

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

Thursday, February 2, 2023, 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 1:02 p.m. Also present were Commissioner Sunday Gover and Commissioner Tammy Lin. President Jacquelyn R. Atkinson and Commissioner Aaron Olsen were absent.
  
- B. The staff was represented by Personnel Director Douglas Edwards, Assistant Personnel Director Anne Lamén Aban, and Assistant to the Director Saba O'Neal. Serving as legal advisor to the Commission was Senior Deputy City Attorney David Karlin.



City of San Diego  
Civil Service Commission

**MINUTES**

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

Thursday, February 2, 2023, at 1:00 p.m.  
Online Meeting

Click [here](#) to view meeting on Zoom Webinar at the scheduled time

Until further notice, Civil Service Commission meetings will be conducted pursuant to the provisions of California Government Code section 54953(e), added by Assembly Bill 361, which allows the City to use teleconferencing during a proclaimed state of emergency based on findings made by the Council of the City of San Diego related to public health and safety conditions.

During the current State of Emergency and in the interest of public health and safety, all members of the Civil Service Commission will be participating in meetings by teleconference. In accordance with the provisions of California Government Code section 54953(e), there will be no members of the public in attendance at the meetings. We are providing alternatives to in-person attendance for viewing and participating in meetings.

In lieu of in-person attendance, members of the public may participate and provide comment via telephone, using the City Clerk webform, email submission, or via U.S. Mail of written materials, as follows:

**Public Comment Testimony During Civil Service Commission Meetings:**

To offer public comment testimony during a Civil Service Commission meeting, you need to first join the Zoom Webinar meeting online from your desktop computer, laptop, tablet, or Smartphone, or by calling in to the meeting from your cellular phone or land line. If applicable, the Civil Service Commission will meet in Closed Session at 12:00 p.m. or shortly thereafter. Public Comment on Closed Session items will occur at the start of the 12:00 p.m. session before the Commission adjourns into Closed Session. The Commission will reconvene for Open Session at 1:00 p.m. or shortly thereafter.

**The link to join the Zoom Webinar by computer, tablet, or Smartphone is:**

Closed Session: <https://sandiego.zoomgov.com/j/1601441297> (PUBLIC COMMENT ONLY)

Open Session: <https://sandiego.zoomgov.com/j/1602402238>

**To Join By Telephone:**

Closed Session: Dial 1-669-254-5252. When prompted, input Webinar ID: 160 144 1297# (PUBLIC COMMENT ONLY)

Open Session: Dial 1-669-254-5252. When prompted, input Webinar ID: 160 240 2238#

### **How To Speak To A Particular Item Or During Non-Agenda Public Comment:**

When the Commission President introduces the item you would like to comment on (or indicates it is time for Non-Agenda Public Comment), raise your hand by either tapping the "Raise your Hand" button on your computer, tablet, or Smartphone, or by dialing \*9 on your phone. You will be taken in the order in which you raise your hand. You may only speak once on a particular item.

When the Commission President indicates it is your turn to speak, unmute your phone by tapping the Unmute button on your computer, tablet or Smartphone, or dial \*6 on your phone.

### **Written Comment Through Webform:**

**Comment On Agenda Items** may be submitted using the City Clerk [webform](#) indicating the agenda item number for which you wish to submit your comment. Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before the item is called will be submitted into the written record for the relevant item.

**Non-Agenda Public Comment** may be submitted using the City Clerk [webform](#) checking the appropriate box. Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before Non-agenda comment is called will be submitted into the written record for the meeting.

**Closed Session Public Comment** may be submitted using the City Clerk [webform](#). Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before the item is called will be submitted into the written record for the relevant item.

**Written Materials.** If you wish to submit written materials for submission into the record or have an attachment to your comment, you may email it to [Personnel@sandiego.gov](mailto:Personnel@sandiego.gov) or submit via U.S. Mail to 1200 Third Avenue, Suite 300, San Diego, CA 92101. Materials submitted via email will be distributed to the Civil Service Commission in accordance with the deadlines described above. Materials submitted via U.S. Mail will need to be received the business day prior in order to be distributed to the Civil Service Commission.

The public may view the meetings on Zoom Webinar. Click [here](#) to view this meeting at its scheduled time.

**Requests For Accessibility Modifications Or Accommodations:**

As required by the Americans with Disabilities Act (ADA), requests for agenda information to be made available in alternative formats, and any requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting the Personnel Department at 619-236-6400 or [Personnel@sandiego.gov](mailto:Personnel@sandiego.gov). Requests should be made as early as possible prior to the meeting. Every attempt will be made to accommodate all reasonable requests. The City is committed to resolving accessibility requests swiftly in order to maximize accessibility.

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 619-236-6402. Requests should be made as early as possible prior to the meeting. Every attempt will be made to accommodate all reasonable requests.

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**ITEMS FOR ACTION**

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*NOTE: The Commission will convene at 12:00 p.m. to hear public comment and discussion of the content of the Closed Session Agenda. At the close of public comment and discussion, the Commission will adjourn the public session and go into closed session. The regular business meeting will begin at 1:00 p.m.*

**INTRODUCTION**

1. Roll Call.

**ACTION TAKEN/PENDING**

Present were Vice-President Nicolaz Portillo, Commissioner Sunday Gover, and Commissioner Tammy Lin. President Jacquelyn R. Atkinson and Commissioner Aaron Olsen were absent. Personnel Director Douglas Edwards announced President Jacquelyn R. Atkinson's resignation from the Commission and thanked her for her service.

**NON-AGENDA PUBLIC COMMENT**

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

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

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

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| 2. Approval of the minutes for the regular business meeting of January 12, 2023.   | Commissioner Tammy Lin made a motion to approve items 2 through 6. Commissioner Sunday Gover seconded the motion.<br>Approved 3-0. |
| 3. Leave of Absence Without Pay - In Order. Item 20.   |  |
| 4. Approval of Exceptional Merit Increase for Israel Castellon, Welder.  |  |
| 5. Approval of Exceptional Merit Increase for Megan S. McElfish, Junior Planner.   |  |
| 6. Minutes of the San Diego City Civil Service Commission Joint Apprenticeship Committee meetings of February 2, 2022 and July 12, 2022. |  |

**LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION**

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| 7. Valentina Dasilveira, Special Event Traffic Controller II, Police Department, for a one-week (first extension) special leave without pay ending January 10, 2023, with their job to be saved.<br>Hire Date: March 7, 2012<br>Reason: Maintain employment eligibility.<br>Department Recommendation: Approval. | Commissioner Tammy Lin made a motion to approve the request. Commissioner Sunday Gover seconded the motion.<br>Approved 3-0.<br>Speaking for staff was Carissa Rosemore. |
| 8. Tania M. Lull, Police Officer II, Police Department, for a one-year special leave without pay ending February 29, 2024, with their job to be saved.<br>Hire Date: October 24, 2014<br>Reason: Childcare.<br>Department Recommendation: Modification to name on eligible list.                                 | Withdrawn.   |
| 9. Tamera L. Hildebrand-McDowell, Payroll Specialist II, Library Department, for a three-month special leave without pay ending April 30, 2023, with their job to be saved.<br>Hire Date: November 5, 2001<br>Reason: Family care.<br>Department Recommendation: Modification to name on eligible list.          | Withdrawn.   |

10. Oscar Vazquez, Painter, General Services Department, for a three-month (first extension) special leave without pay ending February 3, 2023, with their job to be saved.  
Hire Date: January 6, 2020  
Reason: Need additional time to obtain Class C Driver License.  
Department Recommendation: Approval.
- Commissioner Tammy Lin made a motion to approve the request.  
Commissioner Sunday Gover seconded the motion.  
Approved 3-0.  
Speaking for staff was Carissa Rosemore.

**POLICY ITEMS – DISCUSSION**

11. Request from the Personnel Director to use City employees as raters for the Fire Engineer examination.
- Commissioner Tammy Lin made a motion to approve the request.  
Vice-President Nicolaz Portillo seconded the motion.  
Approved 3-0.  
Speaking for staff was Michael Diep.
12. Request from the Personnel Director to merge the current Legal Secretary I (T11131) and Legal Secretary II (T11132) eligible lists with the new Legal Secretary I (T11689) and Legal Secretary II (T11690) eligible lists.
- Commissioner Tammy Lin made a motion to approve the request.  
Commissioner Sunday Gover seconded the motion.  
Approved 3-0.  
Speaking for staff was Maritza Duque.
13. Request from the Environmental Services Department to exempt a Program Manager position from the Classified Service.
- Vice-President Nicolaz Portillo made a motion to approve the request.  
Commissioner Sunday Gover seconded the motion.  
Approved 3-0.  
Speaking for staff was Rachel McDonald-Hernandez.
14. Request from the Police Department to exempt a Program Manager position from the Classified Service.
- Commissioner Sunday Gover made a motion to continue the item to next month's meeting.  
Vice-President Nicolaz Portillo seconded the motion.  
Approved 3-0.  
Speaking for staff was Rachel McDonald-Hernandez.  
Speaking for MEA was Nick Wright.  
Speaking for the department were Adam Sharki and Silva Satrom.
15. Staff recommendations on special salary adjustments and new classifications for the Fiscal Year 2024 Salary Ordinance.
- Speaking for staff was Rachel McDonald-Hernandez.

Recommended for Approval:

- 1) Environmental Scientist Series
- 2) Pool Guard Series
- 3) Supervising Park Ranger
- 4) Water Safety Instructor

Alternative Recommendation:

- 5) Equipment Technician II (Option Class: Communications) and Equipment Technician I (Option Class: Communications)

Not Recommended for Approval:

- 6) Electronics Technician
- 7) HVACR Technician
- 8) Police 911 Dispatcher
- 9) Retirement Assistant

Recommended for Approval:

1. **Environmental Scientist Series – New Classification Series**

Commissioner Tammy Lin made a motion to approve staff's recommendation for the creation of new classifications of Senior Environmental Scientist, Environmental Scientist III, Environmental Scientist II, and Environmental Scientist I, at the same salary as the existing Senior Marine Biologist, Marine Biologist III, Marine Biologist II, and Marine Biologist I classifications, respectively. Staff's recommendation also included the deletion of the Junior Chemist, Biologist I and Marine Biologist I classifications and that Assistant Chemist, Associate Chemist, Senior Chemist, Biologist II, Biologist III, Senior Biologist, Marine Biologist II, Marine Biologist III, and Senior Marine Biologist be designated as terminal classifications. Commissioner Sunday Gover seconded the motion. Approved 3-0.

2. **Pool Guard Series – Request for Special Salary Adjustment of 25%**

Commissioner Sunday Gover made a motion to approve a special salary adjustment of 30% for the Pool Guard I and Pool Guard II classifications.

Commissioner Tammy Lin seconded the motion.

Approved 3-0.

Speaking for the department were Louis Merlin, Nicole McNeil, and Gina Dulay.

Speaking for MEA was Nick Wright.

Speaking for Local 127 was Tim Douglass.

3. **Supervising Park Ranger – New Classification at 15% above District Manager**

Commissioner Tammy Lin made a motion to approve staff's recommendation for the creation of a new Supervising Park Ranger classification, at a monthly salary projected to be approximately \$8,493.

Vice-President Nicolaz Portillo seconded the motion.

Approved 3-0.

4. **Water Safety Instructor – New Classification Equivalent to Pool Guard I**

Commissioner Tammy Lin made a motion to approve staff's recommendation for the creation of a new classification of Water Safety Instructor at a monthly salary equal to Pool Guard I, which is projected to be approximately \$4,185, taking into consideration staff's recommendation for a special salary adjustment for the Pool Guard I classification effective July 1, 2023.

Commissioner Sunday Gover seconded the motion.

Approved 3-0.

**Alternative Recommendation:**

5) **Equipment Technician II (Option Class: Communications) and Equipment Technician I (Option Class: Communications) – Request for Special Salary Adjustment of 40%**

Commissioner Tammy Lin made a motion to approve staff's recommendation to deny the request for a special salary adjustment and instead create new classifications of Communications Equipment Technician II and Communications Equipment Technician I at monthly salaries projected to be approximately \$5,970 and \$5,468, respectively. Commissioner Sunday Gover seconded the motion.

Approved 3-0.

Not Recommended for Approval:

6) **Electronics Technician – Request for Special Salary Adjustment of 5-10%**

Commissioner Tammy Lin made a motion to approve staff's recommendation to deny the request for a special salary adjustment.

Vice-President Nicolaz Portillo seconded the motion.

Approved 2-1.

Commissioner Sunday Gover dissenting.

Speaking for the department was Gene Matter.

Speaking for Local 127 was Rocky Rios.

7) **HVACR Technician - Request for Special Salary Adjustment of 30%**

Commissioner Sunday Gover made a motion to approve a 15% special salary adjustment for the Heating, Ventilating & Air Conditioning Supervisor, Senior HVACR Technician, and HVACR Technician classifications.

Commissioner Tammy Lin seconded the motion.

Approved 3-0.

Speaking for the department was Casey Smith.

Speaking for Local 127 were Andres Alva-Cardenas and Tim Douglass.

Speaking for MEA was Nick Wright.

Speaking was Shawn Stead.

8) **Police 911 Dispatcher – Request for New Classification**

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

Commissioner Tammy Lin seconded the motion.

Approved 3-0.

Speaking was Laurie Nachand.

Speaking for MEA was Nick Wright.

9) **Retirement Assistant - Request for Special Salary Adjustment of 15%**

Commissioner Tammy Lin made a motion to approve staff's recommendation to deny the request for a special salary adjustment.  
Commissioner Sunday Gover seconded the motion.  
Approved 3-0.

16. Miguel M. Haynes, appealing their conviction record disqualification for the position of Grounds Maintenance Worker II.

Commissioner Tammy Lin made a motion to deny the appeal.  
Commissioner Sunday Gover seconded the motion.  
Approved 3-0.  
Speaking for staff was Dylan Cooper.  
Speaking was Miguel M. Haynes.

17. Jonathan Romero, appealing their medical disqualification for the position of Assistant Fleet Technician.

Vice-President Nicolaz Portillo made a motion to approve the appeal.  
Commissioner Tammy Lin seconded the motion.  
Approved 3-0.  
Speaking for staff was Dylan Cooper.  
Speaking was Jonathan Romero.

**UNFINISHED BUSINESS**

18. Election of Officers.

Commissioner Tammy Lin made a motion to continue the item to next month's meeting.  
Vice-President Nicolaz Portillo seconded the motion.  
Approved 3-0.

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

**Not Recommended for Approval:**  
Disposal Site Representative

Commissioner Tammy Lin made a motion to approve a 15% special salary adjustment for the Supervising Disposal Site Representative, Senior Disposal Site Representative, and Disposal Site Representative classifications.  
Commissioner Sunday Gover seconded the motion.  
Approved 3-0.  
Speaking for staff was Rachel McDonald-Hernandez.  
Speaking for the department were Renee Robertson and Arnie Reyes.  
Speaking for MEA was Nick Wright.

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

20. David J. Sroka, Code Compliance Officer, Environmental Services Department, for a one-year special leave without pay ending January 15, 2024, with their name to be placed on the eligible list for Code Compliance Officer.  
 Hire Date: May 14, 2022  
 Reason: Personal.  
 Department Recommendation: Approval.

**LEAVES OF ABSENCE WITHOUT PAY - TOTAL**

Total Leave Requests	05	Family/Childcare/Maternity	02
Leave requests with job saved	04	Education/Training	00
Leave requests with name on list	01	Medical	00
Unclassified	00	Relocation	00
		Outside Employment	00
		Unclassified	00
		Other	03

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**ITEMS FOR INFORMATION**


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**NEW BUSINESS**


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**CLOSED SESSION**


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At 12:06 p.m., the Commission met in Closed Session with the following agenda:

- I. Deliberation on disciplinary appeal pursuant to Government Code Section 54957:
  - a. Frank Herbst – Termination upheld.  
 Approved 4-0.  
 President Jacquelyn R. Atkinson present.  
 Commissioner Aaron Olsen absent.

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**ADJOURNMENT**

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At 1:02 p.m., the Commission convened into open session.

At 3:10 p.m., Vice-President Nicolaz Portillo called for a break.

At 3:15 p.m., the meeting continued.

There being no further business, the meeting was adjourned at 4:02 p.m.

Nicolaz Portillo, Vice-President