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**MINUTES OF THE REGULAR BUSINESS MEETING OF THE  
CIVIL SERVICE COMMISSION  
NOVEMBER 10, 2016**

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**CALL TO ORDER**

The Regular Meeting of the Civil Service Commission was called to order at 5:30 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, November 10, 2016.

**ROLL CALL**

COMMISSION MEMBERS PRESENT:     *Fred Puhn*, Chairperson  
   *Leslie Coyote*, Commissioner  
   *Rafael Courtney*, Commissioner  
   *William Sendt*, Commissioner

COMMISSION MEMBERS ABSENT:     *David Garcia*, Vice-Chairperson

STAFF PRESENT:                        *Stacey Stevenson*, Deputy City Manager  
   *Lilia Muñoz*, Human Resources Analyst

REPRESENTATIVES PRESENT:        *Mayor Ron Morrison*  
   *George Eiser*, Interim City Attorney  
   *Jose Tellez*, Police Captain

**SALUTE TO THE FLAG**

Commissioner Puhn led the pledge of allegiance to the flag.

**PUBLIC COMMUNICATIONS**

None

**APPROVAL OF MINUTES**

**Regular Meeting of July 14, 2016**

**Action:** Motion made by Courtney, seconded by Coyote, and unanimously carried to approve the regular meeting minutes of July 14, 2016.

**REPORTS FOR FILE**

**Personnel Report  
Report of Vacancies**

**Action:** Motion made by Courtney, seconded by Sendt, and unanimously carried to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- A. Action Item: Request to Amend Class Specification: Executive Assistant IV**
- B. Action Item: Request for Suspended Competition**

Deputy City Manager Stacey Stevenson provided the Commission a background of the requests to amend the class specification of Executive Assistant IV and the request to suspend competition. Discussion ensued and Deputy City Manager Stacey Stevenson answered questions from the Commission.

Mayor Ron Morrison and Interim City Attorney George Eiser were in attendance and answered questions from the Commission. Further discussion ensued on the requests.

**Action on Part A:** Motion made by Sendt, seconded by Courtney, and unanimously carried to amend the class specification of Executive Assistant IV.

**Action on Part B:** Motion made by Courtney, seconded by Sendt, and unanimously carried to suspend competition.

- C. Action Item: Request to Shorten Probationary Period to Six (6) Months: Maria Martinez, Police Dispatcher**

Deputy City Manager Stacey Stevenson provided the Commission a background on the request to shorten the probationary period to six (6) months for Maria Martinez, Police Dispatcher. Discussion ensued and Deputy City Manager Stacey Stevenson answered questions from the Commission.

Police Captain Jose Tellez was in attendance and answered questions from the Commission. Further discussion ensued on the request.

**Action on Part C:** Motion made by Sendt, seconded by Coyote, and unanimously carried to shorten the probationary period to six (6) months for Maria Martinez, Police Dispatcher.

**STAFF COMMENTS**

Deputy City Manager Stacey Stevenson introduced Interim City Attorney George Eiser, and informed the Commission that the City will begin the process of selecting an executive search firm for the recruitment of City Attorney. Thanked Chairperson Puhn for coming to the City Council meeting in which the 18-month Civil Service Commission Report was presented and approved. Also, reminded the Commission that Election of Officers would be held at their meeting of January.

**COMMISSIONER COMMENTS**

Commissioner Sendt asked about the Ethics Training. Deputy City Manager Stacey Stevenson informed the Commission that the memo from Interim City Attorney George Eiser would be provided to them at the end of the meeting, and provided them with the details of the training. Commissioner Sendt made a comment/complaint about the inconvenience of the training times for volunteers who have jobs and online trainings. Deputy City Manager Stacey Stevenson and Interim City Attorney George Eiser responded to his comment/complain.

**ADJOURNMENT**

**Action:** Motion made by Courtney, seconded by Coyote, and unanimously carried to adjourn the regular meeting at 6:15 p.m., Thursday, November 10, 2016, to the next regular meeting of the Civil Service Commission on Thursday, January 12, 2017, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.



CHAIRPERSON



DATE APPROVED

*Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.*