



City of San Diego
Civil Service Commission

PUBLIC NOTICE OF LOCATION CHANGE

THE CIVIL SERVICE COMMISSION MEETING

SCHEDULED FOR JULY 11, 2023 AT 12:00

P.M. (CLOSED SESSION) AND 1:00 P.M. (OPEN

SESSION) WILL CONVENE AT THE CITY

COUNCIL CHAMBERS

COUNCIL CHAMBERS ROOM - 12TH FLOOR

CITY ADMINISTRATION BUILDING

202 C STREET

SAN DIEGO, CALIFORNIA 92101



City of San Diego
Civil Service Commission

AGENDA

Sunday Gover, President
Nicolaz Portillo, Vice President
Samuel Merrill, Commissioner
Will Moore, Commissioner
Trang Pham, Commissioner

Thursday, July 11, 2024, at 1:00 p.m.
Council Chambers Room – 12th Floor
City Administration Building
202 C Street
San Diego, California 92101

Virtual Participation: <https://sandiego.zoomgov.com/j/1602402238>

To join by telephone: Dial 1-669-254-5252. When prompted, input Webinar ID: 160 240 2238#

Public Comment and Phone-In Testimony During Civil Service Commission Meetings:

Members of the public may participate in Civil Service Commission meetings in person or virtually using the Zoom Webinar platform (please note, virtual participation is limited to 100 participants). Members of the public can offer public comment on agenda items or during Non-Agenda Public Comment by accessing the meeting online using a desktop computer, laptop, tablet, or Smartphone, or by calling into the meeting using a Smartphone, cellular phone, or land line. **To raise your hand via a phone-in, please press *9 and unmute when called upon by pressing *6.** If you are participating via the webinar platform, please press the raise your hand icon and the unmute button when prompted.

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ITEMS FOR ACTION

INTRODUCTION

ACTION TAKEN/PENDING

1. Roll Call.
2. Report Out of Closed Session.

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 3 through 12 can be approved with one motion.)

3. Approval of the minutes for the regular meeting and closed session meeting of June 6, 2024, and the special closed and open session meeting of June 12, 2024.
4. Approval of Exceptional Merit Increase for Lester M. Del Rosario, Senior Civil Engineer.
5. Approval of Exceptional Merit Increase for Josie Martin, Environmental Scientist II.
6. Request from the Personnel Director to use a City employee as rater for the Equipment Operator II examination.

7. Request from the Personnel Director to merge the current Equipment Technician I eligible list (T11238) with the new Equipment Technician I eligible list (T11842).
8. De'Arcy L. Harris, Patch Truck Operator, Transportation Department, for a one-year special leave without pay ending June 7, 2025, with their name to be placed on the eligible list for Patch Truck Operator.
Hire Date: March 30, 1995
Reason: Loss of Commercial Driver License.
Department Recommendation: Approval.
9. Katherine E. Padilla, Storm Water Environmental Specialist II, Stormwater Department, for a one-year (first extension) special leave without pay ending June 9, 2025, with their name to be placed on the eligible lists for Storm Water Environmental Specialist II, Environmental Biologist II, Environmental Scientist II, Storm Water Environmental Specialist I, Environmental Biologist I, Environmental Scientist I, Storm Water Inspector I, Hazardous Material/Pretreatment Trainee, Laboratory Technician, Assistant Laboratory Technician, and Laboratory Assistant.
Hire Date: May 12, 2012
Reason: Childcare.
Department Recommendation: Approval.
10. Johnny Stanley, Heavy Truck Driver II, Transportation Department, for a two-month special leave without pay ending August 1, 2024, with their job to be saved.
Hire Date: September 12, 2023
Reason: Medical.
Department Recommendation: Approval.
11. Bernie T. Colon, Police Captain, Police Department, for a leave of absence from the Classified Service effective May 22, 2021, while filling an unclassified position with their name to be placed on the appropriate eligible list.
12. Rudolph G. Tai Jr., Police Captain, Police Department, for a leave of absence from the Classified Service effective December 4, 2021, while filling an unclassified position with their name to be placed on the appropriate eligible list.

LEAVE OF ABSENCE WITHOUT PAY – DISCUSSION

13. Richard J. Bedard, Parking Enforcement Officer I, Police Department, for a one-year special leave without pay ending June 7, 2025, with their job to be saved.
Hire Date: March 2, 2017
Reason: Outside employment.
Department Recommendation: Modification to name on eligible list.

POLICY ITEMS – DISCUSSION

14. Appointments to the San Diego Civil Service Commission Joint Apprenticeship Committee: Wesley Greeson, nominated for appointment as Chair; Lance Smith, nominated for appointment as Management Member; Samuel Perez, nominated for appointment as Labor Member; Harold Guevara, Angel Martinez, and Gonzalo Quintero nominated for appointment as Alternate Labor Members; Samuel Hagos, nominated for appointment as Secretary; and Edgar Portilla, nominated for appointment as Alternate Secretary.
15. Revision to Personnel Manual Index Code D-3, Career Advancement (Addendum).

INFORMATIONAL ITEMS

16. Request from President Gover for a presentation on the key functions and responsibilities of the Personnel Department.
17. Request from Commissioner Moore for a report from the Personnel Director.
18. Request from Commissioner Moore inviting the Chief Operating Officer, or their designee, to address the Civil Service Commission.



City of San Diego
Civil Service Commission

CLOSED SESSION AGENDA

Sunday Gover, President
Nicolaz Portillo, Vice President
Samuel Merrill, Commissioner
Will Moore, Commissioner
Trang Pham, Commissioner

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CLOSED SESSION

NOTE: The Commission will convene at 12:00 p.m. to hear public comment 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, 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 EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1):
Jaime B. Acosta, appealing their conviction record disqualification for the position of Laborer.

2. PUBLIC EMPLOYEE – Deliberation on disciplinary appeal pursuant to California Government Code Section 54957(b)(1): Isaac Jenkins, appealing their suspension from the position of General Water Utility Supervisor.

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

Thursday, June 6, 2024, at 11:30 a.m.
Council Closed Session Room – 12th Floor
City Administration Building
202 C Street
San Diego, California 92101

- A. The closed session meeting of the Civil Service Commission was called to order by President Sunday Gover at 11:33 a.m. Also present were Vice President Nicolaz Portillo, Commissioner Samuel Merrill, Commissioner Will Moore, and Commissioner Trang Pham.

- B. The staff was represented by Interim Personnel Director David Dalager, 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

CLOSED SESSION MINUTES

Sunday Gover, President
Nicolaz Portillo, Vice President
Samuel Merrill, Commissioner
Will Moore, Commissioner
Trang Pham, Commissioner

Thursday, June 6, 2024, at 11:30 a.m.
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CLOSED SESSION

The Commission met in Closed Session with the following agenda:

1. Conference with Labor Negotiators, pursuant to California Government Code Section 54957.6:

City Designated Management Team Representatives pursuant to San Diego Resolution R-313942:

Julie Rasco, Director, Human Resources Department
Abby Jarl-Veltz, Deputy Director, Human Resources Department
Jonnabelle Domingo, Supervising Human Resources Officer, Human Resources Department
Hannah Filley, Human Resources Officer, Human Resources Department

Designated as representatives within the meaning of California Government Code Section 54957.6(a):

Joan Dawson, Deputy City Attorney, Office of the City Attorney
Miguel Merrell, Deputy City Attorney, Office of the City Attorney

DCA Assigned: J. Dawson

Employee organization:
Local 127

The purpose of this closed session meeting is to review the City's position and instruct the City's designated representatives for labor negotiations to meet and confer regarding proposed revisions to Personnel Manual Index Code D-3 to allow the Laborer classification to career advance to the Equipment Technician I classification. – Continued.

2. Conference with Labor Negotiators, pursuant to California Government Code Section 54957.6:

City Designated Management Team Representatives pursuant to San Diego Resolution R-313942:

Julie Rasco, Director, Human Resources Department
Abby Jarl-Veltz, Deputy Director, Human Resources Department
Jonnabelle Domingo, Supervising Human Resources Officer, Human Resources Department
Hannah Filley, Human Resources Officer, Human Resources Department

Designated as representatives within the meaning of California Government Code Section 54957.6(a):

Joan Dawson, Deputy City Attorney, Office of the City Attorney
Miguel Merrell, Deputy City Attorney, Office of the City Attorney

DCA Assigned: J. Dawson

Employee organizations:

Local 127, Local 145, Local 911, MEA, and POA

The purpose of this closed session meeting is to review the City's position and instruct the City's designated representatives for labor negotiations to meet and confer over the terms and conditions of employment related to mandatory Employee Performance Review Program training for supervisors who supervise Classified employees within one year of becoming a supervisor. – Nothing to report.

3. PUBLIC EMPLOYEE: Deliberation on disciplinary appeal pursuant to California Government Code Section 54957(b)(1): Michael Fink, appealing their termination from the position of Fire Fighter II. – Motion to overturn the termination passed 4-1. Commissioner Moore voting no.
4. PUBLIC EMPLOYEE: Deliberation on disciplinary appeal pursuant to California Government Code Section 54957(b)(1): Georgina Medina, appealing their suspension and termination from the position of Project Assistant. – Motion to uphold the suspension and termination passed 5-0.
5. PUBLIC EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1): Douglass L. Chancey III, appealing their conviction record disqualification for the position of Laborer. – Motion to deny the appeal passed 5-0.

6. PUBLIC EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1):
Alexy Laureano, appealing their conviction record disqualification for the position of Heavy Truck Driver II. – Motion to grant the appeal passed 4-1. Commissioner Moore voting no.
7. PUBLIC EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1):
Lakisha L. Perry, appealing their conviction record disqualification for the position of Laborer. – Motion to grant the appeal failed 2-3. Vice-President Portillo, Commissioner Moore, and Commissioner Pham voting no. Motion to deny the appeal passed 3-2. President Gover and Commissioner Merrill voting no.
8. PUBLIC EMPLOYMENT – Appeal of employment disqualifications pursuant to California Government Code section 54957(b)(1):
Ivan A. Rodriguez, appealing their conviction record disqualification for the position of Laborer. – Motion to deny the appeal passed 4-1. Commissioner Merrill voting no.
9. PUBLIC EMPLOYMENT – Consideration of Appointment of Personnel Director pursuant to California Government Code section 54957(b)(1): The Civil Service Commission shall consider candidates for the appointment of the Personnel Director. – Nothing to report.
10. CONFERENCE WITH LABOR NEGOTIATORS pursuant to California Government Code section 54957.6:
Designated Representatives – Commission President Sunday Gover and Commissioner Will Moore

In closed session, the Civil Service Commission shall review the salary range and other compensation paid in the form of fringe benefits to the Personnel Director and instruct the Commission’s designated representatives regarding negotiations with the final candidate for the position of Personnel Director. – Nothing to report.

Publicly disclosed in Open Session at 1:47 p.m.

Sunday Gover, President

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

Thursday, June 6, 2024, at 1:00 p.m.
Council Closed Session Room – 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 Sunday Gover at 1:46 p.m. Also present were Vice President Nicolaz Portillo, Commissioner Samuel Merrill, Commissioner Will Moore, and Commissioner Trang Pham.
- B. The staff was represented by Interim Personnel Director David Dalager, 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

Sunday Gover, President
Nicolaz Portillo, Vice President
Samuel Merrill, Commissioner
Will Moore, Commissioner
Trang Pham, Commissioner

Thursday, June 6, 2024, at 1:00 p.m.
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ITEMS FOR ACTION

INTRODUCTION

1. Roll Call.
2. Report Out of Closed Session.

ACTION TAKEN/PENDING

At 1:47 p.m., Saba O'Neal reported out the actions of closed session.

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 3 through 12 can be approved with one motion.)

- | | | |
|----|--|--|
| 3. | Approval of the minutes for the regular meeting and closed session meeting of May 2, 2024. | Commissioner Moore made a motion to approve items 3 through 12. Vice President Portillo seconded the motion. Approved 5-0. |
| 4. | Approval of Exceptional Merit Increase for Maria T.M. Custodio, Senior Management Analyst. | |
| 5. | Approval of Exceptional Merit Increase for Brandon G.A. Thompson, Code Compliance Officer. | |
| 6. | Monica R. Langston, Administrative Aide II, Stormwater Department, for a one-year (first extension) special leave without pay ending May 12, 2025, 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. | |
| 7. | Samuel O. Ramirez, Assistant Fleet Technician, General Services Department, for a one-year special leave without pay ending May 4, 2025, with their name to be placed on the eligible lists for Assistant Fleet Technician, Motive Service Technician, Fleet Attendant, and Motive Service Trainee.
Hire Date: January 23, 2021
Reason: Education.
Department Recommendation: Approval. | |

8. Request from the Engineering and Capital Projects Department to exempt a Deputy Director position from the Classified Service.
9. Request from the Environmental Services Department to exempt a Program Manager position from the Classified Service.
10. Request from the General Services Department to exempt a Program Coordinator position from the Classified Service.
11. Request from the Library Department to exempt a Program Manager position from the Classified Service.
12. Request from the Parks and Recreation Department to exempt a Program Coordinator position from the Classified Service.

LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION

13. Donald C. Pornan, Senior Traffic Engineer, Transportation Department, for a six-month special leave without pay ending January 5, 2025, with their job to be saved.
Hire Date: March 7, 2000
Reason: Family Care.
Department Recommendation: Modification to name on eligible list.

Vice President Portillo made a motion to approve the request.
President Gover seconded the motion. Approved 4-0. Commissioner Moore abstaining.
Speaking for staff was Jennifer Lamas-Villanueva.
Speaking for the Transportation Department was Chris Gascon.
Speaking for MEA was Cathleen Higgins.
Speaking was Donald C. Pornan.

POLICY ITEMS – DISCUSSION

14. Revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum).

Commissioner Moore made a motion to approve the revisions. Vice President Portillo seconded the motion.
Approved 5-0.
Speaking for staff was Rachel McDonald-Hernandez.

15. Farhad J. Bastani, appealing the rejection of their application for Associate Engineer - Civil (T11362). Commissioner Moore made a motion to deny the appeal. Vice President Portillo seconded the motion. Approved 5-0. Speaking for staff was Jennifer Lamas-Villanueva.

INFORMATIONAL ITEMS

16. 2023 Equal Employment Opportunity Annual Report. Information item only. Speaking for staff was Darren Keenaghan.
17. Request from Commissioner Moore for a report from the Interim Personnel Director. Information item only. Key Performance Indicators have been updated to better monitor the percentage of supervisors that complete our trainings. Additional Key Performance Indicator will monitor Personnel Change Request forms that are converted to an online approval workflow. Staff is working with consultants to improve the hiring timeline from 272 days to 135 days and conducting team huddles twice a week. Working group meetings including some external departments have been conducted. A “Voice of the Customer” session was held, and Department Directors were invited to send representatives to provide their feedback about the hiring process. Speaking for staff was David Dalager.
18. Request from Commissioner Moore inviting the Chief Operating Officer, or their designee, to address the Civil Service Commission. No report.

ADJOURNMENT

At 1:46 p.m., the meeting commenced.

There being no further business, the meeting was adjourned at 2:20 p.m.

Sunday Gover, President

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

Wednesday, June 12, 2024, at 3:00 p.m.
Civil Service Commission Room, Civic Center Plaza
1200 Third Avenue, Suite 300
San Diego, California 92101

- A. The special closed session meeting of the Civil Service Commission was called to order by President Sunday Gover at 3:00 p.m. Also present were Commissioner Samuel Merrill and Commissioner Will Moore. Vice President Nicolaz Portillo and Commissioner Trang Pham were absent.

- B. The staff was represented by Interim Personnel Director David Dalager, 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

SPECIAL CLOSED SESSION MINUTES

Sunday Gover, President
Nicolaz Portillo, Vice-President
Samuel Merrill, Commissioner
Will Moore, Commissioner
Trang Pham, Commissioner

Wednesday, June 12, 2024, at 3:00 p.m.
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SPECIAL CLOSED SESSION

The Commission met in Closed Session with the following agenda:

1. Conference with Labor Negotiators, pursuant to California Government Code Section 54957.6:

City Designated Management Team Representatives pursuant to San Diego Resolution R-313942:

Julie Rasco, Director, Human Resources Department
Abby Jarl-Veltz, Deputy Director, Human Resources Department
Jonnabelle Domingo, Supervising Human Resources Officer, Human Resources Department
Hannah Filley, Human Resources Officer, Human Resources Department

Designated as representatives within the meaning of California Government Code Section 54957.6(a):

Joan Dawson, Deputy City Attorney, Office of the City Attorney

Miguel Merrell, Deputy City Attorney, Office of the City Attorney

DCA Assigned: J. Dawson

Employee organization:
Local 127

The purpose of this special closed session meeting is to review the City's position and instruct the City's designated representatives for labor negotiations to meet and confer regarding proposed revisions to Personnel Manual Index Code D-3 to allow the Laborer classification to promote (or career advance) to the classifications of Equipment Technician I and Parking Meter Technician. – Nothing to report.

Publicly Disclosed in Open Session at 3:10 p.m.

Sunday Gover, President

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MINUTES OF THE MEETING OF THE
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Wednesday, June 12, 2024, at 3:10 p.m.
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- A. The special meeting of the Civil Service Commission was called to order by President Sunday Gover at 3:10 p.m. Also present were Commissioner Samuel Merrill and Commissioner Will Moore. Vice President Nicolaz Portillo and Commissioner Trang Pham were absent.

- B. The staff was represented by Interim Personnel Director David Dalager, 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

SPECIAL MEETING MINUTES

Sunday Gover, President
Nicolaz Portillo, Vice-President
Samuel Merrill, Commissioner
Will Moore, Commissioner
Trang Pham, Commissioner

Wednesday, June 12, 2024, at 3:10 p.m.
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ITEMS FOR ACTION

INTRODUCTION

1. Roll Call.
2. Report Out of Closed Session.

ACTION TAKEN/PENDING

At 3:10 p.m., President Gover reported out the actions of closed session.

NON-AGENDA PUBLIC COMMENT

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PUBLIC EMPLOYMENT – DISCUSSION

3. Appointment of David Dalager to the position of Personnel Director with an initial salary of \$258,280 plus fringe benefits. This action is brought under San Diego Charter sections 37 and 116. – Commissioner Moore made a motion to approve the appointment of David Dalager to the position of Personnel Director. Commissioner Merrill seconded the motion. Approved 3-0. Vice President Nicolaz Portillo and Commissioner Trang Pham were absent.

ADJOURNMENT

At 03:10 p.m., the meeting commenced.

There being no further business, the meeting was adjourned at 03:12 p.m.

Sunday Gover, President



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: July 5, 2024

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Exceptional Merit Increase for Lester M. Del Rosario, Senior Civil Engineer

The Stormwater Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Lester M. Del Rosario, Senior Civil Engineer, effective June 8, 2024, from "C" step (\$63.13/hr.) to "E" step (\$69.38/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

A handwritten signature in blue ink, appearing to read "David Dalager".

David Dalager
Personnel Director

DD:GE:es

Attachment: 1. Request for Exceptional Merit Increase

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CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION

REQUEST FOR EXCEPTIONAL MERIT INCREASE

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME Lester M. Del Rosario	EMPLOYEE PERNR: [REDACTED]	JOB: Senior Civil Engineer
DEPARTMENT NAME: Stormwater	LAST PERFORMANCE EVALUATION: DATE: 5/03/2023 OVERALL EVALUATION: Meets Standards	PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB: FROM _____ STEP TO _____ STEP DATE(S):
PERSONNEL AREA NO: 6250	PRESENT STANDARD RATE NUMBER AND STEP: 1855 C - \$63.13	DATE REGULAR MERIT INCREASE IS DUE: 6/8/2024 ✓
TOTAL CITY SERVICE: YEARS: 11 MONTHS: 21	EFFECTIVE DATE OF RECOMMENDED INCREASE: 6/8/2024	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? <input checked="" type="radio"/> YES <input type="radio"/> NO
RECOMMENDED STANDARD RATE NUMBER AND STEP: 1855 E - \$69.38		

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

Lester is the senior engineer overseeing the Stormwater Department's Channel Maintenance Engineering and Planning teams. In his first 3 months in this position, Lester has done an exceptional job forming a high performing team from what was previously a highly contentious group. The amount of collaboration and communication from the team is at a level we have not seen in the Channel Maintenance Program.

Just 7 months into his role, the City was hit with an unprecedented rain event which relied heavily on the Channel team's expertise. Lester quickly took action to inspect, evaluate, and plan major channel cleaning city-wide. With his support and guidance, the teams cleared over 18 miles of channels in approximately 4 months. During that time he stepped up to be a part of the City's Incident Management Team, which is part of the Emergency Operations Center working 7 days a week, and extremely long days, to ensure the City and the Channel teams had the resources and support to complete the work at hand.

Lester is now faced with an entirely new Channel Maintenance program, which he is already actively reorganizing and developing to meet the new needs of the program. He is consistently promoting new ways for the team to collaborate and plan for the year ahead, including developing visual tools for field staff to have better insight into their upcoming work. These visual tools will also to encourage the teams gather and discuss their needed resources and provide input to technical staff.

Overall, Lester has managed to bring a team together, keep them together during a high-stress emergency event, and continue to do so as they plan for a re-imagined program all within his first year in the position, and is highly deserving of this special merit increase.

Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

APPOINTING AUTHORITY SIGNATURE 	TITLE Assistant Deputy Director	DATE 6/7/24
DEPARTMENT DIRECTOR SIGNATURE 	TITLE DIRECTOR	DATE 6/7/24
MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY) Kris McFadden Kris McFadden	TITLE DCOO	DATE 06/26/2024
DATE APPROVED BY CIVIL SERVICE COMMISSION		



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: July 5, 2024

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Exceptional Merit Increase for Josie Martin, Environmental Scientist II

The Public Utilities Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Josie Martin, Environmental Scientist II, effective July 5, 2024, from "C" step (\$44.05/hr.) to "E" step (\$48.48/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

A handwritten signature in blue ink that reads "David Dalager".

David Dalager
Personnel Director

DD:CR:es

Attachment: 1. Request for Exceptional Merit Increase

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CITY OF SAN DIEGO
CIVIL SERVICE COMMISSION

REQUEST FOR EXCEPTIONAL MERIT INCREASE

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Josie Martin ✓✓	EMPLOYEE PERNR: ✓✓	JOB: Environmental Scientist 2 ✓
DEPARTMENT NAME: PUD ✓	LAST PERFORMANCE EVALUATION: 2/21/23	PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB:
PERSONNEL AREA NO: 6240 ✓✓	DATE: 4/28/2023	FROM _____ STEP TO _____ STEP
TOTAL CITY SERVICE: YEARS: 2 MONTHS: 3-5 ✓	OVERALL EVALUATION: Meet Standards Exceptional	DATE(S):
PRESENT STANDARD RATE NUMBER AND STEP: Environmental Scientist 2 Step C 44.05	DATE REGULAR MERIT INCREASE IS DUE: 7/8/2024 ✓	
RECOMMENDED STANDARD RATE NUMBER AND STEP: 48.48 Environmental Scientist 2 Step E	EFFECTIVE DATE OF RECOMMENDED INCREASE: 5 7/8/2024	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? <input checked="" type="radio"/> YES <input type="radio"/> NO

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

Josie manages the proficiency testing (PT) program for the eight laboratories in the Environmental Monitoring Technical Services (EMTS) Division for compliance with California Environmental Laboratory Accreditation Program (CA ELAP) requirements. Subtasks for this process include conducting studies, managing data submission on the PT Provider's portal, communicating with the CA ELAP Accreditation Body when failures occur, and initiating corrective actions for failures to workgroup supervisors and analyst.

In 2024, during the six laboratory renewal audits, Josie played a pivotal role in coordinating the audit schedule and communicating with the external auditor, tasks that would have traditionally been the responsibility of her supervisor (an Environmental Scientist III position that is currently vacant). Josie's work was crucial for lab renewals and resulted in outstanding feedback from our external auditor. The auditor was extremely impressed and commended EMTS on compliance with TNI requirements. Josie's excellent audit coordination and management of the PT program made it possible to comply with requirements without a non-compliance for PT across the Division.

Additionally, the Data Management & Quality Systems (DMQS) section in which Josie works was created fairly recently and still requires additional staffing. On an annual basis, Josie performs the following tasks, which for many laboratories of our size would often require up to 6 individuals to complete:

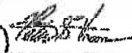
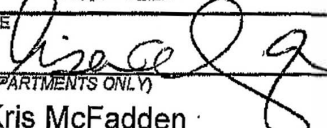
- Ensures the completion of acceptable PT results for over 800 analytes across all 8 laboratories and coordinating with 16 supervisors
- Compiles lists of analytes, part numbers, and studies available from three different PT providers to be sent to each supervisor
- Manages the PT study schedule by evaluating duplicate PT studies across 16 work groups
- Requests and ensures the accuracy of quotes from PT providers
- Places all Purchase Requisitions
- Manages the process flow for PT data by having supervisors submit data to her, uploading data to PT portals, sending reports to supervisors to review, and completing the final submission
- Notifies the laboratory's accreditation body, CA ELAP, and supervisors of resulting failures
- Initiates Corrective Action Requests to supervisors and staff
- Trains the Quality System Coordination work group staff on PT sample receipt, a process she took upon herself to streamline
- Provides guidance and answers to questions, even while serving in a month-long Out of Class Assignment in March of 2024

While successfully managing the PT program, Josie elected to take on additional responsibilities beyond the scope of her position's typical duties to aid her group with other regulatory compliance requirements. Her additional duties included:

- Reviewing more critical documentation required to maintain laboratory certifications, such as method detection limits (MDL) and Demonstration of Capability (DOC) documentation
- Performing Quarterly laboratory walk-throughs in an effort to better support the laboratories in identifying non-compliance
- Providing support with equipment verification such as monthly weight verifications

Josie's dedication and effort in implementing such a well-organized PT program is vital to our audit performance and will continue to eliminate PT related non-conformances. Reducing non-conformances is essential to maintaining the laboratory certifications that allow EMTS to continue to perform microbiological and chemical analyses in-house which saves the City money and allows us to ensure the highest quality of service to the public.

Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

APPOINTING AUTHORITY SIGNATURE 	TITLE Deputy Public Utilities Director	DATE June 6, 2024
DEPARTMENT DIRECTOR SIGNATURE 	TITLE	DATE 6/28/24
MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY) Kris McFadden	TITLE DCOO	DATE 06/28/2024
DATE APPROVED BY CIVIL SERVICE COMMISSION		



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: July 5, 2024

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Use of a City Employee Rater for the Equipment Operator II – T11853-202404 Examination

Civil Service Rule III, Section 3(1) requires that the Civil Service Commission approve the appointment of City employees to examining boards. In accordance with this rule, staff is requesting your approval to use a City employee as an expert rater for the Equipment Operator II performance examination. This examination is scheduled to be administered in July 2024, and is anticipated to be similar to previous examinations.

Rating criteria is standardized, and an Associate Personnel Analyst will supervise the administration of the examination to ensure uniform and consistent application to all candidates.

A handwritten signature in blue ink that reads "David Dalager".

David Dalager
Personnel Director

DD:MD:es

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: July 5, 2024

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Merger of Equipment Technician I (T11238 and T11842) Eligible Lists

Civil Service Rule IV, Section 1(2) requires the approval of the Civil Service Commission prior to the merger of any eligible lists. In accordance with this rule, staff is requesting that the current Equipment Technician I (T11238) eligible list be merged with the new Equipment Technician I (T11842) eligible list open for recruitment as of March 1, 2024.

The recruitment for Equipment Technician I (T11842) reopened due to an administrative oversight.

By merging the lists, the new eligible list will be available for certification and candidates on the current eligible list will continue to maintain their eligibility until that list expires. All current eligibles may extend their eligibility period by applying during the new Equipment Technician I (T11842) recruitment.

If this request is approved, the Personnel Department will notify all eligibles on the current list of the merger, as required by Civil Service Rule IV, Section 1(2).

A handwritten signature in blue ink that reads "David Dalager".

David Dalager
Personnel Director

DD:MD:es

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: July 5, 2024

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Request for Special Leave Without Pay for Richard J. Bedard, Parking Enforcement Officer I

Richard J. Bedard, Parking Enforcement Officer I, is requesting a one-year special leave without pay ending June 7, 2025, with their job to be saved.

Richard J. Bedard is requesting this leave due to outside employment with the San Diego Community College District as a Police Recruit. The Police Department is recommending modification of this request to name on the eligible list, indicating that holding the position would be a hardship for the department.

This request is being brought to the Commission's attention since the reason for leave is outside employment.

Richard J. Bedard has been employed with the City since March 2, 2017. Their most recent performance evaluation was "Meets Standards."

A handwritten signature in blue ink that reads "David Dalager".

David Dalager
Personnel Director

DD:EW:es

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: July 5, 2024

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Joint Apprenticeship Committee Appointments

In accordance with Personnel Manual Index Code M-1 (Apprenticeship Training), the City's Joint Apprenticeship Committee (JAC) consists of four management and four labor representatives, with an alternate for each member. These management and labor members are nominated by the City and the recognized employee organization representing the skilled trades, respectively, for the approval of the Civil Service Commission.

Due to Musheerah Little's promotion to Department Director, the Joint Apprenticeship Committee Chair is vacant. As a result, Musheerah Little has requested the following appointments to the JAC:

Wesley Greeson, Sr. Communications Technician Supervisor, as JAC Chair
Lance Smith, HVACR Supervisor, as Management Member

There is one labor member vacancy and three alternate labor member vacancies. As a result, Tim Douglass, AFSCME Local 127 President, has requested the following appointments to the JAC:

Harold Guevara, Communications Technician (Alternate Labor Member)
Angel Martinez, HVACR Technician (Alternate Labor Member)
Samuel Perez, Sr. Communications Technician (Labor Member)
Gonzalo Quintero, Electrician (Alternate Labor Member)

The memo from Tim Douglass lists Samuel Perez as an incumbent Labor Member and nominates Eddie Galan as an Alternate Member. However, Samuel Perez is not an incumbent and Eddie Galan is already an Alternate Member.

Additionally, consistent with Commission policy, I am nominating Assistant Personnel Analyst Samuel Hagos to serve as Secretary to the JAC and Program Coordinator Edgar Portilla to serve as Alternate Secretary.

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Civil Service Commission
July 5, 2024

Commission approval is requested for the appointments above. With Commission approval, a letter of appointment will be sent to these individuals.



David Dalager
Personnel Director

DD:SH:es

Attachments: 1. Nominations for Appointment to the Joint Apprenticeship Committee from
Musheerah Little, General Services Director
2. Nominations for Appointment to the Joint Apprenticeship Committee from
Tim Douglass, President, AFSCME Local 127

cc: Victor Rodriguez, State of California Division of Apprenticeship Standards

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: April 24, 2024

TO: Civil Service Commission
via David Dalager, Personnel Director *DD*


FROM: Musheerah Little, Director, Department of General Services

SUBJECT: Appointment of Wesley Greeson to Chair of Apprenticeship Committee

Due to my promotion to Director, I would like to request that Wesley Greeson, Senior Communications Technician Supervisor, be appointed as the new Chair of the Apprenticeship Committee. Wesley has been a City employee since 1986 where he began his career as a Recreation Aide. He entered the City's Communication's technician apprenticeship program in 2000 and became a Journeyman Communication Technician in 2004. He has served in his current role of Senior Communications Technician Supervisor since 2015. Wesley has a Bachelor of Science degree in Criminal Justice Administration from San Diego State University. Wesley has served on the apprenticeship committee since February 2016. I am confident that his vast experience and knowledge will serve him well as he takes on this new role as Chair of the committee.

In addition to appointing Wesley as the Chair, I'd like to also nominate Lance Smith, Heating, Ventilation, and Air Conditioning (HVACR) Supervisor, to become a voting management member to replace Wesley. Lance has served as an Alternate Management member since June 2018.

If you would like to discuss this appointment, please contact me at (619) 525-8501.


Musheerah Little
Director

Cc: Alia Khouri, Deputy Chief Operating Officer
Jonathan Behnke, Director, Department of Information Technology
Wesley Greeson, Senior Communications Technician Supervisor



DATE: February 26, 2024
TO: Civil Service Commission
FROM: Tim Douglass, President AFSCME Local 127
SUBJECT: Nominations for Appointment to the Joint Apprenticeship Committee

In accordance with Personnel Manual, Index Code M-1 (Apprenticeship Training), there are four Labor members and four Alternate Labor members on the Joint Apprenticeship Committee.

Currently, the Labor members consist of the following:

Labor Organization:

- #1 Larry Blackman, Carpenter
- #2: Maico Alejo, Electrician
- #3: Paul Garibay, Fleet Technician
- #4: Sam Perez, Sr. Communications Technician

Labor Organization (Alternates):

- #1 Eddie Galan, Communications Technician
- #2: Gonzalo Quintero, Electrician
- #3: Angel Martinez, HVACR Technician
- #4: Harold Guevara, Communications Technician

The following labor employees are hereby nominated to fill the vacant positions.

Consistent with Personnel Manual Index Code M-1, I am recommending these nominations be approved by the Civil Service Commission.



Tim Douglass
President AFSCME Local 127

2-26-2024

Date



cc: David Dalager, Interim Personnel Department Director
Musheerah Little, JAC Chair and Director of General Services Department
Laura Colvin, JAC Secretary and Senior Personnel Analyst



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: July 5, 2024

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Revision to Personnel Manual Index Code D-3, Career Advancement (Addendum)

Attached for your review and approval is a proposed revision to Personnel Manual Index Code D-3, Career Advancement (Addendum). Proposed changes to the index code are in *bold and italics*. The proposed change is briefly outlined below.

Personnel Manual Index Code D-3, Career Advancement (Addendum)

Page 4 – Revised to incorporate the classifications of Equipment Technician I and Parking Meter Technician as career advancement opportunities for the Laborer classification per the Office of the City Treasurer's request.

Staff recommends approval of the proposed revision to Personnel Manual Index Code D-3, Career Advancement (Addendum).

A handwritten signature in blue ink that reads "David Dalager".

David Dalager
Personnel Director

DD:CD:es

- Attachments: 1. Request from the Office of the City Treasurer to Revise Addendum to Personnel Manual Index D-3, Career Advancement
2. Personnel Manual Index Code D-3, Career Advancement (Addendum)


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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: April 25, 2024

TO: Civil Service Commission
via David Dalager, Interim Director, Personnel Department 

FROM: Elizabeth Correia, City Treasurer 

SUBJECT: Revise Addendum to Personnel Manual, Index Code D-3, Career Advancement

The Office of the City Treasurer requests the Civil Service Commission to consider revising the Addendum to Personnel Manual, Index Code D-3, Career Advancement. The proposed revision adds to the following career advancement classification:

Entry-Level Classification	Promotional Opportunity
Laborer (1579)	Parking Meter Technician (1641)

Currently, only the classification that may career advance to Parking Meter Technician (PMT) is the Equipment Technician I (ETI) classification. The ETI classification includes minimum requirements that limit the number of candidates that may directly qualify. These requirements have resulted in a limited number of candidates available to underfill the PMT. The revision will assist the Department in facilitating recruitment for the PMT classification by enhancing the career path through the addition of the Laborer classification.

The request also aligns with the Commission's policy in creating opportunities for applicants that lack specific career experience to enter City service. The requested revision would provide entry-level candidates the ability to gain the training and experience needed to career advance first to the ETI, then to PMT.

I respectfully request this revision to the Addendum to Personnel Manual, Index Code D-3. Thank you for your consideration.

cc: Matthew Vespi, Chief Financial Officer
Julie Rasco, Director, Human Resources Department
Anne Lamén Aban, Assistant Director, Personnel Department
Jonathan Carey, Deputy Director Revenue Collections

**PERSONNEL REGULATIONS
City of San Diego**

July 11, 2024
July 1, 2024

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ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
*Public Service Career Trainee	Occupational Target Class
<u>Building Inspection</u>	
Combination Inspector I	Combination Inspector II
Electrical Inspector I	Electrical Inspector II
Housing Inspector I	Housing Inspector II
Life Safety Inspector I	Life Safety Inspector II
Mechanical Inspector I	Mechanical Inspector II
Structural Inspector I	Structural Inspector II
<u>Chemists</u>	
Assistant Laboratory Technician	Laboratory Technician
Environmental Biologist I	Environmental Biologist II
Environmental Health Inspector I	Environmental Health Inspector II
Environmental Scientist I	Environmental Scientist II
Hazardous Materials/Pretreatment Trainee	Hazardous Materials Inspector I Hazardous Materials Inspector II
Hazardous Materials/Pretreatment Trainee	Storm Water Inspector I Storm Water Inspector II
Hazardous Materials/Pretreatment Trainee	Wastewater Pretreatment Inspector I Wastewater Pretreatment Inspector II
Storm Water Environmental Specialist I	Storm Water Environmental Specialist II
<u>Clerical</u>	
Account Clerk	Account Audit Clerk Payroll Audit Specialist I Payroll Audit Specialist II
Auto Messenger I	Auto Messenger II
Clerical Assistant I	Clerical Assistant II Account Clerk Account Audit Clerk Payroll Specialist I Payroll Specialist II
Clerical Assistant I	Clerical Assistant II Benefits Representative II Retirement Assistant

**The class of Public Service Career Trainee may be used in any occupational group and advanced to the appropriate target class under the Career Advancement Program.*

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ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

ENTRY-LEVEL CLASSIFICATION	PROMOTIONAL OPPORTUNITY
Clerical Assistant I	Clerical Assistant II Account Clerk Payroll Specialist I Payroll Specialist II
Clerical Assistant I	Benefits Representative I Benefits Representative II
Clerical Assistant I	Benefits Representative I Benefits Representative II Retirement Assistant
Clerical Assistant I	Clerical Assistant II Cashier
Clerical Assistant I	Clerical Assistant II Claims Clerk
Clerical Assistant I	Clerical Assistant II Contracts Processing Clerk
Clerical Assistant I	Clerical Assistant II Court Support Clerk I Court Support Clerk II Legal Secretary I Legal Secretary II
Clerical Assistant I	Clerical Assistant II Public Information Clerk Customer Services Representative
Clerical Assistant I	Clerical Assistant II Deputy City Clerk I
Clerical Assistant I	Clerical Assistant II Public Information Clerk Retirement Assistant
Clerical Assistant I	Clerical Assistant II Public Information Clerk Test Administration Specialist
Clerical Assistant I	Clerical Assistant II Office Support Specialist Test Administration Specialist
Clerical Assistant I	Clerical Assistant II Office Support Specialist Legal Secretary I Legal Secretary II
Clerical Assistant I	Micrographics Clerk

**PERSONNEL REGULATIONS
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July 1, 2024

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ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
Clerical Assistant I	Clerical Assistant II Account Clerk Payroll Specialist I Payroll Specialist II Payroll Audit Specialist I Payroll Audit Specialist II
Clerical Assistant I	Clerical Assistant II Payroll Specialist I Payroll Specialist II
Clerical Assistant I	Clerical Assistant II Police Records Clerk
Clerical Assistant I	Clerical Assistant II Public Information Specialist
Clerical Assistant I	Clerical Assistant II Vehicle and Fuel Clerk
Clerical Assistant I	Clerical Assistant II Office Support Specialist
Clerical Assistant I	Test Monitor II
Legislative Recorder I	Legislative Recorder II
Library Assistant I	Clerical Assistant I Clerical Assistant II Library Assistant II
Office Support Specialist	Executive Assistant
Office Support Specialist	Payroll Specialist I Payroll Specialist II Payroll Audit Specialist I Payroll Audit Specialist II
Senior Clerk/Typist	Executive Assistant
Test Monitor I	Test Monitor II Test Administration Specialist
<u>Communications</u>	
Dispatcher I	Dispatcher II
Dispatcher I	Dispatcher II Fire Dispatcher
Dispatcher I	Police 911 Dispatcher
Dispatcher I	Public Works Dispatcher
Police 911 Dispatcher	Police Dispatcher

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ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
<u>Construction And Maintenance</u>	
Laborer	Field Representative
Laborer	Equipment Technician I Parking Meter Technician
Laborer	Plant Technician I
Laborer	Senior Backflow and Cross Connection Specialist
Laborer	Utility Worker I
Laborer	Water Systems Technician I Water Systems Technician II Water Systems Technician III
Water Systems Technician I	Water Systems Technician II Water Systems Technician III
Water Utility Worker	Water Systems Technician II Water Systems Technician III
Utility Worker I	Water Systems Technician II Water Systems Technician III
Utility Worker I	Building Service Technician
<u>Custodial</u>	
Custodian I	Custodian II
<u>Data Processing</u>	
Clerical Assistant I	Police Records Data Specialist
Programmer Analyst I	Programmer Analyst II Programmer Analyst III
<u>Engineering</u>	
Drafting Aide	Senior Drafting Aide
Engineering Trainee	Junior Engineering Aide Senior Corrosion Engineering Aide
Engineering Trainee	Senior Drafting Aide
Engineering Trainee	Junior Engineering Aide Senior Engineering Aide
Engineering Trainee	Hydrography Aide
Engineering Trainee	Junior Engineering Aide Plan Review Specialist I Plan Review Specialist II Plan Review Specialist III
Engineering Trainee	Senior Backflow and Cross Connection Specialist

**PERSONNEL REGULATIONS
City of San Diego**

July 11, 2024
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ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
Engineering Trainee	Junior Engineering Aide Senior Survey Aide
Junior Engineer - Civil	Assistant Engineer - Civil
Junior Engineer - Civil	Assistant Engineer - Traffic
Junior Engineer - Civil	Structural Engineering Assistant Structural Engineering Associate
Junior Engineer - Electrical	Assistant Engineer - Corrosion
Junior Engineer - Electrical	Assistant Engineer - Electrical
Junior Engineer - Fire Protection	Assistant Engineer - Fire Protection
Junior Engineer - Mechanical	Assistant Engineer - Mechanical Associate Engineer - Mechanical
Development Services Permit Technician	Plan Review Specialist I Plan Review Specialist II Plan Review Specialist III
Zoning Investigator I	Plan Review Specialist III
<u>Equipment Maintenance</u>	
Motive Service Trainee	Motive Service Technician
Equipment Technician I	Parking Meter Technician
Equipment Technician I	Plant Technician I
Equipment Technician I	Aquatics Technician I
Pump Station Operator Trainee	Pump Station Operator
Water Distribution Operator Trainee	Assistant Water Distribution Operator Water Distribution Operator
<u>Equipment Operation</u>	
Sanitation Driver Trainee	Sanitation Driver I Sanitation Driver II
<u>Field Contact</u>	
City Attorney Investigator Trainee	City Attorney Investigator I City Attorney Investigator II
Claims Aide	Claims Representative I Claims Representative II
Code Compliance Officer	Police Code Compliance Officer
Code Compliance Officer	Wildfire Mitigation Specialist
Collections Investigator Trainee	Collections Investigator I
Field Representative	Senior Backflow and Cross Connection Specialist
Liability Claims Aide	Liability Claims Representative I Liability Claims Representative II
Safety Representative I	Safety Representative II
Security Representative I	Security Representative II

**PERSONNEL REGULATIONS
City of San Diego**

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ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
Workers' Compensation Claims Aide	Workers' Compensation Claims Representative I Workers' Compensation Claims Representative II
<u>Fire</u>	
Fire Prevention Inspector I	Fire Prevention Inspector II
Fire Recruit	Fire Fighter I Fire Fighter II
<u>Library</u>	
Librarian I	Librarian II
<u>Management, Fiscal & Staff</u>	
Accountant I	Finance Analyst II
Accountant Trainee	Accountant I Accountant II
Accountant Trainee	Finance Analyst I Finance Analyst II
Administrative Aide I	Administrative Aide II
Administrative Aide II	Arts Management Assistant Arts Management Associate
Administrative Aide II	Assistant Department Human Resources Analyst Associate Department Human Resources Analyst
Administrative Aide II	Assistant Dispute Resolution Officer Dispute Resolution Officer
Administrative Aide II	Assistant Management Analyst Associate Management Analyst
Administrative Aide II	Assistant Personnel Analyst Associate Personnel Analyst
Administrative Aide II	Assistant Trainer Trainer
Administrative Aide II	Employee Assistance Counselor
Administrative Aide II	Employee Benefits Specialist II
Administrative Aide II	Finance Analyst I Finance Analyst II
Administrative Aide II	Insurance Analyst I Insurance Analyst II
Administrative Aide II	Literacy Analyst
Administrative Aide II	Organization Effectiveness Specialist II
Administrative Aide II	Records Management Analyst

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~~July 1, 2024~~

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ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
Administrative Aide II	Recycling Specialist I Recycling Specialist II
Buyer's Aide I	Buyer's Aide II
Business Systems Aide	Business Systems Analyst I Business Systems Analyst II
Compliance Officer Trainee	Assistant Compliance Officer Associate Compliance Officer
Geographic Information Systems Technician	Geographic Information Systems Analyst I Geographic Information Systems Analyst II
Information Systems Analyst I	Business Systems Analyst I Business Systems Analyst II
Information Systems Technician	Information Systems Analyst I Information Systems Analyst II
Junior Property Agent	Assistant Property Agent Associate Property Agent
Management Trainee	Arts Management Assistant Arts Management Associate
Management Trainee	Assistant Department Human Resources Analyst Associate Department Human Resources Analyst
Management Trainee	Associate Emergency Services Coordinator
Management Trainee	Assistant Dispute Resolution Officer Dispute Resolution Officer
Management Trainee	Assistant Economist Associate Economist
Management Trainee	Assistant Management Analyst Associate Management Analyst
Management Trainee	Assistant Personnel Analyst Associate Personnel Analyst
Management Trainee	Assistant Property Agent Associate Property Agent
Management Trainee	Assistant Trainer Trainer
Management Trainee	Business Systems Analyst I Business Systems Analyst II
Management Trainee	Community Development Specialist I Community Development Specialist II
Management Trainee	Employee Assistance Counselor
Management Trainee	Employee Benefits Specialist I Employee Benefits Specialist II
Management Trainee	Finance Analyst I Finance Analyst II

**PERSONNEL REGULATIONS
City of San Diego**

July 11, 2024
July 1, 2024

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PERSONNEL MANUAL

Examinations

ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
Management Trainee	Geographic Information Systems Analyst I Geographic Information Systems Analyst II
Management Trainee	Information Systems Analyst I Information Systems Analyst II
Management Trainee	Insurance Analyst I Insurance Analyst II
Management Trainee	Literacy Analyst
Management Trainee	Organization Effectiveness Specialist I Organization Effectiveness Specialist II
Management Trainee	Records Management Analyst
Management Trainee	Recycling Specialist I Recycling Specialist II
Management Trainee	Public Information Officer
Personnel Assistant I	Personnel Assistant II
Personnel Assistant II	Assistant Personnel Analyst Associate Personnel Analyst
Procurement Contracting Trainee	Assistant Procurement Contracting Officer Associate Procurement Contracting Officer
Retirement Financial Specialist Trainee	Retirement Financial Specialist I Retirement Financial Specialist II
<u>Marine Safety</u>	
Lifeguard II	Lifeguard III
<u>Park Maintenance</u>	
Grounds Maintenance Worker I	Golf Course Greenskeeper
Grounds Maintenance Worker I	Grounds Maintenance Worker II
Grounds Maintenance Worker II	Nursery Gardener
<u>Planning</u>	
Junior Planner	Assistant Planner Associate Planner
Planning Technician I	Planning Technician II Planning Technician III
Zoning Investigator I	Zoning Investigator II
<u>Plant Operation</u>	
Plant Operator Trainee	Assistant Wastewater Plant Operator Wastewater Plant Operator
Plant Operator Trainee	Assistant Water Plant Operator Water Plant Operator

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PERSONNEL MANUAL

Examinations

ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3

CAREER ADVANCEMENT

<u>ENTRY-LEVEL CLASSIFICATION</u>	<u>PROMOTIONAL OPPORTUNITY</u>
Plant Operator Trainee	Pure Water Plant Operator
<u>Police</u>	
Latent Print Examiner Aide	Latent Print Examiner I Latent Print Examiner II
Clerical Assistant I	Clerical Assistant II Cal I.D. Technician
Crime Scene Specialist I	Crime Scene Specialist II
Document Examiner I	Document Examiner II Document Examiner III
Polygrapher I	Polygrapher II Polygrapher III
Criminalist I	Criminalist II
Police Investigative Service Officer I	Police Investigative Service Officer II
Police Recruit	Police Officer I
Police Officer I	Police Officer II
Police Service Officer I	Police Service Officer II
<u>Printing</u>	
Publishing Specialist I	Publishing Specialist II
<u>Recreation</u>	
Park Ranger Aide	Park Ranger
Pool Guard I	Pool Guard II
Recreation Aide	Golf Operations Assistant
Recreation Aide	Recreation Leader I
Recreation Center Director II	Recreation Center Director III
Recreation Leader I	Recreation Leader II
Water Safety Instructor	Pool Guard II
<u>Skilled Trades</u>	
Electrician	Plant Process Control Electrician
Electrician	Street Lighting Electrician
Instrumentation and Control Technician Trainee	Electronics Technician Instrumentation and Control Technician
Traffic Signal Technician I	Traffic Signal Technician II
<u>Storekeeping</u>	
Stock Clerk	Police Property and Evidence Specialist



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: July 5, 2024
TO: Civil Service Commission
FROM: David Dalager, Personnel Director
SUBJECT: Request from President Gover for a Presentation on the Key Functions and Responsibilities of the Personnel Department

This is an information item only. Staff will provide an overview of the Personnel Department.

A handwritten signature in blue ink that reads "David Dalager".

David Dalager
Personnel Director

DD:SO:es

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: July 5, 2024
TO: Civil Service Commission
FROM: David Dalager, Personnel Director
SUBJECT: Request from Commissioner Moore for a Report from the Personnel Director

This is an information item only. Staff will report on current and future plans for improvement of personnel processes.

A handwritten signature in blue ink that reads "David Dalager".

David Dalager
Personnel Director

DD:SO:es

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THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: July 5, 2024

TO: Civil Service Commission

FROM: David Dalager, Personnel Director

SUBJECT: Request from Commissioner Moore Inviting the Chief Operating Officer, or their Designee, to Address the Civil Service Commission

This is an information item only. Chief Financial Officer Matthew Vespi will report on the priority needs of the served departments.

A handwritten signature in blue ink that reads "David Dalager".

David Dalager
Personnel Director

DD:SO:es

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