

Erik Fallis, President
Susana Gonzalez Edmond, Vice President



Phyllis O. Arias, Commissioner
Joel Garnica, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND MINUTES

CIVIL SERVICE COMMISSION

REGULAR MEETING

President Fallis called the meeting to order at 9:09 a.m.

FLAG SALUTE

Deputy Fire Chief Donald Anderson, representing the Fire Department, led the flag salute.

ROLL CALL

Commissioners Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Present:

Commissioners Joel Garnica

Absent:

- 1. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS REGARDING THE AGENDA.**

There were no comments from the public.

After Ms. Pizarro Winting took roll call, Chief Anderson introduced himself to the Commission and the Commission welcomed and congratulated him on his new position.

2. [23-154CS](#) **Recommendation to approve minutes:**
Regular Meeting of May 10, 2023

A motion was made by Commissioner Arias, seconded by Vice President Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

CONSENT CALENDAR (3 - 6):

Commissioner Arias requested to pull item 3 and Ms. Pizarro Winting requested to pull item 6.

Passed the Consent Calendar

A motion was made by Commissioner Arias, seconded by Vice President Gonzalez Edmond, to approve consent calendar items 4 & 5, except 3 & 6. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

3. [23-155CS](#)

Recommendation to approve examination results:

Ambulance Operator Test #02
Emergency Medical Educator Test #04
Garage Service Attendant I-III Test #02
General Librarian
Geographic Information Systems Analyst I-III Test #01
Hazardous Waste Coordinator Test #01
Marina Agent I-III
Parking Control Checker I-II Test #01
Parking Meter Technician I-II Test #03
Police Recruit Test #25
Public Health Nurse I-III Test #01
Public Safety Dispatcher I-IV - Lateral Test #15
Public Safety Dispatcher I-IV - Post Waiver Test #30
Registered Nurse I-II Test #02
Special Services Officer I-IV Test #71

Discussion began between the Commission and staff regarding the Parking Meter Technician Exam and the minimum qualifications for the role. Further discussion continued about the challenges of recruiting for the role and working with local colleges, workforce development, and the department to assist with the recruiting.

A motion was made by Vice President Gonzalez Edmond, seconded by Commissioner Arias, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

4. [23-168CS](#)

Recommendation to receive and file retirement(s):

Eduardo Reinhold, Police Officer, Police Department, (28 yrs., 6 mos.)

A motion was made to approve recommendation on the Consent Calendar.

5. [23-156CS](#)

Recommendation to receive and file resignation(s):

Sergio Diaz, Police Officer, Police Department, (8 mos., 8 days)

Esperanza Perez, School Guard, Public Works, (18 days)

Cynthia De La Torre, Planner IV, Development Services, (4 yrs., 6 mos.)

Tammie Washington, Customer Service Representative III, Energy Resources, (2 days)

Andreina Alvarez, Customer Service Representative II, Public Works, (3 mo., 21 days)

Angelica Malbog, Civil Engineering Associate, Public Works, (5 yrs., 3 mos.)

A motion was made to approve recommendation on the Consent Calendar.

6. [23-157CS](#)

Recommendation to Approve Extension of Expiring Eligible Lists (6 months)

Staff report prepared by Christina Pizarro Winting, Executive Director

AIRPORT OPERATIONS ASSISTANT I-II (EF2AN-21)
(6/9/2021) **Extend 2 months***

AIRPORT OPERATIONS SPECIALIST I-II (G46AN-21)
(3/2/2021) **Extend 2 months***

ASSISTANT ADMINISTRATIVE ANALYST I-II (E03AN-22)
(6/22/2022) **Extend 1 month***

BUILDING MAINTENANCE ENGINEER (I09NN-23) TEST #01
(12/14/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (CLOUD
ENGINEER) (H67AN-22) TEST #01 (12/15/2021)

CAPITAL PROJECTS COORDINATOR I-IV (EC6AN-23) TEST
#02 (12/14/2022)

CARPENTER (I11NN-22) (10/27/2021) **Extend 1 month***

CIVIL ENGINEERING ASSISTANT (K12NN-21A) (6/9/2021)
CIVIL ENGINEERING ASSOCIATE (K13NN-23) TEST #02
(12/7/2022)

COMBINATION BUILDING INSPECTOR (K87NN-23) TEST
#04 (12/7/2022)

CONSTRUCTION INSPECTOR I-II (K14AN-21)(8/18/2021)
Extend 1 month*

ELECTRICAL ENGINEER (K89NN-21) TEST #03 (6/23/2021)

ELECTRICIAN (I15NN-23) TEST #02 (12/7/2022)

ENVIRONMENTAL HEALTH SPECIALIST I-IV (G43AN-23)
TEST #04 (12/7/2022)

GARDENER I-II (J24AN-22B) (6/22/2022) **Extend 1 month***

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN I-II
(EF1AN-21) (12/28/2020)

GEOLOGIST I-II (K25AN-21) TEST #01 (6/23/2021)

MICROBIOLOGIST I-III (G08AN-23) TEST #05 (12/14/2022)

PLANNING AIDE (EA2NN-21) (6/9/2021) **Extend 1 month***

POLICE OFFICER - LATERAL (F23NN-21) TEST #17
(12/18/2020)

POLICE OFFICER - LATERAL (F23NN-21) TEST #21
(6/23/2021)

POLICE OFFICER - LATERAL (F23NN-22) TEST #24
(12/8/2021)
POLICE OFFICER - LATERAL (F23NN-23) TEST #29
(12/14/2022)
POLICE RECRUIT (F63NN-22) TEST #08 (6/8/2022)
POLICE RECRUIT (F63NN-23) TEST #17 (12/7/2022)
POLICE RECRUIT (F63NN-23) TEST #18 (12/14/2022)
PUBLIC HEALTH NURSE I-III (HOMELESS SERVICES)
(G19AN-23A) TEST #01
(12/7/2022)
PUBLIC HEALTH NUTRITIONIST I-III (G21AN-23) TEST #01
(12/7/2022)
PUBLIC SAFETY DISPATCHER I - IV - LATERAL
(J45AN-21C) TEST #10 (6/23/2021)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-21A) TEST #17 (12/10/2020)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-21A) TEST #18
(12/29/2020)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-21A) TEST #20 (3/17/2021)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-21A) TEST #23 (6/23/2021)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-22A) TEST #26 (12/15/2021)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-22A) TEST #29 (6/8/2022)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-22A) TEST #30
(6/22/2022)
PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
(J45AN-21B) TEST #18
(12/7/2020)
PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
(J45AN-21B) TEST #19
(12/29/2020)
PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
(J45AN-21B) TEST #23 (6/23/2021)
PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER

(J45AN-22B) TEST #24
(12/15/2021)
PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
(J45AN-22B) TEST #24 (6/8/2022)
REFUSE OPERATOR I-III (JA2AN-22) TEST #32 (6/8/2022)
SENIOR ACCOUNTANT (C32NN-22) (6/8/2022)
SENIOR LIBRARIAN (E31NN-23) TEST #01 (12/14/2022)
SPECIAL SERVICES OFFICER I-IV (F33AN-21) TEST #54
(6/23/2021)
SPECIAL SERVICES OFFICER I-IV (F33AN-22) TEST #59
(12/8/2021)
SPECIAL SERVICES OFFICER I-IV (F33AN-23) TEST #68
(12/14/2022)
SYSTEMS SUPPORT SPECIALIST I-VI (H69AN-22)
(6/22/2022)
TRAFFIC SIGNAL TECHNICIAN I-II (I66AN-22) TEST #02
(12/8/2021) **Extend 2 months***
WATER UTILITY MECHANIC I-III (M42AN-22) (4/27/2022)
Extend 2 months*
X-RAY TECHNICIAN (G30NN-22) TEST #03 (12/8/2021)

Ms. Pizarro Winting pulled Airport Operations Assistant I-II and Airport Operations Specialist I-II from the staff report recommending extension of eligible lists and confirmed that the two Airport lists would maintain their current expiration date without extension. The Commission granted the request.

A motion was made by Vice President Gonzalez Edmond, seconded by Commissioner Arias, to approve recommendation, as amended. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

REGULAR AGENDA

7. [23-159CS](#) **RECOMMENDATION TO APPROVE BULLETIN-** Plan Checker -
Fire Prevention I-II (Non-Sworn - Civilian)
Presentation by Donnell Russell Jauregui, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Russell Jauregui, who briefed the Commission on this item.

A discussion between the Commission and staff began about the requirements and desirables for this classification. After further discussion, the Commission suggested that staff review the requirements and desirables, so candidates have more clarity on the classification. Staff acknowledged the request.

A motion was made by Commissioner Arias, seconded by Vice President Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

8. [23-158CS](#) **RECOMMENDATION TO APPROVE BULLETIN-** Clerk Typist
I-IV: (Police Records Technician) or (Animal Care Clerk)
Presentation by Maria Cano, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Cano, who briefed the Commission on this item.

A motion was made by Vice President Gonzalez Edmond, seconded by President Fallis, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

9. [23-160CS](#) **RECOMMENDATION TO APPROVE BULLETIN-** Police Officer
(Academy Graduate)
Presentation by Maria Cano, Personnel Analyst

Ms. Pizarro Winting shared with the Commission that the next two bulletins were created as a result of a collaboration with the Police Department to recruit a broader group of candidates. She then introduced Ms. Cano, who briefed the Commission on this item.

A discussion between the Commission and staff occurred regarding the requirements and recruiting for this classification.

A motion was made by Vice President Gonzalez Edmond, seconded by Commissioner Arias, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

10. [23-161CS](#) **RECOMMENDATION TO APPROVE BULLETIN-** Police Recruit
(Academy Enrolled)
Presentation by Maria Cano, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Cano, who briefed the Commission on this item.

A discussion between the Commission and staff occurred about proof of requirements and the Commission suggested that the wording on the requirements be stronger for applicants. Staff acknowledged the request.

Vice President Gonzalez Edmond inquired about a presentation on how the academy is doing on recruitment, and Ms. Pizarro Winting mentioned that Ms. Slaten is working with the Police Department Recruitment Committee on new recruitment efforts and will present their efforts at a later date.

A motion was made by Commissioner Arias, seconded by Vice President Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

11. [23-162CS](#)

RECOMMENDATION TO APPROVE BULLETIN- Port Risk
Assistant I-II
Presentation by Maria Cano, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Cano, who briefed the Commission on this item.

Commissioner Arias mentioned that the bulletin was listed for multiple departments, but Ms. Cano explained that it was only for the Harbor department and the bulletin will reflect that as well.

A motion was made by Vice President Gonzalez Edmond, seconded by Commissioner Arias, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

12. [23-163CS](#)

**HOMELESSNESS EMERGENCY RELATED:
RECOMMENDATION TO EXTEND NON-CAREER HOURS -**
Ericka Monleon, Public Health Associate-NC
*Communication from Sandra Kennedy, Administrative Officer,
Health and Human Services
Staff report prepared by Sharon Hamilton, Assistant
Administrative Analyst*

Ms. Pizarro Winting introduced Mr. Sinkler, who briefed the Commission on this item.

The Commission wanted to reiterate that the department needs to bring these requests to the Commission prior to the hours expiring, and staff mentioned that the department is working on a better approach to these requests.

A motion was made by Commissioner Arias, seconded by Vice President Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

13. [23-164CS](#)

HOMELESSNESS EMERGENCY RELATED:

RECOMMENDATION TO EXTEND NON-CAREER HOURS -

Estefany Verela Lopez, Public Health Associate-NC
*Communication from Sandra Kennedy, Administrative Officer,
Health and Human Services
Staff report prepared by Sharon Hamilton, Assistant
Administrative Analyst*

Ms. Pizarro Winting introduced Mr. Sinkler, who briefed the Commission on this item.

A motion was made by Commissioner Arias, seconded by Vice President Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

14. [23-165CS](#)

RECOMMENDATION FOR EXTENSION OF PROBATIONARY

PERIOD - Claudia Clay, Housing Specialist I

*Communication from Sandra Kennedy, Administrative Officer,
Health and Human Services
Staff report prepared by Levi Sinkler, Personnel Analyst*

Ms. Pizarro Winting introduced Mr. Sinkler, who briefed the Commission on this item.

The Commission and staff engaged in a brief discussion about the timeline of the probationary period. Commission also asked that a table be used to display hours, similar to the table used in the non-career staff report.

A motion was made by Vice President Gonzalez Edmond, seconded by Commissioner Arias, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Phyllis O. Arias, Susana Gonzalez Edmond and Erik Fallis

Absent: 1 - Joen Garnica

15. [23-166CS](#)

**REQUEST TO PARTICIPATE IN ADMINISTRATIVE ANALYST
EXAMINATION PROCESS - JAMIE KISTNER**

Communication from Jamie Kistner

Staff report prepared by Beverly Bartlow, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Bartlow, who briefed the Commission on Ms. Kistner's request.

The Commission invited Ms. Kistner to address the Commission regarding her request. After discussion between the Commission, staff, and Ms. Kistner, the Commission voted to deny staff's recommendation and allow Ms. Kistner to participate in the Administrative Analyst examination process.

A motion was made by Vice President Gonzalez Edmond, seconded by President Fallis, to deny staff's recommendation and allow Ms. Kistner to participate in the Administrative Analyst examination process.

A motion was made by Vice President Gonzalez Edmond, seconded by President Fallis, to deny staff's recommendation and allow Ms. Kistner to participate in the Administrative Analyst examination process. The motion carried by the following vote:

Yes: 2 - Susana Gonzalez Edmond and Erik Fallis

No: 1 - Phyllis O. Arias

Absent: 1 - Joen Garnica

16. [23-167CS](#)

**PRESENTATION ON THE CIVIL SERVICE SKILL BUILDING
INSTITUTE**

Presentation by Christina Pizarro Winting, Executive Director

Ms. Pizarro Winting shared a presentation on the Civil Service Skill Building Institute and all the work staff has done to create curriculum and provide the trainings as well as the additional trainings that will be provided in the future.

17. STANDING COMMITTEES

Recruitment and Selection Committee

Vice President Gonzalez Edmond mentioned that staff is working on scheduling the next meeting.

18. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division – Crystal Slaten

B. Employment Services Division – Caprice McDonald

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten greeted the Commission and provided an update on the work being done by her and her colleagues regarding the Homelessness Emergency Response, as well as the recruitment and outreach efforts being performed by her division.

B. Employment Services Division - Caprice McDonald

Ms. McDonald had nothing to report at this time.

19. UNFINISHED BUSINESS

Vice President Gonzalez Edmond inquired about the onboarding of new Commissioners, and staff explained that they are in the process of onboarding and staff will provide an update as soon as there are new details to share.

20. NEW BUSINESS

No new business to discuss.

21. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION’S JURISDICTION.

There were no comments from the public.

ADJOURNMENT

President Fallis adjourned the meeting at 10:56 a.m.

I, Julia Smay, Executive Assistant, certify that the agenda was posted not less than 72 hours prior to the meeting.

NO HEARING

NOTE:

If written language translation of the Commission agenda and minutes for non-English speaking persons is desired, please make your request by phone to the Office of the City Clerk at (562) 570-6101, 72 business hours prior to the Commission meeting.

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