyre-Hall. I writing to formally submit an appeal on my denial letter for the Grounds Maintains Worker I position. I would like you all to know that I am a person who does drugs. There is an explanation as to why there was Marijuana found in my system. I had gone to a college party (San Diego State University) and someone there decided it would be a joke to lace the nacho and chip dig with cannabis oil. This had been my very first time under the influence and I thought since it was so, there would not be traces of THC in my system. I am 18 years old, and I have also been told that I am very a very mature young man. I managed to graduate high school early, and I have been working hard attending San Diego Mesa College. I would like to prove to you all that this does not depict who I am in any shape, form nor matter. I am writing you to see if I can be reconsidered. I was taken back when I receive the denial letter and as I fully understand the rule your company holds. I can show you that I am dedicated and hard working to not only show but prove this to you all.

Thank you

Shelton R McIntyre Hall

Shelton R McIntyre Hall

Attn: City of San Diego, Personnel Department

Attention: Civil Service Commission

1200 Third Avenue, Suite 300
San Diego, CA 92102
CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION

GROUNDS MAINTENANCE WORKER I

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

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

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

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

* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.
DATE: July 1, 2022  
TO: Civil Service Commission  
FROM: Douglas Edwards, Personnel Director  
SUBJECT: Thomas J. Huygens, Appealing the Rejection of his Reinstatement Application for Fire Fighter III

Thomas J. Huygens is appealing the rejection of his reinstatement application for Fire Fighter III. Mr. Huygens was notified of the rejection of his reinstatement application in a letter dated June 1, 2022 (Attachment 1). His reinstatement application was rejected because he did not apply within one year from his separation date as required by Civil Service Rule IV, Section 5(1):

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

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

Mr. Huygens was hired with the City on August 29, 2009 as a Fire Recruit and resigned on February 14, 2021, as a Fire Fighter III after accepting employment with the Orange County Fire Authority (OCFA). Mr. Huygens submitted his reinstatement application on May 20, 2022, more than a year after his separation date.

In his appeal letter (Attachment 2), Mr. Huygens indicates that he did not know that he only had one year from his separation date to submit a reinstatement application and that he has been wanting to return to the San Diego Fire-Rescue Department ever since he graduated from the OCFA academy.

Douglas Edwards  
Personnel Director

DE:CR:km

Attachments: 1. Denial of Reinstatement Application Letter  
2. Appeal Letter
June 1, 2022

Mr. Thomas J. Huygens

Dear Mr. Huygens:

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

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

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

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

Any person whose Request for Reinstatement is denied, may within 5 calendar days of the date of this letter, appeal in writing to the Civil Service Commission at 1200 Third Avenue Suite 300 San Diego, CA 92101.

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

Sincerely,

[Signature]

Elizabeth Wright
Personnel Analyst

EW:ds

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Civil Service Commission,

My name is Thomas Huygens and I was a SDFD Firefighter/Paramedic for 12 years until March of last year when I made an extremely tough decision to go work for Orange County Fire Authority. I lost my best friend and co-worker, Ryan Ferrara, to a tragic accident as well as I was struggling financially to get ahead. I knew my mental health was suffering tremendously and thought a change was needed. I'm writing to you today in hopes that you will hear my case for a reinstatement opportunity.

I grew up in Iowa my whole life, and in 2005, with little to no money in my pocket, I came to San Diego to create a new life for myself. I had never stepped foot in California, nor did I know a single person here. In 2006 I became an EMT for Rural Metro and became infatuated on someday becoming a firefighter for SDFD. This was my dream department and always has been. In just over three years, I served on the ambulance, put myself through paramedic school to build my resume, and ultimately in 2009 I was hired by SDFD.

I had always known applying for and accepting a job with Orange County Fire Authority was a risk for me because I served San Diego for so long and knew nothing about Orange County. Over the last year I have come to realize that Orange County Fire Authority is not meant for me and my decision to leave was the wrong one. I built a beautiful fire family over the last 15 years serving in the San Diego Fire-Rescue system. I'm so very proud of this and I miss my family down to my core. I miss the districts in San Diego that I had the best years of my life serving for. I'm desperate to come home and finish my career in a city that I have so much pride in. Wherever I traveled in this world I was SO very proud to say I was an SDFD firefighter.

During my tenure at SDFD I worked tirelessly to become the best firefighter and employee that I can be. Here is a list of how I strived to become an asset for your city fire department.

1. Worked in busy districts such as Downtown, Lincoln Park, Southcrest and Pacific Beach.
2. Board member for Firefighter Aid and the Firefighter Relief Association and helped launch the 9/11 Stair Climb.
3. 2014 Firefighter Relief Association Volunteer of the Year.
5. SDFD Paramedic Class 1 graduate 2017.
7. Air Operations Fuel Tender since 2018 in hopes of becoming a Helicopter Rescue Medic.
8. Certified to drive such apparatus as Truck Tiller, Water Tender, Light & Air, Type III Wildland Engine, and Triple Combination Pump.
9. Lifesaving Award in 2019 for Clay Fire in Southcrest District
10. SDFD Basketball Team since 2013
11. 2017 California Firefighter Olympics - Basketball - Gold Medal
10. Station projects around the city, using my own money, that still stand today, including numerous rebuilt station gyms.

I hope you can see how involved I was with this department. I prided myself on having a great reputation and being respected by my peers because soon I hoped to promote and become a great leader.

If you give me an opportunity to come back and work for my dream department I promise you that I WILL be the same tireless, hardworking and involved firefighter that I was before. I will also be an advocate for the firefighters who are thinking of leaving the department. I’ve already spoken with numerous firefighters this past year over their decision to come through an OCFA lateral fire academy. I was an advocate for them to stay with SDFD and they all did. I told them my experiences and how I felt the culture for SDFD was unlike any other. I was relentless in communicating the family atmosphere in SDFD is something I desperately missed. I will be the advocate for the rest of my career if you give me this opportunity. Furthermore; I am more than willing to come back to work the holidays, the mandatorie, overtime and so much more so I can continue to be a reliable asset for this city.

I know I have been gone from SDFD for just over a year (15 months) and there are strict rules in place for reinstatement. However; over the past year I had been speaking with numerous SDFD Fire Chiefs and Fire Captains about the regrets of my decision and how I possibly wanted to come back. What I failed to realize was the hard and fast policy of being gone for over a year. I had no idea that this policy was in place, which is why I’m writing this appeal today. This decision to come back WAS NOT an immediate and recent knee-jerk reaction. I’ve been wanting to come back the moment I graduated from the OCFA academy and placed in the field. My family encouraged me to keep giving OCFA a chance throughout probation and I did. My feelings have always remained the same and I miss my SDFD fire family so much. I realized the best thing for my mental health is to return to them and serve this city to the best of my ability.

Thank you so much for your time and consideration!

Sincerely,

Thomas Huygens