

AGENDA

CITY OF NATIONAL CITY CIVIL SERVICE COMMISSION

SPECIAL MEETING

5:30 P.M., Wednesday, March 27, 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 January 10, 2024

5. **REPORTS FOR FILE**

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

6. **UNFINISHED BUSINESS**

- A. None

7. **NEW BUSINESS**

- A. Introduction of new Human Resources Director
- B. Request to revise the classification of Community Services Officer (Police)
- C. Request to create a new classification titled Emergency Manager (Fire)
- D. Request to create a new classification titled Fire Division Chief (Fire)

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
January 10, 2024**

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, January 10, 2024.

ROLL CALL

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

COMMISSIONER ABSENT: *Leslie Coyote*, Vice-Chairperson

STAFF PRESENT: *Molly Brennan*, Administrative Services Director

SALUTE TO THE FLAG

Chairperson Luna led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

APPROVAL OF MINUTES

Regular Meeting of September 13, 2023

Special Meeting of September 21, 2023

Regular Meeting of November 8, 2023

Action: Motion made by Luna seconded by Wapnowski, and unanimously carried to approve the regular and special meetings minutes.

REPORTS FOR FILE

Personnel Report

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

UNFINISHED BUSINESS

A. None

NEW BUSINESS

A. Request to revise the classification of Police Recruit (Police)

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 the classification of Police Recruit.

B. Request to revise the classification of Tree Trimmer (Public Works)

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 the classification of Police Recruit.

C. Request to revise the classification of Lead Tree Trimmer (Public Works)

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 the classification of Police Recruit.

STAFF COMMENTS

Administrative Services Director Brennan confirmed the next regular meeting is scheduled for March.

COMMISSIONER COMMENTS

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

ADJOURNMENT

Action: Motion made by Luna, seconded by Wapnowski, and unanimously carried to adjourn the regular meeting at 5:47 p.m., Wednesday, January 10, 2024 to the next regular meeting of the Civil Service Commission on Wednesday, March 13, 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

March 27, 2024

Appointments:

NAME	POSITION TITLE	DEPARTMENT	EFFECTIVE DATE	TYPE OF APPOINTMENT
Jesus Rodriguez-Albillo	Police Dispatcher	Police	01/09/24	Career/Regular
Jessica Gomez	Custodian	Engineering/Public Works	01/09/24	Career/Regular
Jonathan Cornwell	Firefighter	Fire	01/23/24	Career/Regular
Dillon Kelley	Firefighter	Fire	01/23/24	Career/Regular
Charles Strampfer	Firefighter	Fire	01/23/24	Career/Regular
Adriana Calderon-Barajas	Accounting Assistant	Finance	01/23/24	Career/Regular
Marcos Pesqueira	Equipment Mechanic II	Engineering/Public Works	01/23/24	Career/Regular
Christina Soto	Police Officer	Police	01/23/24	Career/Regular
Reona Bowles	Police Dispatcher	Police	01/23/24	Career/Regular
Samuel Marrinan	Building Official	Community Development	02/20/24	Career/Regular
Krystal Alvarado	Police Recruit	Police	03/05/24	Career/Regular
Lydia Flores-Hernandez	Human Resources Director	Human Resources	03/05/24	Career/Regular
Genaro Chavez	Senior Park Caretaker	Engineering/Public Works	03/19/24	Career/Regular
Roman Cruz	Graffiti Removal Assistant	Community Development	03/19/24	Career/Regular

Promotions:

NAME	POSITION TITLE		DEPARTMENT	EFFECTIVE DATE
	From	To		
Roberto Gonzalez	Police Sergeant	Police Lieutenant	Police	01/09/24
Vincent Fernando	Police Sergeant	Police Lieutenant	Police	01/09/24
Matthew Cardoza	Police Corporal	Police Sergeant	Police	01/09/24
Chad Sakamoto	Police Corporal	Police Sergeant	Police	01/09/24
Steven Anderson	Police Officer	Police Corporal	Police	01/09/24
Benjamin Peck	Police Officer	Police Corporal	Police	01/09/24
Christopher Berry	Firefighter	Fire Engineer	Fire	01/09/24
Mae Adamos	Senior Police Dispatcher	Police Dispatch Supervisor	Police	01/23/24
Alex Cordova	Housing Inspector I	Senior Code Conformance Officer	Community Development	01/23/24
Olegario Garcia	Park Caretaker	Senior Park Caretaker	Engineering/PW	02/06/24
Faavaelieofa Fiatoa	Equipment Operator	Public Works Crew Supervisor	Engineering/PW	02/06/24
Ernesto Lorona	Sr. Equipment Operator	Public Works Crew Supervisor	Engineering/PW	02/06/24
Brian Hadley	Dir. Comm. Development	Deputy City Manager	City Manager	02/06/24

NATIONAL CITY CIVIL SERVICE COMMISSION**P E R S O N N E L R E P O R T**

March 27, 2024

Promotions: continue

NAME	POSITION TITLE		DEPARTMENT	EFFECTIVE DATE
	From	To		
Carlos Aguirre	Housing/Economic Development Director	Director of Community Development	Community Development	02/06/24
Margarita Molina	Accounting Assistant	Senior Accounting Assistant	Finance	02/20/24
Felipe Gomez	Police Recruit	Police Officer	Police	02/27/24

Separations:

NAME	POSITION TITLE	DEPARTMENT	EFFECTIVE DATE	TYPE OF SEPARATION
Jocelyn Bastida	Police Officer	Police	01/21/24	Resigned
Bianca Wood	Police Dispatcher	Police	02/13/24	Resigned
Reona Bowles	Police Dispatcher	Police	02/15/24	Probation Release
Arcelia Guzman	Custodian	Engineering/Public Works	03/04/24	Retirement
Jonathan Cornwell	Firefighter	Fire	03/15/24	Probation Release
Marcos Pesqueira	Equipment Mechanic II	Engineering/Public Works	03/19/24	Resigned

COMMUNITY SERVICES OFFICER	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: <u>Revised January 2024</u> March 8, 2007

DEFINITION

Under supervision or direction of assigned division personnel, to perform a variety of staff and operations support services for various divisions of the Police department; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn, non-safety utility classification in which incumbents may be assigned to any functional sections of the Police department and rotated to other sections depending on the needs of the department. Positions in this classification are trained, assist, and perform duties of a clerical, technical, or a specialized nature.

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.

May be assigned duties in the Property, Records, Parking Control, Animal Control, Crime Scene, Dispatch, Administration, Operations, and/or other functional division sections of the Police department. Depending on assignment, may perform such typical duties as listed here.

- ~~R~~receiving, recording, classifying, disposing of, and storing a variety of property and evidence secured during investigations.
- ~~E~~enforcing parking ordinances and impounding abandoned vehicles.
- ~~A~~accomplishing simple investigative procedures and taking routine reports of accidents and minor crimes.
- ~~A~~ssisting assigned superior employees and sworn police personnel in a variety of tasks.
- ~~R~~receiving telephone complaints and providing information to the public.
- ~~P~~roviding dispatching and animal control relief.
- ~~P~~roviding courier services.
- ~~P~~roviding testimony in court on assigned involvement.
- ~~P~~roviding clerical and office assistance as needed.
- ~~O~~perating departmental equipment, including vehicles.
- ~~and P~~performing similar-level duties as assigned.

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 successful completion of a GED; AND~~ completion of courses or training in police-related work; ~~OR~~
- ~~and~~ ~~One~~ (1) year of experience performing similar duties, preferably with a law enforcement agency; ~~and~~ ~~OR~~
- ~~one~~ One (1) year of responsible experience performing in a customer service duties related field.

Knowledge and Skills in: Research and report writing techniques; proper storage, inventory, and safety procedures; simple recordkeeping methods; office procedures and operation; basic arithmetic; and correct English usage.

Ability to: Maintain records and write concise reports; perform minor investigations; interpret and apply state and local laws, rules, regulations, and ordinances; use equipment involved in duties; communicate effectively; 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.

EMERGENCY MANAGER	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Proposed: March 2024

DEFINITION

Under general direction from the Fire Chief, the Emergency Manager is responsible for planning, coordinating, and responding to disasters and emergencies to protect lives and property; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a one (1) incumbent management class. The employee in this class has full professional management and full supervisory authority in planning, organizing, and directing the full scope of operations within the assigned division/department. May oversee and coordinate assigned support staff.

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.

- Provides staff support to the Fire Chief, Police Chief, and City Manager's Office to coordinate actual or potential emergency preparedness or response efforts.
- Serves as the City's liaison on emergency preparedness issues with the Federal Emergency Management Agency, State of California Office of Emergency Services, San Diego County Office of Emergency Services and other local municipalities, and the Emergency Manager Working Group.
- Coordinates training programs and emergency operations center exercises to prepare City department staff to respond quickly and effectively to emergencies.
- Coordinates the submittal and administration of State Homeland Security Grants (SHSG), Urban Area Security Initiative (UASI) Grants, Fire Act Grants, Staffing For Adequate Fire and Emergency Response (SAFER), and other grants.
- Researches, analyzes, and prepares complex grant applications and seeks alternate funding sources for various City projects.
- Advises departments on their emergency plans and coordinates interdepartmental activities.
- Processes federal and state reimbursement claims for the City's costs during and after declared emergencies.
- Oversees, coordinates, and conducts a variety of emergency related community education programs including Community Emergency Response Teams (CERT) and LISTOS disaster preparedness programs.
- Develops and oversees the City's emergency operations center; evaluates and regularly updates emergency plans.
- Maintains awareness of new developments in the field of emergency preparedness and disaster relief; incorporates new developments as appropriate into programs/plans.

- Participates in the preparation and administration of the Department's budget; submits budget recommendations; monitors expenditures.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

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:

Training/Education: A Bachelor's degree in emergency management, fire science, business, public administration, or a related field from an accredited college or university; or an Associate's degree and Certified Emergency Manager (CEM) designation from the International Association of Emergency Managers (IAEM) or Certified Emergency Management Specialist by the California Governor's Office of Emergency Services; **AND**

Experience: at least four (4) years of experience in emergency management, administrative, operational, and analytical assignments.

Knowledge and Skills in:

Principles and practices of disaster preparedness plans; hazardous biological and chemical substances and materials; health and environmental safety rules and regulations; protocols of State, Federal, and local agencies, including Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (OES); principles and techniques of administration, organization, and operation of municipal government, and the principles, practices, and methods used in the conduct of municipal government; report preparation, information analysis, and management audit techniques; and methods of research and analysis.

Ability to:

Work independently with minimum supervision; work well under pressure and in a crisis situation; operate software applications such as word processing, spreadsheet, database management, and graphics presentation; grant/budget procedures; work independently to analyze problems and implement solution; communicate effectively, both orally and in writing; conduct training and presentations; understand and follow oral and written instructions; establish and maintain effective working relations; exercise flexibility and creativity in response to changing needs of the department; research and analyze problems and prepare recommendations on a variety of issues; properly interpret and make decisions in accordance with laws, regulations, and policies; prepare clear and concise oral and written reports, both narrative and statistical; work well under time constraint conditions, think independently; supervise employees.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

Possession of a valid California Class C driver's license or other means that would allow for the ability to commute to meetings, conduct site visits and attend other special events throughout the county. Certifications that are highly desirable: Certified Emergency Manager (CEM) designation from the International Association of Emergency Managers

(IAEM) or Certified Emergency Management Specialist by the California Governor's Office of Emergency Services.

FINAL DRAFT

FIRE DIVISION CHIEF	CITY OF NATIONAL CITY
CLASS SPECIFICATION	PROPOSED: April 2024

DEFINITION

Under general direction of the Fire Chief, the Fire Division Chief is responsible for the administration of either the Fire Operations Division or the Fire Prevention Division; serves as acting Fire Chief in the absence of the Fire Chief; and performs other related duties as required. ~~The Fire Division Chief is a management position and considered [JS1] [RD2] Fire Safety. [RD3]~~

DISTINGUISHING CHARACTERISTICS

The Fire Division Chief works a 40 hour exempt FLSA week and has primary responsibility over either the Fire Operations Division or the Fire Prevention Division. The Fire Operations Division Chief's primary responsibility is to manage all suppression personnel and operational readiness. The Fire Prevention Division Chief will manage Community Risk Reduction (CRR), this will include acting as the Fire Marshal for the City and contract agencies.

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.

General (applies to all divisions):

- Serves as Acting Fire Chief in the absence of the Fire Chief.
- Performs management, supervisory, and administrative work in coordination of assigned division activities.
- Assists with the development and monitors the department budget; prepares staff reports on various subjects.
- Develops, plans, organizes, implements, and directs fire training programs; provides general knowledge and technical instruction for Fire personnel, City employees, citizens, and other fire agencies.
- Attends City Council Meetings and civic functions as directed.
- Attends meetings and committees in place of the Fire Chief, when directed by the Fire Chief.
- Performs an active role in the City's Emergency Operations Center (EOC) as needed.
- May represent the department as the Public Information Officer at emergency incidents.
- Develops and ensures implementation of department policies and procedures.
- Performs other related work as required.

Fire Operations Division:

- Monitors fires and other emergency calls. Responds to large incidents to assist in the incident command/management.
- Manages emergency response forces and administrative staff which includes application of the Incident Command Management System, deployment of personnel and equipment, and related fire ground functions.
- Oversees the entire fire and rescue delivery system, ensuring that the system functions as designed and that policies and procedures are adhered to.
- Manages the training of entry-level personnel as well as the continuing educational training of current department members.
- Coordinates department activities with other City departments and outside agencies.
- Serves as the Department's representative on local operational groups.

Fire Prevention Division:

- Acts as Fire Marshal for the City and contract agencies.
- Leads, supervises, and coordinates all aspects of the Community Risk Reduction Division.
- Conducts and oversees fire and hazard investigations at emergency scenes.
- Interprets, inspects, and enforces building and fire codes.
- Conducts internal plan reviews with various departments and agencies including Planning, Building, Engineering, County of San Diego, etc...
- Conducts pre-development meetings with stake holders at the Fire Administration counter.
- May act as the City's Designated Infectious Control Officer.
- Manages the City's Hazardous Materials California Environmental Reporting System (CERS) and Certified Unified Program Agencies (CUPA).
- Prepares, documents and presents arson cases to the District Attorney, and testifies in court as an expert witness.

MINIMUM QUALIFICATIONS

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:

Training/Education: an associate's degree in any fire or emergency related field; or an associate's degree in another field and a fire science certificate, California Company Officer/Fire Officer certification, or Chief Officer Certification; **AND**

Experience: at least two (2) years of experience as Fire Battalion Chief or Deputy Fire Marshal with the National City Fire Department or other municipal fire department.

Highly Desirable (Fire Prevention Division): at least two (2) years of experience as a Fire Marshal with increasing responsibilities related to Fire Prevention.

Knowledge and Skills in: Firefighting principles and the techniques and equipment employed in fire suppression; local, county, state, and federal laws and regulations pertaining to fire suppression/prevention; principles and practices of administration, leadership, training methods, communications, and group instruction; emergency medical methods and the City's fire, emergency medical, and dispatch delivery systems.

Ability to: Train and manage people; maintain discipline and morale; keep records; take effective courses of action in emergency situations; maintain effective working relations with others; analyze problems and apply various problem-solving techniques.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

- Possession of a valid California Class C driver's license is required at the time of appointment and must be maintained throughout employment with the City.

When assigned to Fire Operations Division:

- San Diego County EMT or Paramedic certificate, and this must be maintained throughout employment with the City.
- Chief Officer Certification is highly desirable. This includes the Chief Officer Certification (prior to 12/31/ 2018) and/or the completion of the Chief Fire Officer class series is highly desirable. These classes include:
 - Chief Fire Officer 3A: Human Resource Management
 - Chief Fire Officer 3B: Budget and Fiscal Responsibility
 - Chief Fire Officer 3C: General Administration Functions
 - Chief Fire Officer 3D: Command of Expanding All-Hazard Incidents

When assigned to Fire Prevention Division:

- Completion of a certified Penal Code (PC) 832 Arrest and Fire Arms Course.
- Completion of California State Fire Marshal Certification Courses or equivalent:
 - Fire Inspector 1
 - Fire Inspector 2
 - Plans Examiner
 - Fire Investigator
 - Fire Safety Educator
- Completion of the following certifications are required at the time of hire:
 - CPR and First Aid
 - Incident Command System 300 (ICS)
 - Incident Command System 400 (ICS)