

AGENDA

REVISED

CITY OF NATIONAL CITY
CIVIL SERVICE COMMISSION

REGULAR MEETING

5:30 P.M., Thursday, NOVEMBER 10, 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 July 14, 2016
5. **REPORTS FOR FILE**
 - A. Personnel Report
 - B. Report of Vacancies
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - A. Action Item: Request to Amend Class Specification: Executive Assistant IV
 - B. Action Item: Request for Suspended Competition
 - C. Action Item: Request to Shorten Probationary Period to Six (6) Months: Maria Martinez, Police Dispatcher
8. **STAFF COMMENTS**
9. **COMMISSIONER COMMENTS**
10. **ADJOURNMENT**



CITY OF NATIONAL CITY
MEMORANDUM

DATE: November 10, 2016
TO: City of National City Civil Service Commission
FROM: Stacey Stevenson, Deputy City Manager
SUBJECT: Request to Amend Class Specification: Executive Assistant IV

Within the current classification plan for the City of National City, as approved by the Civil Service Commission, there exists the Executive Assistant series: Executive Assistant I, II, III and IV. Executive Assistants provide clerical and administrative support in a small number of departments (currently the City Attorney's Office, the City Manager's Office, Human Resources and Police). Executive Assistants are distinguished from other administrative and clerical support classifications in that they are members of the Confidential group. Incumbents of Confidential group, such as the Executive Assistant series, have direct access to the organization's most sensitive information related to such matters as labor negotiations and on-going litigation. The Confidential designation moves such classifications to an unrepresented status. That is, they are not represented by a formally organized labor association.

Periodically staff conducts a review of classifications and class specifications to ensure continued accuracy and relevance. Some such requests are initiated by employees, some by management and others by the Human Resources Department. In a recent review of the Executive Management series, in conjunction with two employee initiated classification studies, staff recognized how narrowly the class specification for Executive Assistant IV is drawn. As currently written, the Executive Assistant IV classification is tailored specifically to the position responsible for providing administrative support to the City Manager. Given the scope and sensitivity of the office, while the responsibilities of staff support to the City Manager should be differentiated from staff support to most department directors, division heads and program managers, there are cases where individuals provide complex, varied and sensitive administrative support to a high ranking appointed or elected official at a scope consistent with that of the current single incumbent Executive Assistant IV. In such cases, use of the existing Executive Assistant IV classification would be preferable to creating a new, comparably compensated classification.

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Request to Amend Class Specification: Executive Assistant IV

November 10, 2016

Based on the above, staff requests an amendment to the current class specification for Executive Assistant IV to include responsibility for providing secretarial, administrative and technical assistance to an elected official or political appointee.



STACEY STEVENSON

Attachments:

Draft Proposed Executive Assistant IV class specification – Strike Out Version

Draft Proposed Executive Assistant IV class specification – Clean Version

EXECUTIVE ASSISTANT IV (CONFIDENTIAL POSITION)	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: October 29, 1999 Revised XXXX

DEFINITION

Under direction, to perform difficult, responsible, and confidential duties; provide secretarial, administrative, and technical assistance to relieve the City Manager executive or elected of a wide variety of office and administrative details; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class reporting to the City Manager. The Executive Assistant IV is distinguished from other classifications within the Executive Assistant series by its responsibility for providing secretarial, administrative and technical assistance to an elected official or political appointee. Reporting to an elected official or a political appointee alone is not sufficient cause for classification at this level. Such placement is contingent on the scope, breadth and sensitivity of the duties performed. -The incumbent in this class requires considerable initiative, independent judgment, and interpersonal skill in working with elected officials, employees at all levels, and the general public.

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.

Provides a wide variety of secretarial, ~~and~~ administrative and technical support ~~and technical duties~~, which require the use of independent judgment and discretion; maintains calendars and schedules and coordinates meetings; prepares report drafts by researching, analyzing, assembling, and summarizing information and data; may attend meetings, take notes, and prepare summaries; keeps inventory of supplies on hand and prepares requisitions for supplies and services when necessary; performs difficult clerical work of a varied nature; maintains confidential files, records, and logs; transcribes dictation that requires a substantial amount of technical terminology; answers correspondence independently; types orders, reports, memoranda, and statistical data as assigned; may be assigned special projects requiring research and analysis; screen visitors and telephone calls by furnishing information requested or by referring to the appropriate source; acts as intermediary on assigned matters with the staff of City departments and outside parties; reviews material submitted to determine that all relevant data, signatures, and other related details are included; receives complaints and initiates steps to see that they are resolved; assists in compiling budget information; exercises independent judgment in interviewing visitors and giving information; supervises, trains, and evaluates subordinate clerical personnel; and perform related work as required.

MINIMUM QUALIFICATIONS

Training and Experience: ~~Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:~~ 60 units of college-level courses, including business, finance, or public administration; and five (5) years of progressively responsible secretarial and office administration experience, including one (1) year of experience as a confidential secretary to an administrative official, preferably in a municipal agency.

Knowledge and Skills in: Modern office practices, procedures, and equipment; letter and report writing; statistical and recordkeeping methods; correct English usage, spelling, and punctuation; basic functions and organization of municipal government; City organization, functions, and programs.

Ability to: Communicate effectively; utilize word processing equipment efficiently; operate transcribing machines or take dictation; type at a net rate of 55 words per minute from clear, legible copy; employ independent judgment and make sound decisions in accordance with established procedures; work independently; supervise and train clerical personnel; establish and maintain effective working relations with all levels of staff, elected officials, and the general public.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

Possession of an approved certificate, less than one (1) year old, indicating an ability to type at a net rate of 55 words per minute ~~and take dictation at a rate of 80 words per minute may be required.~~

EXECUTIVE ASSISTANT IV (CONFIDENTIAL POSITION)	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: October 29, 1999 Revised XXXX

DEFINITION

Under direction, to perform difficult, responsible, and confidential duties; provide secretarial, administrative, and technical assistance to relieve the executive or elected of a wide variety of office and administrative details; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant IV is distinguished from other classifications within the Executive Assistant series by its responsibility for providing secretarial, administrative and technical assistance to an elected official or political appointee. Reporting to an elected official or a political appointee alone is not sufficient cause for classification at this level. Such placement is contingent on the scope, breadth and sensitivity of the duties performed. The incumbent in this class requires considerable initiative, independent judgment, and interpersonal skill in working with elected officials, employees at all levels, and the general public.

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MINIMUM QUALIFICATIONS

Training and Experience: 60 units of college-level courses, including business, finance, or public administration; and five (5) years of progressively responsible secretarial and

office administration experience, including one (1) year of experience as a confidential secretary to an administrative official, preferably in a municipal agency.

Knowledge and Skills in: Modern office practices, procedures, and equipment; letter and report writing; statistical and recordkeeping methods; correct English usage, spelling, and punctuation; basic functions and organization of municipal government; City organization, functions, and programs.

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LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

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CITY OF NATIONAL CITY
M E M O R A N D U M

DATE: November 10, 2016

TO: Civil Service Commission

FROM: Stacey Stevenson, Deputy City Manager

SUBJECT: Request for Suspended Competition

Request:

At the request of the Office of the Mayor and the Office of the City Attorney, suspend recruiting and testing requirements called for under Civil Service Rule III, Application, Examination and Eligible Lists, and appoint the following individuals without competition to their reclassified positions:

Name	Department	Current Classification	Proposed Classification
Flores Clark, Josie	Office of the Mayor	Executive Assistant III	Executive Assistant IV
Miller, Virginia	City Attorney	Executive Assistant III	Executive Assistant IV

Discussion:

The above named employees, both of whom currently serve in positions classified as Executive Assistant III, submitted requests to have their positions studied for the purpose of determining if the work they are performing falls within the scope of their current job classifications. Upon receiving the requests, the Human Resources Department completed classification studies of both positions. In doing so, it was determined that the breadth, scope, complexity and consequence of error are more consistent with the higher level Executive Assistant IV classification.

Based on the results of the classification studied, it is the intent of the Human Resources Department to reclassify both positions to Executive Assistant IV¹. However, while staff can reclassify positions, staff cannot reclassify employees. The two mechanisms available to address the incumbents is to either have them apply for the reclassified positions in a competitive

¹ Contingent upon the Civil Service Commission approving an agenda item requesting an expansion of the Executive Assistant IV class specification.

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 Request for Suspended Competition
 August 30, 2016

recruiting process or to suspend competition and appoint them to the positions, an action that can only be taken by the Civil Service Commission. The suspension of competition option is warranted for the following reasons:

- Both incumbents have been performing the higher level duties of the position at a satisfactory level or above for an extended period of time.
- It is not operationally feasible or effective to reassign these higher levels duties to other employees.
- To hire any one other than the incumbents into the reclassified positions would result in layoffs of the incumbents.

Recommendation:

Based on the above, it is hereby requested that the Civil Service Commission suspend recruiting and testing requirements and appoint the following individuals without competition.

Name	Department	Current Classification	Proposed Classification
Flores Clark, Josie	Office of the Mayor	Executive Assistant III	Executive Assistant IV
Miller, Virginia	City Attorney	Executive Assistant III	Executive Assistant IV

All other Civil Service Rules would remain applicable to the incumbents for the duration of employment in classifications governed by Civil Service.


 Stacey Stevenson



CITY OF NATIONAL CITY
MEMORANDUM

DATE: November 10, 2016
TO: Civil Service Commission
FROM: Stacey Stevenson, Deputy City Manager
SUBJECT: Request to Shorten Probationary Period to Six (6) Months: Maria Martinez, Police Dispatcher

Request:

Staff hereby submits, for the consideration of the City of National City Civil Service Commission, a request from the National City Police Department, to shorten the probationary period of Maria Martinez, Police Dispatcher from the prescribed twelve (12) months to six (6) months.

Ms. Martinez was employed by the City of National City as a Police Dispatcher for the period August 4, 2004 to April 7, 2016. Ms. Martinez resigned her employment with the City effective April 8, 2016 and returned to employment in the same classification on July 5, 2016. Because she broke service, Ms. Martinez is required to service a new twelve month probationary period.

Under the provisions of Civil Service Rule 408, Probationary Period, "at the discretion of the Department Head and with the approval of the City Manager and the Civil Service Commission, a probationary period may be completed in six (6) months for promotional candidates or employees having over 12 months previous experience with the City in that classification".

Recommendation:

Given that Ms. Martinez previously held the position of Police Dispatcher for over 11 years staff recommends approval of the Police Department's request to shorten Ms. Martinez's probationary period to six (6) months.



STACEY STEVENSON

Attachments:

Memo from Dan Hansen, Communications Supervisor
Civil Service Rule 408 – Probationary Period

**NATIONAL CITY POLICE DEPARTMENT
MEMORANDUM**

Date: August 17, 2016
TO: Greg Seward, Lieutenant
FROM: Dan Hansen, Communications Supervisor
SUBJECT: Shorten Probation Period Request- Cecilia Martinez

I am officially requesting Police Dispatcher Cecilia Martinez's be granted an abbreviated probation period shortened to six months. Per personnel rules, a former employees who worked in their position for a defined period of time is eligible to be granted a shortened probation period by the Department Head. I am requesting this memo be forwarded over to the Chief of Police (via chain of command) for approval. After approval, the request needs to be forwarded over to Human Resources for review and approval.

I am confident in Martinez in regards to her knowledge, skills, and abilities demonstrated for the position and request this shortened probation period for Martinez be granted.

I recommend the request per Civil Service Rule IV, Section 408.

Greg Seward

Digitally signed by Greg Seward
DN: cn=Greg Seward, ou=NATIONAL CITY
POLICE DEPARTMENT, ou=Operations Support,
email=G.Seward@nationalcityca.gov, c=US
Date: 2016.08.18 15:33:47-0700

Civil Service Rule IV – Certification and Appointment

SECTION 407.8 - LATERAL ENTRY: The Civil Service Commission may designate certain entry-level classifications for entry into the classified service without competitive testing. For classifications designated for Lateral Entry, the department director shall submit to the Personnel Director a recommendation to hire a candidate along with that candidate's application. The Personnel Director shall ensure that the candidate meets minimum qualifications and any other conditions that the Civil Service Commission may impose, and certify that candidate for appointment at the top of the open eligible list. Lateral Entry candidates may remain on the eligible list for a maximum of ninety (90) calendar days. (11/12/91)

SECTION 408 - PROBATIONARY PERIOD: All persons receiving an appointment, either initial or promotional, to any classification in the Civil Service System shall serve a probationary period of twelve (12) months commencing the first day of service under such appointment. The twelve (12) month probationary period shall apply to all persons except Police Officers who have not completed a California P.O.S.T. approved basic police academy prior to appointment. The probationary period for people in this category shall be eighteen (18) months from the date of appointment.

No period of absence exceeding a total of fifteen (15) working days shall be credited toward the completion of the probationary period. At the discretion of the Department Head and with the approval of the City Manager and the Civil Service Commission, a probationary period may be completed in six (6) months for promotional candidates or employees having over 12 months previous experience with the City in that classification. (03/19/98)

It shall be the duty of the appointing authority, during the probationary period of each employee in the Classified Service, to investigate thoroughly the conduct, capacity, responsibility and integrity of such employee and to determine whether the employee is fully qualified for employment in the class to which he/she has been appointed. If the conduct, capacity, responsibility or integrity of the probationer is found to be unsatisfactory by the appointing authority, it shall be the duty of the appointing authority to release the probationer from the City service.

If, after a thorough investigation during the probationary period, the appointing authority shall find the probationer to be fully qualified for permanent status, he or she shall so notify the Personnel Director on forms prescribed for that purpose. Time served in a non-career status may be counted toward the completion of a career probationary period upon approval of the Commission.