

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

Monday, June 24, 2019, at 5:00 p.m.
Civil Service Commission Room, Civic Center Plaza
1200 Third Avenue, Suite 300
San Diego, California 92101

- A. The special meeting of the Civil Service Commission was called to order by Vice-President Maricela Amezola at 5:02 p.m. Also present were Commissioner Dr. Don E. Conley and Commissioner Mattheus E. Stephens. President Lori Thacker and Commissioner Jacquelyn R. Atkinson were 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 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
Mattheus E. Stephens, Commissioner

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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

INTRODUCTION

1. Roll Call.

ACTION TAKEN/PENDING

Present were Vice-President Maricela Amezola, Commissioner Dr. Don E. Conley, and Commissioner Mattheus E. Stephens. President Lori Thacker and Commissioner Jacquelyn R. Atkinson were 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 6 can be approved with one motion.)

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| 2. | Approval of the minutes for the regular business meeting of May 2, 2019. | Approved Items 2 through 6 with one motion. |
| 3. | Leaves of Absence Without Pay - In Order. Items 29 through 35. | |
| 4. | Approval of Exceptional Merit Increase for Deborah J. Berglund, Administrative Aide I. | |
| 5. | Approval of Exceptional Merit Increase for Austin T. Maddox, Wastewater Plant Operator. | |
| 6. | Approval of Exceptional Merit Increase for Jennifer M. Manos, Associate Department Human Resources Analyst. | |

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

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| 7. | Justin M. Connor, Traffic Signal Technician II, Transportation and Storm Water Department, for an eight-month special leave without pay ending December 16, 2019, with his name to be placed on the eligible lists for Traffic Signal Technician II and Traffic Signal Technician I. Hire Date: July 20, 2015 Reason: Outside employment. Department Recommendation: Approval. | Approved. Speaking for staff was Jennifer Lamas-Villanueva. |
| 8. | Eric R. Flores, Traffic Signal Technician I, Transportation and Storm Water Department, for a six-month special leave without pay ending November 1, 2019, with his name to be placed on the eligible list for Traffic Signal Technician I. Hire Date: November 21, 2016 Reason: Outside employment. Department Recommendation: Approval. | Approved. Speaking for staff was Jennifer Lamas-Villanueva. |

9. Kristian A. Flores, Sanitation Driver I, Environmental Services Department, for a one-year special leave without pay ending April 21, 2020, with his name to be placed on the eligible list for Sanitation Driver I.
Hire Date: May 1, 2017.
Reason: Loss of Class B Driver License.
Department Recommendation: Approval.

Approved.
Speaking for staff was Jennifer Lamas-Villanueva.
10. Katia J. Garcia-Verboonen, Assistant Management Analyst, Public Utilities Department, for a one-year (first extension) special leave without pay ending May 1, 2020, with her name to be placed on the eligible lists for Assistant Management Analyst, Administrative Aide II, and Management Trainee.
Hire Date: December 7, 2015
Reason: Family care.
Department Recommendation: Approval.

Approved.
Speaking for staff was Jennifer Lamas-Villanueva.
11. Tamera L. Hilderbrand-McDowell, Public Information Clerk, Development Services Department for a one-year (third extension) special leave without pay ending May 1, 2020, with her name to be placed on the eligible lists for Public Information Clerk, Account Clerk, and Clerical Assistant II.
Hire Date: November 5, 2001
Reason: Maintain employment eligibility.
Department Recommendation: Approval.

Approved.
Speaking for staff was Jennifer Lamas-Villanueva.
12. Anthony J. Magallanes, Police Records Clerk, Police Department, for a one-year special leave without pay ending March 17, 2020, with his job to be saved.
Hire Date: March 3, 2016.
Reason: Outside employment.
Department Recommendation: Denial.

Denied.
Speaking for staff was Jennifer Lamas-Villanueva.
13. Asad A. Mohamed, Police Service Officer II (Option Class: African Service Officer), Police Department, for a one-year special leave without pay ending April 19, 2020, with his job to be saved
Hire Date: April 3, 2001
Reason: Personal.
Department Recommendation: Modification to name on eligible list.

Approved with modification to name on eligible list.
Speaking for staff was Jennifer Lamas-Villanueva.

POLICY ITEMS - DISCUSSION

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| 14. | Discussion and Possible Action Regarding Personnel Director Compensation. | Increase granted. |
| 15. | Proposed Salary Review Process for Fiscal Year 2021. | Approved. Speaking for staff was David Dalager. |
| 16. | Revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum). | Approved. Speaking for staff was David Dalager. |
| 17. | Request from the Department of Sustainability to exempt a Program Coordinator position from the Classified Service. | Approved items 17 through 25 and item 27 with one motion. |
| 18. | Request from the Economic Development Department to exempt an Assistant Deputy Director position from the Classified Service . | |
| 19. | Request from the Parks and Recreation Department to exempt a Program Coordinator position from the Classified Service. | |
| 20. | Request from the Performance and Analytics Department to exempt a Program Coordinator position from the Classified Service. | |
| 21. | Request from the Real Estate Assets Department to exempt a Program Manager position from the Classified Service. | |
| 22. | Request from the Risk Management Department to exempt a Program Coordinator position from the Classified Service . | |
| 23. | Requests from the Department of Finance to exempt two Program Coordinator positions from the Classified Service. | |
| 24. | Request from the Human Resources Department to exempt two Program Manager positions from the Classified Service. | |
| 25. | Requests from the Department of Information Technology to exempt three Program Coordinator positions from the Classified Service. | |

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| 26. | Request from the Deputy Chief Operating Officer for the Smart and Sustainable Communities Branch to exempt a Deputy Director position, an Assistant Deputy Director position, three Program Manager positions, and three Program Coordinator positions from the Classified Service. | Approved to exempt the Deputy Director, Assistant Deputy Director, and three Program Manager positions. The request to exempt the three Program Coordinator positions from the Classified Service was continued. Speaking for staff was David Dalager. Speaking for the department was Erik Caldwell. Speaking for MEA was Nick Wright. |
| 27. | Requests from the Public Utilities Department to exempt an Assistant Deputy Chief Operating Officer position, two Assistant Deputy Director positions, five Program Manager positions, and six Program Coordinator positions from the Classified Service | Approved along with items 17 through 25 with one motion. |
| 28. | Ronnie D. Waldon Jr., appealing his conviction record disqualification for the position of Grounds Maintenance Worker I. | Continued. Speaking for staff was Jennifer Lamas-Villanueva. Speaking was Ronnie D. Waldon Jr. |

UNFINISHED BUSINESS

LEAVES OF ABSENCE WITHOUT PAY - IN ORDER

29. Frank J. Bigler, Police Officer II, Police Department, for a one-year special leave without pay ending June 6, 2020, with his name to be placed on the eligible list for Police Officer II.
Hire Date: October 17, 2008
Reason: Family care.
Department Recommendation: Approval.
30. Richard J. Cesena, Sanitation Driver I, Environmental Services Department, for a three-month special leave without pay ending July 1, 2019, with his job to be saved.
Hire Date: January 7, 2012.
Reason: To obtain Class A Driver License and Medical Certification.
Department Recommendation: Approval.

- 31. Brenda M. Garcia, Laborer, Utility Worker II, Transportation and Storm Water Department, for a four-month special leave without pay ending August 6, 2019, with her job to be saved.
Hire Date: January 14, 2003
Reason: Child care.
Department Recommendation: Approval.
- 32. Bobby G. Hedrick, Fire Dispatcher, Fire-Rescue Department, for a one-year special leave without pay ending May 26, 2020, with her job to be saved. Withdrawn.
Hire Date: May 31, 2013
Reason: Medical.
Department Recommendation: Approval.
- 33. Angelique L. Parker, Code Compliance Officer, Environmental Services Department, for a one-year special leave without pay ending May 30, 2020, with her name to be placed on the eligible list for Code Compliance Officer.
Hire Date: October 9, 2004
Reason: Personal.
Department Recommendation: Approval.

LEAVES OF ABSENCE WITHOUT PAY – UNCLASSIFIED

- 34. Rebecca J. Jackson, Accountant IV, Office of the City Treasurer, for a leave of absence from the Classified Service effective April 24, 2019, while filling an unclassified position with her to name to be placed on the appropriate eligible list.
- 35. James H. Le Beau, Lifeguard I, Fire-Rescue Department, for a leave of absence from the Classified Service effective February 11, 2019, while filing an unclassified position with his job to be saved.

LEAVES OF ABSENCE WITHOUT PAY – TOTAL

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|----------------------------------|----|----------------------------|----|
| Total Leave Requests | 14 | Family/Childcare/Maternity | 03 |
| Leave requests with job saved | 05 | Education/Training | 00 |
| Leave requests with name on list | 07 | Medical | 01 |
| Unclassified | 02 | Relocation | 00 |
| | | Outside Employment | 03 |
| | | Unclassified | 02 |
| | | Other | 05 |

CLOSED SESSION

At 4:11 p.m., the Commission met in Closed Session with the following agenda:

- I. Deliberation on disciplinary appeal, pursuant to Government Code Section 54957:
 - a. Steve Choi - Suspension reduced from 24 hours to 8 hours.

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

ADJOURNMENT

At 5:02 p.m., the Commission convened into open session. There being no further business, the meeting was adjourned at 5:58 p.m.

Maricela Amezola, Vice-President