



**CITY OF NATIONAL CITY
CIVIL SERVICE COMMISSION**

REGULAR MEETING

**5:30 P.M., Wednesday, November 8, 2023
City Hall, 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

- | | | |
|--|---|--|
| <input type="checkbox"/> Chairperson Luna | <input type="checkbox"/> Commissioner Wapnowski | <input type="checkbox"/> Commissioner Sampsell |
| <input type="checkbox"/> Vice-Chairperson Coyote | <input type="checkbox"/> Commissioner Courtney | |

2. SALUTE TO THE FLAG

3. PUBLIC COMMUNICATIONS

You may provide written comments on agenda items via email at hr@nationalcityca.gov. Comments will be received until 3:30 pm on the day of the Civil Service Commission Meeting.

4. REPORTS FOR FILE

- A. Personnel Report
- 1) Appointments
 - 2) Promotions
 - 3) Separations

5. UNFINISHED BUSINESS

- A. None

6. NEW BUSINESS

- A. Request to waive drivers' license minimum qualification for Recreation Specialist for Recreation Aide Jizel Miramontes (Community Services)
- B. Request to replace the classification of Office Aide with the new classification of Library Aide and reclassify all current Office Aide employees to the new classification of Library Aide (Library)
- C. Request to create a new classification titled Librarian (Part-Time) and reclassify all current Librarians working part time to the new classification of Librarian (Part-Time) (Library)
- D. Request to revise the classification of Property & Evidence Specialist (Police)
- E. Request to revise Civil Service Rule VII, Employee Performance Reports

8. STAFF COMMENTS

9. COMMISSIONER COMMENTS

10. ADJOURNMENT

NATIONAL CITY CIVIL SERVICE COMMISSION**PERSONNEL REPORT**

November 8, 2023

Appointments:

NAME	POSITION TITLE	DEPARTMENT	EFFECTIVE DATE	TYPE OF APPOINTMENT
Brian Hadley	Building Official	Community Development	09/19/23	Career/Regular
Manuel Aguirre	Maintenance Worker	Engineering/Public Works	10/03/23	Career/Regular
Vania Nolasco	Animal Regulations Officer	Police	10/03/23	Career/Regular
Dustin Ellis	Building Trades Specialist	Engineering/Public Works	10/17/23	Career/Regular
Irma Aguilar	Police Dispatcher	Police	10/17/23	Career/Regular
Danny Garcia	Building Trades Specialist	Engineering/Public Works	10/31/23	Career/Regular
Arturo Gonzalez	Street & Wastewater Superintendent	Engineering/Public Works	10/31/23	Career/Regular
Jose Solis	Senior Building Inspector	Community Development	10/31/23	Career/Regular

Promotions:

NAME	POSITION TITLE		DEPARTMENT	EFFECTIVE DATE
	From	To		
Maria Marmolejo	Senior Library Technician	Library Circulation Supervisor	Library	08/22/23
James Kim	Graffiti Removal Assistant	Graffiti Removal Technician	Community Development	09/05/23
Ronny Soriano	Sr. Code Conformance Officer	Neighborhood Services Manager	Neighborhood Services	10/17/23
Jeannette Silva-Hermosillo	Accounting Assistant	Payroll Technician I	Finance	10/17/23
Scott Harris	Firefighter	Fire Engineer	Fire	10/31/23

Separations:

NAME	POSITION TITLE	DEPARTMENT	EFFECTIVE DATE	TYPE OF SEPARATION
Lorena Camacho	Community Services Officer	Police	09/13/23	Resigned
Brian Fisch	Police Officer	Police	09/15/23	Resigned
Lily Barnes	Police Officer	Police	09/20/23	Resigned
Joyce Ryan	Library & Community Services Dir.	Library	09/26/23	Resigned
Tomas Lujan	Equipment Operator	Engineering/Public Works	10/05/23	Resigned
Francisco Parra	Assistant City Manager	City Manager	10/11/23	Retirement
Steven Cesnauskas	Fire Engineer	Fire	10/17/23	Retirement
Yolanda Felix	Police Records Clerk	Police	10/31/23	Retirement



MEMORANDUM

DATE: October 31, 2023

TO: Civil Service Commission

FROM: Zaide Jurado, Recreation Supervisor

SUBJECT: Recreation Specialist Minimum qualifications

Jizel Miramontes is a current Recreation Aide with the Community Services Department. She is looking to advance her career here with the City of National City and has applied for Recreation Specialist, however, a minimum qualification that does not affect job performance will have her immediately disqualified. Ms. Miramontes has worked as a Recreation Aide for 1 year. She has demonstrated an understanding in the National City values and embodies them every day. We request a waiver for the driver's license qualification for Jizel Miramontes for the position of Recreation Specialist.

COURTESY

During her time as a Recreation Aide, Ms. Miramontes has planned and executed the crochet class that takes place during the Senior Morning Socials. She actively listens to participants regarding the crafts they are interested in, creates the projects for a step-by-step demonstration during the class, leads with patience and understanding while creating a sense of belonging and accomplishment for everyone whether they are experts or new at crochet. Ms. Miramontes has assisted over 40 participants in 25+ crochet projects thus far and the participants are eager to continue.

COLLABORATION

Ms. Miramontes works alongside her team and supervisor to create the monthly schedules for senior programming, collaborates in senior programming brainstorming sessions, conducts daily announcements alongside her co-workers in Spanish to increase program accessibility, and provides detailed crochet class instructions and material needs.

COMMUNICATION

Ms. Miramontes possesses great communication skills both with external & internal customers. She is able to communicate clearly, effectively, and honestly with the team as well as the community members she encounters. Ms. Miramontes' ability to be open and genuine with her supervisor, including sensitive topics, is highly valued.

COMMUNITY

Ms. Miramontes is a National City Resident and lives less than 300 feet from the Martin Luther King Jr. Community Center, where senior programming is held. In addition to walking to work, Ms. Miramontes makes her way through National City, including the George H. Waters Nutrition Center, the National City Library, City Hall, as well as neighboring businesses creating connections and informing the community of resources and events available to them.

CULTURE

Ms. Miramontes was among the first staff to work senior programming and as such possesses valuable insights and is able to lead new team members through the day to day that is required for a successful program. She effectively creates a welcoming, well-organized, and caring environment that nurtures buy in from staff as well as participants of the program.

Ms. Miramontes consistently embodies our National City's Core Values to provide customer service through a culture of courtesy, collaboration, communication, and commitment to our community.

We request that the minimum qualification of the license requirement: possession of a valid California driver's license be waived for Ms. Miramontes to be qualified for the position of Recreation Specialist and continue her journey with the City of National City.

LIBRARY AIDE (Part-Time)	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: Proposed Nov. 2023

DEFINITION

Under direct supervision, performs a variety of clerical and support work in the Library; provide information to patrons; shelve library materials; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform clerical and technical support work in the City library and report to professional staff. Detailed instructions are given for new or unusual assignments, and work is reviewed in progress or upon completion for accuracy, completeness, and adherence to instructions or prescribed procedures. Positions in this class are entry level with training provided as needed.

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.

- Perform routine shelving of library books and materials; perform standard filing of library materials; store and shelve periodicals, videos and other library materials; maintain library stack area in correct call number order.
- Perform general clerical work; enter information into computer; maintain files and records; use photocopier, online public access catalogs and operate other equipment as needed; may process and distribute mail.
- Charge and discharge library materials; update patron records using the computerized circulation system; create new patron accounts; may assist with duties related to inter-library loan.
- Respond to patron requests in person or over the phone; greet library patrons and direct them to appropriate resources.
- Assist patrons with access to public computers and printing; explain library policies and procedures.
- Maintain simple statistics for library operations; collect fees and perform basic cash handling.
- Empty book drops; clear library materials from tables and other surfaces and return them to their proper areas; unpack and pack deliveries of library materials; perform routine shifting of library materials when necessary; may process, label or clean library materials; may check and process newspapers.
- Assist with library programs and community events; assist with creating displays; build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS

Training and Experience: *Any combination of education and experience that has provided the knowledge, skills and abilities necessary for the position will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:*

Graduation from high school or successful completion of a GED.

Highly Desirable: Bilingual fluency in English and Spanish.

Knowledge and Skills in: Standard office practices and procedures; basic computer equipment and software applications related to assignment.

Ability to: Effectively communicate with the public and staff; establish and maintain cooperative relationships with those contacted in the course of work, including library patrons and staff; operate standard office equipment; learn standard procedures, terminology, and practices related to filing and retrieving books on shelves and other library materials; learn, explain and apply rules and regulations related to assigned work activities; read, write and follow both oral and written instructions; work with a cultural diverse public in a tactful and effective manner.

License Required: Possession of a valid California Class C Driver's License is required at time of appointment.

Physical Demands and Working Conditions: Must be able to reach and extend arms above the shoulder to retrieve and file books on shelves; bend, stoop, crouch, stand and stretch to grasp books and materials off shelves and cabinets; lift a minimum of 50 pounds; push heavily loaded book trucks up to 70 pounds; use a step stool to reach higher shelves. Work is mostly performed within an even-floored, carpeted and air-conditioned building environment with fluorescent lighting and a moderate noise level. Must be able to work flexible hours, including evenings and weekends.

OFFICE AIDE	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: September 11, 2001

DEFINITION

Under direct supervision, to perform routine office and clerical tasks involving the use of standard office equipment; provide service and assistance to the public; file, search, and maintain records and documents; and perform similar office duties as required.

DISTINGUISHING CHARACTERISTICS

Employees assigned to this classification are normally temporary and average less than twenty (20) hours per week except during high workload periods. They may be assigned to any department in the City as necessary.

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.

Performs basic receptionist duties; provides and receives information to and from the public and coworkers; checks out and shelves library material; provides direction and information to patrons regarding library policies and procedures; maintains and operates computer and audio-visual equipment; copies, collates, assembles, staples, and otherwise compiles materials and records; makes and checks simple computations; files, searches, arranges, and maintains files and recordkeeping systems; answers telephone; uses cash register; uses computer keyboard to enter data or a typewriter to type form letters, routine correspondence, or other standard materials; receives, opens, sorts, and date stamps mail and deliveries received in office; runs errands to City departments, post office, and other agencies; compiles and assembles information under specific instruction; performs 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: current enrollment in or graduation from high school or GED equivalent; and some experience or training in office and clerical procedures.

Knowledge and Skills in: Correct English usage, spelling, grammar, and punctuation; basic mathematics; receptionist and telephone techniques; simple recordkeeping methods; operation of standard office equipment.

Ability to: Perform simple arithmetic calculations quickly and accurately; perform accurate recordkeeping; read and write at the level required for successful job performance; receive and give information over the telephone in a courteous manner; write legibly; operate standard office equipment; follow a prescribed clerical routine;

understand and carry out oral and written instructions; establish and maintain effective relations with those contacted in the course of work.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

None.

LIBRARIAN (Part-Time)	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: Proposed Nov. 2023

DEFINITION

Under direct supervision, performs professional library work; plans, organizes and oversees services and programs to adults, teens and children; responsible for research services and provides effective access to collections and performs related duties as required.

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.

- Provide reference and research services by email, telephone, mail, and in person.
- Assist patrons in selecting and locating library materials, aids, reference guides, statistics and reports.
- Instruct the public on using the catalog, self-check stations, library equipment, resources/databases, and online services.
- May assist in opening and closing of the library building including making patrons aware of closing hours, ensuring all monies are safely stored prior to closing, and locking and arming the building.
- Review current collection and publishers' catalogs to select new materials for assigned library section; select library materials.
- May catalog, classify, and assign Dewey numbers to library materials; evaluate, deaccession, and update library materials (print and electronic).
- Maintain print, non-print, local history/archival, and digital collections; may coordinate and lead digitization projects.
- Curate and conduct online/remote and in-person programs including STEAM programs; design and create flyers, promotional materials, and calendar of events.
- Coordinate educational and public outreach services and programs; promote the library through exhibitions, presentations, talks, library tours/visits.
- Assist with library programs and community events; attend workshops, trainings and meetings; build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS

Training and Experience: *Any combination of education and experience that has provided the knowledge, skills and abilities necessary for the position will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:*

A Master's Degree in Library Science (MLS) from an accredited college or university, **AND** one (1) year paraprofessional library experience; **OR**

A Bachelor's degree from an accredited college or university, supplemented by a minimum of nine (9) semester units or twelve (12) quarter units of graduate library science coursework from an accredited college or university, AND two (2) years of paraprofessional library experience.

Additional experience may not be substituted for the minimum required Bachelor's degree.

Highly Desirable: Bilingual fluency in English and Spanish.

Knowledge and Skills in: Principles and practices of professional library work; use of standard library tools and practices in processing library materials; preservation and restoration techniques; contemporary archival practices; processing techniques for antiquarian materials.

Ability to: Perform technical library tasks; effectively communicate with the public and staff; establish and maintain cooperative relationships with those contacted in the course of work, including library patrons and staff; operate standard office equipment; learn, explain and apply procedures, policies, rules and regulations related to assigned work activities; read, write and follow both oral and written instructions; work with a cultural diverse public in a tactful and effective manner.

License Required: Possession of a valid California Class C Driver's License is required at time of appointment.

Physical Demands and Working Conditions: Must be able to reach and extend arms above the shoulder to retrieve and file books on shelves; bend, stoop, crouch, stand and stretch to grasp books and materials off shelves and cabinets; lift a minimum of 20 pounds; push loaded book trucks up to 40 pounds; use a step stool to reach higher shelves. Work is mostly performed within an even-floored, carpeted and air-conditioned building environment with fluorescent lighting and a moderate noise level. Must be able to work flexible hours, including evenings and weekends.

LIBRARIAN	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: December 19, 1990

DEFINITION

Under direction, to plan, organize, and supervise a major section of the library; perform professional library work in a specialized function such as reference, readers' services, local history, children's programs, or cataloging; supervise subordinate personnel; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a supervisory class that plans and assigns the activities of library clerical and technical staff in the assigned division. Incumbents in this classification utilize independent discretion while performing a wide variety of duties.

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.

Plans, organizes, directs, and supervises a major section of the library; assists patrons in selecting and locating library materials; reviews current collection and publishers' catalogues and selects new materials for assigned section library; catalogues, classifies, and assigns Dewey decimal numbers to library materials; evaluates, discards, and updates library materials; maintains local history collection; recommends materials for school classes, research, and leisure usage; conducts tours through the library; trains, assigns, and reviews the work of subordinate personnel; participates in programs to increase library usage and services, such as oral history, shut-in service, and community surveys; conducts special studies; writes and administers grant proposals; gains a broad understanding of the library's purpose and function within the community, including the various operations, both internal and external, which enable it to effectively serve the public; makes suggestions and implements programs for improving library service and utilization of facilities; proposes budget needs and administers budget for section; represents the department at regional and multi-agency committees and in-house professional meetings.

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: completion of a standard course in an accredited library school and two (2) years of professional experience in a public library; or a master's degree in library science and one (1) year of experience.

Knowledge and Skills in: Principles and practices of professional library work; use of standard library tools and practices in processing library materials; preservation and

restoration techniques; contemporary archival practices; processing techniques for antiquarian materials; principles of supervision and training.

Ability to: Perform technical library tasks; analyze professional and administrative problems and make appropriate recommendations; communicate effectively; supervise the work of personnel in a specialized library section; establish and maintain effective working relations with all levels of staff and the general public.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

None.

PROPERTY & EVIDENCE SPECIALIST I	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: <u>Rev. November 2023</u> September 11, 2001

DEFINITION

Under general supervision, to maintain custody of all confiscated, found, and other related property and evidence for the Police Department; and perform related duties as required.

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.

Receives, records, bar codes, enters into computer, disposes of, stores, and inventories property and evidence; may testify in court regarding property or evidence; makes arrangements for the sale of unclaimed property; releases property to rightful owners; establishes and maintains recordkeeping files and automated records related to property and evidence; makes recommendations for property and evidence function; receives and screens visitors and telephone calls and takes messages.

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: graduation from high school or GED equivalent, supplemented by college-level courses or training in property and evidence collection and storage; and at least one (1) year of experience in property storage, ~~or~~ law enforcement support, or merchandising/inventory.

Knowledge and Skills in: Proper methods to maintain chain of custody and security of evidence; principles and procedures of stock control systems and recordkeeping; codes and laws governing property and evidence storage, release, and disposal.

Ability to: Input and retrieve data using a CRT; type at a net speed of 25 words per minute; communicate effectively, both orally and in writing; perform heavy lifting; establish and maintain effective working relations with all levels of staff and the general public.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

Possession of a valid California Class C driver's license is required at the time of appointment. Must meet standards of integrity and trustworthiness required for law enforcement-related activities.

City of National City

CIVIL SERVICE RULES

RULE VII EMPLOYEE PERFORMANCE REPORTS

SECTION 701 - PERFORMANCE REPORT OBJECTIVES: The purpose of the Employee Performance Report (EPR) rating is to help develop a better City service and improve its employee performances through periodic evaluations and recording of the employee's performance on the basis of consistent work performance standards. Its objective is to have dialog and open lines of communication between the employee and supervisor. It allows let management and the employee know how the employee is getting along to discuss g, his/her the employees' performance strong points as well as areas for improvement. This allows the supervisor to address any concerns noted and guide the employee towards improvement as well as provide those that are weak, giving recognition for good work great performance and providing a guide for improvement.

A performance report ~~may~~ may be used to help determine eligibility for promotion, as well as the order of lay-off and re-instatement. EPRs Ratings may also be ~~taken into consideration~~ in matters relating to an employee transfer, and such disciplinary matters as suspension, demotion and separation. The EPR rating ~~may~~ should assist the supervisor to analyze the employee's performance and provide an opportunity to convert indefinite daily impressions into a be more objective history of the work performed, as well as allow for followed by open forms of communication discussion of t regarding the employees' performance with the employee. (11/21/72)

SECTION 702 - SUBMISSION OF PERFORMANCE REPORTS: To insure the timely evaluation submittal of EPRs for all employees in the competitive service during the probationary period, the Personnel-HR (HR) Department Office shall provide notice to the department director of the required EPR due date. These notices will be provided evaluation to the department director thirty (30) days prior to the when an Employee Performance Report is due (probationary or annual). expiration of the first six (6) months of the probation period, and again prior to the end of the probationary period. (The department may require additional evaluations during the probationary period.)—The department director shall be responsible for the timely completion of the EPR evaluations and adherence to the City's procedures and guidelines. for effective evaluations.

Thereafter, annual EPRs performance ratings are to be conducted for all employees in the competitive service covering the previous twelve (12) months of service. These EPRs performance ratings shall

be completed by the ~~department director or designated supervisor~~designee and approved by the reviewer on the date assigned by the ~~Personnel~~HR Manager or HR Director, which will usually be the employee's regularly scheduled merit step date or anniversary date. The department director is responsible and will be held accountable for adherence to the City's Employee Performance evaluation Report procedures, guidelines and schedules, and shall provide the original EPR~~transmit such evaluations~~ to the HR ~~Personnel~~ Department on a timely basis for filing ~~recording~~ in the employee's official ~~Human Resources~~HR Employee ~~personnel~~ file.

(03-11-93)

DRAFT

Civil Service Rule VII – Employee Performance

SECTION 703 - DEGREES OF PERFORMANCE: For the purpose of this rule, the following general definitions shall apply:

- 1) Meets Standards – Employee has met all the performance standards at a competent level. During the rating period the employee met the duties, responsibility and requirements of the position.
- 2) Performance Improvement Plan – Results show deficiencies, which seriously interfere with the employee’s ability to meet standards of the position. Performance requires immediate correction, and the employee must be placed on a Performance Improvement Plan (PIP) in order to correct and improve performance.

With the approval of the Commission, other degrees of performance and definitions may be used if judged by the department to better accomplish the objectives of this rule. (03-11-93)

SECTION 704 - RESPONSIBILITY FOR ORIGINATING EMPLOYEE PERFORMANCE REPORTS:

The ~~Personnel Office~~ HR Department originates ~~rating notices to department directors or forms for employees that are on probation reports and for all regular annual EPRs rating reports.~~ rating notices to department directors or forms for employees that are on probation reports and for all regular annual EPRs rating reports. The annual ~~rating EPR due~~ rating EPR due date for each employee is normally associated ~~keyed~~ to the employee's completion of probation date in his/her current classification. If there is an extension of probation, or other the annual EPR due date maybe be revised assigned by the Personnel Director HR Manager for administrative purposes.

An employee achieves career status by being retained in a regular position for more than the length of the probationary period. ~~This may happen even though the employee's performance report is recorded as unsatisfactory.~~ The responsibility for separating a probationary employee before the expiration of his/her probation period rests with the employee's department director ~~appointing authority.~~

When an employee is placed on a Performance Improvement Plan, Rating periods shown on the supervisor must contact the HR Department in order to determine if he forms during probation may require correction to an extension of the probation is necessary period based because of on absences as indicated in Section 408 of these rules.

Civil Service Rule VII – Employee Performance

Special EPRs ratings may be originated by a department whenever it is believed to be warranted and based on a change in performance that should be documented since the last rating EPR. It is and it is inappropriate to wait until the next scheduled rating EPR is due. Special ratings EPRs shall be identified at the top of the form approved by the Personnel HR Department with rating period dates from the last rating to the date the special report EPR is issued made.

A special annual EPRs rating report shall also be initiated by the appointing authority within sixty (60) days of a non-meeting standards EPR and shall include a PIP n unsatisfactory report or when a merit step is denied unless the next regular rating period is within ninety (90) days of the filing of the unsatisfactory report, in which case the regular rating will be used only. (03-11-93) The department director will approve the special EPR.

SECTION 705 - PERFORMANCE RATING PROCEDURE: The A EPR performance evaluation procedure and rating form will be used for all Civil Service classifications, except Mid-Management and Safety Firefighting positions, which will continue to use which shall specified use forms developed by the City Manager, and the Police, and Fire Chief respectively, shall be developed by the Personnel Director and approved by the Civil Service Commission, which shall be adhered to by all department directors. (03-11-93)

SECTION 706 - EMPLOYEE GUIDANCE: Prior to the filing of a completed EPR performance report with the Personnel Office HR Department, the supervisor/designee person who prepared the report shall discuss openly and frankly the employee's performance with him/her, pointing out any aspects of performance which could be improved performance, which must be improved, as well as those worthy of commendation. The primary purpose of an objective discussion of the Employee Performance Report EPR with the employee is to hat it gives the supervisor and the employee an opportunity to analyze and evaluate and discuss the employee's performance his/her own attitudes and practices in the light of his/her employee's views. It also offers an excellent opportunity to guide and counsel the employee as well as getting his/her participation in analyzing reviewing and improving job performance. The success of such discussion is dependent upon a positive and constructive attitude on the part of both supervisor and employee. (11/21/72)

SECTION 707 - FILING OF PERFORMANCE REPORTS: Completed performance reports shall be filed with the Personnel Office HR Department within fourteen (14) calendar days following the period covered by the reports EPR. (11/21/72) EPRs not completed within the 14 calendar days, will be noted as late and will be reported to the City Manager.



EMPLOYEE PERFORMANCE REPORT (EPR) FOR MEA EMPLOYEES

Employee Performance Report	
EMPLOYEE NAME:	TITLE/CLASSIFICATION:
DEPARTMENT:	DIVISION/SECTION:
REVIEW PERIOD:	
Type of Review: <input type="checkbox"/> 6-months <input type="checkbox"/> 11-months <input type="checkbox"/> Annual <input type="checkbox"/> Special _____ Overall Rating: <input type="checkbox"/> Meets Standards OR <input type="checkbox"/> Performance Improvement Plan (attached)	
SUPERVISOR NAME: _____	DATE: _____
SUPERVISOR TITLE: _____	SIGNATURE: _____
DEPT. REVIEWER: _____	DATE: _____
REVIEWER TITLE: _____	SIGNATURE: _____
<hr/> My job functions have been discussed with me, I recognize that this is what is expected of me.	
EMPLOYEE NAME: _____	DATE: _____
EMPLOYEE SIGNATURE: _____	

Definitions of Ratings

The definitions of the rating categories are listed below. Comments, including specific examples are required in support of ratings.

EMPLOYEE MEETS STANDARDS OF THE POSITION	Results show position responsibilities are being performed competently. Employee meets standards of the position duties, responsibilities, and requirements.
PERFORMANCE IMPROVEMENT PLAN (PIP). Supervisor must complete the EPA and PIP and present to employee.	Results show deficiencies, which seriously interfere with the employee’s ability to meet standards of the position. Performance requires immediate correction, and the employee will be placed on a Performance Improvement Plan in order to correct and improve performance.



PART I: CORE VALUES (7 C's)

Below please check the rating which best indicates how well the Employee exhibited adherence to the City of National City's Core Values and Professional Competencies.

<p>1. <u>COMMITMENT</u> Continuously strives for excellence, while serving the public and each other with integrity, compassion, responsiveness, and professionalism.</p> <p>-----</p> <p>Rating (check one): <input type="checkbox"/> Meets Standards <input type="checkbox"/> Improvement Needed</p>
<p>2. <u>CUSTOMER SERVICE</u> Understands who the customer is and displays positive customer service towards residents, businesses, visitors, or colleagues.</p> <p>-----</p> <p>Rating (check one): <input type="checkbox"/> Meets Standards <input type="checkbox"/> Improvement Needed</p>
<p>3. <u>COURTESY</u> Treats everyone with dignity, respect, generosity and willingness. Responsive when providing services to residents, businesses, visitors, or colleagues.</p> <p>-----</p> <p>Rating (check one): <input type="checkbox"/> Meets Standards <input type="checkbox"/> Improvement Needed</p>
<p>4. <u>COMMUNICATION</u> Communicates in an open and honest manner with clear and consistent messages. Writes clear and concise reports, emails, memos, letters, etc. in a proper and professional manner using good judgment. As needed, conducts effective presentations to various audiences.</p> <p>-----</p> <p>Rating (check one): <input type="checkbox"/> Meets Standards <input type="checkbox"/> Improvement Needed</p>
<p>5. <u>COLLABORATION</u> Works together with team members to achieve common goals. Values differences and cooperates with others (i.e., community members, businesses, colleagues) in a joint team effort to meet organizational goals.</p> <p>-----</p> <p>Rating (check one): <input type="checkbox"/> Meets Standards <input type="checkbox"/> Improvement Needed</p>
<p>6. <u>CULTURE</u> Gains the commitment and respect of others, by listening and supporting the organization's values, norms, beliefs and behaviors. Encourages positive outcomes by cultivating strong ethics and professionalism in the organization.</p> <p>-----</p> <p>Rating (check one): <input type="checkbox"/> Meet Standards <input type="checkbox"/> Improvement Needed</p>
<p>7. <u>COMMUNITY</u> Continuously cooperates and engages others by serving the needs of the community and/or organization through work projects, events, special assignments, etc.</p> <p>-----</p> <p>Rating (check one): <input type="checkbox"/> Meets Standards <input type="checkbox"/> Improvement Needed</p>
<p>Include expectations and corrective action for any Improvement Needed factors checked above:</p> <ul style="list-style-type: none"> ▪ ▪ ▪ ▪



PART I: PROFESSIONALISM COMPETENCIES

<p>1. <u>PROFESSIONAL GROWTH/SELF DEVELOPMENT</u> Shows growth and self-development through projects, training and education.</p> <p>-----</p> <p>Rating (check one): <input type="checkbox"/> Meets Standards <input type="checkbox"/> Improvement Needed <input type="checkbox"/> N/A</p>
<p>2. <u>FISCAL AWARENESS</u> Manages materials and resources efficiently and exercises effective cost control. As needed, identifies and supports cost saving opportunities.</p> <p>-----</p> <p>Rating (check one): <input type="checkbox"/> Meets Standards <input type="checkbox"/> Improvement Needed <input type="checkbox"/> N/A</p>
<p>3. <u>PLANNING AND ORGANIZING</u> Anticipates future needs and establishes, and manages working priorities. Adapts to a changing environment demonstrating initiative and organizational goals.</p> <p>-----</p> <p>Rating (check one): <input type="checkbox"/> Meets Standards <input type="checkbox"/> Improvement Needed <input type="checkbox"/> N/A</p>
<p>4. <u>INITIATIVE/INNOVATION</u> Seeks and supports new ways to perform work more efficiently and/or productively. As needed, researches and introduces new ideas or courses of action.</p> <p>-----</p> <p>Rating (check one): <input type="checkbox"/> Meets Standards <input type="checkbox"/> Improvement Needed <input type="checkbox"/> N/A</p>
<p>5. <u>PROBLEM SOLVING</u> Takes initiative and works on resolving problems and coming up with solutions. As needed, brings situations/concerns to supervisor/manager's attention.</p> <p>-----</p> <p>Rating (check one): <input type="checkbox"/> Meets Standards <input type="checkbox"/> Improvement Needed <input type="checkbox"/> N/A</p>
<p>6. <u>ORGANIZATIONAL ACUMEN</u> Supports a positive and professional work environment and willingly assist team members as needed. Effectively manages positive working relationships with others (team members, supervisors/managers, elected officials, customers and/or community members, etc.).</p> <p>-----</p> <p>Rating (check one): <input type="checkbox"/> Meets Standards <input type="checkbox"/> Improvement Needed <input type="checkbox"/> N/A</p>
<p>Include expectations and corrective action for any Improvement Needed factors checked above:</p> <ul style="list-style-type: none"> ▪ ▪ ▪ ▪



Part II: POSITION SPECIFIC GOALS AND OPPORTUNITIES

Employee Goals

Supervisor to document *Employee Goals* (minimum of four goals) achieved during this rating period.

Goals Achieved	Description

Future Employee Goals

Supervisor and employee to discuss and document *Future Employee Goals* (i.e., training, education, special projects, improvement areas with a minimum of four goals) to guide, train and develop employee.

Future Goals	Description

PART III: Overall Rating

Supervisor to Check one of the following:

Employee Meets Performance Standards

Employee Does No Meet Performance Standards and will be placed on a PIP

Overall Employee Performance Report Comments:

I acknowledge that my signature indicates that I have reviewed and discussed this Employee Performance Report with my supervisor/manager and have received a copy.

Employee Name Signature

Date

Supervisor Name and Signature

Date

If Employee refuses to sign the Employee Performance Report and is requesting a review meeting with the next level supervisor/manager, supervisor must check box, and sign and date above.

Employee Refused to Sign