



**MINUTES OF THE REGULAR BUSINESS MEETING OF THE
CIVIL SERVICE COMMISSION
MARCH 8, 2018**

CALL TO ORDER

The Regular Meeting of the Civil Service Commission was called to order at 5:31 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, March 8, 2018.

ROLL CALL

COMMISSION MEMBERS PRESENT: *Leslie Coyote*, Vice-Chairperson
 David Garcia, Commissioner
 Fred Puhn, Commissioner

COMMISSION MEMBERS ABSENT: *Rafael Courtney*, Chairperson
 William Sendt, Commissioner

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

REPRESENTATIVES PRESENT: *Mark Roberts*, Director of Finance
 Javier Carcamo, Financial Services Officer
 Ron Williams, MIS Manager

SALUTE TO THE FLAG

Commissioner Garcia led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

APPROVAL OF MINUTES

Regular Meeting of January 11, 2018

Action: Motion made by Garcia, seconded by Puhn, and unanimously carried to approve the regular meeting minutes of January 11, 2018.

REPORTS FOR FILE

**Personnel Report
Report of Vacancies**

Action: Motion made by Puhn, seconded by Garcia, 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. Request to amend class specifications for Management Information Systems Technician I, Management Information Systems Technician II and Management Information Systems Manager; and to change the titles to Information Technology Technician, Information Technology Analyst and Information Technology Manager, respectively**

Deputy City Manager Stacey Stevenson provided the Commission a background of the requests to amend class specifications for the Management Information Systems Technician I, Management Information Systems Technician II and Management Systems Manager; and to change the titles to Information Technology Technician, Information Technology Analyst and Information Technology Manager. Discussion ensued and Deputy City Manager Stevenson answered questions from the Commission. Ron Williams, MIS Manager was in attendance to answer questions from the Commission.

Action: Motion made by Puhn, seconded by Garcia, and unanimously carried to approve the request to amend class specifications for the Management Information Systems Technician I, Management Information Systems Technician II and Management Systems Manager; and to change the titles to Information Technology Technician, Information Technology Analyst and Information Technology Manager.

B. Action Item:

- **Part a: Request to create a new classification titled Payroll Technician I**
- **Part b: Request to revise classification of Payroll Technician to Payroll Technician II**
- **Part c: Proposed amendment to Civil Service Rule II, Section 206A to allow for career advanceable progression from Payroll Technician I to Payroll Technician II**

Deputy City Manager Stacey Stevenson provided the Commission a background of the action items to request the creation of a new classification titled Payroll Technician I, request to revise classification of Payroll Technician to Payroll Technician II, and proposed amendment to Civil Service Rule II, Section 206A to allow for career advanceable progression from Payroll Technician I to Payroll Technician II. Discussion ensued and Deputy City Manager Stevenson answered questions from the Commission. Mark Roberts, Director of Finance and Javier Carcamo, Financial Services Officer were in attendance to answer questions from the Commission.

Action: Motion made by Puhn, seconded by Garcia, and unanimously carried to approve the request to create a new classification titled Payroll Technician I, request to revise classification of Payroll Technician to Payroll Technician II, and proposed amendment to Civil Service Rule II, Section 206A to allow for career advanceable progression from Payroll Technician I to Payroll Technician II.

STAFF COMMENTS

Deputy City Manager Stacey Stevenson informed the Commission that at their next meeting Deputy City Attorney Robby Contreras will be providing them a training on the Public Records Request, and the City Attorney Angil Morris-Jones will be providing a refresher presentation on the Brown Act.

COMMISSIONER COMMENTS

Commissioner Garcia thanked staff for sending him to the conference.

ADJOURNMENT

Action: Motion made by Puhn, seconded by Garcia, and unanimously carried to adjourn the regular meeting at 6:09 p.m., Thursday, March 8, 2018, to the next regular meeting of the Civil Service Commission on Thursday, May 10, 2018, 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.