

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

MINUTES

Thursday, January 23, 2014, at 1:00 p.m.
Civil Service Commission Room, Civic Center Plaza
1200 Third Avenue, Suite 300
San Diego, California 92101

- A. The regular business meeting of the Civil Service Commission was called to order by President Mattheus E. Stephens at 1:00 p.m. Also present were Vice-President Joe Kloberdanz and Commissioners Kathryn F. Ashworth, Edward S. Fletcher, and Maricela Amezola.

- B. The staff was represented by Personnel Director Hadi Dehghani, Assistant Personnel Director Donna Wallace, and Assistant to the Director Myra D. Anderson. Serving as legal advisor to the Commission was Senior Deputy City Attorney Stuart H. Swett.

San Diego Civil Service Commission

MINUTES

Thursday, January 23, 2014, at 1:00 p.m.
Civil Service Commission Room, Civic Center Plaza
1200 Third Avenue, Suite 300
San Diego, California 92101

This agenda and the supplemental information for each agenda item, if any, can be made available in alternative formats to assist persons with disabilities. Special assistance at the meeting is also available. To request such assistance, please call the Personnel Department Services Supervisor at 236-6402. Requests should be made as early as possible prior to the meeting. Every attempt will be made to accommodate all reasonable requests.

ITEMS FOR ACTION

NOTE: The Commission will immediately go into closed session at 12:00 p.m. The regular business meeting will begin at 1:00 p.m.

INTRODUCTION

1. Roll Call.

ACTION TAKEN/PENDING

Present were President Mattheus E. Stephens, Vice-President Joe Kloberdanz, and Commissioners Kathryn F. Ashworth, Edward S. Fletcher, and Maricela Amezola.

NON-AGENDA PUBLIC COMMENT

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

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

President Mattheus E. Stephens congratulated Toni Atkins on being the first speaker of the California State Assembly from San Diego.

President Mattheus E. Stephens also recognized Mayor Todd Gloria for acknowledging City employees for their service.

CONSENT AGENDA (Items 2 and 3 can be approved with one motion.)

2. Approval of the minutes for the regular business meeting of December 12, 2013 and the special meeting of December 20, 2013. Approved.
3. Leave of Absence Without Pay - In Order. Items 14 through 16. Approved.

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

4. Joshua A. Carlton, Grounds Maintenance Worker II, Park and Recreation Department, for a one-year (first extension) special leave without pay ending December 1, 2014, with his name to be placed on the eligible list for Grounds Maintenance Worker II.
Hire date: January 13, 2007
Reason: Family care.
Department Recommendation: Approval. Approved.
Speaking for staff was Anne Lamén Aban.
5. Cristina A. Del Razo, Associate Management Analyst, Police Department, is requesting a one-year (first extension) special leave without pay ending February 17, 2015, with her name to be placed on the eligible lists for Associate Management Analyst, Assistant Management Analyst, Administrative Aide II, Administrative Aide I, Clerical Assistant II and Senior Clerk/Typist.
Hire date: June 11, 1984
Reason: Family Care.
Department Recommendation: Approval. Approved.
Speaking for staff was Anne Lamén Aban.
Speaking was Cristina A. Del Razo.
6. Lauren A. Griffin, Court Support Clerk I, Office of the City Attorney, is requesting a one-year (first extension) special leave without pay ending February 18, 2015, with her name to be placed on the eligible lists for Court Support Clerk I and Clerical Assistant II.
Hire date: February 28, 2001
Reason: Maintain employment eligibility.
Department Recommendation: Approval. Approved.
Speaking for staff was Anne Lamén Aban.

POLICY ITEMS - DISCUSSION

- | | | |
|-----|---|---|
| 7. | Approval of Exceptional Merit Pay Increase for David D. DeBolt, Junior Engineering Aide. | Approved.
Speaking for staff was Anne Lamén Aban. |
| 8. | Approval of Exceptional Merit Pay Increase for Carl L. Marquez, Information Systems Technician. | Approved.
Speaking for staff was Anne Lamén Aban.
Speaking for the department was Tanya Tomlinson. |
| 9. | Approval of Exceptional Merit Pay Increase for Edward A. Vasquez, Code Compliance Officer. | Approved.
Speaking for staff was Anne Lamén Aban.
Speaking for the department was Kim Wallace-Ross. |
| 10. | Joint Apprenticeship Committee Appointments. | Approved.
Speaking for staff was Chris Alvarado. |
| 11. | Report from the Personnel Director on limited and restricted appointments and special shift differential positions. | Report accepted.
Speaking for staff was Hadi Dehghani. |
| 12. | Report by the Office of the City Auditor on the Performance Audit of the Personnel Department. | Speaking for staff was Hadi Dehghani.
Speaking for the Office of the City Auditor were Matthew Helm and Shawnee Pickney. |
| 13. | Report by the Office of the Independent Budget Analyst on the Civil Service Hiring Process: Vetting Internal City Issues. | Speaking for staff was Hadi Dehghani.
Speaking for the Office of the Independent Budget Analyst was Lisa Byrne. |

LEAVES OF ABSENCE WITHOUT PAY - IN ORDER

Total Leave Requests	03	Family/Childcare/Maternity	00
Leave requests with job saved	00	Education/Training	00
Leave requests with name on list	00	Medical	00
Unclassified	03	Relocation	00
		Other	00

LEAVES OF ABSENCE WITHOUT PAY - UNCLASSIFIED

14. Saba Berenji, Senior Personnel Analyst, Personnel Department, for a leave of absence from the Classified Service effective January 4, 2014, while filling an unclassified position with her name to be placed on the appropriate eligible list.
15. Stacy M. Gilhooly, Accountant III, Police Department, for a leave of absence from the Classified Service effective December 9, 2013, while filling an unclassified position with her name to be placed on the appropriate eligible list.
16. Gerardo J. Gurrola, Police Dispatch Administrator, Police Department, for a leave of absence from the Classified Service effective December 11, 2013, while filling an unclassified position with his name to be placed on the appropriate eligible list.

CLOSED SESSION

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

- I. Deliberation on disciplinary appeals pursuant to Government Code Section 54957:
 - a. Gregory Freeman - Eight-hour Suspension reduced to Written Warning.

ADJOURNMENT

At 1:00 p.m. the Commission reconvened into open session to disclose its actions from the closed session agenda. There being no further business, the meeting was adjourned at 2:08 p.m.

Mattheus E. Stephens, President