

AGENDA

CITY OF NATIONAL CITY CIVIL SERVICE COMMISSION

REGULAR MEETING

5:30 P.M., Wednesday, January 10, 2024
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. **APPROVAL OF MINUTES**

- A. Regular Meeting of September 13, 2023
- B. Special Meeting of September 21, 2023
- C. Regular Meeting of November 8, 2023

5. **REPORTS FOR FILE**

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

6. **UNFINISHED BUSINESS**

- A. None

7. **NEW BUSINESS**

- A. Request to revise the classification of Police Recruit (Police)
- B. Request to revise the classification of Tree Trimmer (Public Works)
- C. Request to revise the classification of Lead Tree Trimmer (Public Works)

8. **STAFF COMMENTS**

9. **COMMISSIONER COMMENTS**

10. **ADJOURNMENT**



CITY OF NATIONAL CITY
HUMAN RESOURCES DEPARTMENT

**MINUTES OF THE REGULAR BUSINESS MEETING OF THE
CIVIL SERVICE COMMISSION
September 13, 2023**

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 Wednesday, September 13, 2023.

ROLL CALL

COMMISSION MEMBERS PRESENT: *Leslie Coyote*, Vice-Chairperson
Paul Wapnowski, Commissioner
Rafael Courtney, Commissioner
Sean Sampsell, Commissioner

COMMISSIONER ABSENT: *Thomas Luna*, Chairperson

STAFF PRESENT: *Molly Brennan*, Administrative Services Director

REPRESENTATIVES PRESENT: *Joyce Ryan*, Library & Community Services Director
Joanne McGhee, Community Services Manager

SALUTE TO THE FLAG

Commissioner Sampsell led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

APPROVAL OF MINUTES

Regular Meeting of July 12, 2023

Action: Motion made by Coyote seconded by Courtney, and unanimously carried to approve the regular meeting minutes to include revisions of typos.

REPORTS FOR FILE

Personnel Report

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

UNFINISHED BUSINESS

A. None

NEW BUSINESS

A. **Request to create a new classification titled Recreation Program Coordinator (Community Services)**

Library & Community Services Director Joyce Ryan and Community Services Manager Joanne McGhee provided a background of the request, and answered questions from the Commission.

Action: Motion made by Wapnowski, seconded by Coyote, and unanimously to table the item until staff provides further information, including job description, salary and staff vacancy report.

STAFF COMMENTS

Administrative Services Director Brennan confirmed that she will coordinate the Special Commission meeting and prepare agenda for Wednesday, September 21, 2023 to continue further discussion of the request to create new classification titled Recreation Program Coordinator.

Director Brennan also reminded Commissioners of the Commission Annual Report scheduled for the next Council Meeting on October 3rd. Director Brennan also will provide budget briefings and can provide presentation on personnel structure.

COMMISSIONER COMMENTS

Commission excused Commissioner Wapnowski's absent. Motion made by Courtney, and second by Coyote, and unanimously carried to approve the excused absent for Commissioner Wapnowski.

ADJOURNMENT

Action: Motion made by Courtney, seconded by Coyote, and unanimously carried to adjourn the regular meeting at 6:15 p.m., Wednesday, September 13, 2023, to the next regular meeting of the Civil Service Commission on Wednesday, November 8, 2023, at 5:30 p.m.

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.



CITY OF NATIONAL CITY
HUMAN RESOURCES DEPARTMENT

**MINUTES OF THE SPECIAL BUSINESS MEETING OF THE
CIVIL SERVICE COMMISSION
September 21, 2023**

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 Wednesday, September 21, 2023.

ROLL CALL

COMMISSION MEMBERS PRESENT: *Leslie Coyote*, Vice-Chairperson
Rafael Courtney, Commissioner
Paul Wapnowski, Commissioner
Sean Sampsell, Commissioner

COMMISSIONER ABSENT: *Thomas Luna*, Chairperson

STAFF PRESENT: *Molly Brennan*, Administrative Services Director

REPRESENTATIVES PRESENT:

SALUTE TO THE FLAG

Commissioner Sampsell led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

UNFINISHED BUSINESS

A. Request to create a new classification titled Recreation Program Coordinator (Community Services)

Administrative Services Director Brennan provided a background of the request, and answered questions from the Commission.

Action: Motion made by Courtney, seconded by Coyote, to approve and Motion made Wapnowski and second by Sampsell to disapprove the request to create a new classification titled Recreation Program Coordinator. No decision was made since it was a tied vote.

NEW BUSINESS

A. Discussion and presentation on Civil Service Commission Authority, Civil Service Rules, HR Director Role, Budgeting, and Organizational Structure.

STAFF COMMENTS

None

COMMISSIONER COMMENTS

Commission excused Chairperson Luna's absent. Motion made by Courtney, and second by Coyote, and unanimously carried to approve the excused absent for Chairperson Luna.

Commission thanked Director Brennan on the presentation and information provided to Commissioners.

Commissioner Sampsell requested if food could possibly be provided during Commission meetings.

ADJOURNMENT

Action: Motion made by Coyote, seconded by Courtney, and unanimously carried to adjourn the regular meeting at 6:45 p.m., Wednesday, September 21, 2023, to the next regular meeting of the Civil Service Commission on Wednesday, November 8, 2023, at 5:30 p.m.

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.



CITY OF NATIONAL CITY
HUMAN RESOURCES DEPARTMENT

**MINUTES OF THE REGULAR BUSINESS MEETING OF THE
CIVIL SERVICE COMMISSION
November 8, 2023**

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 Wednesday, November 8, 2023.

ROLL CALL

COMMISSION MEMBERS PRESENT: *Thomas Luna*, Chairperson
 Rafael Courtney, Commissioner
 Sean Sampsell, Commissioner

COMMISSIONER ABSENT: *Leslie Coyote*, Vice-Chairperson
 Paul Wapnowski, Commissioner

STAFF PRESENT: *Molly Brennan*, Administrative Services Director
 Lizza Galindo-Rojas, Executive Assistant

REPRESENTATIVES PRESENT: *Pedro Garcia*, Economic Development Manager
 Joanne McGhee, Community Services Manager
 Zaide Jurado, Recreation Supervisor
 Danielle Ghio, Acting City Librarian
 Derek Aydelotte, Police Captain
 Isela Cabrales, Property & Evidence Supervisor

SALUTE TO THE FLAG

Commissioner Luna led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

REPORTS FOR FILE

Personnel Report

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

UNFINISHED BUSINESS

A. None

NEW BUSINESS

A. Request to waive drivers' license minimum qualification for Recreation Specialist Aide Jizel Miramontes (Community Services)

Pedro Garcia Economic Development Manager and Zaide Jurado Recreation Supervisor provided a background of the request, and answered questions from the Commission.

Action: Motion made by Luna, seconded by Sampsell, and unanimously carried to approve the request to waive drivers' license minimum qualification for Recreation Specialist Aide Jizel Miramontes, including adding language to reflect that license requirement is highly desirable.

B. Request to replace the classification of Office Aide with new classification of Library Aide and reclassify all current Office Aide employees to the new classification of Library Aide (Library)

Acting City Librarian Danielle Ghio provided a background of the request, and answered questions from the Commission.

Action: Motion made by Luna, seconded by Sampsell, and unanimously carried to approve the request to replace the classification of Office Aide with new classification of Library Aide and reclassify all current Office Aide employees to the new classification of Library Aide, including adding language to reflect that license requirement is highly desirable.

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)

Acting City Librarian Danielle Ghio provided a background of the request, and answered questions from the Commission.

Action: Motion made by Luna, seconded by Courtney, and unanimously carried to approve the 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).

D. Request to revise the classification of Property & Evidence Specialist (Police)

Police Captain Aydelotte and Property & Evidence Supervisor Cabrales provided a background of the request, and answered questions from the Commission.

Action: Motion made by Luna, seconded by Courtney, and unanimously carried to approve the request to revise the classification of Property & Evidence Specialist.

E. Request to revise Civil Service Rule VII, Employee Performance Reports

Administrative Services Director Brennan provided a background of the request, and answered questions from the Commission.

Action: Motion made by Luna, seconded by Courtney, and unanimously carried to approve the request to revise Civil Service Rule VII, Employee Performance Reports.

STAFF COMMENTS

Administrative Services Director Brennan informed Commission that Commissioner Wapnowski reached out to request for his absent be excused. Motion made by Courtney, and second by Luna, and unanimously carried to approve the excused absent for Commissioner Wapnowski.

Director Brennan also informed Commission that she will continue to keep the Commission informed including new business in future agendas about revising and updating City policies, procedures and classifications due to new leadership and staff in the City.

COMMISSIONER COMMENTS

Chairperson Luna expressed appreciation to staff about communication between Commission and staff and continue that communication to be open moving forward.

Commissioner Sampsell requested an update about last meeting unfinished business and Director Brennan provided an update regarding the department wanting to pull the item from the agenda until further notice.

Commissioner Courtney thanked Director Brennan for her PowerPoint presentation to the Commission and requested the presentation be shared with Chairperson Luna. Director Brennan offered to provide one-on-one briefings if requested.

Chairperson Luna expressed his gratitude to the City for the funding and upgrades to the Kimball Little League fields and tennis courts.

ADJOURNMENT

Action: Motion made by Luna, seconded by Courtney, and unanimously carried to adjourn the regular meeting at 6:30 p.m., Wednesday, November 8, 2023, to the next regular meeting of the Civil Service Commission on Wednesday, January 10, 2024, at 5:30 p.m.

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.

NATIONAL CITY CIVIL SERVICE COMMISSION**PERSONNEL REPORT**

January 10, 2023

Appointments:

NAME	POSITION TITLE	DEPARTMENT	EFFECTIVE DATE	TYPE OF APPOINTMENT
Andrew De Sol-Williamson	Custodian	Engineering/Public Works	11/14/23	Career/Regular
Roberto Aguilar	Police Recruit	Police	12/06/23	Career/Regular
Marc Vargas	Police Recruit	Police	12/06/23	Career/Regular
Karl Tadle	Police Recruit	Police	12/07/23	Career/Regular
Erik Fonseca	Equipment Mechanic I	Engineering/Public Works	12/12/23	Career/Regular

Promotions:

NAME	POSITION TITLE		DEPARTMENT	EFFECTIVE DATE
	From	To		
Rogelio Velarde-Sales	Maintenance Worker	Equipment Operator	Engineering/PW	11/28/23
Brian Hadley	Building Official	Director of Community Development	Comm. Development	12/05/23
Benjamin Martinez	Interim City Manager	City Manager	City Manager	12/05/23

Separations:

NAME	POSITION TITLE	DEPARTMENT	EFFECTIVE DATE	TYPE OF SEPARATION
Roy Inga	Senior Park Caretaker	Engineering/Public Works	11/16/23	Resigned
Danny Garcia	Building Trade Specialist	Engineering/Public Works	11/20/23	Resigned
Michael Acevedo	Police Officer	Police	11/26/23	Resigned
Angela Chelius	Police Corporal	Police	11/27/23	Retirement
Jose Tellez	Police Chief	Police	12/05/23	Retirement
Adan Pacheco	Planning Technician	Community Development	12/11/23	Resigned
Roberto Aguilar	Police Recruit	Police	12/13/23	Resigned
Colleen Stanich	Police Corporal	Police	12/25/23	Retirement

POLICE RECRUIT	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: December 14, 2006

DEFINITION

Under immediate supervision, to attend a Basic Police Academy and participate in departmental training and orientation programs to prepare for a professional law enforcement career.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn, civilian, trainee class designed to employ Police Officer candidates during the initial, formalized, basic police officer training. Police Recruit is distinguished from the next higher class, Police Officer, in that recruits are not assigned any active law enforcement duties and do not have peace office powers. Upon successful completion of required training, recruits may be appointed and sworn in as Police Officers.

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.

Attend a Basic Police Academy which meets all training requirements of the California Penal Code and the California Commission on Police Officer Standards and Training (POST), to obtain a comprehensive overview of the criminal justice system and specialized training in various laws, law enforcement techniques, practices and procedures, and first aid and to develop and demonstrate physical fitness and effective usage of firearms.

Participates in orientation and in-house training programs under direct supervision to develop an awareness of the duties, activities, and responsibilities of a Police Officer.

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.

Ability to: Observe, learn, understand, and interpret various laws and police practices and procedures; analyze problems and have the potential to rationally and calmly take appropriate action in emergency and stressful situations; undergo strenuous physical conditioning; prepare accurate and grammatically correct written reports in English; establish and maintain cooperative working relations with persons of widely varying socio-economic and ethnic backgrounds; understand and carry out oral and written directions.

Class Specification
Police Recruit
Page 2

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

~~Must be a U.S. citizen or a permanent resident alien who is eligible and has applied for citizenship.~~ Must be legally authorized to work in the United States under federal law.

Must be at least 21 years of age at time of appointment. Must possess a valid California Class C driver's license at the time of appointment. Must meet all requirements for admission to Basic Police Academy recognized by POST.

Revised 01/01/22 12/12/2023

TREE TRIMMER	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: February 11, 1993 Rev. January 2024

DEFINITION

Under general supervision, to perform a variety of skilled and semi-skilled tasks in the care and maintenance of street and park trees, including the climbing and trimming of trees and the operation of related hand and power equipment; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a skilled, journey-level class reporting to a Lead Tree Trimmer.

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 skilled high tree trimming from aerial equipment or climbs trees with rope and saddle; performs low trimming from ground or ladder; uses hand and power saws; trims or removes excess, dead, or diseased limbs or branches; operates brush chipper, spray rig, aerial tower, stump cutter, tree mover, backhoe, skip loader, water tanker, and other park maintenance equipment; plants and removes trees; sharpens and maintains equipment; may supervise, lead, and assist a tree crew in the performance of its duties; transplants trees and shrubs; may be assigned to perform other park and facility maintenance duties as needed.

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: one (1) year of skilled, journey-level tree maintenance experience.

Knowledge and Skills in: Tools, equipment, and materials used in the maintenance of trees; safety regulations and procedures; common names of common trees; proper methods for using rope and saddle and aerial tower in trimming operations; proper methods for cutting branches and limbs and thinning and elevating a tree; proper methods for planting and transplanting trees and shrubs.

Ability to: Perform heavy and physically demanding work for lengthy and continuous periods of time; understand and carry out oral and written instructions; climb a tree of great height using a rope and saddle or aerial tower; work in trees at heights as high as 60 feet; operate motorized equipment and tools used in tree maintenance in a safe and effective manner; properly use and care for tools, equipment, and materials related to maintenance of trees; keep simple records; establish and maintain effective working relations with others; deal effectively with the public.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

Possession of a valid California Commercial Class B driver's license with tanker endorsement is required within three (3) months after appointment.

DRAFT

LEAD TREE TRIMMER	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: <u>Rev. January 2024</u> February 11, 1993

DEFINITION

Under direction, to supervise and participate in the work of a crew responsible for trimming and removing trees in streets right-of-way, parks, and other City-landscaped areas; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a working crew-leader class reporting to the Park Superintendent.

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.

Leads and participates in the work of a crew of tree maintenance personnel, including determining work procedures, assigning duties, training, and assisting in solving work problems; enforcing City regulations and policies and promoting work efficiency; thins, tops, and raises trees in the City street right-of-way, parks, and other landscaped areas using an aerial tower, rope and saddle, chainsaw, hydraulic saw, spikes, pole saw, and pruner; removes tree trimmings and debris using a brush chipper; completes work reports to indicate actual work accomplished and maintains other records as appropriate; removes trees considered dangerous, diseased, or dead using an aerial tower, rope and saddle, chainsaw, hydraulic saw, manual saw, and a stump remover; plants new trees; waters and inspects newly planted trees; transplants trees and shrubs; maintains equipment used in trimming trees, including chainsaws, hand saws, and other related tools; places cable braces in limbs too weak to support themselves; cleans out and patches cavities in trees; assures job sites are set up in a safe manner.

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: three (3) years of skilled, journey-level experience as a tree trimmer.

Knowledge and Skills in: Principles and methods of supervision; tools, equipment, and materials used in the maintenance of trees; safety regulations and procedures; common names of common species of trees; proper method for using rope and saddle and aerial tower in trimming operations; proper methods for cutting branches and limbs and thinning and elevating a tree; proper methods for planting and transplanting trees; recordkeeping and reporting requirements pertaining to tree maintenance.

Ability to: Perform heavy and physically demanding work for lengthy and continuous periods of time; understand and carry out oral and written instructions; maintain trees

according to established schedules and procedures; instruct and guide other workers in performing tree maintenance tasks; climb a tree of great height using a rope and saddle or aerial tower; work in trees at heights as high as 60 feet; operate motorized equipment and tools used in tree maintenance in a safe and effective manner; properly use and care for tools, equipment, and materials related to maintenance of trees; keep records and prepare reports; establish and maintain effective working relations with others; deal effectively with the public.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

| Possession of a valid California Commercial Class B driver's license is required within three (3) months after appointment.

DRAFT