

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

Thursday, December 2, 2021, 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 1:01 p.m. Also present were Commissioner Jacquelyn R. Atkinson, Commissioner Dr. Don E. Conley, and Commissioner Aaron Olsen. Vice-President Maricela Amezola 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

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

Thursday, December 2, 2021, 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), which allows the City to use teleconferencing and to provide the public an opportunity to address the Commission via a call-in option or an internet-based service option, during a proclaimed state of emergency when measures to promote social distancing are in effect of the Council of the City or San Diego has determined meeting in person would present imminent risks to the health or safety of attendees.

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 Civil Service Commission 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 participation in the 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 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:

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

To join by telephone:

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@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.

ITEMS FOR ACTION

INTRODUCTION

1. Roll Call.

2. Election of Officers.

ACTION TAKEN/PENDING

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

Re-elected as President was Lori Thacker. Elected as Vice-President was Commissioner Jacquelyn R. Atkinson.
Speaking was Kathryn M. Boone.

Personnel Director Douglas Edwards announced Vice-President Maricela Amezola's resignation effective December 3, 2021, and acknowledged her over nine years of service to the Civil Service Commission.

President Lori Thacker also expressed her gratitude for Vice-President Maricela Amezola's service to the Commission.

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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| 2. | Approval of the minutes for the regular business meeting of November 4, 2021. | Approved items 2 through 5 with one motion. |
| 3. | Leaves of Absence Without Pay - In Order. Items 17 through 19. | |
| 4. | Approval of Exceptional Merit Increase for Gary W. Ollison, Plant Process Control Electrician. | |
| 5. | Approval of Exceptional Merit Increase for Alejandro C. Paredes, Equipment Trainer. | |

LEAVE OF ABSENCE WITHOUT PAY – DISCUSSION

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| 6. | Raya Albanna, Plan Review Specialist I, Development Services Department, for a one-year (first extension) special leave without pay ending October 4, 2022, with her job to be saved.
Hire Date: March 20, 2021
Reason: Family care.
Department Recommendation: Approval. | Approved.
Speaking for staff was Eva Sanchez. |
| 7. | Neda Jangi, Assistant Engineer-Civil, Engineering & Capital Projects Department, for a one-year (second extension) special leave without pay ending August 11, 2022, 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: Denial. | Approved.
Speaking for staff was Eva Sanchez.
Speaking was Neda Jangi. |

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| 8. Micah J. Vanesler, Police Officer II, Police Department, for a one-year special leave without pay ending January 1, 2023, with his job to be saved.
Hire Date: October 19, 2007
Reason: Family care.
Department Recommendation: Modification to name on eligible list. | Approved with modification to name on eligible list.
Speaking for staff was Eva Sanchez. |
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POLICY ITEMS – DISCUSSION

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| 9. Request to Extend Crime Scene Specialist (T10982-202106) and Water Utility Supervisor (P11302-202107) Eligible Lists for Six Months. | Approved.
Speaking for staff was Darren Keenaghan. |
| 10. Deletion of Civil Service Rule XVII (Review of Contracts for Services) and Personnel Manual Index Code N-1. | Approved.
Speaking for staff was Douglas Edwards. |
| 11. Request from the Personnel Director to use City employees as raters for the Fire Captain examination. | Approved.
Speaking for staff was Maritza Duque. |
| 12. Request from the Compliance Department to exempt a Program Manager position from the Classified Service. | Approved.
Speaking for staff was Grace Navarro. |
| 13. Request from the Planning Department to exempt a Program Coordinator position from the Classified Service. | Approved.
Speaking for staff was Grace Navarro. |
| 14. Staff recommendations on special salary adjustments, new classifications, and title changes for the Fiscal Year 2023 Salary Ordinance.

<u>Recommended for Approval:</u>
1) Senior Water Plant Operator
2) Supervising Backflow and Cross Connection Specialist

<u>Not Recommended for Approval:</u>
3) Development Services Technician Series
4) Fleet Parts Buyer Series
5) Storekeeper I

<u>Alternative Recommendation:</u>
6) Auto Parts Stock Clerk
7) Greenskeeper Supervisor | Speaking for staff was Grace Navarro.

<u>1. Senior Water Plant Operator – Request for New Classification</u>
Approved request for the creation of the Senior Water Plant Operator classification.

<u>2. Supervising Backflow and Cross Connection Specialist – Request for New Classification</u>
Approved request for the creation of a new classification with the alternative title of Principal Backflow and Cross Connection Specialist Supervisor. |

3. Development Services Technician Series – Request for New Classifications

Continued.

4. Fleet Parts Buyer Series – Request for Special Salary Adjustment of 40-45%

Denied request for a 40-45% special salary adjustment for the Fleet Parts Buyer Supervisor classification and a 40% special salary adjustment for the Fleet Parts Buyer classification.

5. Storekeeper I – Request for Special Salary Adjustment of 40-45%

Denied request for special salary adjustment.

6. Stock Clerk (Option Class: Auto Parts Stock Clerk) – Request for Special Salary Adjustment of 30-35%

Denied request for special salary adjustment.

Approved creation of a separate classification for Auto Parts Stock Clerk.

7. Greenskeeper Supervisor – Request for Special Salary Adjustment of 14% and Title Change

Denied request for special salary adjustment.

Referred request to incorporate the special assignment pay into the base salary of the Greenskeeper Supervisor classification to the meet and confer process.

Approved classification title change request from Greenskeeper Supervisor to Assistant Golf Course Superintendent and from Greenskeeper to Golf Course Greenskeeper.

Speaking for staff was Darren Keenaghan.

Speaking for the department was John Howard.

Speaking for Local 127 was Rodney Fowler.

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| 15. | Kathryn M. Boone, appealing her conviction record disqualification for the position of Grounds Maintenance Worker I. | Approved.
Speaking for staff was Edgar Portilla.
Speaking was Kathryn M. Boone.
Speaking was Rita Morris. |
| 16. | Patrick R. Tachiquin Jr., appealing his conviction record disqualification for the position of Sanitation Driver Trainee. | Approved.
Speaking for staff was Edgar Portilla.
Speaking was Patrick R. Tachiquin Jr. |

LEAVES OF ABSENCE WITHOUT PAY – IN ORDER

17. Sarah M. Jeltema, Police Dispatch Supervisor, Police Department, for a one-year special leave without pay ending November 19, 2022, with her name to be placed on the eligible lists for Police Dispatch Supervisor, Police Lead Dispatcher, Police Dispatcher, and Dispatcher II.
Hire Date: August 14, 2008
Reason: Personal and Family care.
Department Recommendation: Approval.
18. Magan A.M. Worth, Police Officer II, Police Department, for a one-year special leave without pay ending December 9, 2022, with her name to be placed on the eligible list for Police Officer II.
Hire Date: October 25, 2013
Reason: Child care.
Department Recommendation: Approval.

LEAVES OF ABSENCE WITHOUT PAY – UNCLASSIFIED

19. Ashley M. Stevens, Associate Personnel Analyst, Personnel Department, for a leave of absence from the Classified Service effective November 29, 2021, while filling an unclassified position with her name to be placed on the appropriate eligible list.

LEAVES OF ABSENCE WITHOUT PAY - TOTAL

Total Leave Requests	06	Family/Childcare/Maternity	04
Leave requests with job saved	02	Education/Training	00
Leave requests with name on list	03	Medical	00
Unclassified	01	Relocation	00
		Outside Employment	00
		Unclassified	01
		Other	01

ADJOURNMENT

At 1:01 p.m., the Commission convened into open session. There being no further business, the meeting was adjourned at 2:55 p.m.

Lori Thacker, President

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