

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

Thursday, September 7, 2023, at 1:00 p.m.  
Civil Service Commission Room, Civic Center Plaza  
1200 Third Avenue, Suite 300  
San Diego, California 92101

- A. The regular business meeting of the Civil Service Commission was called to order by President Tammy Lin at 1:02 p.m. Also present were Vice President Nicolaz Portillo, Commissioner Sunday Gover, Commissioner Will Moore, 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 Saba O'Neal. Serving as legal advisor to the Commission was Senior Deputy City Attorney David Karlin.



City of San Diego  
Civil Service Commission

**MINUTES**

Tammy Lin, President  
Nicolaz Portillo, Vice President  
Sunday Gover, Commissioner  
Will Moore, Commissioner  
Aaron Olsen, Commissioner

Thursday, September 7, 2023, at 1:00 p.m.  
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1200 Third Avenue, Suite 300  
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**ITEMS FOR ACTION**

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**INTRODUCTION**

1. Roll Call.

**ACTION TAKEN/PENDING**

Present were President Lin, Vice President Portillo, Commissioner Gover, Commissioner Moore, and Commissioner 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."

At 1:03 p.m., Saba O'Neal reports actions taken during Closed Session meeting.

**CONSENT AGENDA (Items 2 through 23 can be approved with one motion.)**

2. Approval of the minutes for the regular business meeting and closed session meeting of July 6, 2023.
  3. Approval of Exceptional Merit Increase for Torrance Carrington, Code Compliance Officer.
  4. Approval of Exceptional Merit Increase for Michael Cassidy, Senior Park Ranger.
  5. Approval of Exceptional Merit Increase for Deborah Flores, Administrative Aide II.
  6. Approval of Exceptional Merit Increase for Jack C. Hunt, Plant Maintenance Coordinator.
  7. Approval of Exceptional Merit Increase for Johana M. Lopez Herrera, Disposal Site Representative.
  8. Approval of Exceptional Merit Increase for Matthew R. Marientes, Junior Engineer – Civil.
  9. Approval of Exceptional Merit Increase for Christopher D. Miller, Code Compliance Officer.
  10. Approval of Exceptional Merit Increase for Jennifer Molina, Code Compliance Officer.
  11. Approval of Exceptional Merit Increase for Francisco J. Perez, Disposal Site Representative.
  12. Approval of Exceptional Merit Increase for Adrian J. Rosete, Body and Fender Mechanic.
  13. Approval of Exceptional Merit Increase for Maharba G. Saldivar Baez, Administrative Aide II.
  14. Approval of Exceptional Merit Increase for Nicholas I. Wilson, Senior Plant Technician Supervisor.
  15. Approval of Exceptional Merit Increase for Laborer, Utility Worker II, Heavy Truck Driver I, and Heavy Truck Driver II employees.
- Vice President Portillo made a motion to approve items 2 through 23. Commissioner Olsen seconded the motion.  
Approved 5-0.

16. Dylan J. Avnet, Fire Dispatcher, Fire-Rescue Department, for a three-month special leave without pay ending December 18, 2023, with their job to be saved.  
Hire Date: August 21, 2021  
Reason: Education.  
Department Recommendation: Approval.
17. Letty Soto, Office Support Specialist, Personnel Department, for a one-year (first extension) special leave without pay ending September 30, 2024, with their name to be placed on the eligible lists for Office Support Specialist, Clerical Assistant II, and Benefits Representative I.  
Hire Date: June 18, 2018  
Reason: Family care.  
Department Recommendation: Approval.
18. Tiffany L. Starrett, Police Detective, Police Department, for a one-year special leave without pay ending October 12, 2024, with their name to be placed on the eligible lists for Police Detective and Police Officer II.  
Hire Date: July 23, 2012  
Reason: Family care.  
Department Recommendation: Approval.
19. Parita P. Ammerlahn, Senior Civil Engineer, Engineering & Capital Projects Department, for a leave of absence from the Classified Service effective August 7, 2023, while temporarily filling an unclassified position with their job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.
20. Request from the Office of the City Clerk to exempt a Deputy Director position from the Classified Service.
21. Request from the San Diego Fire-Rescue Department to exempt a Quality Management Coordinator position from the Classified Service.
22. Request from the San Diego City Employees' Retirement System to exempt a Program Manager position from the Classified Service.
23. Request from the Personnel Director to use City employees as raters for the Fire Engineer examination.

## **LEAVES OF ABSENCE WITHOUT PAY - DISCUSSION**

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| <p>24. Casey R. Cole, Police Officer I, Police Department, for a one-year (second extension) special leave without pay ending September 1, 2024, with their name to be placed on the eligible list for Police Officer I.<br/>Hire Date: April 22, 2021<br/>Reason: Relocation and outside employment.<br/>Department Recommendation: Approval.</p>                              | <p>Commissioner Olsen made a motion to approve the request.<br/>Commissioner Gover seconded the motion.<br/>Approved 5-0.<br/>Speaking for staff was Carissa Rosemore.</p>   |
| <p>25. Nada Y. Elyas, Library Assistant III, Library Department, for a one-year (first extension) special leave without pay ending August 20, 2024, with their job to be saved.<br/>Hire Date: November 3, 2014<br/>Reason: Childcare.<br/>Department Recommendation: Modification to name on eligible list.</p>  | <p>Commissioner Moore made a motion to approve the request.<br/>Commissioner Gover seconded the motion.<br/>Approved 5-0.<br/>Speaking for staff was Carissa Rosemore.<br/>Speaking was Nada Y. Elyas.</p>   |
| <p>26. Trevor R. Gallagher, Police Officer II, Police Department, for a four-month special leave without pay ending January 1, 2024, with their job to be saved.<br/>Hire Date: June 6, 2019<br/>Reason: Family care.<br/>Department Recommendation: Modification to name on eligible list.</p>   | <p>Vice President Portillo made a motion to approve modification to name on eligible list.<br/>Commissioner Olsen seconded the motion.<br/>Approved 5-0.<br/>Speaking for staff was Carissa Rosemore.<br/>Speaking for the department was Silvia Satrom.</p> |
| <p>27. Derek Martinez, Code Compliance Supervisor, Environmental Services Department, for a one-year special leave without pay ending August 30, 2024, with their name to be placed on the eligible lists for Code Compliance Supervisor and Code Compliance Officer.<br/>Hire Date: July 25, 2020<br/>Reason: Outside employment.<br/>Department Recommendation: Approval.</p> | <p>Commissioner Moore made a motion to approve the request.<br/>Commissioner Olsen seconded the motion.<br/>Approved 5-0.<br/>Speaking for staff was Carissa Rosemore.</p>   |

## **POLICY ITEMS - DISCUSSION**

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| <p>28. Performance Audit of the City's Classified Employee Hiring Process.</p> | <p>President Lin made a motion to accept the report.<br/>Commissioner Olsen seconded the motion.<br/>Approved 5-0.<br/>Speaking for the Office of the City Auditor were Carissa Nash, Andy Hanau, and Nadia Torkman.<br/>Speaking for staff was Douglas Edwards.</p> |
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29. Review of Fiscal Year 2025 Salary Proposals submitted for study.

Recommended for Study:

- 1) Airport Operations Assistant, Senior Airport Operations Assistant
- 2) Associate Emergency Services Coordinator, Supervising Emergency Services Coordinator
- 3) Building Service Technician
- 4) Criminalist II
- 5) Environmental Biologist III
- 6) Equipment Operator II
- 7) Insurance Analyst
- 8) Laboratory Technician
- 9) Locksmith
- 10) Marine Safety Lieutenant
- 11) Paralegal
- 12) Principal Planner
- 13) Recreation Center Director I
- 14) Senior Zoning Investigator
- 15) Special Event Traffic Controller I
- 16) Storekeeper I, Storekeeper II, Storekeeper III
- 17) Supervising Polygrapher

Not Recommended for Study:

- 1) Lifeguard II
- 2) Stock Clerk

30. Revision to Personnel Manual Index Code C-3, Criminal Conviction.

Speaking for City Administration was Alia Khouri.  
Speaking for Local 127 was Matt Kastrinsky.

Speaking for staff was Rachel McDonald-Hernandez.

Recommended for Study:

Vice President Portillo made a motion approving to further study subitems 1-17 under "Recommended to Study," and subitems 1 and 2 under "Not Recommended for Study."  
Commissioner Moore seconded the motion.  
Approved 5-0  
Speaking for Local 127 were Timothy Douglass and Andres Alva-Cardenas.  
Speaking for the Planning Department was Coby Tomlins.  
Speaking for the Office of the City Clerk was Diana Fuentes.  
Speaking for the Risk Management Department was Angela Colton.

Not Recommended for Study:

**1) Lifeguard II**

Approved for further study.  
Speaking for Local 911 was Connor Robbins.

**2) Stock Clerk**

Approved for further study.  
Speaking for the Public Utilities Department was Yajaira Gharst.

The Civil Service Commission requested that Local 127's request for additional classifications to be studied in conjunction with the Equipment Operator II salary study be placed on the October 5, 2023, meeting agenda for discussion.

Commissioner Olsen made a motion to approve the request.  
Vice President Portillo seconded the motion.  
Approved 5-0.  
Speaking for staff was Jennifer Lamas-Villanueva.

31. Revision to Personnel Manual Index Code C-4, Medical Examinations.

Commissioner Moore made a motion to approve the request.  
Vice President Portillo seconded the motion.  
Approved 5-0.  
Speaking for staff was Jennifer Lamas-Villanueva.

32. Revision to Personnel Manual Index Code H-2, Holidays.

Commissioner Moore made a motion to approve the request.  
Vice President Portillo seconded the motion.  
Approved 5-0.  
Speaking for staff was Eva Sanchez.

### **UNFINISHED BUSINESS**

33. Request from the Communications Department to exempt a Program Coordinator position from the Classified Service.

Vice President Portillo made a motion to continue item to the October 5, 2023, meeting.  
Commissioner Moore seconded the motion.  
Approved 5-0.

### **PROCEDURAL ITEM – DISCUSSION**

34. Request by Commissioner Will Moore to place items on the Civil Service Commission Agenda regarding removal of the Personnel Director and appointment of an Interim Personnel Director.

Commissioner Moore made a motion to place this item on the agenda.  
Vice President Portillo seconded the motion.  
Approved 3-1 with Commissioner Olsen voting "No."  
President Lin abstaining.

Commissioner Gover made a motion to place this item on a Closed Session meeting agenda.  
Commissioner Olsen seconded the motion.  
Approved 4-0.  
Commissioner Moore abstaining.

Commissioner Olsen made a motion for this item to be heard during a special meeting.  
Commissioner Gover seconded the motion.  
Approved 4-0.  
Commissioner Moore abstaining.

Speaking for Local 127 were Matt Kastrinsky, Andres Alva-Cardenas, and Timothy Douglass.

Speaking was Anne Lamén Aban.  
Speaking was Donna Hawthorne.  
Speaking was Alia Khouri.

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**ITEMS FOR INFORMATION**

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**NEW BUSINESS**

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**ADJOURNMENT**

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At 1:02 p.m., the Commission convened into open session.

At 3:13 p.m., President Tammy Lin called for a break.

At 3:31 p.m., the meeting continued.

There being no further business, the meeting was adjourned at 4:07 p.m.

Nicolaz Portillo, Vice President