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**NOTICE OF  
REGULAR MEETING  
CIVIL SERVICE COMMISSION**  
Coronado City Hall  
Council Chamber  
1825 Strand Way  
CORONADO, CALIFORNIA  
Thursday, August 11, 2016, 5:30 p.m.

**AGENDA**

- I. ROLL CALL.
- II. COMMUNICATIONS - ORAL: Each person wishing to speak before the Civil Service Commission on any matter listed on the agenda shall approach the Civil Service Commission, give name and address, and limit address to 3 minutes. State law generally precludes the Civil Service Commission from discussing or acting upon any topic initially presented during oral communications. Your information may be received, placed on the next agenda or referred to the Director of Administrative Services.
- III. WRITTEN COMMUNICATIONS: None
- IV. INFORMATIONAL ITEMS:
  1. April 14, 2016 Minutes
  2. June 9, 2016 Minutes
- V. ACTION ITEMS:
  1. Approval of Eligibility List and Recruitment Schedule
  2. Approval of Changes to the Classification Specification for:
    - Information Technology Network Administrator I/II
- VI. OTHER BUSINESS.
- VII. ADJOURNMENT.

Marsi Steirer  
Chair, Civil Service Commission  
Date: August 11, 2016

**MINUTES OF A  
REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
Coronado City Hall  
1825 Strand Way  
Coronado, CA 92118  
Thursday, April 14, 2016, 5:30 p.m.**

**CALL TO ORDER**

The meeting of the Civil Service Commission convened at 5:30 p.m., March 10, 2016 in the Council Chamber at City Hall. Chair Steirer instructed the Secretary to call the roll and the following members were present.

**MEMBERS PRESENT:** Commissioner Weisbrod  
Commissioner Durbin  
Commissioner Miller  
Commissioner Steirer

**ALSO PRESENT:** James Krueger, Director of Administrative Services  
Amy Reeve, Human Resources Manager  
Alexandrea Herring, Secretary

**ORAL COMMUNICATIONS:** None.

**WRITTEN COMMUNICATIONS:** None.

**INFORMATIONAL ITEMS:** The minutes of March 10, 2016 were submitted to the Commission and accepted into the record.

Commissioner Miller moved for the approval to have the minutes included in the record with de minimis corrections. Commissioner Weisbrod seconded the motion. The motion passed unanimously.

**ACTION ITEMS:**

1. Approval of Eligibility List and Recruitment Schedule

Commissioner Weisbrod moved for the approval of the Eligibility List and Recruitment Schedule. Commissioner Miller seconded the motion. The motion passed unanimously.

2. Approval to Abolish Eligibility List for Maintenance Worker I/II

Commissioner Miller moved for the approval to abolish the Eligibility List for Maintenance Worker I/II for the reason of unsuitability of the examination. Commissioner Durbin seconded the motion. The motion passed unanimously.

Minutes of a Regular Meeting of the  
Civil Service Commission of April 14, 2016

**OTHER BUSINESS:** None.

**ADJOURNMENT:**

The Civil Service Commission meeting adjourned at 5:40 p.m.

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Marsi Steirer  
Chair  
CIVIL SERVICE COMMISSION

**MINUTES OF A  
REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
Coronado City Hall  
1825 Strand Way  
Coronado, CA 92118  
Thursday, June 9, 2016, 5:30 p.m.**

**CALL TO ORDER**

The meeting of the Civil Service Commission convened at 5:30 p.m., June 9, 2016 in the Council Chamber at City Hall. Chair Steirer instructed the Secretary to call the roll and the following members were present.

**MEMBERS PRESENT:** Commissioner Weisbrod  
Commissioner Williams  
Commissioner Miller  
Commissioner Steirer

**ALSO PRESENT:** James Krueger, Director of Administrative Services  
Amy Reeve, Human Resources Manager  
Alexandrea Herring, Secretary

**ORAL COMMUNICATIONS:** None.

**WRITTEN COMMUNICATIONS:** None.

**INFORMATIONAL ITEMS:** The minutes of April 14, 2016 were submitted to the Commission.

Commissioner Steirer requests de minimus corrections be made to the minutes. Commissioner Weisbrod moved for corrections to be made and the approval of the minutes be postponed to the next regularly held meeting of the Commission. Commissioner Miller seconded the motion. The motion passed unanimously.

**ACTION ITEMS:**

1. Approval of Eligibility List and Recruitment Schedule

Commissioner Miller moved for the approval of the Eligibility List and Recruitment Schedule. Commissioner Weisbrod seconded the motion. The motion passed unanimously.

2. Approval of Changes to the Classification Specification for:  
*a. Recreation Services Supervisor*

Commissioner Williams moved for the approval of the changes to the Recreation Services Supervisor class specification. Commissioner Miller seconded the motion. The motion passed unanimously.

*b. Senior Management Analyst*

Commissioner Weisbrod moved for the approval of the changes to Senior Management Analyst class specification. Commissioner Williams seconded the motion.

**OTHER BUSINESS:** None.

**ADJOURNMENT:**

The Civil Service Commission meeting adjourned at 6:00 p.m.

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Marsi Steirer  
Chair  
CIVIL SERVICE COMMISSION



Administrative Services Department  
MEMORANDUM

**DATE:** Thursday, August 11, 2016  
**TO:** Civil Service Commission Members  
**FROM:** *AMP* Amy Reeve, Human Resources Manager  
**SUBJECT:** Approval of Eligibility List and Recruitment Schedule

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**Background:** City staff prepares an eligibility list for all covered classifications and a recruitment schedule for vacant positions. Attached are the most recent reports.

**Recruitments:**

1. Recruitments are in progress for the following positions – Accounting Technician (one vacancy); Aquatics Coordinator (one vacancy); Maintenance Worker I/II (two vacancies); Management Analyst (one vacancy); Police Officer (five vacancies); Police Officer Recruit (two vacancies); Police Services Officer (two vacancy); Recreation Services Supervisor (one vacancy) and Senior Management Analyst (two vacancies).

**Eligibility Lists:**

1. All vacancies for Associate Engineer, Associate Planner, Beach Lifeguard, Community Development Technician, Fire Battalion Chief, Fire Captain, Lead Maintenance Worker, and Police Dispatcher/Records Assistant have been filled and added to the report.

**Recommendation:** Staff recommends that the Commission approve the eligibility list and the recruitment schedule.

*Attachment*

**Personnel Recruitment Schedule/Eligibility List Status**

**Current Recruitments**

**Updated August 11, 2016**

	<b>Classification (Number of Vacancies)</b>	<b>Biweekly Salary/ Hourly Wage</b>	<b>Date Recruitment Opened</b>	<b>Date Recruitment Closed</b>	<b>Test Date(s)</b>	<b>Oral Board Date(s)</b>	<b>Eligibility List Promulgation Date</b>	<b>List Expiration Date</b>	<b>Hire Date</b>
1	Accounting Technician (1)	\$1,670.84 - \$2,336.59	6/9/2016	6/30/2016	7/19/2016	8/9/2016	TBD	TBD	TBD
2	Aquatics Coordinator (1)	\$1,607.20 - \$2,051.23	8/1/2016	8/15/2016	TBD	TBD	TBD	TBD	TBD
3	Maintenance Worker I/II: Facilities (1)	\$1,415.80 - \$2,101.87	5/16/2016	6/1/2016	TBD	6/20/2016	6/27/2016	1/27/2017	TBD
4	Maintenance Worker I/II: Wastewater (1)	\$1,415.80 - \$2,101.87	4/29/2016	5/13/2016	TBD	6/27/2016	6/27/2016	1/27/2017	TBD
5	Management Analyst (Human Resources) (1)	\$5,384.62 - \$7,215.91	6/30/2016	7/29/2016	N/A	8/11/2016	TBD	TBD	TBD
6	Police Officer Recruit (2)	\$2,126.86 - \$2,585.21	2/29/2016	3/7/2016	N/A	5/5/2016	TBD	TBD	TBD
7	Police Officer: Lateral Entry/Academy Graduate (5)	\$2,497.12 - \$3,346.39	Continuous	Continuous	N/A	7/26/2016	TBD	TBD	TBD
8	Police Services Officer (2)	\$1,505.17 - \$2,169.62	6/9/2016	6/30/2016	N/A	TBD	TBD	TBD	TBD
9	Recreation Services Supervisor (1)	\$2,368.35 - \$3,173.81	6/14/2016	7/12/2016	N/A	TBD	TBD	TBD	TBD
10	Senior Management Analyst (2)	\$2,982.14 - \$3,996.36	5/3/2016	5/27/2016	N/A	06/29/2016 07/28/2016	7/28/2016	1/28/2017	TBD


**Personnel Recruitment Schedule/Eligibility List Status**  
**Eligibility Lists**  
**(with no current vacancies)**  
**Updated August 11, 2016**

<b>Classification</b>	<b>Biweekly Salary</b>	<b>Date Recruitment Opened</b>	<b>Date Recruitment Closed</b>	<b>Test Date(s)</b>	<b>Oral Board Date(s)</b>	<b>Eligibility List Promulgation Date</b>	<b>List Expiration Date</b>
Associate Engineer	\$2,905.53 - \$3,893.71	3/29/2016	4/29/2016	N/A	6/6/2016	6/6/2016	12/6/2016
Associate Planner	\$2,455.82 - \$3,291.03	3/14/2016	4/15/2016	N/A	5/26/2016	5/26/2016	11/26/2016
Beach Lifeguard	\$1,279 - \$1,632.53	8/18/2015	9/2/2015	9/2/2015	9/16/2015	9/22/2015	9/22/2016
Community Development Technician	\$1,724.86 - \$2,201.41	10/9/2015	10/26/2015	N/A	11/23/2015	11/30/2015	11/30/2016
Fire Battalion Chief	\$3,709.42 - \$4,970.97	10/5/2015	10/16/2015	11/19/2015 & 11/20/15	11/19/2015 & 11/20/15	11/19/2015	11/19/2016
Fire Captain	\$2,972.71 - \$3,983.71	10/5/2015	10/16/2015	11/10/2015	11/19/2015 & 11/20/15	11/20/2015	11/20/2016
Lead Maintenance Worker	1,899.74 - \$2,545.83	1/4/2016	1/25/2016	N/A	2/24/2016	2/24/2016	8/24/2016
Police Dispatcher/Records Assistant	\$1,972.43 - \$2,643.24	5/11/2016	5/23/2016	06/22/2016 & 06/23/2016	7/6/2016	7/6/2016	1/6/2017





Administrative Services Department  
MEMORANDUM

DATE: Thursday, August 11, 2016  
TO: Civil Service Commission Members  
FROM:  Amy Reeve, Human Resources Manager  
SUBJECT: Approval of Changes to the Classification Specification for Information Technology Network Administrator I/II

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**Background:** The classification description for Information Technology Network Administrator requires an amendment that is before the Civil Service Commission for approval. The classification change is discussed in the Analysis section below and the respective position description is attached with the proposed changes noted by a ~~striketrough~~ (deletions) or underline (additions).

Civil Service Rule II, Section I provides, in part:

The Commission shall adopt, revise as necessary and maintain for official and public reference a Classification plan.

The Classification Plan shall consist of a list of titles of the classes to which all positions in the Classified Service are to be allocated and a written class specification describing each class. Each class specification shall outline the main characteristics and desirable qualifications required of positions allocated to the class and shall give examples of duties which employees holding such positions may properly be required to perform.

At its August 16, 2016 meeting, the City Council will approve staffing levels through the adoption of the Personnel Authorization and Compensation Plan (PACP) which will include the number of authorized positions in the Information Technology Division of Administrative Services. The department will not be proposing any additional personnel, however there is a desire to redesign the classification of Information Technology Network Administrator and provide a series of two positions (I/II), so there is compliance with labor laws, opportunity for advancement within the classification and distinction in the performance of duties.

**Analysis:**

The Information Technology Network Administrator classification is subject to California wage laws and was previously classified as FLSA Exempt. As a “computer professional” in California, there is a minimum pay threshold of \$87,185 per year for personnel considered exempt from

overtime. At the top step of the City's salary schedule, we meet the requirements to uphold the Exempt status. We currently have two Information Technology Network Administrators who are considered Exempt from overtime, who are being paid at the minimum threshold or higher. These employees have tenure and have progressed to the top step of the range, therefore these employees will be classified as Information Technology Network Administrator II.

We also recently hired a third Information Technology Network Administrator who is not yet at the top of the range and should be classified as FLSA Non-Exempt. This employee will be classified as an Information Technology Network Administrator I.

**Recommendation:** Staff recommends that the Commission approve the changes to the *Information Technology Network Administrator I/II* classification specification to maintain compliance with applicable California wage laws.

Attachment: Class specification with proposed Changes marked

Information Technology Network Administrator I/II

## INFORMATION TECHNOLOGY NETWORK ADMINISTRATOR I/II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

Under general direction, [the Information Network Administrator series will](#) provide technical assistance to system users for computer, telephone, and network related problems; to serve as liaison in providing technical expertise in administration, maintenance, monitoring, troubleshooting, and operating the City's voice and data networks; to provide primary and secondary support for testing, installation, configuration, and support for PCs, servers, peripherals, and networking equipment; to provide primary and secondary support for system and network management, including security and resource inventory, monitoring, reporting, and troubleshooting.

[The Information Technology Network Administrator I is a Non-Exempt classification and the Information Technology Network Administrator II is an Exempt classification. Both the level I and II positions operate independently using judgement and relying on education and previous experience with the level I position exercising less independent judgement than the level II position.](#)

**ESSENTIAL JOB FUNCTIONS-***The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.*

1. Repair, maintain and troubleshoot local area network(s), wide area network(s) and data, audio and video communication systems.
2. Configure, administer, and maintain the City's computers and servers, including hardware and software installation, and update/patch maintenance.
3. Install, monitor and provide network administration for public safety departments and vehicles.
4. Monitor and respond to the Information Systems help desk voice and e-mail requests and inquiries.
5. Ensure maximum server and network performance and reliability.
6. Administer and maintain the City's central network user account security, telephone/voicemail, and alarm/access-control databases.
7. Provide backup and recoverability capabilities by monitoring, testing, backing up, and restoring system and database backups on servers.
8. Identify performance deficiencies such as server or network outages.

**CITY OF CORONADO**  
**Information Technology Network Administrator (Continued)**

9. Coordinate on-site installation, integration, testing, and servicing performed by outside consultants, contractors, and public agencies.
10. Recommend hardware, software, voice and data network configuration changes or upgrades based on usage, repair history, useful life of equipment, and input from departments.
11. Develop and maintain documentation of current system configuration, network, cabling, and administrative security accounts; ensure that maintenance and other related contracts, licenses and auditing procedures are current and accurate and adhere to established procedures.
12. Develop training documentation and conduct regular, scheduled training courses for City staff as directed by Information Systems Coordinator.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information systems/technology and telephone technologies.
14. Develop and recommend policies and procedures related to information systems and technology.
15. Assist departments in identifying, evaluating, purchasing and installing appropriate hardware and software.
16. Serve as a lead worker in directing and coordinating the work of lower level staff.
17. Perform other related duties as required.

**QUALIFICATION GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

When Assigned to Information Technology Network Systems Administrator I:

At least three (3) years of increasingly responsible information systems/technology analysis, network design, and administration experience.

When Assigned to Information Technology Network Systems Administrator II:

At least five (5) years of increasingly responsible information systems/technology analysis, network design, and administration experience.

**Education/Training:**

When Assigned to Information Technology Network Systems Administrator I:

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**CITY OF CORONADO**  
**Information Technology Network Administrator (Continued)**

High school graduation and technical coursework or certification in computer systems or a related field. Equivalent to a Bachelor's degree from an accredited college or university with major course work in information systems/technology, computer science, or a related field is preferred.

[When Assigned to Information Technology Network Systems Administrator II:](#)

[High school graduation and technical coursework or certification in computer systems or a related field. Equivalent to a Bachelor's degree from an accredited college or university with major course work in information systems/technology, computer science, or a related field is preferred.](#)

**Licenses and Certificates:**

Possession of a valid Class C California Driver's License with a safe driving record.

Possession of Microsoft Certified Systems Engineer and Certified Cisco Network Associate certifications preferred.

**Knowledge of:**

Principles and practices of computer systems configuration, administration, security, maintenance, operation, and troubleshooting.

Setup, operation, and maintenance of PCs and servers in a LAN/WAN/wireless environment, including installation, troubleshooting, and repair of components.

Operation, configuration, and troubleshooting of networking components connecting offices via T1 lines and fiber optic systems, especially administration and management of highly-segmented TCP/IP environments.

Public safety computer systems in use in the City, including, but not limited to mobile data terminals in vehicles, computer aided dispatch, public records management, and wireless and cellular broadband network technologies.

Other systems/programs in use in the City, including, but not limited to network and computer operating systems, databases, email systems, antivirus products, and backup products.

Telephone, data and voicemail systems.

Common administration and troubleshooting of printers, disk drives, modems and other network communication equipment, such as hubs, switches, and routers.

Common and specific information systems methods, principles, and practices as they relate to municipal management information systems operations.

Pertinent federal, state, and local laws and regulations as they relate to information systems management in a municipal organization.

**Ability to:**

Install, evaluate, test, configure, maintain, and troubleshoot a variety of operating systems and supporting hardware/software.

Effect repairs and system changes and enhancements with low user visibility.

Analyze, troubleshoot, and resolve highly technical networking issues.

Respond to requests and inquiries from network users and provide assistance as needed.

Meet deadlines and prioritize tasks with and without direction.

**CITY OF CORONADO**  
**Information Technology Network Administrator (Continued)**

Communicate clearly and concisely, both orally and in writing.  
Oversee, direct and coordinate the work of lower level staff.  
Establish, maintain, and foster positive working relationships with all levels of staff and contacts in outside consultants/agencies.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.

**Mobility:** Incumbents require sufficient mobility to move equipment and materials, such as, printers, related equipment accessories, paper, cable, etc. to install and maintain systems as necessary. Incumbents may also need to drive to various City locations or to off-site meetings as necessary.

**Vision:** Vision sufficient to read small print, computer screens and other printed documents.

**Environment:** Normal office setting with some travel between office facilities.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings. Incumbents will be required to work in and around City vehicles to maintain network and computer equipment.