

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

Thursday, July 1, 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 1:06 p.m. Also present were Vice-President Maricela Amezola, Commissioner Jacquelyn R. Atkinson and Commissioner Dr. Don E. Conley. Commissioner Aaron Olsen 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 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, July 1, 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 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 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@saniego.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.

ACTION TAKEN/PENDING

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

CONSENT AGENDA (Items 2 and 3 can be approved with one motion.)

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| 2. | Approval of the minutes for the regular business meeting of June 3, 2021. | Approved items 2 and 3 with one motion. |
| 3. | Leave of Absence Without Pay - In Order. Item 12. | |

LEAVE OF ABSENCE WITHOUT PAY – DISCUSSION

- | | | |
|----|---|--|
| 4. | Brad V. Keyes, Police Officer II, Police Department, for a one-year special leave without pay ending June 27, 2022, with his name to be placed on the eligible list for Police Officer II.
Hire Date: February 19, 2015
Reason: Outside employment.
Department Recommendation: Approval. | Approved.
Speaking for staff was Eva Sanchez. |
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POLICY ITEMS – DISCUSSION

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| 5. | Revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum). | Approved.
Speaking for staff was Grace Navarro. |
| 6. | Request from the Public Utilities Department to exempt an Assistant Deputy Director position from the Classified Service. | Approved.
Speaking for staff was Grace Navarro. |
| 7. | Requests from the Real Estate Assets Department to exempt two Program Coordinator positions from the Classified Service. | Approved.
Speaking for staff was Grace Navarro. |
| 8. | Request from the Transportation and Storm Water Department to exempt a Program Manager position from the Classified Service. | Approved.
Speaking for staff was Grace Navarro. |
| 9. | Request from the Personnel Director to merge the current Area Refuse Collection Supervisor (P10924) eligible list with the new Area Refuse Collection Supervisor (P11519) eligible list. | Approved.
Speaking for staff was Dina Marocco. |
| 10. | Request from the Personnel Director to use City employees as raters for the Fire Engineer examination. | Approved.
Speaking for staff was Maritza Duque. |

UNFINISHED BUSINESS

11. Discussion and Possible Action Regarding Personnel Director Compensation. Discretionary Leave granted.

LEAVE OF ABSENCE WITHOUT PAY – UNCLASSIFIED

12. James Hay, Senior Mechanical Engineer, Environmental Services Department, for a leave of absence from the Classified Service effective May 1, 2021, 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	02	Family/Childcare/Maternity	00
Leave requests with job saved	00	Education/Training	00
Leave requests with name on list	01	Medical	00
Unclassified	01	Relocation	00
		Outside Employment	01
		Unclassified	01
		Other	00

ADJOURNMENT

At 1:06 p.m., the Commission convened into open session. There being no further business, the meeting was adjourned at 1:31 p.m.

Lori Thacker, President