

# AGENDA

CITY OF NATIONAL CITY  
CIVIL SERVICE COMMISSION

## REGULAR MEETING

5:30 P.M., Thursday, MARCH 10, 2016  
Civic Center, Large Conference Room, 2<sup>nd</sup> Floor  
1243 National City Blvd.  
National City, California 91950

*UPON REQUEST, THIS AGENDA CAN BE PROVIDED IN ALTERNATIVE FORMAT TO ACCOMMODATE ANY INDIVIDUAL NEEDS. PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT (619) 336-4300 OR BY E-MAIL AT [hr@nationalcityca.gov](mailto:hr@nationalcityca.gov) TO REQUEST ACCOMMODATION, INCLUDING ANY AUXILIARY AIDS OR SERVICES.*

1. **CALL TO ORDER AND ROLL CALL**
  - Chairperson Coyote
  - Vice Chairperson Puhn
  - Commissioner Courtney
  - Commissioner Garcia
  - Commissioner Sendt
2. **SALUTE TO THE FLAG**
3. **PUBLIC COMMUNICATIONS**
4. **APPROVAL OF MINUTES**
  - A. Regular Meeting of September 10, 2015
5. **REPORTS FOR FILE**
  - A. Personnel Report
  - B. Report of Vacancies
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
  - A. Commission to approve absence of Chairperson Coyote from Civil Service Regular Meeting of September 10, 2015 (per CS Bylaws Article III, Section 6)
  - B. Proposed amendment to Civil Service Rule II, Section 206A to allow for career advanceable progression from Junior Engineer-Civil to Assistant Engineer-Civil
8. **ELECTION OF OFFICERS**
9. **STAFF COMMENTS**
10. **COMMISSIONER COMMENTS**
11. **ADJOURNMENT**



DATE: March 10, 2016

TO: City of National City Civil Service Commission

FROM: Stacey Stevenson, Administrative Services Director

SUBJECT: Proposed Amendment to Civil Service Rule II, Section 206A to Allow for a Career Advanceable Progression from Junior Engineer – Civil to Assistant Engineer Civil

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On March 12, 2009, the City of National City Civil Service Commission voted unanimously to amend Civil Service Rules I, II and III, allowing for the creation of a Career Advancement program (Attachment A).

To date, the Career Advanceable program, as approved by the Civil Service Commission and affirmed by the City Council (October 6, 2009), consists solely of the three original series: Accounting, Code Conformance and Management Analyst. With this item staff requests that the Program be expanded to include the Civil Engineering series. Specifically, staff requests the inclusion of the entry level Junior Engineer – Civil as career advanceable to the journey-level Assistant Engineer – Civil under Service Rule II, Section 206A.

The City of National City Engineering & Public Works Department has expressed an interest in creating opportunities for both in-house para-professional staff and recent college graduates to enter into and advance through the City's professional civil engineering series. The most appropriate and effective method of achieving this objective is to establish a career advanceable series. In doing so, the Junior Engineer – Civil classification will act as a bridge class, providing the employment and training opportunity for para-professional engineering technicians and recent college graduates (in the field of engineering) to gain the knowledge, skills and abilities necessary to advance to the journey level. Because the Junior Engineer – Civil is an entry level classification, it is appropriate and consistent with Civil Service Rule II, Section 206 to allow individuals in said classification to career advance to the journey level Assistant Engineer – Civil after one year service and satisfactory completion of articulated critical tasks.

Recommendation: based on the above, staff recommends the inclusion of the entry level Junior Engineer – Civil as career advanceable to the journey-level Assistant Engineer – Civil under Service Rule II, Section 206A.

STACEY STEVENSON

Attachment: Memo to Civil Service Commission - Proposed Creation of Trainee Classifications and a Career Advancement Program (March 12, 2009 Agenda Items 6B, C and D)



DATE: March 2, 2009

TO: City of National City Civil Service Commission

FROM: Stacey Stevenson, Director of Human Resources

SUBJECT: Proposed Creation of Trainee Classifications (Accountant Trainee and Management Analyst Trainee) and a Career Advancement Program (March 12, 2009 Agenda Items 6B, C and D)

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Within the professional and technical categories, the current classification plan adopted by the Civil Service Commission and the City Council of the City of National City consists primarily of journey-level classifications and higher. In recent years, the City of National City has experienced difficulty recruiting qualified individuals at the journey-level. Two of the most difficult to recruit for series are Accountant and Management Analyst. The two resulting issues are: the inability of departments to fill vacancies with qualified individuals; and an inability for recent college graduates or other individuals otherwise new to the field to promote or enter employment with the City of National City. While departments have expressed a willingness to hire individuals with limited or no experience, the proper classifications do not always exist to allow for it.

Based on the above, staff proposes the creation of two entry level classifications: Accountant Trainee and Management Analyst Trainee. As outlined in the attached class specifications, both classifications limit the minimum requirement to a four year degree thus creating professional level employment opportunities within the City of National City for recent college graduates and broadening the applicant pool for City departments.

In drafting the proposed Management Analyst Trainee, it became necessary to shift upward the minimum requirements of the existing Management Analyst I, II and III in order to accommodate the proposed new class. For example, the Management Analyst I currently requires a degree and six months of experience. Staff proposes to adjust the class specification to read a degree and one year of experience in order to draw an appropriate differentiation between that class and that of the Trainee. The experience requirement increases by one year for each progressive classification in the series. Other revisions have been proposed to clarify the distinctions between the levels and to revise the driving requirement in light of American's with Disabilities (ADA) standards. The proposed revised class specifications are attached with changes highlighted.

Finally, when creating entry-level portals, it is important to adequately facilitate movement for the incumbents as knowledge, skills and abilities are acquired. As such, staff proposes the creation of a Career Advancement program that will allow such trainees to promote in

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Proposed Creation of Trainee Classifications and a Career Advancement Program (March 12, 2009 Agenda Items 6B, C and D)

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classification and compensation as they gain mastery of the journey-level functions of the series within which they serve. As described in the proposed revision to the Civil Service Rules, positions would be classified at or below the journey-level within the series. Individuals could be selected and hired at the entry level or some other level in the designated series below the classified level. Once the incumbent has the appropriate tenure and has demonstrated competence, he/or she is eligible to be moved up to the next level in the series, without competition. This process can be repeated until the individual has reached the level at which the position is properly classified.

As a pilot, staff proposes beginning with three (3) series: Accountant, Code Conformance Officer and Management Analyst. As previously stated, the City has experienced difficulty hiring at the journey level for Accountants and Management Analysts. In 2007 and 2008, to allow for internal growth opportunities, the Code Conformance Officer series was created first through the creation of Senior Code Conformance Officer, an advanced journey/lead classification in May, 2007; then through the creation of Code Conformance Officer I, an entry level classification and the retitling of Code Conformance Officer to Code Conformance Officer II, the journey-level in May, 2008. However, there is currently no prescribed career advancement plan for the series. Following is an example of how the program would work:

- A position is properly classified as a Management Analyst II (the journey-level in the Management Analyst series)
- The hiring department can request to fill the position with a candidate from any of the following lists:
  - Management Analyst Trainee
  - Management Analyst I
  - Management Analyst II
- If the position was filled at the Management Trainee level, after one year of experience and demonstrated proficiency at the Trainee level, the incumbent would be eligible to advance to the level of Management Analyst I.
- After one year of experience at the level of Management Analyst I and demonstrated proficiency at that level, the incumbent would be eligible to advance to the level of Management Analyst II.
- Because Management Analyst II is the journey-level, the incumbent's non-competitive career advancement would end there. Advancement to a properly classified Management Analyst III position would occur through a traditional competitive process.

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Recommendations

Based on the above, staff recommends the following:

A. Creation of two new classifications:

1. Accountant Trainee
2. Management Analyst Trainee

B. The revision of the existing class specifications for:

1. Management Analyst I
2. Management Analyst II
3. Management Analyst III

C. The revision of Civil Service Rules I, II and III to allow for the creation of a Career Advancement program.

STACEY STEVENSON