

Joel Garnica, President
Erik Fallis, Vice President



Phyllis O. Arias, Commissioner
Susana Gonzalez Edmond, Commissioner

Christina Pizarro Winting, Executive Director

FINAL AGENDA AND DRAFT MINUTES

REGULAR MEETING

President Garnica called the meeting to order at 9:17 a.m.

FLAG SALUTE

Sergeant Eduardo Reyes, representing the Police Department, led the flag salute.

ROLL CALL

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

Present: Garnica

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

- 2. 23-070CS** **Recommendation to approve minutes:**
Regular Meeting of February 15, 2023

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joel Garnica

CONSENT CALENDAR (3 - 8):

Passed the Consent Calendar

A motion was made by Vice President Fallis, seconded by Commissioner Arias, to approve Consent Calendar Items 3 through 8. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

3. 23-071CS Recommendation to approve examination results:

Civil Engineering Associate Test #03
Fire Captain (Promotional)
Payroll/Personnel Assistant I-III Test #01
Police Recruit Test #21
Public Health Nutritionist I-III Test #04
Public Safety Dispatcher I-IV - NTN EXAM Test #41
Refuse Operator I-III Test #37
Senior Traffic Engineer Test #02
Special Services Officer I-IV Test #70
Water Utility Supervisor I-II (Promotional)

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

4. 23-072CS Recommendation to receive and file retirement(s):

Ramona Cardenas, Maintenance Assistant I, Police Department, (15 yrs., 14 days)

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

5. 23-073CS

Recommendation to receive and file resignation(s):

Justin Arias, Equipment Mechanic I, Water Department, (8 yrs., 3 mos.)

Randy Machuca, Water Utility Mechanic II, Water Department, (4 yrs., 4 mos.)

Heather Vega, Assistant Administrative Analyst II, Development Services, (13 yrs., 8 mos.)

Phillip Alcantara, Ambulance Operator, Fire Department, (1 yr., 10 mos.)

Joseph Kim, Ambulance Operator, Fire Department, (7 mos., 7 days)

Nathan Albert, Special Svcs Officer III-Armed, Police Department, (8 yrs., 9 mos.)

Roger Montell, Police Officer, Police Department, (21 yrs., 4 mos.)

Javan Settles, Firefighter, Fire Department, (10 yrs., 6 mos.)

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

6. 23-074CS

Recommendation to approve schedule for hearing(s):

Dismissal Appeal 10-D-2122, Suggested Dates: March 8 & 15, 2023

Dismissal Appeal 04-D-2122, Suggested Dates: March 22, 29 & April 5, 2023

Dismissal Appeal 06-D-2122, Suggested Dates: April 19 & 26, 2023

Suspension Appeal 03-S-2122, Suggested Dates: May 3 & 10, 2023

Dismissal Appeal 11-D-2122, Suggested Dates: May 17, 24, & 31, 2023

Dismissal Appeal 12-D-2122, Suggested Dates: July 5 & 12, 2023

Dismissal Appeal 01-D-2223, Suggested Dates: September 13 & 20, 2023

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

7. 23-075CS

Recommendation to approve reschedule for hearing(s):

Reduction Appeal 07-R-1920, Suggested Dates: August 2 & 9, 2023

Suspension Appeal 09-S-1920, Suggested Dates: August 2 & 9, 2023

Suspension Appeal 11-S-1920, Suggested Dates: August 2 & 9, 2023

Dismissal Appeal 05-S-1718, Suggested Dates: August 16 & 23, 2023

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

8. 23-076CS **Recommendation to Approve Extension of Expiring Eligible Lists (6 months)**

Staff report prepared by Christina Pizarro Winting, Executive Director

- ACCOUNTING TECHNICIAN (C50NN-22) 3/16/2022
- AIRPORT OPERATIONS SPECIALIST I-II (G46AN-21) 3/2/2021 - **2 months***
- AMBULANCE OPERATOR (F63N1-22) 3/30/2022 - **2 months***
- ANIMAL HEALTH TECHNICIAN (REGISTERED VETERINARY TECHNICIAN) (J79NN-22) TEST #01 9/14/2022
- BUSINESS SYSTEMS SPECIALIST I-VII (DIGITAL SERVICES SPECIALIST) (H67AN-22A) TEST #01 3/16/2022
- BUSINESS SYSTEMS SPECIALIST I-VII (DIGITAL SERVICES SPECIALIST) (H67AN-22A) TEST #02 3/30/2022
- BUSINESS SYSTEMS SPECIALIST I-VII (ERP FINANCIAL SYSTEMS SUPERVISOR) (H67AN-22B) TEST #01 3/30/2022

- BUSINESS SYSTEMS SPECIALIST I-VII (GIS ANALYST) (H67AN-22G) TEST #01 3/16/2022
- BUSINESS SYSTEMS SPECIALIST I-VII (GIS ANALYST) (H67AN-22G) TEST #02 3/30/2022
- BUSINESS SYSTEMS SPECIALIST I-VII (GIS PROGRAM MANAGER) (H67AN-22H) TEST #01 3/30/2022
- BUSINESS SYSTEMS SPECIALIST I-VII (PERMITTING SYSTEMS ADMINISTRATOR) (H67AN-22F) TEST #01 3/30/2022
- BUSINESS SYSTEMS SPECIALIST I-VII (PERMITTING SYSTEMS ANALYST) (H67AN-22E) TEST #01 3/30/2022
- BUSINESS SYSTEMS SPECIALIST I-VII (SOFTWARE DEVELOPER) (H67AN-22D) TEST #01 3/16/2022
- BUSINESS SYSTEMS SPECIALIST I-VII (SOFTWARE DEVELOPER) (H67AN-22D) TEST #02 3/30/2022
- BUSINESS SYSTEMS SPECIALIST I-VII (WEB SOLUTIONS ENGINEER) (H67AN-22C) TEST #01 3/16/2022
- BUSINESS SYSTEMS SPECIALIST I-VII (WEB SOLUTIONS ENGINEER) (H67AN-22C) TEST #02 3/30/2022
- CHIEF CONSTRUCTION INSPECTOR (K08NN-21) 3/17/2021
- CIVIL ENGINEER (K11NN-22) TEST #28 3/16/2022

COMBINATION BUILDING INSPECTOR (K87NN-22) TEST #01 9/14/2022
 ELECTRICAL AND INSTRUMENTATION TECHNICIAN I-II (MG6AN-21) TEST #01 6/9/2021 - **2 months***
 ELECTRICAL AND INSTRUMENTATION TECHNICIAN I-II (MG6AN-21) TEST #02 9/15/2021 - **2 months***
 ELECTRICAL AND INSTRUMENTATION TECHNICIAN I-II (MG6AN-22) TEST #04 3/30/2022
 ELECTRICAL ENGINEER (K89NN-21) TEST #01 3/31/2021
 ENVIRONMENTAL HEALTH SPECIALIST I-IV (G43AN-22) TEST #02 9/28/2022
 GAS FIELD SERVICE REPRESENTATIVE I-III (L07AN-22) 3/30/2022
 GENERAL MAINTENANCE ASSISTANT (123NN-22) 3/16/2022
 HARBOR PATROL OFFICER I-III (NM4AN-21) TEST #03 9/15/2021
 HAZARDOUS MATERIALS SPECIALIST I-II (G42AN-20) TEST #01 9/10/2020
 HAZARDOUS MATERIALS SPECIALIST I-II (G42AN-20) TEST #02 9/23/2020
 LABORATORY ANALYST I-III (M13AN-21) 9/15/2021
 MICROBIOLOGIST I-III (G08AN-22) TEST #01 3/16/2022
 OFFICE SYSTEMS ANALYST I-IV (CYBERSECURITY ENGINEER) (ND4AN-22A) TEST #01 3/30/2022
 OFFICE SYSTEMS ANALYST I-IV (GIS APPLICATIONS ANALYST) (ND4AN-22B) TEST #01 3/30/2022
 POLICE OFFICER - LATERAL (F23NN-20) TEST #15 9/2/2020

 POLICE OFFICER - LATERAL (F23NN-21) TEST #22 9/29/2021
 POLICE OFFICER - LATERAL (F23NN-22) TEST #27 3/30/2022
 POLICE RECRUIT (F63NN-22) TEST #05 3/2/2022
 POLICE RECRUIT (F63NN-22) TEST #06 3/30/2022
 POLICE RECRUIT (F63NN-22) TEST #13 9/14/2022
 POLICE RECRUIT (F63NN-22) TEST #14 9/28/2022
 PORT PLANNER I-V (N55AN-20) TEST #01 9/3/2020
 PUBLIC HEALTH NURSE I-III (G19AN-22) TEST #04

9/28/2022
 PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
 (J45AN-20A) TEST #15 9/23/2020
 PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
 (J45AN-21A) TEST #25 9/15/2021
 PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
 (J45AN-22A) TEST #34 9/28/2022
 PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
 (J45AN-20B) TEST #16 9/4/2020
 PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
 (J45AN-21B) TEST #21 3/17/2021
 REFUSE OPERATOR I-III (JA2AN-21) TEST #30 9/29/2021- 2
months*
 REFUSE OPERATOR I-III (JA2AN-22) TEST #35 9/14/2022
 SCHOOL GUARD (F31N1-21) TEST #10 9/15/2021 - 3
months*
 SCHOOL GUARD (F31N1-22) TEST #11 10/27/2021 - 3
months*
 SENIOR EQUIPMENT OPERATOR - CRANE (J75NN-22)
 TEST #01 9/28/2022
 SPECIAL SERVICES OFFICER I-IV (F33AN-21) TEST #51
 3/17/2021
 SPECIAL SERVICES OFFICER I-IV (F33AN-21) TEST #56
 9/15/2021
 SPECIAL SERVICES OFFICER I-IV (F33AN-21) TEST #57
 9/29/2021
 SPECIAL SERVICES OFFICER I-IV (F33AN-22) TEST #62
 3/30/2022
 SPECIAL SERVICES OFFICER I-IV (F33AN-22) TEST #66
 9/14/2022
 WATER TREATMENT OPERATOR I-IV (MA1AN-22) TEST
 #01 3/16/2022
 WATER TREATMENT OPERATOR I-IV (MA1AN-22) TEST
 #02 3/30/2022

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

REGULAR AGENDA

9. 23-077CS **RECOMMENDATION TO APPROVE BULLETIN - Emergency Medical Educator**
Presentation by Tiffany James, Assistant Administrative Analyst

A discussion about the requirements to file occurred between the Commission and staff, in which it was agreed that the experience and credentials needed were too vague and would need to be concise for future applicants. It was agreed that the bulletin needs to be specific on what type of “teaching experience” is needed and that “valid community college teaching credential” be removed as this type of credential is no longer available.

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

10. 23-078CS **HOMELESSNESS EMERGENCY RESPONSE RELATED: RECOMMENDATION TO EXTEND NON-CAREER HOURS - Diego Ramirez, Recreation Leader/Specialist X-NC**
Communication from Sheryl Bender, Personnel and Training Superintendent, Parks, Recreation and Marine
Staff report prepared by Stephanie Herrera, Personnel Analyst

The department informed staff that Mr. Ramirez had accepted a permanent position with the Health and Human Services department, and an extension is no longer needed.

This CS-Agenda Item was withdrawn.

11. 23-079CS

RECOMMENDATION FOR EXTENSION OF PROBATIONARY

PERIOD - Ryan Clayson, Special Services Officer III

Communication from Elsa Ramos, Acting Personnel

Administrator, Police Department

Staff report prepared by Maria Cano, Personnel Analyst

Ms. Pizarro Winting introduced Stephanie Herrera, who briefed the Commission on this item on behalf of Ms. Cano.

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

12. 23-080CS

RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE

- Julia Cordon, Clerk Typist III

Communication from Elsa Ramos, Acting Personnel

Administrator, Police Department

Staff report prepared by Maria Cano, Personnel Analyst

Ms. Pizarro Winting introduced Stephanie Herrera, who briefed the Commission on this item on behalf of Ms. Cano.

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

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

13. STANDING COMMITTEES

- A. Executive Committee**
- B. Recruitment and Selection Committee**
- C. Special Projects Committee**

A. Executive Committee

No report at this time.

B. Recruitment and Selection Committee

Commissioner Gonzalez Edmond updated the Commission on the Labor Management Subcommittee meeting that occurred on the February 28th and stated that there will be one more meeting before bringing a report back to the full Commission

C. Special Projects Committee

No report at this time.

14. REPORTS FROM MANAGERS

- A. Recruitment and Outreach Services Division – Crystal Slaten**
- B. Executive Director – Christina Pizarro Winting**

A. Recruitment and Outreach Services Division - Crystal Slaten

Sylvana Tamura provided the division's updates on behalf of Ms. Slaten. Ms. Tamura informed the Commission of all recruitment and outreach events scheduled for the month of March.

B. Executive Director - Christina Pizarro Winting

Ms. Pizarro Winting updated the Commission on the Civil Service Skill Building Institute training classes that will be offered for City staff and provided an update on the work being completed with Human Resources regarding Community Program Specialist classification.

15. UNFINISHED BUSINESS

There was no unfinished business to discuss.

16. NEW BUSINESS

Commissioner Gonzalez Edmond acknowledged the beginning of Women’s History Month.

President Garnica requested that the Commission review the Civil Service Commission’s Committees structure, and after a discussion between the Commission and staff, the review will be done by the Special Projects Committee.

Commissioner Arias asked if the Commission could have a planning meeting so they can review the Mayor’s 100-Day Plan and the Commission’s potential work to address the City’s current homelessness emergency. Staff acknowledged the request and will work on scheduling a date for a planning meeting.

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

Caprice McDonald wanted to congratulate Tiffany James on the Emergency Medical Educator bulletin presentation.

ADJOURNMENT

President Garnica adjourned the meeting at 9:51 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.

Kung nais ang pagsasalin ng nakasulat na wika ng agenda ng Komisyon at ang minutes para sa mga taong hindi nagsasalita ng Ingles, mangyaring isagawa ang iyong hiling sa pamamagitan ng telepono sa Opisina ng Clerk ng Lungsod sa (562) 570-6101, 72 oras ng negosyo bago ang pagpupulong ng Commission.

Si desea obtener la traducción escrita en otro idioma de la agenda y actas de la comisión para personas que no hablan inglés, haga su solicitud por teléfono a la Oficina de la Secretaría Municipal al (562) 570-6101, 72 horas hábiles antes de la reunión de la comisión.

បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ និងកំណត់ហេតុឲ្យអ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅការិយាល័យស្មៀនក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹងចាប់ផ្តើមបើកកិច្ចប្រជុំគណកម្មការធម្មនុញ្ញ)។