

# AGENDA

CITY OF NATIONAL CITY  
CIVIL SERVICE COMMISSION

## REGULAR MEETING

5:30 P.M., Thursday, MAY 12, 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 Puhn
  - Vice Chairperson Garcia
  - Commissioner Courtney
  - Commissioner Coyote
  - Commissioner Sendt
2. **SALUTE TO THE FLAG**
3. **PUBLIC COMMUNICATIONS**
4. **APPROVAL OF MINUTES**
  - A. Regular Meeting of March 10, 2016
5. **REPORTS FOR FILE**
  - A. Personnel Report
  - B. Report of Vacancies
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
  - A. Report from the Civil Service Commission to the City Council of the City of National City
8. **STAFF COMMENTS**
9. **COMMISSIONER COMMENTS**
10. **ADJOURNMENT**



DATE: May 12, 2016

TO: City of National City Civil Service Commission

FROM: Stacey Stevenson, Director of Administrative Services

SUBJECT: Report from the Civil Service Commission to the City Council of the City of National City

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## **BACKGROUND**

The Civil Service Commission (CSC) is a five member Commission:

Chairperson Fred A. Puhn  
Vice Chairperson David E. Garcia  
Commissioner Rafael S. Courtney  
Commissioner Leslie Coyote  
Commissioner William J. Sendt

As defined by City of National City Municipal Code Section 16.02.050, it is the authority of the CSC to:

- A. Determine the order of business for the conduct of its meetings and hold regular meetings once every other month, and such special meetings as are necessary on call of the chair or a majority of the members of the commission after at least twenty-four hours' written notice has been posted and served upon the members. A majority of the members of the commission shall constitute a quorum for the transaction of business. A majority of a quorum vote is necessary to act upon a matter. All meetings shall be conducted in compliance with the Ralph M. Brown Act (the "Open Meeting Law," California Government Code Section 549850 et seq.)
- B. Act in an advisory capacity to the city council and the director of human resources on personnel matters in the city service, and when requested by the city council or the director of human resources, hold hearings and make recommendations on any matter of personnel administration.
- C. Hear appeals submitted by persons in the competitive service, or candidates for a position in the competitive service, relative to any alleged infringement upon their rights and privileges granted by this title or the civil service rules, and certify its findings and recommendations.

- D. In any investigation or hearing conducted by the commission, have the power to examine witnesses under oath and compel their attendance or production of evidence by subpoena issued in the name of the city and attested by the city clerk. It shall be the duty of the chief of police or his/her designee to cause all such subpoenas to be served, and refusal of a person to attend or to testify in answer to such a subpoena shall subject the person to prosecution in the same manner set forth by law for failure to appear before the city council in response to a subpoena issued by the city council. Each member of the civil service commission shall have the power to administer oaths to witnesses.
- E. Publish and post notices of the examinations for positions in the competitive service, receive applications therefore, conduct and score examinations, and certify to the appointing power a list of all persons eligible for appointment in the appropriate class in the competitive service. The civil service commission shall cause the duties imposed upon it by this paragraph to be performed by the director of human resources.
- F. Keep a record of its resolutions, transactions, findings, and determinations, which record shall be a public record unless the city attorney determines otherwise.

(Ord. No. 2013-2381, § 1, 2-5-2013)

The purpose of this report is to provide the City Council with a report of the activities of the CSC for the period January, 2015 through May, 2016.

## **DISCUSSION**

The Municipal Code calls for the CSC to meet every other month, for a total of six times a year. During the period under discussion, the CSC held a total of five meetings. Three meetings were cancelled as there were no business items pending.

<b><u>Scheduled Meeting Date</u></b>	<b><u>Outcome</u></b>	<b><u>Attendance</u></b>
January 22, 2015	Meeting held	All present with one vacancy
March 12, 2015	Meeting held	All present
May 14, 2015	Meeting cancelled	N/A
July 9, 2015	Meeting held	One commissioner absent
September 10, 2015	Meeting held	One commissioner absent
November 12, 2015	Meeting cancelled	N/A
January 14, 2015	Meeting cancelled	N/A
March 10, 2016	Meeting held	All present

At said meetings, the CSC:

- Approved the creation of five new classifications
  - Administrative Technician
  - Animal Regulations Officer
  - Director of Neighborhood Services
  - Plans Examiner
  - Police Dispatch Supervisor
- Suspended Competition, allowing for the internal promotion of two employees that had been performing the hire level duties for an extended period of time
- Amended Civil Service Rule II, Section 206A, expanding the Career Advancement Program to include Junior Engineer-Civil
- Held two training sessions
  - Brown Act
  - Employment Law Update