

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

Thursday, September 3, 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 1:18 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

Thursday, September 3, 2020, at 1:00 p.m.
Online Meeting

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.

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

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 5 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 July 2, 2020.3. Leaves of Absence Without Pay - In Order. Items 17 through 21.4. Approval of Exceptional Merit Increase for Bryan S. Alaynick, Finance Analyst II.5. Approval of Exceptional Merit Increase for Ryan S. Samson, Storekeeper II. | <p>Approved items 2 through 5 with one motion.</p> |
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LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

6. Chloe B. Casciola, Police Officer II, Police Department, for a one-year special leave without pay ending September 30, 2021, with her job to be saved.
Hire Date: August 20, 2015
Reason: Relocation with spouse and education.
Department Recommendation: Modification to name on eligible list.

Approved with modification to name on eligible list.
Speaking for staff was Eva Sanchez.
7. Cheryl L. Cook, Senior Management Analyst, Parks and Recreation Department, for a one-year (fifth extension) special leave without pay ending August 25, 2021, with her name to be placed on the eligible lists for Senior Management Analyst, Associate Management Analyst, Assistant Management Analyst, Administrative Aide II, Management Trainee, Administrative Aide I, Senior Clerk/Typist, and Word Processing Operator.
Hire Date: September 4, 1985
Reason: Medical.
Department Recommendation: Approval.

Approved.
Speaking for staff was Eva Sanchez.
Speaking was Cheryl L. Cook.
8. Velvet E. Heron, Associate Management Analyst, Public Utilities Department, for a one-year special leave without pay ending August 14, 2021, with her name to be placed on the eligible list for Associate Management Analyst.
Hire Date: January 5, 2013
Reason: Outside employment.
Department Recommendation: Approval.

Approved.
Speaking for staff was Eva Sanchez.
Speaking for the department was David Dalager.
9. Neda Jangi, Assistant Engineer – Civil, Public Works Department, for a one-year (first extension) special leave without pay ending August 11, 2021, with her name to be placed on the eligible list for Assistant Engineer – Civil.
Hire Date: January 14, 2017
Reason: Maintain employment eligibility.
Department Recommendation: Approval.

Approved.
Speaking for staff was Eva Sanchez.

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| 10. | Angela L. Kitchen, Word Processing Operator, Police Department, for a one-year (first extension) special leave without pay ending July 14, 2021, with her name to be placed on the eligible lists for Word Processing Operator and Clerical Assistant II.
Hire Date: February 8, 2002
Reason: Relocation.
Department Recommendation: Approval. | Denied.
Speaking for staff was Eva Sanchez. |
| 11. | Celia N. Ramirez, Special Event Traffic Controller I, Police Department, for a one-year (third extension) special leave without pay ending September 14, 2021, with her name to be placed on the eligible list for Special Event Traffic Controller I.
Hire Date: October 23, 2003
Reason: Medical.
Department Recommendation: Approval. | Approved.
Speaking for staff was Eva Sanchez. |
| 12. | Clint C. Wansa, Police Officer II, Police Department, for a one-year special leave without pay ending July 5, 2021, with his job to be saved.
Hire Date: July 18, 2008
Reason: Outside employment.
Department Recommendation: Modification to name on eligible list. | Approved with modification to name on eligible list.
Speaking for staff was Eva Sanchez.
Speaking was Clint C. Wansa. |

POLICY ITEMS - DISCUSSION

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| 13. | Request from the Personnel Director to use City employees as raters for the Police Officer III, Police Detective, Police Sergeant, and Police Lieutenant Examinations. | Approved.
Speaking for staff was Grace Navarro. |
| 14. | Review of Fiscal Year 2022 Salary Proposals submitted for study.

<u>Recommended for further study</u>
(1) Controls Engineer
(2) Maintenance Coordinator
(3) Police Dispatcher I, Police Dispatcher II, and Police Dispatcher III
(4) Power Plant Superintendent
(5) Wastewater Chief Plant Operator

<u>Not Recommended for further study</u>
(1) Boat Operator Series
(2) City Attorney Investigator Series | Speaking for staff was Saba Berenji.

Approved staff's recommendation to further study five (5) proposals and not forward for further study four (4) proposals. Commissioner Olsen dissenting for the Land Surveyor Series.

<u>City Attorney Investigator Series</u>
Speaking for MEA was Kim Edmunds.
Speaking was John F. Munch III and Tanya Tomlinson. |

Not Recommended for further study
(continued)

- (3) Land Surveyor Series
- (4) Storm Water Inspector Series

Land Surveyor Series

Speaking for MEA was Cathleen Higgins.
Speaking was John Butcher.

Storm Water Inspector Series

Speaking for MEA was Katy Seals.
Speaking was Julie Marlett.

- 15. Marcos E. Gutierrez, appealing the rejection of his application for the position of Sanitation Driver Trainee (T11085).

Denied.
Commissioner Olsen dissenting.
Speaking for staff was Jennifer Lamas-Villanueva.
Speaking was Marcos E. Gutierrez.

- 16. Mohsen Maali, appealing the rejection of his reinstatement application for the positions of Senior Civil Engineer, Project Officer II, Project Officer I and Associate Engineer – Civil.

Approved.
Speaking for staff was Eva Sanchez.
Speaking was Mohsen Maali.

LEAVES OF ABSENCE WITHOUT PAY - IN ORDER

- 17. Daizane T. Jackson, Recreation Leader I, Parks and Recreation Department, for a one-year special leave without pay ending July 16, 2021, with her name to be placed on the eligible list for Recreation Leader I.
Hire Date: July 10, 2019
Reason: Personal.
Department Recommendation: Approval.
- 18. Casey A. Martin, Structural Inspector II, Development Services Department, for a six-month special leave without pay ending October 26, 2020, with his job to be saved.
Hire Date: February 11, 2017
Reason: Family care.
Department Recommendation: Approval.

LEAVES OF ABSENCE WITHOUT PAY - UNCLASSIFIED

- 19. Thomas G. Underwood, Police Captain, Police Department, for a leave of absence from the Classified Service effective December 28, 2019 while filling an unclassified position with his name to be placed on the appropriate eligible list.

20. Michael C. Jones, Golf Course Manager, Parks and Recreation Department, for a leave of absence from the Classified Service effective June 24, 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.
21. Chris J. Larson, Development Project Manager III, Development Services Department, for a leave of absence from the Classified Service effective May 3, 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

Total Leave Requests	12	Family/Childcare/Maternity	01
Leave requests with job saved	03	Education/Training	00
Leave requests with name on list	06	Medical	02
Unclassified	03	Relocation	02
		Outside Employment	02
		Unclassified	03
		Other	02

ADJOURNMENT

At 1:18 p.m., the Commission convened into open session.

There being no further business, the meeting was adjourned at 4:44 p.m.

Lori Thacker, President