



CITY OF NATIONAL CITY  
HUMAN RESOURCES DEPARTMENT

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**MINUTES OF THE REGULAR BUSINESS MEETING OF THE  
CIVIL SERVICE COMMISSION  
JANUARY 10, 2023**

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**CALL TO ORDER**

The Special 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 Tuesday, January 10, 2023.

**ROLL CALL**

COMMISSION MEMBERS PRESENT: *Paul Wapnowski*, Chairperson  
*Leslie Coyote*, Commissioner  
*Thomas Luna*, Commissioner

COMMISSIONER ABSENT: *Rafael Courtney*, Vice-Chairperson

STAFF PRESENT: *Lourdes Silva*, Interim Human Resources Director  
*Lizza Galindo-Rojas*, Executive Assistant  
*Alejandro Hernandez*, Captain Hernandez  
*Assistant City Manager*, Frank Parra  
*Shelley Chapel*, Interim City Clerk

**SALUTE TO THE FLAG**

Commissioner Luna led the pledge of allegiance to the flag.

**PUBLIC COMMUNICATIONS**

None

**APPROVAL OF MINUTES**

Regular Meeting of September 14, 2022

**Action:** Motion made by Coyote seconded by Wapnowski, and unanimously carried to approve the regular meeting minutes.

**REPORTS FOR FILE**

**Personnel Report**

**Action:** Motion made by Coyote, seconded by Luna, and unanimously carried to accept and file the Personnel Report as presented to the Commission.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A. Election of Officers**

**Action:** Item was tabled to the next regular meeting due to the absent of Vice-Chair Courtney.

**B. Request to Allow the Classification of Call Taker to be added to the Career Advancement Addendum to Civil Service Rule, Section 206A – Career Advancement, Career Advanceable Series, Entry Level Classification Promotional Opportunity. (Police)**

Captain Hernandez provided a background of the request, and answered questions from the Commission.

**Action:** Motion made by Luna, seconded by Coyote, and unanimously carried to approve the request to allow the Classification of Call Taker to be added to the Career Advancement Addendum to Civil Service Rule, Section 206A.

**C. Request to change the classification specification of Police Investigator. (Police)**

Captain Hernandez provided a background of the request, and answered questions from the Commission.

**Action:** Motion made by Luna, seconded by Coyote, and unanimously carried to approve the request to change the classification specification of Police Investigator

**D. Request to create a new classification titled City Clerk and revise the classification of Deputy City Clerk. (City Manager & City Clerk)**

Interim City Clerk Chapel and Assistant City Manager Parra provided a background of the request, and answered questions from the Commission.

**Action:** Motion made by Coyote, seconded by Luna, and unanimously carried to approve the request to create a new classification titled City and revise the classification of Deputy City Clerk.

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**DISCIPLINARY HEARING – Pre-Hearing Conference**

PURSUANT TO CIVIL SERVICE RULE 809  
Employee / Appellant: Martha Acosta

Waiving the limits on the briefs to the Civil Service Commission. Discussion on Ms. Acosta’s exhibits authentication.

**STAFF COMMENTS**

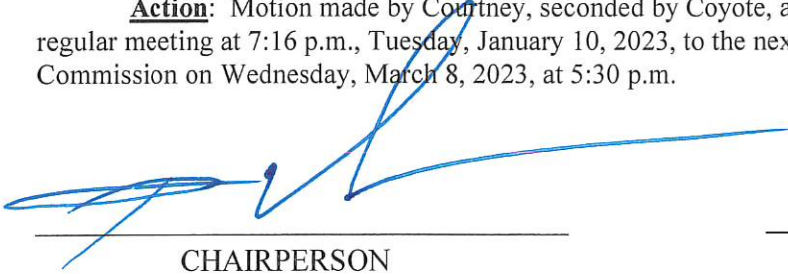
Interim Human Resources Director Silva recognized the Human Resources staff members on the excellent work the department has done in the last 4 months; also notify the Commission on the upcoming hiring of the new HR Manager starting in February and that the Administrative Services Director Molly Brennan is back from maternity leave.

**COMMISSIONER COMMENTS**

None

**ADJOURNMENT**

**Action:** Motion made by Courtney, seconded by Coyote, and unanimously carried to adjourn the regular meeting at 7:16 p.m., Tuesday, January 10, 2023, to the next regular meeting of the Civil Service Commission on Wednesday, March 8, 2023, at 5:30 p.m.

  
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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.*