

**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 Lamén 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
Sunday Gover, Commissioner
Tammy Lin, Commissioner
Aaron Olsen, Commissioner

Thursday, June 2, 2022, 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 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 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 AArevalo@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 Services Supervisor at 619-236-6402 or AArevalo@saniego.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.

ITEMS FOR ACTION

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, 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.)

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 7 can be approved with one motion.)

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| 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. | |
| 7. | Minutes of the San Diego City Civil Service Commission Joint Apprenticeship Committee meetings of August 19, 2020, November 17, 2020, April 29, 2021, August 31, 2021, and November 17, 2021. | |

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

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| 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.

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| 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. |
| 33. Revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum). | Approved.
Speaking for staff was Rachel McDonald-Hernandez. |
| 34. Proposed Salary Review Process for Fiscal Year 2024. | 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. Virgil 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

Total Leave Requests	08	Family/Childcare/Maternity	02
Leave requests with job saved	03	Education/Training	00
Leave requests with name on list	01	Medical	00
Unclassified	04	Relocation	00
		Outside Employment	01
		Unclassified	04
		Other	01

CLOSED SESSION

At 12:04 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