

AGENDA

CITY OF NATIONAL CITY
CIVIL SERVICE COMMISSION

REGULAR MEETING

5:30 P.M., Thursday, JULY 14, 2016
Civic Center, Large Conference Room, 2nd 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 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 May 12, 2016
5. **REPORTS FOR FILE**
 - A. Personnel Report
 - B. Report of Vacancies
6. **UNFINISHED BUSINESS**
 - A. Report from the Civil Service Commission to the City Council of the City of National City
7. **NEW BUSINESS**
 - A. Action Item:
 - Part a: Request to create a new classification titled Deputy City Manager
 - Part b: Request to exempt Deputy City Manager from classified service
8. **STAFF COMMENTS**
9. **COMMISSIONER COMMENTS**
10. **ADJOURNMENT**



DATE: July 14, 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

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.

<u>Scheduled Meeting Date</u>	<u>Outcome</u>	<u>Attendance</u>
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



CITY OF NATIONAL CITY
MEMORANDUM

DATE: July 14, 2016
TO: City of National City Civil Service Commission
FROM: Leslie Deese, City Manager
SUBJECT: Creation of New Classification – Deputy City Manager

Under the current organizational structure, the City Manager's office includes an Assistant City Manager position responsible for performing highly responsible and complex professional administrative work while assisting the City Manager with the direction and coordination of the activities of all City departments. In my continuing efforts to strategically realign the organization, it is my desire to create a Deputy City Manager classification, allowing me the flexibility to staff the City Manager's Office with either the Assistant City Manager or Deputy City Manager classification as appropriate based on fiscal and operational considerations.

This request is consistent with the structure of other cities within the county. Throughout the county, both classifications are used. How and when they are used is driven by organizational needs. The Deputy City Manager classification can perform highly responsible and complex professional administrative work while overseeing the administration of assigned departments. In typical local government organizations the hierarchical structure is as follows:

City Manager
Assistant City Manager
Deputy City Manager

Typically, both classifications report directly to the City Manager.

The proposed classification and associated class specification (attached) are consistent with local industry standards, as noted above. Further, an at-will designation is appropriate for this classification, consistent with other executive level positions within the City. Designation as an at-will classification exempts the position from classified service and Civil Service.

Based on the above, I hereby request the following:

- a. Create a new classification titled Deputy City Manager
- b. Exempt the Deputy City Manager from Classified Service

DEPUTY CITY MANAGER	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: XXXX

DEFINITION

Under administrative direction of the City Manager, to provide general administrative direction to assigned departments; perform highly responsible and complex professional administrative work in the planning, organizing and directing activities of the City; provide leadership in policy formation and implementation of policies and procedures.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Assumes full management responsibility for assigned functions, services, and activities of the City which may include overseeing assigned departments and/or divisions; provides direction to assigned staff on implementing City Council policy and direction and ensures City Council and City goals are carried out by departments.

Manages the development and implementation of goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures. The assigned departments and/or divisions may change from time to time.

Establishes, within City policy, appropriate service and staffing levels for assigned functions; monitors and evaluates the efficiency and effectiveness of service of delivery methods and procedures; allocates resources accordingly.

Assesses and monitors workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identifies opportunities for improvement; directs and implements changes.

Plans, directs, and coordinates, through management level staff, the work plan for assigned functions; assigns projects and programmatic areas of responsibility; provides direction and supervision on key projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Oversees and participates in the development and administration of the budget for assigned functional areas; approves the forecast of funds needed for staffing, equipment, materials,

and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

Participates in the preparation, coordination, and presentation of the City's annual budget, capital improvement budget, and internal fiscal control measures; participates in the development and presentation of financial forecasts and historical information including reviewing expenditures and revenues.

Participates in the development of City goals, objectives, policies, and priorities; incorporates community input into goals and objectives for the City for the City Manager's and City Council's approval; develops new policies in the consultation with the City Manager; confers with Department Directors and employees regarding significant policy and procedural changes.

Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues in coordination with Human Resources; implements discipline in consultation with Human Resources; responds to staff questions and concerns.

Oversees and directs a variety of special projects; facilitates project activities and resolves problems; develops and submits projects reports to the City Manager.

Supervises the conduct of studies, surveys, and the collection of information on difficult operational and administrative problems; analyzes findings and prepares reports of practical solutions for review.

Reviews and analyzes legislation for impact on the City; works with legislators to develop or influence legislation; recommends revisions to proposed legislation,

Maintains communication and coordinates City activities with other outside agencies and organizations; serves as liaison with department directors, City Council, City Manager, and other external agencies.

Coordinates and participates in providing responsible staff assistance to the City Manager, City Council, and other City boards and commissions as assigned; attends City Council meetings and other public meetings to assist or represent the City Manager. May participate in labor negotiations.

Provides assistance to department heads; responds to request for policy implementation direction; reviews draft City Council agendas, conducts agenda meetings, and signs staff reports.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Any combination equivalent to education, training, and experience that could likely provide the required knowledge, skills, and abilities will be considered. A typical way to obtain the required knowledge, skills, and abilities would be:

Training: A bachelor's degree in public or business administration, finance, or closely related field from an accredited college or university. A master's degree in public or business administration is desirable; and

Experience: Four (4) years of progressively responsible professional experience with a municipal agency as a Senior Management Assistant, department director/deputy, or similar-level position.

Knowledge and Skills in: Principles and practices of public administration, including the organization, functions, and problems of municipal government; principles and practices of organizations, management, and supervision; principles and practices of municipal personnel, budgeting, and municipal finance; federal, state, regional, and local policies, rules, and regulations pertaining to municipal government operations; methods and techniques of research, statistical analysis, and report presentations; techniques of effective communications.

Ability to: Interpret and apply laws, rules, and regulations relating to the various aspects of City government; analyze and solve problems of organization and management; train and supervise subordinate employees; speak and write effectively; establish and maintain effective working relations with elected and appointed officials, the public, and all levels of staff.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

Possession of a valid California Class C driver's license or other means that would allow for the ability to commute to meetings, conduct site visits, and attend other special events throughout the county.