

AGENDA

CITY OF NATIONAL CITY
CIVIL SERVICE COMMISSION

REGULAR MEETING

5:30 P.M., Thursday, NOVEMBER 9, 2017
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 Garcia
 - Vice Chairperson Courtney
 - Commissioner Coyote
 - Commissioner Puhn
 - Commissioner Sendt
2. **SALUTE TO THE FLAG**
3. **PUBLIC COMMUNICATIONS**
4. **APPROVAL OF MINUTES**
 - A. Regular Meeting of September 14, 2017
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. Commission to approve absence of Commissioner Coyote from Civil Service Regular Meeting of September 14, 2017 (per CS Bylaws Article III, Section 6)
 - B. Discuss changing the reporting dates of the Report from Civil Service Commission to the City Council of the City of National City
8. **STAFF COMMENTS**
9. **COMMISSIONER COMMENTS**
10. **ADJOURNMENT**



DATE: November 9, 2017

TO: Mayor and City Council

FROM: David Garcia, Chairperson to the Civil Service Commission

SUBJECT: Annual 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 David E. Garcia
Vice Chairperson Rafael S. Courtney
Commissioner Leslie Coyote
Commissioner Fred A. Puhn
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 July, 2016 through June, 2017.

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. One meeting was cancelled as there were no business items pending.

<u>Scheduled Meeting Date</u>	<u>Outcome</u>	<u>Attendance</u>
July 14, 2016	Meeting held	All present
September 8, 2016	Meeting cancelled	N/A
November 10, 2016	Meeting held	One commissioner absent
January 12, 2017	Meeting held	All present
March 9, 2017	Meeting held	Two commissioners absent
May 11, 2017	Meeting held	One commissioner absent

At said meetings, the CSC:

- Approved the creation of one new classification
 - Deputy City Manager
- Exempted positions from classified service
 - Deputy City Manager
- Amended the class specification of one classification
 - Executive Assistant IV
- Suspended Competition, allowing for the internal promotion of two employees that had been performing the hire level duties for an extended period of time
- Approved a shorten probationary period for one employee
- Waived the provision of Civil Service Rule 407.1(B).2 and temporarily appoint six fire safety employees for a period of one year to implement pilot program (Rule 407.1 allows for temporary appointments of up to six months)
- Reviewed and denied appeal of examination results from Firefighter employee

GOALS

Over the next report period the goals of the CSC is to continue development in the form of training to enhance knowledge in the area of their function, and to address the possible need of recruitment procedures for applicants in a promotional examination process.