

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

Thursday, June 1, 2023, at 11:30 a.m.  
Civil Service Commission Room, Civic Center Plaza  
1200 Third Avenue, Suite 300  
San Diego, California 92101

- A. The closed session meeting of the Civil Service Commission was called to order by President Tammy Lin at 11:38 a.m. Also present were Vice-President Nicolaz Portillo, Commissioner Sunday Gover, Commissioner Aaron Olsen, and Commissioner Will Moore.
  
- B. The staff was represented by Personnel Director Douglas Edwards 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

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**CLOSED SESSION**

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***NOTE: The Commission will convene at 11:30 a.m. to hear public comment and discussion of the content of the Closed Session Agenda. Public testimony for the Closed Session Agenda will be taken before adjourning into closed session. At the close of public comment and discussion, the Commission will adjourn the public session and go into closed session. The regular meeting will begin at 1:00 p.m.***

The Commission will meet in Closed Session with the following agenda:

1. Public Employee Performance Evaluation pursuant to Government Code Section 54957 – Personnel Director – No action taken.

Tammy Lin, President

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

Thursday, June 1, 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 1:07 p.m. Also present were Vice-President Nicolaz Portillo, Commissioner Sunday Gover, Commissioner Aaron Olsen, and Commissioner Will Moore.
  
- B. The staff was represented by Personnel Director Douglas Edwards, Deputy Personnel Director Darren Keenaghan, and Assistant to the Director Saba O'Neal. Serving as legal advisor to the Commission was Senior Deputy City Attorney David Karlin.



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Tammy Lin, President  
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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 Olsen, and Commissioner Moore.

**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 12 can be approved with one motion.)**

2. Approval of the minutes for the regular business meeting and closed session meeting of May 4, 2023. Vice-President Portillo made a motion to approve items 2 through 12. Commissioner Gover seconded the motion. Approved 5-0.
3. Approval of Exceptional Merit Increase for Magdaleno Correa, Grounds Maintenance Worker II.
4. Approval of Exceptional Merit Increase for Tina M. Duquette, Parking Enforcement Supervisor.
5. Approval of Exceptional Merit Increase for Jonathan Garibay, Therapeutic Recreation Leader.
6. Approval of Exceptional Merit Increase for Eric A. Grube, Therapeutic Recreation Leader.
7. Approval of Exceptional Merit Increases for select Grounds Maintenance Worker I and Grounds Maintenance Worker II employees in the Parks and Recreation Department.
8. Approval of Exceptional Merit Increase for Clarence E. Hill Jr., Therapeutic Recreation Leader.
9. Approval of Exceptional Merit Increase for Juan C. Jimenez, Development Project Manager II.
10. Approval of Exceptional Merit Increase for Paola Ochoa, Therapeutic Recreation Leader.
11. Monica R. Langston, Administrative Aide II, Stormwater Department, for a one-year special leave without pay ending May 12, 2024, with their name to be placed on the eligible lists for Administrative Aide II and Administrative Aide I.  
Hire Date: March 2, 2013  
Reason: Family care.  
Department Recommendation: Approval.

12. Diana Penaloza, Dispatcher II, Police Department, for a one-year special leave without pay ending May 7, 2024, with their name to be placed on the eligible list for Dispatcher II.  
Hire Date: October 12, 2015  
Reason: Medical.  
Department Recommendation: Approval.

**LEAVES OF ABSENCE WITHOUT PAY - DISCUSSION**

13. Hanadi A. Arjan, Customer Services Representative, Public Utilities Department, for a ten-month (first extension) special leave without pay ending March 15, 2024, with their job to be saved.  
Hire Date: May 27, 2014  
Reason: Childcare.  
Department Recommendation: Approval.  
  
Commissioner Olsen made a motion to approve the request.  
Vice-President Portillo seconded the motion.  
Approved 5-0.  
Speaking for staff was Carissa Rosemore.  
Speaking was Hanadi A. Arjan.
14. Casey R. Cole, Police Officer I, Police Department, for a four-month (first extension) special leave without pay ending September 1, 2023, with their name to be placed on the eligible list for Police Officer I.  
Hire Date: April 22, 2021  
Reason: Outside employment.  
Department Recommendation: Approval.  
  
Vice-President Portillo made a motion to approve the request.  
Commissioner Gover seconded the motion.  
Approved 5-0.  
Speaking for staff was Carissa Rosemore.
15. Tony Dao, Laboratory Technician, Police Department, for a one-year (second extension) special leave without pay ending January 10, 2024, with their name to be placed on the eligible list for Laboratory Technician.  
Hire Date: November 18, 2013  
Reason: Family care.  
Department Recommendation: Approval.  
  
Vice-President Portillo made a motion to approve the request.  
Commissioner Gover seconded the motion.  
Approved 5-0.  
Speaking for staff was Carissa Rosemore.
16. Julio C. Gonzalez, Water Systems Technician III, Public Utilities Department, for a one-year (seventh extension) special leave without pay ending March 3, 2024, with their name to be placed on the eligible lists for Water Systems Technician III, Water systems Technician II, Utility Worker II, Building Service Technician, and Grounds Maintenance Worker I.  
Hire Date: June 25, 1998  
Reason: Maintain employment eligibility.  
Department Recommendation: Denial.  
  
Commissioner Moore made a motion to deny the request.  
Commissioner Olsen seconded the motion.  
Motion to deny the request passed 5-0.  
Speaking for staff was Carissa Rosemore.  
Speaking for the department was William Curcio.

**POLICY ITEMS - DISCUSSION**

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| 17. | Personnel Department Action Plan.  | No vote required.<br>Speaking for staff was Douglas Edwards.   |
| 18. | Request from the Personnel Director to use City employees as raters for the Fire Battalion Chief examination.  | Commissioner Moore made a motion to approve the request.<br>Commissioner Gover seconded the motion.<br>Approved 5-0.<br>Speaking for staff was Michael Diep.                   |
| 19. | Request from the Personnel Director to merge the current Junior Planner (T10848), Assistant Planner (T10849), and Associate Planner (T10953) eligible lists with the new Junior Planner (T11733), Assistant Planner (T11734), and Associate Planner (T11735) eligible lists. | Vice-President Portillo made a motion to approve the request.<br>Commissioner Moore seconded the motion.<br>Approved 5-0.<br>Speaking for staff was Darren Keenaghan.          |
| 20. | Request from the Personnel Director to merge the current Senior Public Information Officer (T11462) eligible list with the new Senior Public Information Officer (T11743) eligible list.   | Commissioner Gover made a motion to approve the request.<br>Vice-President Portillo seconded the motion.<br>Approved 5-0.<br>Speaking for staff was Darren Keenaghan.          |
| 21. | Request from the Compliance Department to exempt a Program Coordinator position from the Classified Service.   | Vice-President Portillo made a motion to approve the request.<br>Commissioner Moore seconded the motion.<br>Approved 5-0.<br>Speaking for staff was Rachel McDonald-Hernandez. |
| 22. | Request from the Economic Development Department to exempt a Program Coordinator position from the Classified Service.   | Commissioner Moore made a motion to approve the request.<br>Commissioner Olsen seconded the motion.<br>Approved 5-0.<br>Speaking for staff was Rachel McDonald-Hernandez.      |
| 23. | Request from the Engineering and Capital Projects Department to exempt a Program Manager position from the Classified Service.   | Commissioner Olsen made a motion to approve the request.<br>Vice-President Portillo seconded the motion.<br>Approved 5-0.<br>Speaking for staff was Rachel McDonald-Hernandez. |

24. Requests from the Environmental Services Department to exempt an Assistant Deputy Director position and a Program Manager position from the Classified Service.

Commissioner Gover made a motion to approve the request.  
Commissioner Moore seconded the motion.  
Approved 5-0.  
Speaking for staff was Rachel McDonald-Hernandez.
25. Request from the General Services Department to exempt an Assistant Department Director position from the Classified Service.

Commissioner Gover made a motion to approve the request.  
Commissioner Moore seconded the motion.  
Approved 5-0.  
Speaking for staff was Rachel McDonald-Hernandez.
26. Requests from the Human Resources Department to exempt three Program Manager positions and seven Program Coordinator positions from the Classified Service.

Commissioner Olsen made a motion to approve the request.  
Commissioner Moore seconded the motion.  
Approved 5-0.  
Speaking for staff was Rachel McDonald-Hernandez.
27. Requests from the Department of Information Technology to exempt an Assistant Deputy Director position and a Program Coordinator position from the Classified Service.

Vice-President Portillo made a motion to approve the request.  
Commissioner Gover seconded the motion.  
Approved 5-0.  
Speaking for staff was Rachel McDonald-Hernandez.
28. Requests from the Parks and Recreation Department to exempt a Deputy Director position and a Program Manager position from the Classified Service.

Commissioner Moore made a motion to approve the request.  
Commissioner Gover seconded the motion.  
Approved 5-0.  
Speaking for staff was Rachel McDonald-Hernandez.
29. Request from the Performance and Analytics Department to exempt a Program Coordinator position from the Classified Service.

Commissioner Moore made a motion to approve the request.  
Vice-President Portillo seconded the motion.  
Approved 5-0.  
Speaking for staff was Rachel McDonald-Hernandez.
30. Request from the Personnel Department to exempt a Program Coordinator position from the Classified Service.

Commissioner Moore made a motion to approve the request.  
Commissioner Olsen seconded the motion.  
Approved 5-0.  
Speaking for staff was Rachel McDonald-Hernandez.



31. Request from the Police Department to exempt an Assistant Police Chief position from the Classified Service.  
Commissioner Olsen made a motion to approve the request. Vice-President Portillo seconded the motion.  
Approved 5-0.  
Speaking for staff was Rachel McDonald-Hernandez.
32. Requests from the Public Utilities Department to exempt two Program Manager positions and six Program Coordinator positions from the Classified Service.  
Commissioner Olsen made a motion to approve the request. Commissioner Moore seconded the motion.  
Approved 5-0.  
Speaking for staff was Rachel McDonald-Hernandez.  
Speaking for the department was Yajaira Gharst.
33. Requests from the Department of Real Estate and Airport Management to exempt three Program Coordinator positions from the Classified Service.  
Commissioner Moore made a motion to approve the request. Commissioner Gover seconded the motion.  
Approved 5-0.  
Speaking for staff was Rachel McDonald-Hernandez.
34. Request from the Sustainability and Mobility Department to exempt a Program Manager position from the Classified Service.  
Vice-President Portillo made a motion to approve the request. Commissioner Moore seconded the motion.  
Approved 5-0.  
Speaking for staff was Rachel McDonald-Hernandez.
35. Requests from the Transportation Department to exempt an Assistant Deputy Director position, a Program Manager position, and two Program Coordinator positions from the Classified Service.  
Commissioner Moore made a motion to approve the request. Vice-President Portillo seconded the motion.  
Approved 5-0.  
Speaking for staff was Rachel McDonald-Hernandez.
36. Revision to Personnel Manual Index Code D-3, Career Advancement (Addendum).  
Vice-President Portillo made a motion to approve the request. Commissioner Gover seconded the motion.  
Approved 5-0.  
Speaking for staff was Rachel McDonald-Hernandez.

37. Proposed Salary Review Process for Fiscal Year 2025. Vice-President Portillo made a motion to approve the Salary Review Process. Commissioner Gover seconded the motion. Approved 5-0. Speaking for staff was Rachel McDonald-Hernandez.
38. 2022 Equal Employment Opportunity Annual Report. Commissioner Gover made a motion to accept the report. Commissioner Moore seconded the motion. Approved 5-0. Speaking for staff was Darren Keenaghan.
39. Jonathan I. Tufele, appealing their medical disqualification for the position of Grounds Maintenance Worker I. Commissioner Moore made a motion to approve the appeal. Vice-President Portillo seconded the motion. Approved 4-1. Commissioner Olsen dissenting. Speaking for staff was Dylan Cooper. Speaking was Jonathan I. Tufele. Speaking for Local 127 was Matt Kastrinsky.

**LEAVES OF ABSENCE WITHOUT PAY - TOTAL**

Total Leave Requests	06	Family/Childcare/Maternity	03
Leave requests with job saved	01	Education/Training	00
Leave requests with name on list	05	Medical	01
Unclassified	00	Relocation	00
		Outside Employment	01
		Unclassified	00
		Other	01

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**ITEMS FOR INFORMATION**

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**NEW BUSINESS**

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**ADJOURNMENT**

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At 1:07 p.m., the Commission convened into open session.

There being no further business, the meeting was adjourned at 2:36 p.m.

Tammy Lin, President