

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

Thursday, May 7, 2020, at 1:00 p.m.
Online Meeting

- A. The regular business meeting of the Civil Service Commission was called to order by President Lori Thacker at 1:04 p.m. Also present were Vice-President Maricela Amezola, Commissioner Jacquelyn R. Atkinson, Commissioner Dr. Don E. Conley, and Commissioner Aaron Olsen.

- B. The staff was represented by Personnel Director Douglas Edwards, Assistant Personnel Director Anne Lamén Aban, and Assistant to the Director Dina Marocco. Serving as legal advisor to the Commission was Deputy City Attorney Jennifer Berry.



City of San Diego
Civil Service Commission

MINUTES

Lori Thacker, President
Maricela Amezola, Vice-President
Jacquelyn R. Atkinson, Commissioner
Dr. Don E. Conley, Commissioner
Aaron Olsen, Commissioner

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Until further notice, Civil Service Commission meetings will be conducted pursuant to the provisions of [California Executive Order 29-20](#), which suspends certain requirements of the Ralph M. Brown Act.

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 Executive Order, 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 submit their comments in the following manner:

Comment on Agenda Items must be submitted at [webform](#) indicating the agenda item number they wish to submit their comment for. Only comments submitted no later than 4:00 p.m. the day prior to the meeting using the public comment form will be eligible to be read into the record. If you submit more than one form per item, only one will be read into the record for that item. Comments received after 4:00 p.m. the day prior and before 1:00 p.m. the day of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All comments are limited to 200 words. Comments received after 1:00 p.m. the day of the meeting but before the item is called will be submitted into the written record for the relevant item.

Non-Agenda Public Comment must be submitted at [webform](#) checking the appropriate box in order to be eligible to be read into the record. Staff will read the first 30 comments received by 4:00 p.m. the day before the meeting. However, if there are less than 30 comments submitted by 4:00 p.m. the day before the meeting, the City will read comments submitted by 1:00 p.m. on the day of the meeting up to a total of 30 comments. The maximum number of comments to be read into the record on a single issue will be 16. Comments submitted by 1:00 p.m. on the day of the meeting will be provided to the Civil Service Commission, made a part of the record, and posted with the meeting materials. All comments are limited to 200 words. Comments received after 1:00 p.m. the day of the meeting but before Non-agenda comment is called will be submitted into the written record for the meeting.

Civil Service Commission Closed Session Public Comment must be submitted at [webform](#) no later than 4:00 p.m. the day prior to the posted meeting in order to be eligible to be read into the record. Comments received after 4:00 p.m. the day prior and before 1:00 p.m. the day of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All comments are limited to 200 words. Comments received after 1:00 p.m. the day of the meeting but before the item is called will be submitted into the written record for the relevant item. If you wish to submit written materials for submission into the record or have an attachment to your comment, you may send it to AArevalo@sandiego.gov and it will be distributed to the Civil Service Commission in accordance with the deadlines described above.

The public may view this meeting on YouTube. Click [here](#) to view the 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 Services Supervisor at 619-236-6402 or AArevalo@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.

Note: 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.

ITEMS FOR ACTION

INTRODUCTION

1. Roll Call.

ACTION TAKEN/PENDING

Present were President Lori Thacker, Vice-President Maricela Amezola, Commissioner Jacquelyn R. Atkinson, Commissioner Dr. Don E. Conley, and Commissioner Aaron Olsen.

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 9 can be approved with one motion.)

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| <ol style="list-style-type: none">2. Approval of the minutes for the regular business meeting of March 5, 2020.3. Leaves of Absence Without Pay - In Order. Items 26 through 31.4. Minutes of the San Diego City Civil Service Commission Joint Apprenticeship Committee meeting of October 28, 2019.5. Approval of Exceptional Merit Increase for Jay Alvarado, Senior Management Analyst.6. Approval of Exceptional Merit Increase for Joanna M. Cross, Paralegal.7. Approval of Exceptional Merit Increase for Corinne K. McLaughlin, Development Project Manager II. | <p>Approved items 2 through 9 with one motion.</p> |
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8. Approval of Exceptional Merit Increase for Mark T. Phillips, Boat Operator.
9. Approval of Exceptional Merit Increase for Fernando Villasenor, Associate Engineer - Civil.

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

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| <p>10. Janet L. Perrins, Police Investigative Service Officer II, Police Department, for a one-year (first extension) special leave without pay ending March 31, 2021, with her name to be placed on the eligible list for Police Investigative Service Officer II. Hire Date: March 9, 2007 Reason: Relocation with spouse. Department Recommendation: Approval.</p> | <p>Approved. Speaking for staff was Eva Sanchez.</p> |
| <p>11. Zachary M. Richardson, Fire Engineer, Fire-Rescue Department, for a one-year special leave without pay ending May 31, 2021, with his name to be placed on the eligible lists for Fire Engineer, Fire Fighter III, Fire Fighter II, and Fire Fighter I. Hire Date: December 8, 2012 Reason: Outside Employment. Department Recommendation: Denial.</p> | <p>Denied. Speaking for staff was Eva Sanchez. Speaking was Zachary M. Richardson.</p> |
| <p>12. Ana M. Vasquez, Word Processing Operator, Police Department, for a one-year (second extension) special leave without pay ending March 25, 2021, with her name to be placed on the eligible list for Word Processing Operator. Hire Date: September 21, 2007 Reason: Medical. Department Recommendation: Denial.</p> | <p>Approved. Speaking for staff was Eva Sanchez. Speaking for the department was Margaret Mendez. Speaking was Ana M. Vasquez.</p> |

POLICY ITEMS – DISCUSSION

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| <p>13. Report from the Personnel Director on limited and restricted appointments and special shift differential positions for CY 2019.</p> | <p>Report accepted. Speaking for staff was Eva Sanchez.</p> |
| <p>14. Requests from the Development Services Department to exempt two Assistant Deputy Director positions and two Program Manager positions from the Classified Service.</p> | <p>Approved. Speaking for staff was Saba Berenji. Speaking for MEA was Nick Wright. Speaking for the department was Rimah Khouri-Velez.</p> |
| <p>15. Request from the Environmental Services</p> | <p>Approved.</p> |

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| | Department to exempt a Program Manager position from the Classified Service. | Speaking for staff was Saba Berenji. Speaking for MEA was Nick Wright. |
| 16. | Request from the Fire-Rescue Department to exempt a Program Manager position from the Classified Service. | Approved. Speaking for staff was Saba Berenji. |
| 17. | Request from the San Diego Police Department to exempt a Program Coordinator position from the Classified Service. | Approved. Speaking for staff was Saba Berenji. |
| 18. | Request from the Transportation and Storm Water Department to exempt a Program Manager position from the Classified Service. | Approved. Speaking for staff was Saba Berenji. Speaking for MEA was Nick Wright. |
| 19. | Staff Recommendation on Overtime Eligibility for New Classification. | Approved. Speaking for staff was Saba Berenji. Speaking for MEA was Nick Wright. Speaking for the department was Rimah Khouri-Velez. |
| 20. | Revision to Personnel Manuel Index Code B (Organization and Classification). | Approved. Speaking for staff was Douglas Edwards. |
| 21. | 2019 Equal Employment Opportunity Annual Report. | Report accepted. Speaking for staff was Darren Keenaghan. |
| 22. | Request from the Personnel Director to use City employees as raters for the Fire Engineer Examination. | Approved. Speaking for staff was Darren Keenaghan. |
| 23. | Christopher D. Charfauros, appealing the rejection of his applications for Grounds Maintenance Worker I (T11225) and Grounds Maintenance Worker II (T11226). | Denied. Speaking for staff was Jennifer Lamas-Villanueva. Speaking was Christopher D. Charfauros. Submitted written comments that were read aloud at the meeting. |
| 24. | John A. Flores Jr., appealing the rejection of his application for Grounds Maintenance Worker II (T11226). | Denied. Speaking for staff was Jennifer Lamas-Villanueva. Speaking was John A. Flores Jr. |

25. Joseph V. Markham, appealing his medical disqualification for the position of Lake Aide I.

Denied.
Applicant may reapply for City employment after one year.
Speaking for staff was Edgar Portilla.
Speaking was Joseph V. Markham.

LEAVES OF ABSENCE WITHOUT PAY - IN ORDER

26. Gary H. Avalos, Grounds Maintenance Worker II, Parks and Recreation Department, for a two-month special leave without pay ending April 3, 2020, with his job to be saved.
Hire Date: July 27, 1987
Reason: Medical.
Department Recommendation: Approval.
27. Briana M. Wallace, Police Officer II, Police Department, for a one-year special leave without pay ending April 16, 2021, with her name to be placed on the eligible list for Police Officer II.
Hire Date: July 23, 2010
Reason: Family Care.
Department Recommendation: Approval.

LEAVES OF ABSENCE WITHOUT PAY - UNCLASSIFIED

28. Nicole A. Darling, Senior Public Information Officer, Communications Department, for a leave of absence from the Classified Service effective March 16, 2020, while filling an unclassified position with her name to be placed on the appropriate eligible list.
29. Pamela A. Galan, Recycling Program Manager (Option Class: Asset Management Coordinator), Public Utilities Department, for a leave of absence from the Classified Service effective January 11, 2020, 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.
30. Lisa S. Johnson, Multimedia Production Coordinator, Communications Department, for a leave of absence from the Classified Service effective March 9, 2020, while filling an unclassified position with her name to be placed on the appropriate eligible list.
31. Jerome E. Lee, Information Systems Analyst

IV, Public Utilities Department, for a leave of absence from the Classified Service effective January 11, 2020, 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.

LEAVES OF ABSENCE WITHOUT PAY - TOTAL

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| Total Leave Requests | 09 | Family/Childcare/Maternity | 01 |
| Leave requests with job saved | 01 | Education/Training | 00 |
| Leave requests with name on list | 04 | Medical | 02 |
| Unclassified | 04 | Relocation | 01 |
| | | Outside Employment | 01 |
| | | Unclassified | 04 |
| | | Other | 00 |

CLOSED SESSION

At 12:18 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.

ADJOURNMENT

At 1:04 p.m., the Commission convened into open session.

There being no further business, the meeting was adjourned at 3:10 p.m.

Lori Thacker, President