

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

Thursday, December 19, 2019, at 1:00 p.m.
Council Chambers - 12th Floor
City Administration Building
202 C Street
San Diego, California 92101

- A. The regular business meeting of the Civil Service Commission was called to order by President Lori Thacker at 1:00 p.m. Also present were Vice-President Maricela Amezola and Commissioner Dr. Don E. Conley. Commissioner Jacquelyn R. Atkinson was absent.

- B. The staff was represented by Personnel Director Douglas Edwards, Assistant Personnel Director Anne Lamen 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

Thursday, December 19, 2019, at 1:00 p.m.
Council Chambers - 12th Floor
City Administration Building
202 C Street
San Diego, California 92101

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 President Lori Thacker, Vice-President Maricela Amezola, and Dr. Don E. Conley. Commissioner 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."

Douglas Edwards thanked Associate Management Analyst Sonia Tucci for her service to the Personnel Department and the Civil Service Commission.

CONSENT AGENDA (Items 2 through 6 can be approved with one motion.)

- | | | |
|----|--|---|
| 2. | Approval of the minutes for the special business meeting of November 21, 2019. | Approved items 2 through 6 with one motion. |
| 3. | Leaves of Absence Without Pay - In Order. Items 16 through 20. | |
| 4. | Approval of Exceptional Merit Increase for Donna Armitstead, Legal Secretary II. | |
| 5. | Approval of Exceptional Merit Increase for Andrea E. Valdes, Associate Management Analyst. | |
| 6. | Approval of Exceptional Merit Increase for Cindy M. Warner, Senior Management Analyst. | |

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

- | | | |
|----|--|--|
| 7. | <p>Steve A. Fragoso, Associate Management Analyst, Public Utilities Department, for a one-year special leave without pay (second extension) ending November 25, 2020, with his name to be placed on the eligible lists for Associate Management Analyst and Management Trainee.</p> <p>Hire Date: October 15, 1990</p> <p>Reason: Maintain employment eligibility.</p> <p>Department Recommendation: Approval.</p> | <p>Approved.</p> <p>Speaking for staff was Eva Sanchez.</p> |
| 8. | <p>Sean V. Harrell, Public Information Clerk, Development Services Department, for a seven-month special leave without pay ending June 15, 2020, with his job to be saved.</p> <p>Hire Date: August 25, 2018</p> <p>Reason: Education.</p> <p>Department Recommendation: Modification to name on eligible list.</p> | <p>Approved with modification to name on eligible list.</p> <p>Speaking for staff was Eva Sanchez.</p> |
| 9. | <p>Rosanna J. Llanes, Workers' Compensation Claims Aide, Risk Management Department, for a one-year special leave without pay (first extension) ending February 6, 2021, with her name to be placed on the eligible list for Workers' Compensation Claims Aide.</p> <p>Hire Date: January 3, 2000</p> <p>Reason: Personal.</p> <p>Department Recommendation: Approval.</p> | <p>Approved.</p> <p>Speaking for staff was Eva Sanchez.</p> |

10. Earlisha M. Scott, Recreation Aide, Parks and Recreation Department, for a one-year special leave without pay (first extension) ending May 30, 2020, with her name to be placed on the eligible lists for Recreation Aide and Work Service Aide.
Hire Date: April 25, 1998
Reason: Medical.
Department Recommendation: Approval.

Approved.
Speaking for staff was Eva Sanchez.

POLICY ITEMS - DISCUSSION

11. Report from the Personnel Director on the Proposed Automation of the Employee Performance Review Program.

Speaking for staff was Cynthia Mitchell.
Speaking was Louis Merlin.

12. Staff recommendations on special salary adjustments and new classifications for the Fiscal Year 2021 Salary Ordinance.

Recommended for Approval

- (1) Engineer - Civil Series
- (2) Engineer - Traffic Series

Not Recommended for Approval

- (3) Motor Sweeper Operator
- (4) Public Hearing Coordinator
- (5) Urban Planner

Speaking for staff was Saba Berenji.

1. **Engineer - Civil Series – Request for Special Salary Adjustment of 33%**

Approved 20% special salary adjustment for the Senior Civil Engineer, Associate Engineer – Civil, Assistant Engineer – Civil, and Junior Engineer – Civil classifications.
Speaking for MEA was Cathleen Higgins.

2. **Engineer - Traffic Series - Request for Special Salary Adjustment of 33%**

Approved 20% special salary adjustment for the Senior Traffic Engineer, Associate Engineer -Traffic, and Assistant Engineer - Traffic classifications.
Speaking for MEA was Cathleen Higgins.

3. **Motor Sweeper Operator - Request for Special Salary Adjustment of 30%**

Denied request for special salary adjustment.
Referred to meet and confer for possible certification pay.

4. **Public Hearing Coordinator - Request for New Classification**

Denied request for the creation of the Public Hearing Coordinator classification.

5. **Urban Planner – Request for New Classification**

Denied request for the creation of the

Urban Planner classification.

- | | | |
|-----|---|--|
| 13. | Christopher D. Charfauros, appealing the rejection of his applications for the position of Sanitation Driver Trainee (T11085) and Stock Clerk (T10820). | Denied.
Speaking for staff was Eva Sanchez. |
| 14. | Elmo E. Barnes, appealing his conviction record disqualification for the position of Laborer. | Approved.
Speaking for staff was Edgar Portilla.
Speaking was Elmo E. Barnes. |
| 15. | Enrique Rojas Jr., appealing his conviction record disqualification for the position of Sanitation Driver Trainee. | Continued.
Speaking for staff was Edgar Portilla.
Speaking was Enrique Rojas Jr. |

LEAVES OF ABSENCE WITHOUT PAY - IN ORDER

- | | |
|-----|--|
| 16. | <p>Brock A. Cooper, Customer Services Representative, Public Utilities Department, for a two-month special leave without pay ending January 15, 2020, with his job to be saved.</p> <p>Hire Date: August 26, 2019</p> <p>Reason: Family care.</p> <p>Department Recommendation: Approval.</p> |
| 17. | <p>Shelby W. Gilmartin, Assistant Engineer - Civil, Public Works Department, for a one-year special leave without pay ending November 24, 2020, with her name to be placed on the eligible list for Assistant Engineer - Civil.</p> <p>Hire Date: June 13, 2019</p> <p>Reason: Relocation with spouse.</p> <p>Department Recommendation: Approval.</p> |

LEAVES OF ABSENCE WITHOUT PAY - UNCLASSIFIED

18. Samuel Alatorre, Supervising Management Analyst, Environmental Services Department, for a leave of absence from the Classified Service effective October 14, 2019, while filling an unclassified position with his name to be placed on the appropriate eligible list.
19. Joy R. Newman, Hazardous Materials Program Manager, Environmental Services Department, for a leave of absence from the Classified Service effective October 21, 2019, while filling an unclassified position with her name to be placed on the appropriate eligible list.
20. William W. Weisman, Finance Analyst III, Department of Finance, for a leave of absence from the Classified Service effective November 6, 2019, 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	09	Family/Childcare/Maternity	01
Leave requests with job saved	02	Education/Training	01
Leave requests with name on list	04	Medical	01
Unclassified	03	Relocation	01
		Outside Employment	00
		Unclassified	03
		Other	02

CLOSED SESSION

At 12:18 p.m., the Commission met in Closed Session with the following agenda:

- I. Deliberation on disciplinary appeals pursuant to Government Code Section 54957:
 - a. Dale Haakma – Suspension reduced from 40 hours to 16 hours.

ADJOURNMENT

At 1:00 p.m., the Commission convened into open session.

There being no further business, the meeting was adjourned at 1:44 p.m.

Lori Thacker, President

I:\CSC\AGENDA\Minutes\2019\12. December 19, 2019 - Minutes.doc